

Staffing Timelines January 29, 2018 – August 20, 2018

<u>DATES</u>	<u>ACTIVITY</u>	<u>ACTION BY</u>
Mon., Jan. 29	2018-19 Staffing Cycle: Memo #1 distributed – Includes: Staffing Process Teacher Tracking Template, Teacher Transfer Process, and Changing FTE Percentage.	Administrators
Fri., Feb. 2	Registration Forms (and student transfer forms, if applicable) from grade 8 students are due to home secondary schools. Please note separate due date for course selection process.	Elementary Administrators
Tues., Feb. 6	ALL areas will complete their Secondary Student Transfer meetings on this date.	Administrators/ Superintendents
Tues., Feb. 6	Date by which regional programs (IB, Arts and BCSS) must provide a list to secondary and elementary schools of the Grade 8 students who have been offered/accepted a placement for 2018-19.	Administrators of Schools with Regional Programs
By Fri., Feb. 9	Date by which the elementary schools must complete transfers within Trillium of the Grade 8 students to appropriate high school, as requested by the high school, based on registration forms received (this includes transfers and regional programs).	Elementary Administrators
Mon., Feb. 12	Date by which students can begin locking in their course selection.	Administrators
As of Feb. 8	Regional positions are posted and filled when known.	Principals, SST, Recruitment
Mon., Feb. 12	POR List #3 (posted 9:00 am, closes 4:00 pm on February 14.)	Admin & Christine
Wed., Feb. 21	Meet with CIS regarding staffing for specialized programs (i.e., SHSM, Dual-Credit, SS, Literacy, SA top up).	CIS, SST
Mon., Feb. 5	Superintendents to discuss Admin Allocation per School; report recommendations for changes to SST	Superintendents
Tues., Feb. 20	Memo #2 Staffing Requests for 2018-2019 released. (Due Tuesday, March 6, 2018.) Administrators notify Planning Services of accommodation concerns and potential portable requests. Enrollment projections and update from Planning Services to the SST.	SST, Administrators, Planning
Fri., Feb. 23	All course selections must be entered into Career Cruising	Administrators
Mon., Feb. 26	POR List #4 (post 9:00 am; closes 4:00 pm, February 28)	Admin & Christine
Mon., Feb. 26,	SST to meet with Finance secure total number of teachers for 2018/19	SST, Finance
Mon., Feb. 26 to Feb. 28	Course Request Sign Off forms printed from Career Cruising by students, signed by parents/guardians.	Administrators
By Tues., Feb. 27	Teachers wishing to change part-time status/increase their FTE, must notify principal in writing. (C.A.: L.D.5.3.1, L.D.5.4.1.) Administrators ensure that staff is aware of the February 27 deadline for written notification regarding change in FTE status or return from leave. A teacher who has been granted a special leave which ends in August of any year shall notify the Board prior to March 1 of that year whether s/he intends to return to employment with the Board in the following September (C.A.: L.C.4.5). This information is used during the staffing cycle for the following year, however, when additional contract vacancies arise outside the staffing cycle, Administration should offer to top up all qualified part-time teachers in seniority order, where possible.	Teachers
Wed. Feb. 28	Seniority list sent by HRS and posted/made available to teachers by Administration in schools (C.A.: L.D.7.2.4.1).	HRS, Administrators
Feb 28 to Mar. 2	Principals and ISC meet to finalize teacher tracking details.	Admin/ISC

Thurs., Mar. 1 by 4:00 pm	Stop Date at which course selections are fully locked down; not even Guidance can make changes in Career Cruising. Note: All signed hard copies of course selections are due to secondary schools.	IT
Fri., Mar. 2	IT test of import of course requests from Career Cruising for all schools. Error reports sent to schools	IT
Fri., Mar. 2	Completed Teacher Tracking Template due by 4 pm to Superintendents of Schools /Assistants and Lorna.	Administrators
Mar. 5 - 6 by 4:00 pm	Schools correct all errors in Trillium before final import of data for staffing purposes	Administrators
Tues., Mar. 6 by 4:00 pm	Due date for Staffing Request Template for 2018-19: sent to Superintendents of Schools/Assistants and Lorna.	Administrators
Wed., Mar. 7	Reporting of APG vacancies to SST.	Admin Student Services
Wed., Mar. 7	Final import of course requests from Career Cruising to Trillium for all schools.	IT
Thurs., Mar. 8	All course selection for all students, including Regional Special Education and PAE must be in Trillium with appropriate course codes. Note: Courses can be entered into Trillium any time after 'Copy to Next'.	SS Coordinators, Administrators
Fri., Mar. 9	SST generates reports for purpose of staffing rollout at 4:00 pm	SST
Mar. 12 - 16	Staffing data keyed into SPS system and allocations for each school generated.	SST
Mon., Mar. 19	APG (Autism Program Group, including APG – Complex Needs classes) Vacancy List shared with existing APG teachers; teachers may request to be transferred to another APG program location where it has been determined there is a vacancy, before APG vacancies are opened to other OSSTF teachers. Current APG teachers have until 4 pm Wednesday, March 21 to email their expression of interest. School and Student Services Principals arrange conversations and make determinations by 4 pm April 12	Principals, Student Services, SST, Teachers
Mon., Mar. 19	POR List #5 (posted 9:00 am, closes 4:00 pm March 21) - May be filled as Acting only if POR vacancy is on its 5th posting.	Administrators & Christine
Wed., Mar. 21	Allocation review/confirmation meeting	SST/SOs, OSSTF
Thurs., Mar. 29	Staffing Rollout Meeting – Mulock SS In the Learning Commons at 2:00 – 4:00	SOs, Admin, OSSTF, Branch Pres, SST
Thurs., Mar. 29 to Mon., Apr. 9	In-School staffing committees meet to determine allocation errors and update teacher tracking information.	Administrators & ISC
Wed., Apr. 4	POR List #6 (posted 9:00 am, closes 4:00 pm April 6) - May be filled as Acting only if POR vacancy is on its 4th posting	Administrators & Christine
Mon., Apr. 9	Last day to report allocation errors (on template) to Lorna.	Admin & ISC
Tues., Apr. 17	Declaration of vacancies and school surplus to Lorna by 4:00 pm.	Administrators
	Starting at 2:00 pm, principals must contact previous school surplus teachers (from the Spring 2017 and 2016 staffing processes) to inform them of return to school opportunity (C.A.: L.D.7.4.4.6) if suitable position has arisen.	Administrators
	Meetings and letters to surplus teachers by 4:00 pm.	Administrators
Wed., Apr. 18	Disability Management & Administrative Transfer Placement Meeting.	SST/SOs OSSTF
Thurs., Apr. 19	Revised vacancies sent to Lorna by 12:00 noon.	Administrators
By Fri., Apr. 20	Share directly with each teacher the subject group(s) to which they have been tentatively assigned for 2018-2019.	Administrators
Mon., Apr. 23	Vacancy List #1, incl. remaining APG vacancies, and Surplus List distributed by 9:00 (Vacancies will be posted for 3 days, with the determination process taking 2 days - closes 4:00 on April 25.)	SST & Administrators
	Every secondary permanent contract teacher is eligible to apply for equivalent FTE status including those on the Surplus List.	
	If current full-time teacher has signed an NP590 to go to part time next year, teacher is only eligible to transfer at new FTE status.	
	POR List #7 (posted 9:00 am, closes 4:00 pm April 25) - May be filled as Acting	Administrators &

	only if POR vacancy is on its 3rd posting.	Christine
Thurs., April 26	Positions may be filled by secondary permanent contract teachers only with equivalent FTE.	
Fri., April 27	Vacancy updates to Lorna by noon.	Administrators
Mon., April 30	Vacancy List #2 (posted 9:00 am, closes 4:00 pm on May 2)	Admin & Lorna
Fri., May 4	Vacancy updates to Lorna by noon.	Admin & Lorna
Mon., May 7	Vacancy List #3 (posted 9:00 am, closes 4:00 pm, May 9)	Admin & Lorna
	POR List #8 (posted at 9:00 am, closes at 4:00 pm May 9) - May be filled as Acting only if POR vacancy is on its 3rd posting.	Administrators & Christine
Fri., May 11	Transfer Process frozen at 4:00 pm.	
	Last day for a teacher to be declared surplus. (C.A.: L.D.7.4.3.)	Administrators
	Vacancy, Surplus updates to Lorna by 4pm.	Admin & Lorna
	POR updates to Christine by 4pm.	Admin & Christine
Tues., May 15	Surplus Placement Meeting.	SST, SOs, OSSTF
Wed., May 16	Additional Staffing Request Template sent to schools for additional allocation to assist with master schedule creation, where warranted. Due Tuesday, May 22.	SST
Thurs., May 17	If all surplus teachers have been placed, transfer process re-opens.	
	Once transfer process re-opens, before posting vacancies, Principals offer vacant sections in seniority order to part-time teachers who requested to increase FTE.	Administrators
	If surplus teachers have NOT all been placed, vacancies, as they arise , to be emailed to Lorna until further notice and only Regional Special Education positions posted during this time.	
Fri., May 18	Vacancy updates to Lorna by noon.	
Tues., May 22	Due date for Additional Staffing Requests for those schools still working on Master Schedules	
	Vacancy List #4 (posted 9:00 am, closes 4:00 pm, May 24)	Admin & Lorna
	Part-time teachers who requested to increase FTE in writing before March 1st may apply for any FTE vacancies and for PORs (full-time). (CA: L.D.5.3.2)	
	POR List #9 (posted at 9:00 am, closes 4:00 pm May 24) - May be filled as Acting only if POR vacancy is on its 2nd posting AND there were no qualified applicants to 1 st posting; otherwise may be filled as Acting only if POR is on its 3rd posting.	Administrators & Christine
Fri., May 25	Additional allocations communicated to schools. Report resulting vacancies to Lorna by Monday, May 28, at noon.	SST, Admin.
Mon., May 28	Vacancy updates to Lorna by noon.	Administrators
Tues. May 29	Vacancy List #5 (posted 9:00 am, closes 4:00 pm, May 31)	Admin & Lorna
Wed., May 30	Final day to inform part-time teachers of their FTE percentage for 2018/19 (CA: L.D.5.1.1)	Administrators
	School Master Schedule completed for those schools who did not request additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators
	Secondary Contract Hiring Toolkit and LTO Hiring Toolkit released for use by administrators for hiring from LTO list/OT Roster.	Recruitment
Wed., May 30	Report updated staffing/timetabling concerns to SO and SST for support if needed.	Administrators, SST
Mon., June 4	Vacancy updates to Lorna by 12:00 noon.	Administrators
Tues., June 5	Vacancy List #6 (posted 9:00 am, closes 4:00 pm, June 7)	Admin & Lorna
	POR List #10 (posted at 9:00 am, closes at 4:00 pm June 7) – May be filled as Acting only if POR vacancy is on its 2 nd posting AND there were no qualified applicants to the first posting, otherwise may be filled as Acting only if POR is on its 3 rd posting.	Administrators & Christine
Wed., June 6	School Master Schedule completed for those schools who requested additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators
Wed., June 6	Surplus Placement Meeting 2, if required	SST, SOs, OSSTF

Fri., June 8	BCSS only: LTO postings for Semester 1 begin.	BCSS
Tues., June 12	Transfer process for OSSTF contract teachers closes at noon. (Complete interview process for applications submitted on time.)	Administrators
	Last day to retain this year's School Surplus teachers or recall 2017 or 2016 surplus teachers.	Administrators
	Vacancy updates to Lorna by noon.	Administrators
	Principals shall make internal, interim (one year) appointments for any remaining POR vacancies. (i.e., fill any further POR vacancies by Interim assignment to a teacher within the building, not as transfer from another school.) C.A.: L.D.2.6.3	
Wed. June 13	Vacancy List #7 (posted 9:00 am, closes June 15 at 4:00 pm) Only for new contract hiring from the LTO List/OT Roster as per the recently released Secondary Contract Hiring Toolkit for all remaining vacancies. All OTs are eligible to apply and will be considered in accordance with Reg 274.	
Middle of June	Request from HRS Temporary Letters of Approval (TLA) if required for those teachers in assignments for which they do not hold qualifications.	Administrators
Prior to exams	Conflicts resolved.	
Tues., June 19	Vacancy updates to Lorna by noon.	Administrators
By Wed. June 20	Teachers receive timetables (may still be tentative).	
Wed. June 20	LTO postings for Semester 1 begin for all schools (except BCSS): repost as necessary, and all Interviews and hiring decisions completed for Semester 1 LTOs by Wednesday, July 4.	Administrators
	Vacancy List #8 (posted 9:00 am, closes June 22 at 4:00) Only for new contract hiring from the LTO List/OT Roster. Process completed by Friday, June 29.	Administrators, SOs
After June 28, 2018, NO FURTHER POSTING OR HIRING TO CONTRACT OR LTO VACANCIES until:		
Mon. July 23	BCSS only: Semester 1 LTO postings resume. Having first offered vacant contract sections to current part-time teachers, in seniority order, remaining contract sections posted for new contract hiring from LTO List/OT Roster, per Secondary Contract Hiring Toolkit, June 2018. (Posting closes 4 pm August 25.)	Administrators
Mon., Aug. 13	Early start schools only - SDHS, KHS, MSS, MHS: Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2018 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 15.)	Administrators
Mon., Aug. 20	All other schools: Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2018 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 22.)	Administrators