



**Board of Education  
School District No. 22 (Vernon)**  
1401 - 15<sup>th</sup> Street, Vernon, BC V1T 8S8

**TO: Lisa LaBoucane, VTA President**

**RE: Parent Teacher Interviews / Student Led Conferences Clarification**

**DATE: September, 2017**

As per our conversations, this letter is intended to outline how the district will be dealing with both Prep Time and Leave of Absences in relation to Parent Teacher Interviews and Student Led Conferences.

**BACKGROUND**

**Article F.25 PARENT TEACHER CONFERENCE**

- 1. The Board shall endeavour to provide time during the normal instructional hours for teachers to confer with parents on parent/teacher conference days.*

Every year the district calendar committee is formed with members from district staff, VTA, PAC, CUPE, VPVPA and student voice. This committee develops a school calendar to be proposed to the Board of Education. The proposed calendar may include setting dates and possible early dismissal times for informal reporting dates such as Parent Teacher Interviews & Elementary Student Led Conferences.

Recent practice has been the following.

**FALL PARENT TEACHER INTERVIEWS**

Elementary and secondary schools jointly have back to back early release days of two hours each day. From within this structure school administrators develop a set schedule for Parent Teacher Interviews that best meets the needs of their community.

Past practice has taken two general forms;

- A. Each of the two early release days are used for scheduled afternoon Parent Teacher Interviews.
- B. The first day is used to schedule both afternoon and evening Parent Teacher Interviews.

On the second day of option B, teachers will fulfill their professional reporting duties before leaving school. Exact duties and timelines are set by school based administration. The general expectation is teachers will fulfill their professional obligation and attempted contact with the

necessary parents as expected by administration. It is understood that these expectations may be interpreted differently based on the varying nature of each school's community and services.

## **WINTER ELEMENTARY STUDENT LED CONFERENCES**

Student Led Conferences generally follow a similar schedule as the fall Parent Teacher Interviews. The only difference is one of the Student Led Conference days are counted as instructional time.

## **SPRING SECONDARY PARENT TEACHER INTERVIEWS**

Not all secondary schools run spring Parent Teacher Interviews. When they are run, Article F. 25 still applies.

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Two issues have recently arisen from the above when early release days occur to accommodate Parent Teacher Interviews / Student Led Conferences that this letter will clarify.

### **1. Lost Prep Time Due to the Early Release Schedule**

#### **Article D.4 PREPARATION TIME**

4. *Full time secondary teachers shall receive preparation time for an average of 187.5 minutes per week taken from the normal instructional time of 1500 minutes per week....Such preparation time shall be in periods not less than 30 minutes.*
5. *Full time elementary teachers will receive preparation time of not less than 100 minutes per week...taken from the normal instructional time of 1425 minutes per week....in periods of not less than 30 minutes.*

Student Led Conferences are considered instructional time, and therefore it is expected by the district that the regular Prep Teacher will continue to provide the Prep Time as they usually would. Schools are free to have other creative plans that stay within the collective agreement and are at no cost to the district.

Parent Teacher Interview weeks have less instructional time than a normal instructional week. Therefore, the expectation is that teachers who lose their Prep Time due to early dismissal times for these purposes will receive at minimum 60% of their Prep Time for that week.

As secondary schools normally collapse their schedules by 20 minutes per block this practice satisfies the 60% minimum.

Elementary schools will need to support their teachers who have lost more than their 60% Prep Time and rectify up to at least 60% (Reminder Article D.4.5: Prep Time will be in periods of no less than 30 mins).

Creative methods to rectify Prep Time is intended to happen within the week it is lost. However, schools may have the flexibility to rectify Prep Time within a five work day window of the day



that the Prep Time was lost (An example would be if a teacher lost their prep time on a Thursday afternoon, the window to rectify the prep time would be – up to either the previous Thursday or the next Thursday, assuming there are not stat holidays included). It is recommended that school wide solutions be considered through staff committee.

## **2. LOAs on Days of Early Release**

### **ARTICLE B.2 TEACHERS TEACHING ON CALL AND BENEFITS**

12.f. A teacher teaching on call shall be paid 60% of his/her daily rate for working in the morning and 50% of his/her daily rate for working in the afternoon. If assigned to a full day, a teacher teaching on call shall be paid the full day rate of 100%.

13. A teacher teaching on call whose assignment is less than a full day but is required to offer instruction on both sides of the lunch break will be paid for a full day and, at the discretion of the principal, shall be required to offer a full day's service to that assignment.

On the Parent Teacher Interview & Student Led Conference Days elementary schools generally dismiss at 12:30 pm (half hour after the normal lunch begins) and secondary schools generally dismiss at 1:00 pm (1.5 hours after the normal lunch begins).

The following are expectations to determine responsibility for pay of the TTOC in such scenarios. A reminder that Parent Teacher Interviews and Student Led Conferences count as informal reporting as required by the school act and are included in a teachers' salary. The practice below does not prejudice this understanding.

If the teacher applying for the LOA is expected to be at work all day (scheduled interviews/conferences in the afternoon) and are not in attendance all day, a full days' absence, regardless of LOA will be deducted.

There is a need for more clarity on the second day when the school has scheduled Parent Teacher Interviews/Student Led Conferences all on the first day and evening.

1. Leaves that shall be granted with pay (G.4.1, G.25, G.27, G.28, & G.36) will have a full day TTOC sent to the school. A full day of this leave will be deducted.
2. Leaves that can't be unreasonably denied with pay (G.4.2, G.23) will have a full day TTOC sent to the school. A full day of this leave will be deducted.
3. Leaves that shall be granted with a loss of pay (G.3, G.32.3) will have a full day TTOC sent to the school and the teacher will bear the cost of the TTOC as outlined in each article.
4. Leaves that can't be unreasonably denied with either loss of pay (G.4.3, G.5, G.28, G.30), loss of sick time (G.29 – specialist appointment), or paid through a school account will be

approved on these days with the understanding that one of the following conditions are met;

- A. A TTOC is booked for the full day at no extra cost to the district and as such the source of funds (deduction of wages, sick time, or school account) for the LOA will cover the entire day.
  - B. A TTOC is only booked until the normal lunch hour begins and as such be paid .6 for the day. The LOA will only be approved if there is a school based plan approved by the principal to appropriately cover the remaining time and meets Article D.26. 2.
5. Medical Leaves (G. 20) shall be approved with loss of sick time as follows;
- A. If the teacher is expected to work a full day there will be 1.0 sick time deducted.
  - B. If the teacher meets their reporting duties from the previous day and there is an early release on the second day, and the teacher calls in sick this second day, there will be a TTOC sent the entire day but only a half day sick time deducted.
  - C. If the teacher has not yet met their reporting duties, and they call in sick on this second day of early release, there will be a TTOC sent the entire day and 1.0 sick time deducted.
6. Release Time for Teacher Activities Leaves (A.22) shall be granted without loss of pay subject to the Board being reimbursed the cost of the TTOC. A full day TTOC will be sent to the school and the cost of the TTOC will be reimbursed as outlined in the article.
7. This letter does not intend to clarify how Provincial Contract Negotiations Leaves (A.8) would be implemented on Parent Teacher Interview & Student Led Conference Days.

It is the teacher's responsibility to report to TTOC Dispatch their exact LOA time for the day.

*For example – "I am sick and will not be in today. We have an early release day tomorrow at 1pm because of yesterday's Parent Teacher Interviews. I will need a TTOC for the entire day. Since I have met my reporting duties I should only be deducted a .6 sick time."*

If errors are reported within the same school year, it will be reviewed by the appropriate Director of Instruction.

Sincerely,



Malcolm Reid

Director of Instruction for Teaching Personnel