



**LETTER OF UNDERSTANDING**

**BETWEEN**

The British Columbia Public School Employers' Association  
(Hereinafter referred to as "BCPSEA")

AND

The Board of Education of School District #40 (New Westminister)  
(Hereinafter referred to as the "District")

AND

The British Columbia Teachers' Federation  
(Hereinafter referred to as the "BCTF")

AND

The New Westminister Teachers' Union  
(hereinafter referred to as the "Union")

**Re: SUMMER PROFESSIONAL DEVELOPMENT (PD) DAY GUIDELINES**

The purpose of summer PD is to provide school staff with the opportunity to come together and learn as a team before the school year commences. While PD activities during summer PD cannot be exclusively team building or wellness activities, an element of this is often present, which strengthens staff cohesiveness. It is also an opportunity for NWTU members to explore new concepts and strategies before the start of the school year, which may impact their planning throughout the year.

**New Westminister Teachers' Union Summer Professional Development Guidelines:**

1. Schools may take up to two summer PD days in exchange for lieu days throughout the school year.
2. Activities pursued during these days must adhere to the parameters set out in the New Westminister Teachers' Union Professional Development Funds Guidelines document.
3. School PD committees must conduct a staff vote on taking summer PD days.
  - a. This vote will be done annually by:
    - i. Ballot with teacher's names on them
    - ii. Show of hands at a staff committee meeting
    - iii. Online poll
    - iv. Secret ballot; however, the vote must be done by secret ballot if more than 2/3 of staff vote for secret ballot
    - v. Wherever possible the vote shall be done before the commencement of Spring Break
4. Staff must vote 80% in favor of doing summer PD for the vote to pass, and 80% participation is expected. The 80% is calculated on current NWTU staff employed at the site. While staff on leave may vote, the PD committee is under no obligation to secure votes from these members.
5. A staff member may vote in favor of summer PD but still not attend. A yes vote signifies that a staff member is in favor of the school staff engaging in summer PD. While it is not




- a personal commitment to attend, staff members who vote in favour of summer PD must intend to attend.
6. No staff member is required to attend summer PD and does not need to give a reason for not attending.
  7. Staff that do not attend summer PD will pursue self-directed PD on the lieu days taken by the rest of the teaching staff. These staff members must complete a Self-Directed PD Release form and submit this form to their school site PD chair at least 10 days before the intended activity.
  8. Staff may not pursue personal PD for summer PD days. Only summer PD undertaken with the teacher's school may count towards lieu time throughout the year.
  9. Lieu time may only be taken on the PD days designated as lieu days by the school-based PD committee.
    - a. Lieu time may not be taken on
      - i. Random days throughout the school year
      - ii. A PD day designated by the school-based PD committee as a planned PD day
      - iii. An administrator led non-instructional day
      - iv. A designated District PD Day
  10. Annual administrator led non-instructional days cannot be scheduled during the summer as attendance at these days is mandatory, whereas attendance at summer PD is voluntary.

THIS AGREEMENT IS SIGNED IN THE CITY OF NEW WESTMINSTER AND DATED \_\_\_\_\_, 2020.

  
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 School District #40 (New Westminister)

  
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 New Westminister Teachers' Union

  
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 BCPSEA

  
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 BCTF

Dated: November 20, 2020