



LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 34 (ABBOTSFORD)

(Hereinafter referred to as the "Board")
OF THE FIRST PART

AND:

TEAMSTERS LOCAL UNION NO. 31

(Hereinafter referred to as the "Union")
OF THE SECOND PART

SUBJECT: 2025/2026 Learning Improvement Fund Grant Usage

The parties agree that the 2025/2026 Learning Improvement Fund (LIF) Grant in the amount of \$815,957.00 will be applied as follows:

1. To fund an additional one (1) hour of pay per pay period for Education Assistants (EA) and Youth Care Workers (YCW) in regular or "until further notice" positions that work between 10 and 70 hours bi-weekly. The one (1) hour per pay period is for the employee to attend staff meetings and could include consultation meetings in support of students.
2. To increase one (1) EA position at each elementary and middle school to six (6) hours per day and one (1) EA position at each secondary school to six and a half (6.5) hours per day, excluding AVS and Bakerview.
3. Should funding allow, increase additional EA positions at elementary and middle schools to six (6) hours per day and secondary school to six and a half (6.5) hours per day, as determined by the Director of LSS and in consultation with the union. To be assessed in November 2025 and based on the availability of budget and the need of the school.
4. Provide Provincial Outreach Program for Autism and Related Disorders (POPARD) training to 30 EAs.
5. Provide additional professional development on the May 2026 Pro-D Day, based on budget.

New EA Positions Rollout:

For the 2025/2026 school year, the six (6) or six and one-half (6.5) hour per day EA positions will be offered by the schools and in order of seniority, regardless of EA Level. The additional time will be entered into the HRIS as an additional temporary assignment for tracking and reporting purposes. Should this LOU continue into another



year, the parties agree that these positions would be posted positions and subject to the regular terms and conditions of the Collective Agreement.

Responsibilities:

EAs working an additional 30 minutes per day will be expected to perform the following duties:

- Consult with other support staff and classroom/LSS teachers, in support of students.
- Prepare materials, resources, tools (i.e. sensory & tablets) for students, to support SEL.
- Supervise arrival, dismissal and busing.
- Additional duties may be assigned.

POPARD Training:

The opportunity for POPARD training will be communicated to all EAs through email by Human Resources. EAs interested in this training must complete an expression of interest (online form). If there are more than 30 EAs interested, they will be selected at random by the District and Union. EAs must be able to attend and commit to the full course to be eligible. Priority will be provided to EAs who did not attend this course in the 2022/2023 school year.

Estimated Cost Summary:

Item	\$
1. One hour per pay period for EAs & YCWs to attend meetings.	490,000.00
2. One EA per school, working an additional 30 minutes.	190,000.00
3. One additional EA per priority school, working an additional 30 minutes.	50,000.00
4. POPARD training for 30 EAs (inclusive of course fees, registration & wages).	50,000.00
Total:	\$780,000.00
Difference:	\$35,957.00

Note: The above costs are based on July 1, 2024, wages and are subject to change. The buffer accounts for the July 1, 2025, wage increase (TBD) and review of IEP and Safety Plans. Any remaining/unused LIF Grant will be used for providing additional professional development on the May 2026 Pro-D Day, based on budget.

Reporting & Tracking:

The District will provide monthly reporting on the LIF Grant usage. The employee is expected to track how they utilize the additional paid time as per points one (1), two (2), and three (3), and provide this report to their principal, who will forward to HR. Failure to do so may result in the loss of this paid time.



Terms of Agreement:

The terms of this agreement will be effective September 1, 2025, and will expire on June 30, 2026, unless the parties agree to continue the terms beyond that date. The parties will meet no later than April 15, 2026, to discuss continuing or amending this agreement.

This agreement is without precedent or prejudice to either party. It is also understood that these terms of Letter of Understanding apply only in School District 34 (Abbotsford) and are not binding on any other district.

Signed this 5 day of August, 2025.

For School District 34

Patricia LaFramboise
Print Name

[Signature]
Signature

Associate Supt. HR
Title

For Teamster Local Union NO. 31

Lance Matricardi
Print Name

[Signature]
Signature

Business Representative
Title

LIF FUND TRACKING SHEET

The LIF Fund provides a support staff with an additional 30 mins per day and 1 extra hour biweekly. All time worked beyond regular hours must be tracked in accordance with LIF Fund requirements and submitted to the principal.

Name: _____

School: _____

<u>Date:</u>	<u>Time Used:</u>	<u>Staff Meeting</u>	<u>IEP Meeting</u>	<u>Safety Plan</u>	<u>Student Debrief</u>	<u>Clean- up</u>	<u>Others/ Details:</u>

Total Time: _____

LIF FUND TRACKING SHEET

The LIF Fund provides all regular support staff with an additional 1 hour of paid time biweekly. All time worked outside of regular working hours must be tracked in accordance with LIF Fund requirements and submitted to the principal.

Name: _____

School: _____

[illegible]

Total Time: _____