

Task Checklist for School Staffing Committees 2023

[This checklist only refers to duties in the spring staffing cycle; please check the School Staffing Committees section of the Blue Binder for the full timeline of Committee duties and rights]

DATE	TASK
ASAP	<input type="checkbox"/> Obtain seniority lists from Principal, and make available for members at your site in a location accessible only to them.
ASAP	<input type="checkbox"/> Arrange your Staffing Committee Dates for the period between March 20 allocation and April 4 surplus declaration, and for the review of Pull Backs and timetable changes in May and June.
ASAP	<input type="checkbox"/> Arrange a meeting with the OSSTF representatives of the Staffing Committee to prepare, review responsibilities, discuss concerns and ask questions.
No later than March 25, 2023	Receive the documentation needed to develop the matrix from the Principal: <ul style="list-style-type: none"> <input type="checkbox"/> school's projected staffing, projected enrolment data and projected program needs; <input type="checkbox"/> alpha seniority list for Teachers and a list in seniority order; <input type="checkbox"/> list of Teachers in the school requesting full year leaves without pay, half time teaching assignments and full time teaching assignments, Teachers returning from leave, Teachers returning from or going on the leave year under the Self Funded Leave Plan, resignations and retirements; <input type="checkbox"/> seniority verification documentation; and <input type="checkbox"/> list of Teacher certifications, including Division in General Education subjects and Basic/Advanced in Technological Education subjects.

April 4, 2023	<input type="checkbox"/> Teachers are informed of tentative surplus to school declaration. Meet with or phone affected members, with Principal.
April 4, 2023	Send surplus to school information to sdeluca@osstftoronto.ca at TTBU office, including ALL of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Excel spreadsheet with proposed staffing model; <input type="checkbox"/> Staffing Summary form; <input type="checkbox"/> Surplus declaration form(s); <input type="checkbox"/> Vacancy declaration form(s); and <input type="checkbox"/> Mutual Consent forms(s), if any.
Before April 24, 2023	<input type="checkbox"/> Meet to review Pull Backs and timetable changes, if necessary.
April 24, 2023	<input type="checkbox"/> Principal issues written surplus to school declarations. Be present with Principal for any calls to surplus members on leave.
Before May 12, 2023	<input type="checkbox"/> Meet to review Pull Backs and timetable changes, if necessary.
May 12 to June 5, 2023	<i>Cone of Silence. Changes to Teachers' timetables are confidential to the Principal and Teacher Co-chair.</i>
June 5, 2023	<input type="checkbox"/> Meet to review information relating to members transferred or placed in other schools or who remain tentatively surplus to the Board or pulled back, including all timetable changes.
June 5, 2023	<input type="checkbox"/> Teachers are informed of tentative surplus to Board. Meet with or phone affected members, with Principal.
Before June 30, 2023	<input type="checkbox"/> Meet to review Pull Backs and timetable changes and timetable changes, if necessary.
June 30, 2023	<input type="checkbox"/> Written notification of surplus to Board. Meet with or phone affected members, with Principal.