

LETTER OF AGREEMENT BETWEEN
VANCOUVER SCHOOL DISTRICT NO. 37
AND
VANCOUVER EDUCATION ASSOCIATION
REGARDING TERMS OF EMPLOYMENT AND DELIVERY OF EDUCATIONAL SERVICES
AFFECTED BY CHANGES TO MIDDLE SCHOOLS FROM TRIMESTERS TO SEMESTERS
BEGINNING IN THE 2023-2024 SCHOOL YEAR

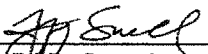
This Letter of Agreement (LOA) clarifies impacts to transitioning middle schools from a trimester to a semester course and grading system. The Vancouver School District No. 37 (District) and the Vancouver Education Association (Association) agree to the following updates to the 2021-2024 Comprehensive Professional Agreement, effective August 30, 2023.

- I. **10.3B Pre-duty days:** The pre-duty professional learning (PL) days will now be a part of TRI. Teachers will be responsible for the activities normally completed during those days (refer to Article 12.4A).
- II. **10.3C Midyear- TRI day:** One (1) non-student attendance TRI day separating the first semester from the second semester will be designated for educators to complete Enrichment-TRI-related responsibilities. Responsibilities for secondary educators may include preparing their room(s) and plans for the next semester and finalizing student work evaluations from the first semester. Every reasonable effort will be made to schedule the day on a Friday or a Monday, course hour requirements permitting. This will be one of the designated snow make-up days. In the event of snow make-up educators will determine when to complete intended work from the midyear TRI day outside of normal duty time.
- III. **10.7F Course prep considerations:** Every reasonable effort will be made to keep the number of subject fields and different curriculum course preparations for a secondary (6-12) teacher's assignment to a minimum.
 - i. Generally, the normal teaching assignment is deemed to be not more than three (3) preparations. A preparation is defined as a curriculum description/course number. Additionally, the District will make every reasonable effort not to assign course preparations in more than two (2) different subject fields (e.g., English, math, history, science, foreign language, PE, electives). A single preparation schedule is allowed.
 - ii. When involuntary expanded assignments are necessary, the building principal will discuss the circumstances and reasons for expanded assignments with the staff members involved and the affected employee shall receive eight (8) hours of supplemental compensation for each course preparation over three (3) per semester (6-12).
- IV. **10.7G Secondary recording and submitting grades:** For formal grade reporting middle and high school teachers will not be required to make written evaluations more than four (4) times each semester. Middle and high school teachers will provide written evaluations for all students at the time of end of quarter and end of semester reporting; they will only provide written evaluations for students failing or in danger of failing at the time of each quarter progress. Secondary teachers, or any teacher utilizing data processing procedures for reporting to parents, will be allowed a total of five (5) working days following the end of each designated report period to record and to submit report sheets to the building administrator's office. Additionally, for the mid-year and the final report period, a full or one-half (1/2) non-student attendance duty day will be provided for that purpose. All grade reporting procedures prescribed by the District shall be designed to avoid requiring teachers to work weekends to complete the task to meet the District-set deadlines.
- V. **10.17C Middle School:** The maximum number of student-teacher daily contacts is based on twenty-eight (28) times the number of classes a teacher is required to teach in their duty day, up to one hundred sixty-eight (168) students.

- i. This ratio is intended to result in maximum class sizes of 28:1 in a seven (7) period day and 29:1 in a six (6) period day.
- ii. Any classes, other than music (band and choral groups) and physical education that exceed this size shall require review by the principals, VEA, and District administration.
- iii. The maximum number of student-teacher daily contacts is based on twenty-eight (28) times the number of classes a teacher is required to teach in a seven (7) period day, or twenty-nine (29) in a six (6) period day. Administrators will make every reasonable effort not to assign more than one (1) instructional period per semester in excess of thirty (30) students in a seven (7) period day, or thirty-one (31) in a six (6) period day. A teacher shall be considered in overload if the total student-teacher count reaches more than one hundred sixty-eight (168) students in a seven (7) period day, or one hundred forty-five (145) students in a six (6) period day.

Agreed to this 30th day of August, 2023.

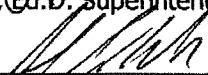
FOR THE DISTRICT:



Jeff Snell, Ed.D., Superintendent

9/7/23

Date




Jeff Fish, Executive Director of HR

9/7/23

Date

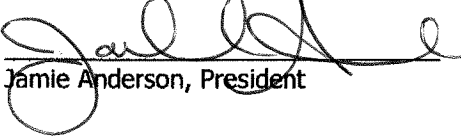
FOR THE ASSOCIATION:



Graham Picklesimer, Executive Director

9/8/2023

Date



Jamie Anderson, President

9/8/2023

Date