

## SCHOOL DISTRICT No. 73 (KAMLOOPS/THOMPSON)

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April 9, 2009

David Komljenovic, President  
Kamloops Thompson Teachers' Association  
202/204 – 1157 12<sup>th</sup> Street  
Kamloops BC V2B 7L2

Dear David,

**Re: Article IX.4.1  
Elementary Preparation**

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Further to our discussions and your letter of April 2, 2009, this will confirm our mutual agreement effective September 1, 2009:

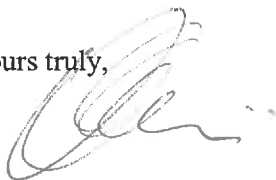
1. All elementary schools will follow a calendar week timetable, not a five-day rotational timetable.
2. Preparation time shall be provided on a three-day schedule and will run Tuesday-to-Thursday, or shall be provided on a four-day schedule which would run Tuesday-to-Friday.
  - a) The four-day schedule will run Monday-to-Thursday, instead of Tuesday-to-Friday, when there is a stat or NID on the Friday of that week.
  - b) On those years in which Remembrance Day falls mid-week the preparation time for that week will be scheduled on the four remaining days, provided that it does not conflict with the schedule of the teacher(s) providing the prep. If there is a conflict with the schedule of the teacher(s) providing the prep, then the prep time for all teachers in the school assigned prep will be pro-rated based on the reduced instructional time available in that week.
  - c) On those weeks with three or fewer days in session, prep time for all teachers in the school assigned prep will be pro-rated based on the reduced instructional time available in that week.
  - d) During the first and last week of the school year it is understood that prep may be scheduled during the time when students are not in attendance.
3. Where a prep teacher has their assignment reduced as a result of the terms of this settlement, then the options available for that prep teacher are:
  - a) Taking a partial leave from his/her assignment to the level of the available prep staffing allocation

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- b) Being declared Surplus
  - c) Requesting consideration through the in-school assignment change process to maintain his/her current level of Continuing FTE. This request will not be unreasonably denied.
4. All part-time elementary teachers of 0.4 FTE or greater will receive prep time. To facilitate scheduling on a calendar week, school administration may instead increase salary on a pro-rated basis in lieu of scheduled prep time.
- a) Teachers engaged in a job share arrangement of a 1.0 FTE assignment will receive scheduled prep time, not salary in lieu.
  - b) FTE for part time teachers shall be their original FTE added to the time in lieu of prep time. Part time teachers may take a partial leave and reduce their new FTE.
5. Where full time elementary teachers take a partial leave mid-year (that is, in situations where their prep coverage has already been staffed and scheduled) such teachers will continue to receive scheduled prep, pro-rated to the level of their reduced FTE, for the remainder of the year, where their FTE is 0.4 or greater. Likewise, the term certain teacher hired to cover the leave portion of their assignment will also receive scheduled prep pro-rated to their FTE, where their FTE is 0.4 or greater.
6. All six non-instructional days will be scheduled on Mondays or Fridays, by the Joint Professional Development Committee and shall be common days for all schools in the District including secondary schools.
7. The parties will continue discussions after the implementation of this agreement to address any issues that may arise.

This agreement is without prejudice to any other district or to any provincial matter.

Yours truly,



Dan Cairnie  
Assistant Superintendent – Human Resources

DC:sf

cc: EOC  
Elementary Principals