

# SECONDARY SCHOOL/PROGRAM CLOSING STAFFING PROCEDURES

## INDEX

	Page
A. Teachers.....	1-3
B. Teachers in Positions of Responsibility (POR).....	3
C. Late Program Closures – TDSS Section 23.....	3,4
D. Unforeseen Circumstances.....	4

## SECONDARY SCHOOL/PROGRAM CLOSING STAFFING PROCEDURES

OSSTF TTBU and Board representatives will visit schools earlier in the school year or within one month of the Board's decision to close a school if close to the staffing process.

A school closure is the closure of a school. A program closure is limited to TDSS (Section 23), Alternative Attendance Programs, Caring and Safe Schools – Alternative Programs.

### A. Teachers:

- All Teachers, including Curriculum Leaders and Assistant Curriculum Leaders on the staff list of a secondary school/program that is scheduled to close effective the following September will complete a Transfer Request Form. **This form is due 12 noon on March 1.**
- A meeting date will be set with the teaching staff between the date when school surplus is declared across the system and the date of the first Transfer meeting. **In 2019, this meeting will take place at the closing school/program location on Tuesday, April 23, 2019.**
- At that meeting, all Teachers, will be able to examine the vacancies available in the secondary schools/programs as of that date. It may not be possible to provide specific timetables, but rather general timetable subjects, e.g. Math/Chemistry, English/Geography, with an indication of intermediate and/or senior level.
- Teacher will be able to indicate their interest in any of the vacancies listed, regardless of what they requested on their Transfer Request Forms. They will be asked to rank their choices, for as many positions as they are interested in. They may consider vacancies for which they have qualifications or for subjects they are Experienced But Not Certificated (EBNC), as recorded on the seniority verification form.
  - (a) Teachers with fewer than twenty (20) completed years of secondary school teaching experience with the TDSB and any of its legacy boards will only be considered for:
    - (i) vacancies for which they have qualifications, or
    - (ii) vacancies for which they are Experienced But Not Certificated ("EBNC") (to a maximum of three sections), all as recorded on the seniority verification form.
  - (b) Teachers with twenty (20) or more completed years of secondary school teaching experience with the TDSB and any of its legacy boards will only be considered for:
    - (i) vacancies for which they have qualifications, or
    - (ii) vacancies for which they are EBNC (to a maximum of four sections), all as recorded on the seniority verification form.

- (c) Where Teachers are considered under (a), (ii) above by virtue of being EBNC in respect of three sections or are considered under (b), (ii) above by virtue of being EBNC in respect of either three or four sections, the Teacher will be assigned to the vacancy as a “try on” provided that any such Teacher will only be considered for one such “try on” vacancy. If the “try on” is not a fit, the Teacher shall still be considered and may be placed under the School/Program Closing Procedure in a vacancy for which they have qualifications or for which they are EBNC to a maximum of two sections.
- Teachers will be given 2 school days by which time they must provide a list of their choices to the school Principal, who will forward the information to the appropriate Staffing Officer by Thursday, April 25, 2019 (noon).
  - If any Teacher does not want to indicate a preference for any of the listed vacancies, the information on their Transfer Request Form will be used for their placement.
  - Any Teacher who is displaced by a School/Program Closing who chooses not to use the School/Program Closing Procedure or is not placed through this Procedure shall go through the process described in the Staffing Rules section, page 1, 2(b), The Placement of Surplus Teachers Into Vacancies, or who is placed through the School/Program Closing Procedure shall be subject in their new school to surplus procedures and timetable adjustments, provided that if a timetable adjustment is necessary, the majority of original subjects on the timetable will be maintained.
  - If more than one Teacher is interested in a specific position and is qualified for the position, seniority will determine which Teacher is placed in that vacancy.
  - The Senior Manager, Secondary Teaching Office, will be responsible for chairing a meeting where the placements for any closing school/program Teachers will be discussed.
    - Present at the meeting will be the same persons as those listed as present for the Facilitated Transfer Committee Meetings, with the addition of the Principal of the school/program scheduled to be closed:
      - Senior Manager, Secondary Teaching
      - OSSTF TTBU representative
      - Principal
    - This meeting will take place before the posting round and the first regular Transfer Meeting. **In 2019, this meeting will take place on April 29.**
    - The purpose of the meeting is to place as many of the closing school's/program's Teachers in available vacancies as possible, in accordance with their preferences as indicated as a result of their examination of the list of vacancies. The closing school's/program's Teachers placed at this meeting will be informed about their placements by their school/program Principal at the conclusion of the meeting.

- Teachers who are placed as a result of their preference for a position on the vacancy list will be deemed to have withdrawn their transfer request if the placement matches the criteria on their transfer form.
- If the placement does not match the criteria on the Transfer Request Form, the Transfer Request Form will remain in effect, unless the Teacher requests that it be withdrawn. The deadline for withdrawal of the transfer form is May 16, 2019 (noon).
- The Teachers in closing schools/programs who are not placed at this special meeting will be considered for placement at every Transfer Committee Meeting, as per the order of operations in central staffing:
  - Facilitated Transfers
  - School/Program Closing
  - Transfers
- The Teachers who are placed as a result of their preference for a position on the vacancy list become a member of that school/program staff and are subject to bumping and other staffing rules as are all other Teachers. If a timetable adjustment is necessary, the majority of original subjects on the timetable will be maintained.
- If any of the closing school/program Teachers are not placed once the Learning Centre Placement Meetings commence, their names will be added to the surplus list for their Learning Centre. The rules for placement will be the same rules for placement that apply to all other surplus Teachers.

**B. Teachers in Positions of Responsibility (POR):**

- All Teachers holding a Position of Responsibility at the closing school or program will have the allowance grand-parented for 2019/2020.
- All Teachers holding a Position of Responsibility at the closing school or program may apply for any POR that is posted in 2019/2020.
- A Teacher holding a POR at the closing school or program who is successful in obtaining a new POR will be paid the grandparented allowance only (i.e. no more than the eligible grandparented allowance), subject to the following exception:

If an ACL eligible for the grandparented allowance is successful in obtaining a CL position, the Teacher will be paid the CL allowance for the corresponding term of the new POR assignment.

**C. Late Program Closures - TDSS (Section 23)**

TDSS (Section 23) is comprised of Ministry funded Teacher positions. The Ministry determines the number of positions that will be funded, when programs will close, and when staffing will be increased or decreased. Therefore, any Teacher(s) affected by a late program closure after April 18 due to program closure or staff reduction will be handled as follows:

- When there is a late program closure within TDSS, Section 23, the Board will inform the OSSTF TTBU.
- Subject to seniority and qualifications, the affected Teacher(s) will first be offered any vacancies within TDSS (Section 23). If the Teacher(s) accepts such a vacancy, the new TDSS placement then becomes the Teacher's home school.
- Should the affected Teacher(s) decline the offered vacancies or if there are no TDSS (Section 23) vacancies available, the Teacher(s) will be placed into the next available teaching vacancy, subject to seniority and qualifications and subject if possible to the preferences recorded on the Seniority Verification form. Such a Teacher will (by March 1, 2019 noon) have the option of requesting that this placement be designated as the Teacher's home school, subject to staffing and surplus procedures.
- If there are no teaching vacancies for which the Teacher(s) is qualified, the Teacher will be assigned, subject to qualifications and to the preferences recorded on the Seniority Verification form, to a supernumerary position in another location within the TDSB for the following school year, but this assignment will not be designated as the home school.
- For the subsequent school year, displaced Teachers without a home school will be subject to the School/Program Closing staffing procedures.

**D. Unforeseen Circumstances**

- In the event of any unforeseen circumstances the Staffing Binder Committee will reconvene.