

## **2006-2007 TEACHER RECRUITMENT AND RETENTION: PROFESSIONAL DEVELOPMENT NATIONAL GUIDELINES**

### **1.0 INTRODUCTION**

These National Guidelines are in effect for the 2006-2007 fiscal year and apply to all recipients funded under a Contribution Agreement. The guidelines provide national direction for the delivery of Teacher Recruitment, Retention and Professional Development activities by First Nations communities, First Nations Education Authorities and First Nations Regional Managing Organizations (FNRMO) eligible for education funding provided by Indian and Northern Affairs Canada (INAC). Delivery includes as a priority, but is not limited to, staff of band-operated schools. INAC regions may provide additional detail. These guidelines have been discussed with the Assembly of First Nations' National Indian Education Council.

It is important to note that these National Guidelines address only Teacher Recruitment, Retention and Professional Development activities. The First Nations & Inuit Youth Employment Strategy, the Special Education Program, the Post-Secondary Education Program, and the Cultural Education Centres Program, New Paths for Education and Parental and Community Engagement Strategy, are covered under separate National Guidelines.

Any issues that arise concerning the interpretation of the Teacher Recruitment, and Retention: Professional Development National Guidelines will be resolved by the Education Branch in the Socio-Economic Policy and Program Sector at INAC Headquarters.

### **2.0 OBJECTIVE**

The primary objective of this initiative is to assist band-operated schools to recruit and retain qualified teachers and educators and provide them with professional development opportunities. As part of this effort the following secondary objectives have been designed:

- To provide educators and para-professionals in band-operated schools with access to professional development training;
- To reward teacher/school excellence; and
- To promote education as a career.

The anticipated outcomes of the 2006-2007 projects will be used to further demonstrate the continued need for funding to support band-operated schools in their efforts to recruit, retain and provide professional development for their staff.

### **3.0 KEY ACTIVITIES**

Key activities that are intended to facilitate the achievement of the overall objectives can include the following:

- Training at an accredited post-secondary institution, which can include accredited on-line training,
- Group workshops, training programs and courses organized by First Nations, delivered by specialists; and that are comparable to those provided by provincial school boards and Ministries of Education;
- Group workshops, training programs and courses delivered by an aboriginal-controlled post-secondary institution, which is affiliated with a recognized institution;
- Promotion of education as a career (e.g., workshop related to teaching as a career)
- Recognition of teacher excellence
- Recognition of excellence in First Nations Schools

As the regions are at different developmental stages of educational institutions, initiatives that promote the aggregation of services can be supported.

### **4.0 ELIGIBLE RECIPIENTS**

Teacher Recruitment, Retention and Professional Development activities is one of the education initiatives that is funded by INAC for First Nations communities. Chiefs and Councils may choose to deliver the initiative directly, share the initiative with other First Nation communities in tribal councils, or enter into agreements for the delivery of the initiative with provincial or municipal governments or agencies, private businesses or non-government organizations.

Contributions for Teacher Recruitment, Retention and Professional Development activities may be flowed directly to Councils, or to organizations designated by Councils (bands/settlements, tribal councils, education organizations, public or private organizations engaged by or on behalf of Indian bands to provide education services, provincial ministries of education, provincial school boards/districts or private education institutions).

Eligible participants are the teaching staff of band-operated schools, including special education teachers, culture and language instructors, teacher aides, para-professionals, counsellors, and principals.

### **5.0 DELEGATION OF SERVICE DELIVERY**

Where the recipient delegates authority or transfers program funding to an agency (e.g., an authority, board, committee or other entity authorized to act on behalf of the recipient), the recipient shall remain liable to the Minister for the performance of all of its obligations under the funding agreement. Neither the objectives of the program nor the expectation of transparent, fair and equitable service shall be compromised by this delegation or transfer of funds.

## 6.0 FUNDING

The funding is proposal-driven. Funding will be distributed to INAC regional offices based on a national allocation methodology. Support of eligible activities will be provided in the form of contributions to eligible recipients.

## 7.0 LEVERAGING

Schools, First Nations, education authorities and FNRMOs are highly encouraged to leverage their resources by fostering partnerships or by demonstrating economies of scale for the provision of recruitment, retention and professional development activities. This can include collaborating with provincial school boards, other education institutions, aboriginal institutions, accredited institutions, or other agencies, to undertake mutually beneficial activities.

Funding provided for professional development under other programs, (ie. Special Education, New Paths and the Parental and Community Engagement Strategy), can be used to supplement that received under Recruitment and Retention: Professional Development.

## 8.0 STACKING PROVISIONS

The stacking provisions are in place to ensure that different levels of government do not fund a recipient for a same program or project or that the Consolidated Revenue Fund is not funding the same program or project more than once. Proposals for funding from each recipient shall address the requirement for the recipient to declare any and all prospective sources of funding for the program or project, inclusive of all federal, provincial or other government sources that is expected to be received. Annual financial reporting shall show all sources of funding received. Provision for repayment shall be included in the funding agreements. In the event that the financial reporting shows more than once source of funding for the program or project in excess of \$100,000 and, when more funding of this nature is provided from all sources than was anticipated or actually required, the recipient shall reimburse to the Minister a portion equal to INAC's contribution to that project. The maximum contribution by INAC and total maximum government assistance can be 100% for eligible projects.

## 9.0 ELIGIBLE AND INELIGIBLE EXPENDITURES

**Eligible expenditures under Teacher Recruitment and Retention: Professional Development may include:**

- Professional development course and workshop fees and mandatory related expenses at accredited post-secondary institutions<sup>1</sup>;
- Group workshops, training programs and courses organized by First Nations, delivered by specialists; and that are comparable to those provided by provincial school boards and Ministries of Education;
- Group workshops, training programs and courses delivered by an aboriginal-controlled post-secondary institution, which is affiliated with a recognized

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<sup>1</sup>An institution that is recognized by a province or territory, or one that is affiliated with a recognized post-secondary institution or a degree-granting post-secondary institution.

institution;

- Costs associated with the taking of professional development courses by principals, teachers and para-professionals;
- Costs associated with providing networking opportunities, including internet-based communications, distance education opportunities and mentoring programs for first year teachers;
- Costs associated with the development and delivery of a workshop/training program;
- Costs associated with the promotion of education as a career;
- Excellence Awards for teachers as an incentive;
- Excellence in First Nation Schools Awards, based on applications presented by sponsors of nominated schools and assessed against agreed-upon criteria by INAC and First Nations; or the First Nation educational institution;
- Administrative costs up to 10% of the total cost of the contribution
- Transportation costs for eligible participants that are incurred as a direct result of participating in activities which are not already covered by Elementary/Secondary Education Program funding.

**Ineligible expenditures are:**

- Salaries for teachers, education para-professionals and specialists, that are already covered under the Terms and Conditions of the Education Program; and
- Expenditures for construction, operation and maintenance of federal and band-operated school facilities similar to those covered by the capital program.

**10.0 MAXIMUM AMOUNTS PAYABLE**

This initiative is regionally based and proposal-driven and the maximum amount payable is set on a case-by-case basis, limited overall by the total available funding both nationally and regionally.

The maximum amount payable to any recipient for teacher recruitment, retention and professional development activities is \$1.5 million.

**11.0 ELIGIBLE PROPOSALS**

Proposals received from eligible organizations must include a detailed description of the activities to be undertaken and how the activities will enhance the recruitment and retention of teachers or educators in band-operated schools, This must include:

- State clearly the goals and objectives of the initiative;
- Identify indicators that demonstrate how the objectives are to be met;
- Identify the target clientele;
- Identify partners (e.g. neighbouring communities, school boards, etc.);
- State the duration of the project;

- State the anticipated results; and
- State the amount being sought with a budget breakdown for the cost of the activities and administrative costs.

A template for project proposals is attached as Annex A.

## **12.0 REVIEW AND APPROVAL PROCESS**

The proposal process will be developed in consultation with First Nations.

## **13. REPORTING REQUIREMENTS**

The First Nations National Reporting Guide is the source of this information, and is the main point of reference for reporting requirements

**PROJECT PROPOSAL TEMPLATE  
(TEACHER RECRUITMENT AND RETENTION)**

**Name of Applicant (Organization):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

Mailing Address:  	Phone Number:  Fax Number:  E-Mail:
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**Type of organization:**

- |                                                                                    |                                                                          |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| " First Nation<br><br>" First Nation Education Institution<br><br>' Tribal Council | " First Nation Education Authority _____<br><br>" Other (specify): _____ |
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**PROJECT INFORMATION**

**Project Name:** \_\_\_\_\_

**Which objectives and proposed activities does your project target?** Indicate by checking the appropriate boxes below. If the activities desired are not in the list, check "Other" and fill in the blank with the additional information. Please include the anticipated outcomes and time lines.

**Objectives**

- ' To provide educators and para-professionals in band-operated schools with access to professional development training
- ' To reward teacher excellence
- ' To promote education as a career
- ' To reward school excellence; based on applications presented by sponsors of nominated schools and assessed against agreed-upon criteria by INAC and First Nations, or the First Nation Educational Institution

(/) applicable activity or activities	Anticipated Outcomes	Anticipated Timeline
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' Training, including accredited on-line training, at an accredited post-secondary institution ' Group workshops, training programs and courses organized by First Nations, delivered by specialists; and that are comparable to those provided by provincial school boards and Ministries of Education Group workshops, training programs and courses delivered by an aboriginal-controlled post-secondary	e.g. teacher maintains current certification level; an increase in the number of non-certified individuals provided with certified training; or teacher certification level enhanced	
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institution, which is affiliated with a recognized institution Networking opportunities, including internet-based communications, distance education opportunities and mentoring programs for first year teachers Promotion of education as a career (eg. workshop related to teaching as a career) Teacher/school excellence Award based on applications presented by sponsors of nominated schools and assessed against agreed-upon criteria by INAC and First Nations	e.g. increased retention rate and reduced staff turnover (see above also)  e.g. increased number of individuals attending education career workshops  e.g. incentives for teacher retention	
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**Please provide a description of any existing school and/or community programming targeted towards supporting recruitment, retention and professional development.**

**If applicable, describe how your project fostered partnerships, demonstrated economies of scale and supplemented resources.**

**If applicable, check any anticipated project partners:**

- / Neighbouring communities
- / First Nation Regional Managing Organization
- / First Nation Education Authority
- / Recognized Education Institution
- / Accredited Post-Secondary Institution
- / Aboriginal-controlled Post-Secondary Institution Affiliated with a Recognized Institution
- / Tribal Councils
- / School Boards
- / Ministries of Education

Other \_\_\_\_\_

**PROJECT COST**

**Total cost of project:**

\_\_\_\_\_

**Total amount of funds requested from INAC:**

**Provide details of expenditure by category:**

<b>Category</b>	<b>Amount</b>
Accredited professional development courses or workshop from recognized institution	
Non-accredited courses (e.g. group workshop)	
Professional/Specialist Fees	
Expenses/Training Fees for staff	
Career promotion activity	
Networking/mentoring Expenses	
Awards	
<b>Total</b>	

**Have you received other funding for this project?**

" Yes " No

If yes, specify the source:

**ADDITIONAL INFORMATION**

**Other relevant information:**