

**LOCAL LETTER OF UNDERSTANDING:  
Lost Preparation Time**

BETWEEN:

The Board of Education of School District No. 40 (New Westminster)  
(hereinafter referred to as the "District")

AND:

The New Westminster Teachers' Association  
(hereinafter referred to as the "NWTU")

**General Statement:**

Prep Time as per Article D.4 (Preparation Time) is considered unencumbered time for an individual NWTU member to engage in professional activities to support teaching and learning in relation to their assigned instructional duties. It is expected that the member will be permitted this time without any conflict with other assigned responsibilities. It is also understood that any loss of preparation time for a member should be an exceptional circumstance.

**Application:**

**If a member is directed by the principal to participate in an event, or attend a meeting, at a time that conflicts with a member's Prep Time, that period of time will be considered a "lost prep", and recorded as such (in the district standard record of lost prep) and rescheduled at another time.**

The member's Prep Time will be rescheduled at a mutually acceptable time between the member and their administrator. In the event mutual agreement is not achieved, the principal shall provide the member with a minimum of forty-eight (48) hours' notice and at least two (2) options (times) for that member to select from.

It is also recognized that due to scheduling conflicts, non-enrolling teachers (members) are be responsible for arranging, and if necessary rearranging, their schedule to make up their "Lost Prep Time when unavoidable conflicts occur.

The following are some examples of events or meetings whereby a member may “lose” their Prep Time:

- IEP Meetings
- School-Based Team Meetings
- Early dismissal (for the purpose of meeting with parents/guardians)
- Principal scheduled collaboration time
- Assemblies
- Sports Day
- May Day
- Field trips
- Emergency and fire drills

**In every case, the direction from the principal must be clear when a member is, or is not, required to attend a meeting or event during their regularly scheduled Prep Time. All administrative requests and directions must be in writing or email, otherwise the member’s attendance at the event or meeting is voluntary.**

After consulting with their principal, members are permitted to volunteer to attend/participate during their Prep Time (should their attendance not be required). In such circumstances, a member’s Prep Time will not be rescheduled.

If there are any difficulties in the application of this letter of understanding the parties will meet in an attempt to resolve the issue.

DATED the 27 day of Sept, 2019.



Robert Weston,  
Executive Director of Human Resources  
School District No. 40 (New  
Westminster)



Eric Young, President  
New Westminster Teachers’ Union