



## Letter of Understanding

Between

BOARD OF EDUCATION OF SCHOOL DISTRICT No. 35 (LANGLEY)  
(Hereinafter referred to as "the Board")

And

LANGLEY TEACHERS' ASSOCIATION  
(Hereinafter referred to as "the Association")

### **RE: PREPARATION TIME FOR THE 2023-2024 SCHOOL YEAR FOR SECONDARY SCHOOLS**

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Whereas the Board and the Association have discussed that the Langley School District Secondary Schools will be moving to adopt a common secondary semester timetable.

Whereas the Board and the Association agree that according to article D.20.2 of the Local Collective Agreement, secondary teachers are entitled to 193 minutes of preparation time per week.

Whereas it is agreed by all parties that weekly (linear) preparation time in a semestered timetable requires the creation of linear classes within semester classes thus causing timetable concerns for some teachers and students accessing courses. In addition, some teachers in a semester system may prefer semester preparation time which would avoid the need for a linear class in their teaching assignment.

Whereas it is agreed that having a preparation time option for the teacher to consider would give flexibility and choice to the individual teacher.

Whereas it is agreed by all parties that this Letter of Understanding addresses our current situation and may only be extended beyond the 2023-2024 school year with mutual agreement by both parties.

#### NOW THEREFORE:

It is agreed that all provisions of the collective agreement shall continue to apply except as amended below:


1. In secondary schools using a semester timetable the teachers be granted the option to request semester preparation time or linear preparation time.
2. Request for linear prep time will not be denied. Every attempt will be made to accommodate individual requests for semester prep. No teacher requesting and receiving a semester prep shall result in any other teacher at that school being forced to also take a semester prep.




3. Individual requests for the choice of linear preparation time or semester preparation time must be submitted to the principal no later than May 1, 2023.
4. In the event that an individual request for a semester prep cannot be accommodated due to the needs of the timetable, the teacher and the school staff representative will be informed by the principal by email.
5. Secondary teachers will receive the appropriate allocation of preparation time, based on their assignment, consistent with Article D.20.2 (A minimum of an additional 193 minutes per week shall be provided for purposes of preparation) by the end of the school year.
6. Schools with unique timetables such as Langley Fine Arts, Vanguard and Langley Education Centre are not considered part of this agreement.
7. The parties agree, without prejudice and precedent, that this letter of understanding comprises a resolution of secondary preparation time for the 2023-2024 school year.
8. Nothing shall preclude either party to the agreement from taking any action to enforce the terms of this letter of understanding.
9. This agreement will be in effect from August 1, 2023 to June 30, 2024.

Dated in Langley this 8 day of March, 2023.

  
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Tanya Kerr, President

  
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Michelle Guillo, Director – Human Resources  
School District No. 35 (Langley)

  
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Mal Gill, Superintendent  
School District No. 35 (Langley)