



**Letter of Understanding regarding School-Based Team Meetings
SUMMARY**

SBT Booking:

- The District will dedicate 4 TTOCs each day to be available to provide release time to enable teachers to attend school-based team meetings scheduled to occur during instructional hours.
 - Principals can book TTOCs for their school up to 120 days in advance using an online district calendar.
 - The team may decide to continue holding some or all of their school-based team meetings after instructional hours if it works best for everyone involved.

If there is no booking:

- Effective January 6, 2020, if these TTOCs have not been booked for SBT, they will be assigned to a school to provide release time to support the work of the members of the school-based team on that day. Assignment to schools will be provided on a rotational basis in alphabetical order.

Exceptions:

- Blackout periods:
 - First two instructional weeks of September
 - Last two instructional weeks of December
 - First two instructional weeks of January
 - First two instructional weeks of March; and
 - Last two instructional weeks of June.
- Furthermore, the District will not be required to provide a TTOC to provide release time in relation to a particular day if:
 - By 7:30am on that day, no TTOC has accepted the dispatch for the assignment; and
 - The District would be required to pull a TTOC who has accepted another assignment.

Moving Forward:

- In the event that the District does not provide a TTOC (non-black out periods) the District will add a day to a bank of time for use later in the school year to provide release time for the purposes specified above.
- The District will administer the bank and assign TTOCs to provide release time at its discretion. Assignment to schools will be provided on a rotational basis in alphabetical order.
- The District will attempt to exhaust the bank by the end of the school year. Any days in excess of 3 days remaining in the bank at the end of the school year will carry over to the following school year. The District will provide the Union with a reconciliation of the use of banked days by August 31 each year.

Dated in Langley this 13 day of January, 2020.

Langley Teacher Association