



Kootenay-Columbia
School District No. 20



Letter of Intent

School District No. 20 (Kootenay-Columbia) Non-Instructional Days & Professional Development

This Letter of Intent delineates the mutual responsibilities of the District and the KCTU on non-instructional days with respect to professional development within the district. Professional development may include district or school-based in-service.

- 1. The District and the KCTU agree that out of the six (6) non-instructional days in each school year, as provided for by the School Calendar Regulation, B.C. Reg. 114/02, three (3) may be designated by the District Calendar Committee as District Professional Development (District Days), and, three (3) may be designated School-Based Professional Development (School-Based Days). One of these six non-instructional days may be designated for activities that specifically enhance student achievement as per the Ministerial Order, M122/93.**
- 2. Activities on District Days shall be planned, organized and implemented collaboratively by a Joint District Professional Development Committee. This joint committee shall consist of, at a minimum, the KCTU's Professional Development Chair, a secondary, elementary and alternate KCTU School Professional Development Representative from school sites, the curriculum coordinator(s), an elementary and a secondary principal/vice-principal, and two (2) representatives of senior staff.**
- 3. Any disputes or unresolved issues at the Joint District Professional Development Committee shall be referred to the Superintendent and the KCTU President for joint resolution.**
- 4. School level activities on School-Based Days shall be collaboratively planned, organized and implemented by the School-Based Professional Development Committee at each educational site. These committees shall consist of, at a minimum, the Principal/Vice-Principal, a KCTU School Professional Development Representative, and a KCTU School Staff Representative. Other staff may be included, as the school desires.**
- 5. Any disputes or unresolved issues at any School-Based Professional Development Committee shall be referred to the site-based Staff Committee. If still unresolved,**

issues shall then be referred to the Superintendent and the KCTU President for joint resolution.

6. The District and the KCTU agree that self-directed professional development is encouraged and applications for self-directed professional development will be considered throughout the school year, but not on the three School Based Days or the three District Days, except by special permission by the Superintendent and the KCTU President for unique and unusual circumstances. Exceptions may also be made for self-directed pro-d on the October provincial non-instructional day to enable teachers to participate in provincially scheduled professional development activities.
7. All self-directed professional development funding requests must be referred to a committee of three members from the KCTU Prod Committee that will approve/deny the request(s). Approval by this committee for funding for self-directed professional development must be given prior to the taking of the self-directed professional development. Any such requests shall not be unreasonably withheld and any disputes with respect to same shall be referred to the Superintendent and the KCTU president for joint resolution.
8. Self-directed professional development must be taken in accordance to the provisions of #6 and #7 above.
9. Self-directed professional development must be directly related to teaching and learning with leave of absence granted by the Principal.
10. The Joint District ProD Committee shall meet at least three times/year, ideally in September, January and June to plan future ProD activities.
11. The content and intent of this letter are subject to change should applicable legislation related to professional development and non-instructional days be enacted.

Original signed by:

For the KCTU:

Andy Davidoff, President



Date: June 10, 2015

For School District No. 20:

Greg Luterbach, Superintendent



Date: June 12, 2015