

**Letter of Understanding  
Between  
The Board of School Trustees  
And  
The Gulf Islands Teachers' Association**

**June 27, 2007**

**RE: Timetable and teacher assignment process at Gulf Islands Secondary School**

It is agreed, without prejudice, that the following process will be used to staff and timetable Gulf Islands Secondary School:


- a) Any ideas or proposals for new courses or educational programs shall be introduced in a meeting with the Staff Committee and the school principal or designate no later than December 15<sup>th</sup> in the school year preceding that in which the potential course or program might be added. Additional timelines are in place in Board policy where Board Authorized Courses re concerned, but do not preclude the possibility of this school-based activity at this time.
- b) Courses to be offered to students for course selection purposes for the following year shall be determined by the principal or designate in consultation with the Staff Committee no later than February 15<sup>th</sup>.
- c) Courses and the number of section of each course that will comprise the master timetable for the following school year shall be determined by the principal or designate in consultation with the Staff Committee no later than April 30<sup>th</sup>.
- d) A preliminary master timetable for the following school year, without reference to individual teaching assignments, shall be shared with teachers no later than April 30<sup>th</sup>.
- e) A preliminary master timetable for the following school year, displaying individual teaching assignments, shall be shared with teachers no later than May 30<sup>th</sup>.
- f) Teachers whose assignments are subject to change shall be consulted at least 2 calendar weeks prior to the changes taking effect.
- g) Teachers shall receive a class list for each section of each course to which they have been assigned no later than June 15<sup>th</sup> for the first semester of the following school year, and no later than January 15<sup>th</sup> for the second semester of the current school year.

h) Teachers shall receive a list of students identified with special needs enrolled in each section of each course to which they have been assigned no later than June 15<sup>th</sup> for the first semester of the following school year, and no later than January 15<sup>th</sup> for the second semester of the current school year. The School Based Team will meet with teachers enrolling students with special needs as early as possible after class lists are known.

i) The Staff Representative or alternate shall meet with the principal or designate at least two weeks prior to the start of each semester to discuss any outstanding concerns or questions about teacher assignments, staffing levels, course offerings, and student placement, including the integration of students with special needs.

j) This agreement or any element therein can be changed at any time where the signing parties are in mutual agreement to do so. The agreement will be reviewed after one year of implementation in any case.

  
Board of School Trustees

  
Gulf Islands Teachers' Association