TEACHER QUALIFICATION & EXPERIENCE GRANT PROCESS CHANGE 2018-19

"Wait for the Lord; be strong, and let your heart take courage; wait for the Lord!"
Psalm 27:14 NRSV

Created, Draft	First Tabling	Review
October 25, 2019	November 13, 2019	Click here to enter a date.

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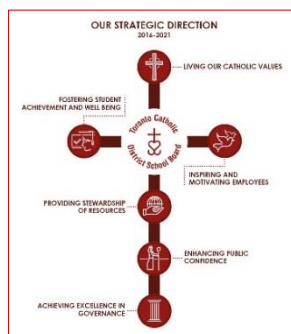
INFORMATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

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A. EXECUTIVE SUMMARY

During the summer of 2018-19, TCDSB Business Services and Human Resources Staff initiated a process change within SAPHR (the Board's Financial and Human Resource Enterprise Software) reporting mechanisms and system data information types to identify and correlate those teachers on Short-Term Disability (STD) and Maternity Leaves in 2018-19 with their LTO replacement.

In doing so, this process change generated additional Teacher Qualification and Experience (Q&E) Grants as permanent teachers generally have more experience, higher qualifications and are placed higher on the Teachers Salary Grids than the Long-Term Occasional (LTO) Teacher replacements. Permanent Teachers, who returned to work during the school year and were not active at the October 31st 2018 reporting date, the grant calculation identifies and captures the replaced permanent teachers in the Q&E Grant calculation.

This change in process has generated a structural increase in the Teacher Qualification and Experience Grant compared to 2018-19 Revised Estimates in the amount of $13.9 M in GSN funding.

The cumulative staff time required to prepare this report was 4 hours.

B. PURPOSE

1. In completing TCDSB Final Grants for 2018-19 year-end financial statements, this report provides information regarding a significant change in Grants for Student Needs (GSN) revenues, specifically the Teacher Qualification and Experience Grant (Q&E).

C. BACKGROUND

1. The Teacher Qualifications and Experience Allocation (Q&E) provides funding to boards with teachers who, because of their qualifications and experience, have average funded salaries above the 2018-19 benchmark level of $76,210 used in the Pupil Foundation Grant. The key date of October 31st is a cut-off to recognize these changes for GSN funding purposes.

2. As part of the normal year-end process Human Resources (HR), staff review the placement of active teachers on the Teacher Salary grid as at October 31st. This review is performed in late June to August so that all approved movements, which are retroactive to a date prior to October 31st, are captured and claimed in the year-end Q&E Grant calculation.

3. Teachers receiving QECO (**Qualifications Evaluation Council of Ontario)** upgrades during the year retroactive to October 31st, 2018 move to their new grid rate.

4. Teachers receiving approval for equivalent work experience, out of Province or Other Board experiences move to their new Grid rate. This is a local contractual requirement with TECT (Toronto Elementary Catholic Teacher) and TSU (Toronto Secondary Unit) and Ministry of Education is permissive of these movements in the Q&E grant calculation.

5. Recent SAP-HR module upgrades along with additional SAP programmer support and reporting changes allowed HR staff to more effectively track Long-Term Occasional (LTO) Teachers replacing permanent teachers and track the Teachers returning from STD, WSIB, Maternity, Parental, Adoptions etc. Any Ministry of Education audit will substantiate this process change.

6. In the summer of 2018-19, Business Services and Human Resource Services staff initiated a process change to recognize the LTO and other absent teachers for the teacher Q&E grant as part of the 2018-19 year-end procedures.

7. Teachers not active at October 31st 2018 who were on Short-Term Disability (STD), WSIB, Maternity, Parental & Adoption Leaves, who return to work during the 2018-19 school year can now be identified for the Q&E grant because of these SAP system enhancements and SAP programmer supports.

8. This process change, permissible by recent Ministry of Education Q&E recognition rule changes, provides the TCDSB with the ability to claim additional Teacher Qualification and Experience Grants for the 2018-19 fiscal year. As the teachers on STD and Maternity Leave are generally more experienced and qualified. Consequently, these teachers are placed higher on the Teachers Salary Grids than the Long-Term Occasional (LTO) Teachers that replaced them on October 31st. This change in process has generated a

$13.9M increase in the Teacher Qualification and Experience Grant in the final Q&E grant calculation compared to the 2018-19 Revised Estimates.

D. METRICS AND ACCOUNTABILITY

1. This is a new process that will be followed every year-end from 2018-19 onwards and is potentially subject to a Ministry Audit. The last Ministry Audit was performed on the 2015-16 Teacher compensation grant, at which time the audit resulted in a 1 Full-time Equivalent (FTE) position adjustment of 5,824 FTE Teachers (0.017% variance on total population) represented on the 2015-16 year-end.

2. This HR Year-end process is currently a labour intensive process that required several weeks of Business Services and Human Resource staff hours. The organization would benefit from further SAP HR enhancements and additional SAP HR Analyst support. In this manner, the increased capacity to configure, automate and create more efficient reporting processes can potentially capture and maximize potential future grant entitlements and realize other potential system wide efficiencies that rely on SAPHR data.

E. CONCLUDING STATEMENT

This report is for the information of the Audit Committee.