



GVSD-GVTA

K-8 Prep Time Review Committee

FINAL REPORT

October 2016

"Committed to Excellence: Learning Today – Building for Tomorrow"



JOINT GVSD-GVTA COMMITTEE TO STUDY K-8 PREP TIME

April 15, 2016

As per the letter of understanding signed by GVSD and GVTA, the purpose of the joint committee is to review the administration of preparation time in the Division. Specifically, to study the issue of inequitable preparation time within K-8 schools and make recommendations to the School Board

Mandate: The joint committee's mandate is to make recommendations to the School Board regarding teacher preparation time within K-8 schools.

Terms of Reference:

1. **Official Name:** GVSD-GVTA K-8 Prep Time Review Committee
2. **Membership:** GVSD: (4 members) Superintendent, HR Manager, 2 K-8 principals (1 rural, 1 urban).
GVTA: (13 members) comprised of:
 - a) Current GVTA President, Past-president (after June 30, 2016)
 - b) GVTA President-elect, Vice-president (until July 01, 2016)
 - c) Eleven Teachers - 1 representative from each K-8 School
3. **Term of Membership:** As an ad-hoc committee, the terms will run from April – Dec. 2016.
4. **Formation:** The joint committee is a result of the Jan. 2016 negotiations Letter of Understanding.
5. **Goals:** Primary – To make recommendations to the Board regarding K-8 prep time.
Secondary – To review current K-8 prep time and study discrepancies.
6. **Jurisdiction:** The committee has no decision making authority. The authority of the committee comes from the agreement as outlined in the letter of understanding signed by the School Division and the Teacher's Association.
7. **Resources and Budget:** The committee does not have a budget. Meetings will take place at the GVSD office. GVSD will look after office supplies and beverages. GVTA will look after meeting snacks.
8. **Governance:** The joint committee will be co-chaired by the Superintendent and the sitting GVTA President. A consensus model (everyone is asked to speak / offer an opinion) will be used during meetings.
9. **Communications:** Members will communicate using division email via their representative (GVTA via the President, GVSD via the Superintendent). The HR manager will record / distribute meeting minutes.
10. **Related Legislation / Policies:** The committee will adhere to applicable legislation, collective agreements and division policies as it executes its duties.
11. **Deliverables:**
 - a) To meet monthly between April and Dec. 2016 (no meetings in July and August).
Meeting dates to be determined. Times will be 7:00-8:15 am and/or 4:00-5:30 pm
 - b) To complete committee work by Dec. 16, 2016.
 - c) Co-Chairs prepare written report / recommendations to the School Board for the Jan. 2017 Board meeting.



GVSD-GVTA K-8 Prep Time Review Committee RECOMMENDATIONS

After numerous meetings (April 28/16, May 17/16, May 30/16, Sept. 27/16) the committee came to several conclusions and, respectfully submit the following recommendations for the Board's consideration:

A. Regarding Scheduling of the School Day and Instructional Periods

The committee recommends:

1. That the school day length, morning and afternoon sessions, periods per day, and minutes per period be as equal as possible within GVSD K-8 schools.
2. That each 100% FTE teacher receive one prep period daily totaling six per cycle. If a daily prep is not possible, that principals consider not assigning duty for the teacher on the day with no prep.

B. Regarding How Prep Periods May Be Assigned by The Principal

The committee recommends:

1. One of six preps may be assigned as a consult time.
2. That consideration be given to adding an additional prep for PLC (Professional Learning Community) time.

C. Regarding Non-Contact Time

The committee recommends:

1. Non-contact time be considered by principals when assigning teacher duty / supervision.

D. Regarding Other Considerations

The committee recommends:

1. That school diversity requires maintaining flexibility in administering schedules and prep time while maximizing the school day and minimizing non-contact time.