



**LETTER OF UNDERSTANDING
BETWEEN
SCHOOL DISTRICT 33 (CHILLIWACK)
AND
CHILLIWACK TEACHERS' ASSOCIATION (CTA)**

Re: Early Dismissal Days – January 1, 2023 – 2024 - General Concepts

This Letter of Understanding is further to our meeting on December 1, 2022 regarding the **Early Dismissal Days – January 1, 2023 – 2024 - General Concepts**.

Article D.22.2.C of the Collective Agreement states:

One (1) full day and two (2) early dismissals after instruction of three hours for student assessment/evaluation and parent/teacher consultation for each formal reporting period.

These days, provide time for teachers to meaningfully communicate with parents as well as to provide support on assessment pedagogies that inform instruction and promote student achievement.

We have agreed to the following General Concepts for the **Early Dismissal Days**:

- a) The Principal will collaborate with the staff at a Staff Meeting. As an alternative, if the discussion did not occur at a Staff Meeting the principal will consult with the Staff Committee as to whether Parent Teacher interviews will be completed in the evening the day before the Early Dismissal day **OR** on the Early Dismissal afternoon. The decision will be based on a majority rules vote.
- b) If evening interviews are agreed to then time allotted in the evening will be equitable and equivalent to the time off for the Early Dismissal afternoon that takes place after three (3) hours of instruction as per Article D22.2.c.
- c) The maximum time assigned for teachers to do interviews in the evening would be three hours **excluding** a meal break. An example schedule may be as follows:

3:30 – 5:00 interviews with families commence
5:00 – 5:30 Dinner break
5:30 – 7:00 interviews with families continue
- d) There are always anomalies that arise in an employee's personal life (ie: a specialist appointment). For those anomalies the expectation would be the staff member would have a conversation with their supervisor, the Principal.
- e) The Chilliwack Teachers Association and The Chilliwack School District commit to do a Frequently Asked Questions Document and send out joint, consistent messaging to all staff with regards to the information contained in this Letter of Understanding.



- f) If a teacher becomes ill on the half day Early Dismissal Day **AND** they completed their interviews the evening before the teacher would complete two entries in the system and log half a day sick leave and half a day alternate assignment.
- g) If you are ill on the day of the interviews teachers would be responsible to complete those interviews at an alternate time that is mutually agreeable to both the teacher and the family.

The terms of this agreement will be effective January 1, 2023 - June 30, 2024 unless the parties agree to continue the terms beyond that date. The parties will meet no later than January 31, 2024 to discuss continuing or amending this agreement for the September 2024 – 2025 school year.

This agreement is strictly on a without prejudice and without precedent basis and is not to be referred to in any other matter.

Agreed this 10th day of January, 2023.

For School District 33

ROHAN ARUL-PRAGASAN
Please print name

[Signature]
Signature

SUPERINTENDENT
Title

For CTA

Danielle Bennett
Please print name

[Signature]
Signature

President, CTA
Title