

DATES	ACTIVITY	ACTION BY
Mon., July 31, 2017	BCSS Only - contract vacancies for semester one must be offered to part time teachers. Adhere to the Secondary Contract Hiring Toolkit (June 2017) for filling remaining sections. Posting will close 4 pm Wednesday, August 2.	Administrators at BCSS
Wed., Aug. 16, 2017	Early Start Schools Only (KHS, MHS, MSS, SDHS) - Contract vacancies for semester one must be offered in seniority order to current part-time contract teachers within your school. Adhere to the Secondary Contract Hiring Toolkit (June 2017) for filling remaining sections. Report remaining contract vacancies, if any, for semester one to Lorna by noon.	Administrators at Keswick HS, Maple HS, Markville SS, Sutton DHS
Thurs., Aug. 17, 2017	Early Start Schools Only (KHS, MHS, MSS, SDHS) Vacancy List (posted by 9:00 am and closes 4 pm Tuesday, August 22) first consideration to Semester 2-Only contract teachers.	SST
Mon., Aug. 21, 2017	Regular start schools - Contract vacancies for semester one must be offered in seniority order to current part-time contract teachers within your school. Adhere to the Secondary Contract Hiring Toolkit (June 2017) for filling remaining sections. Report remaining contract vacancies, if any, for semester one to Lorna by noon	Administrators
Tues. Aug.22	Regular start schools Vacancy List (posted by 9:00 am and closes 4 pm Thursday, August 24) first consideration to Semester 2-Only contract teachers.	SST
Wed., Sept. 6 to Fri., Sept. 22, 2017	Enter all student registrations in Trillium daily, update no shows daily once confirmed; ensure accurate data is being collected as the System Staffing Team extracts system data daily.	Administrators
Wed., Sept. 6, 2017	Secondary Staffing Memo to include: template for additional staffing requests, give back of sections, initial requests for school and system flex factor; information about removing no shows; and additional staffing issues/concerns.	Administrators
Thurs., Sept. 7, 2017	Memo to Principals re: YREM Report distributed. (Due September 26)	Administrators & SST
Thurs, Sept. 7 to Mon., Sept. 11, 2017	Enrolment analysis to determine staffing needs.	SST
Mon., Sept. 11 2017	All no shows to be removed in Trillium by noon.	Administrators
Tues., Sept. 12, 2017	Staffing requests/information template due by noon to the SST including: staffing requests, give back, school and system flex requests and list of non-attending (expected to return) students.	Administrators
Wed., Sept. 13, 2017	SST to meet with Finance if necessary.	SST
Thurs., Sept. 14, 2017	SAC meeting. Consider staffing requests for Sem. 1.	SAC
Fri., Sept. 15, 2017	SAC communicates staffing adjustments to schools.	SAC
Fri., Sept. 15 and Mon. Sept. 18, 2017	For schools with additional allocation, in consultation with ISC, new contract sections to be offered in seniority order to current part-time contract teachers within your school.	Administrators
Mon., Sept. 18, 2017	Report remaining vacancies, if any, by 4:00 pm to Lorna.	Administrators
Tues., Sept. 19, 2017	Vacancy List (posted by 9:00 am and closes at 4:00 pm on September 21) First consideration to Semester-2-Only contract teachers.	SST

Fri., Sept. 22, 2017	System Flex Requests shared with SAC and decisions communicated to schools.	SAC
Tue., Sept. 26, 2017	YREM Report completed and sent to SST by 4:00 pm.	Administrators
Fri., Sept. 29, 2017	POR memo and report sent to schools to identify discrepancies between school and HR data for all PORs in the school. Ensure NP 590s are done for all PORs. (Due October 19)	Administrators, SST & Christine
Wed., Oct. 4, 2017	APAs completed in SPS (done on a monthly basis). School team (STAR secretary, VP and BP) to meet on a monthly basis to review.	Administrators & STAR secretary
Wed., Oct. 11, 2017	Update Special Education data in Trillium.	Administrators
Thurs., Oct. 12, 2017	Request for POR information to inform Vacancy List.	SST & Administrators
Thurs., Oct. 19, 2017	POR discrepancy report completed and submitted to Christine.	Administrators
Mon., Oct. 23, 2017	POR vacancies to Christine by 9:00 am.	Administrators & Christine
Mon., Nov. 13, 2017	POR List #1 posted 9:00 am and closes 4:00 pm on November 15.	Administrators & Christine
Mon., Nov. 13, 2017	Memo - Sem. 2 Staffing Request Template distributed. (Due December 4)	SST
Mon., Nov. 27, 2017	Community Class Staffing projections for 2018-19 forwarded to SST by Student Services Coordinators.	Student Services Coordinators
Thurs., Nov. 30, 2017	Sem. 2 Staffing Requests Template - to Lorna by 4:00 pm.	Administrators
Fri., Dec. 1, 2017	Second semester staffing adjustments considered.	SAC/SST
Mon. Dec. 4, 2017	POR List #2 posted 9:00 am and closes at 4:00 pm on December 6.	Administrators & Christine
Tues., Dec. 5, 2017	Second semester staffing adjustments communicated.	SAC/SST
By Thurs., Dec. 7, 2017	In consultation with ISC, new contract sections (for Semester 2) to be offered in seniority order to current part-time contract teachers within your school by noon.	Administrators
Fri., Dec. 8, 2017	Remaining Semester 2 vacancies to Lorna by noon.	Administrators
Mon., Dec. 11, 2017	Semester 2 vacancies posted in Mid-Year Vacancy List #1. This posting closes at 4:00 pm on December 13. These vacancies will be available for part-time teachers in other schools only if their current Semester 2 assignment is less than the posted vacancy. Vacancies will be posted for 3 days, with the determination process taking 2 days subsequently. The receiving principal will select applicants for a conversation and accept transfers in accordance with the secondary Teacher Transfer Determination Process . For example: a part-time teacher currently assigned one section in Semester 2 may apply for transfer to vacancies of two or three sections. A part-time teacher currently assigned two sections in Semester 2 may only apply to a three-section vacancy. Teachers whose current assignment is in Semester 1 only may apply to any Semester 2 vacancy.	Administrators
By Fri., Dec. 15, 2017	Update course catalogue before upload from Career Cruising to Trillium	Administrators

Mon., Dec. 18, 2017	In consultation with ISC, vacant contract sections (for Semester 2) resulting from transfers to be offered in seniority order to current part-time contract teachers within your school by 12:00 noon.	Administrators
Tues., Dec. 19, 2017	Remaining Semester 2 vacancies to Lorna by 12:00 noon.	
Wed, Dec. 20, 2017	Semester 2 vacancies posted in Mid-Year Vacancy List #2. This posting closes at 4:00 pm on December 22. Again, these vacancies will be available for part-time teachers in other schools only if their current Semester 2 assignment is less than the posted vacancy. All qualified Occasional Teachers may apply to vacancies on the Mid-Year Vacancy List #2. Only if there have been no part-time contract teacher applicants for a posted vacancy will OT applicants be considered, in compliance with Regulation 274 and the Board's hiring process, beginning with the five most senior qualified and eligible LTO List applicants who agree to be interviewed. Vacancies will be posted for 3 days, with the determination process to take place in January, by the end of January 11.	Administrators
Mon., Jan. 8 – Wed., Jan. 10, 2018	Determination process for Mid-Year Vacancy List #2. The receiving principal will select applicants for a conversation and accept transfers in accordance with the secondary Teacher Transfer Determination Process . (For new hires from the LTO List/OT Roster, refer to the Permanent Contract Hiring Toolkit.)	Administrators & Lorna
Mon., Jan. 8, 2018- For Bill Crothers SS Only	Start date for BCSS LTO postings for Semester 2. Exceptions for earlier postings for 'hard to fill' areas can be made with Superintendent approval to apply to SAC.	Administrators
Thurs., Jan. 11, 2018	In consultation with ISC, vacant contract sections (for Semester 2) resulting from transfers to be offered in seniority order to current part-time contract teachers within your school by 12:00 noon.	Administrators
Fri., Jan. 12, 2018	Remaining Semester 2 vacancies to Lorna by 12:00 noon.	
Mon., Jan. 15, 2018	Mid-Year Vacancy List #3 posted, for qualified OT applicants only. Semester 2 vacancies posted in Mid-Year Vacancy List #3. This posting closes at 4:00 pm on January 17.	Administrators
Mon., Jan. 15, 2018	Start date for LTO postings for Semester 2. Exceptions for earlier postings for 'hard to fill' areas may be made with Superintendent approval to apply to SAC.	Administrators
	Please note: Where a part-time teacher receives an increase in FTE assignment, the teacher will be considered to have transferred to the second semester school for the subsequent staffing cycle, subject to surplus determination, and will retain the new FTE status.	
	Exceptional situations will be addressed by SAC.	
	POR Postings to resume in mid-February after Sem. 2 start up.	
	January - June staffing timelines will be released in January.	