



Elementary Staff Reps,

**RE: REMINDER OF 120 MINUTES OF SPRING BREAK NIS  
OWED TO EVERY ELEMENTARY SCHOOL STAFF FOR 2023/2024 SCHOOL YEAR**

As a consequence of the Board (in 2013/14) adding a week of school closure days to spring break, one week of instructional time was “removed”. This “removed” time was then distributed evenly throughout the rest of the remaining days of instructional time to create “extended days”. This required the BTA to waive its right to enforce D.22 Weekly Instructional Time in the collective agreement, as there was no way to respect this article in the collective agreement and also meet the minimum instructional time mandated by the School Act Regulations (853 hours of instruction for students in kindergarten and 878 hours of instruction for students in grades 1 to 7)

Secondary school teachers were not affected in terms of their preparation time for this calendar change. Secondary teachers’ preparation time is equivalent to 1 out of every 8 teaching blocks for a full-time teacher. Since each block is extended, including the prep block, the percentage of prep time is not affected.

Elementary teachers, however, are provided preparation time on a weekly basis. Since the instructional time in this new model is essentially the same, but now compressed over one less week of school, teachers in elementary school were “shorted” one week of preparation time (i.e. 120 minutes).

In order to remedy this, the District is allowing elementary school staffs access to the following decision-making process:

Each elementary staff, upon recommendation from Staff Committee and a majority vote of a Staff Meeting will decide on how each of two 60-minute blocks of preparation time will be remedied.

- a) The first 60-minute block will be a choice of one of the following three options in terms of teachers’ reduced availability on one of the:
  - i) First Day of School; or
  - ii) Last Day of School; or
  - iii) Sports Day.
  
- b) The second 60-minute block will be a choice of one of the following three options in terms of time provided, via an early dismissal, for one of:
  - i) Teacher Collaboration; or
  - ii) A break in order to prepare for parent-teacher or student-led interviews; or
  - iii) Meetings regarding class loading.

The principal and District will defer to the wishes of their respective school staffs regarding the decision-making process and parameters described above.

Please ensure you raise this issue at Staff Committee and Staff Meetings at your respective schools when you are setting your school calendar.

Sincerely,  
BTA Table Officers