

Memorandum of Agreement
Between
Edmonton Public School District No 7
and
The Alberta Teachers' Association

The above parties hereby agree that the following constitutes mutual agreement between parties and to recommend acceptance to their principals:

LETTER OF UNDERSTANDING: "Pilot Project on Revised School Calendar 2016-2017"

This Letter of Understanding is made pursuant to Section 5 (Professional Development) and Section 8 (Pilot Projects) of the Provincial Teachers' Framework Agreement of March 13, 2013.

The parties agree that ongoing professional development and collaboration for teachers is critical to achieving the vision of *Inspiring Education*, district priorities and plans, school improvement plans and a teacher's individual professional growth plan. The parties also agree that the focus of this pilot project is on teaching quality, improvement of student outcomes and support for a reasonable workload.

The parties agree that Edmonton Public Schools will establish a district school calendar in **2016-17** that meets the following criteria:

- a) A teacher will not be assigned duties in excess of 1,800 minutes per week. Assignable time will provide for instruction, supervision of students and professional activities such as in-service sessions, staff meetings, committee work and parent/teacher conferences.
- b) A teachers' full-time equivalent (FTE) assigned teaching time for instruction shall equate to approximately 890 hours per school year, depending on the number of instructional days scheduled but no more than 896.2 hours.
- c) Classes will begin **no earlier than September 1** and end prior to Canada Day.
- d) The District calendar shall include:
 - i. Three school/catchment professional development days
 - ii. Two district/catchment professional development days
 - iii. Two days for Teachers' Convention
 - iv. Two days-in-lieu for parent/teacher interviews
 - v. One operational day for opening and one operational day for closing. These days will not be used as Professional Development Days.
- e) **The calendar will include a fall break.**
- f) The calendar shall be balanced between the two semesters to accommodate instructional time at the secondary level.
- g) A teacher may agree to be timetabled for instructional duties which may vary in the number of hours assigned per semester.
- h) Schools may develop and forward an alternative school calendar which does not comply with section c) to the Superintendent of Schools for approval.

To implement elements of Inspiring Education, teachers must engage in ongoing professional development that considers District, school and personal professional goals. The Board shall ensure that time is dedicated from within the currently allotted professional development days or those times during the school year such as early dismissal days when students are not in attendance, to enable classroom teachers to collaborate with their colleagues in a professional learning community setting to benefit student learning and mitigate teacher workload and to address the goals of their Personal Professional Growth Plan.

As per the 2012-2016 Provincial Framework Agreement, teachers who believe that insufficient time has been dedicated to professional development may appeal to the principal, and if necessary the Superintendent or his designate. If they are not satisfied by the decision of the Superintendent or his designate, the Association may refer the matter to the Exceptions Committee. The Exceptions Committee will provide recommendations to all parties.

The established joint committee shall meet within 30 days of ratification of the changes to the Letter of Understanding to review the proposed calendar for **2016-17** to ensure the above criteria are met. The committee will be comprised of three teachers appointed by the Economic Policy Committee and three members appointed by the Board. The committee will also establish a process for evaluation, which includes the requirement for the committee to provide a written evaluation report to the Superintendent of Schools and the President of Edmonton Public Teachers Local 37 of the ATA by **March 31, 2017**. Costs of the committee will be borne by the Board.

The parties agree to suspend the requirements of Clause 13.2 (Teacher Assignment) and 23.10 (Professional Development Days) during the pilot project.

In the event that either party serves notice that they intend to terminate the pilot project on **August 31, 2017**, Clause 13.2 and 13.2.1 will take effect on **September 1, 2017**.

LETTER OF UNDERSTANDING: “Pilot Project on Staff Development Fund”

This Letter of Understanding is made pursuant to Section 5 (Professional Development) and Section 8 (Pilot Projects) of the Provincial Teachers’ Framework Agreement of March 13, 2013.

The parties agree that ongoing professional development for teachers is critical to achieving the vision of *Inspiring Education*, district priorities and plans, school improvement plans and teacher’s individual professional growth plans.

Edmonton Public Schools commits to establishing a Staff Development Fund to enable teachers or groups of teachers to access funds to support costs incurred in professional development activities or resources related to their individual professional growth plan, including but not limited to: courses, workshops or conferences, online courses and books, interschool visitation, collaboration or practical research, related substitute teacher coverage or any other professional development activities which the teacher believes meet a professional growth need.

Edmonton Public Schools will provide an amount of \$500,000 in **2016-17** to establish the available funds. The amount will be provided in two equal instalments to Edmonton Public Teachers Local 37 of the ATA. The first amount will be provided during the first business week of September and the second amount during the first business week in January.

The established joint committee shall continue to monitor and adjust established guidelines for the fund to ensure there is a clear focus on teaching quality and improvement of student outcomes. The committee will be comprised of three teachers appointed by the Economic Policy Committee and three members appointed by the Board. The committee will also establish a process for evaluation, which includes the requirement for the committee to provide a written evaluation report to the Superintendent of Schools and the President of Edmonton Public Teachers Local 37 of the ATA by **May 30, 2017**. Costs of the committee will be borne by the Board.

Edmonton Public Teachers Local 37 of the ATA shall administer and control the distribution of the Staff Development Fund. Edmonton Public Teachers Local 37 Treasurer shall provide an annual report to the Superintendent of Schools or delegated authority indicating disbursement of the funds and staff development priorities. Any teacher or group of teachers may make application to the Edmonton Public Teachers Local 37.

In the event that either party serves notice that they intend to terminate the pilot project on **August 31, 2017**, any unallocated funds in the Staff Development Fund will be returned to Edmonton Public Schools prior to **December 31, 2017**.

13.2.1 Assignable time will provide for instruction, supervision of students and professional activities such as in-service sessions, staff meetings, committee work and parent/teacher conferences.

Parent/teacher conferences, unless otherwise agreed to by the teacher, will be scheduled on operational days, excluding Fridays, in a way that will:

- a) recognize the teacher's total workload, including assigned duties and other professional responsibilities,
- b) accommodate the reasonable requests of parents, and
- c) provide a reasonable work day for teachers

The parties agree that effective **September 1, 2017**, the language of clause 13.2 will revert to the language of the September 1, 2001 collective agreement.