
Staffing Timelines, & Role of School Staffing Committee **REVIEW**

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In School Staffing Committee Overview

The Committee is composed of:

- up to 4 OSSTF TTBU members,
- The Principal and timetabling Vice-Principals
- Who develops and propose the school staffing model and monitors the usage of coverage and supervision
- See **L.20** of the Collective Agreement

In School Staffing Committee Overview

Principles of Operation:

- The members of the School Staffing Committee will perform their duties in strictest confidence and will have access to the necessary data required to make decisions.
- Recommendations from the Committee will be determined by **consensus**.
- If outside advice is needed or if problems arise on the Committee, either or both of the Co-Chairs may seek assistance from the Senior Manager, Secondary Teaching Office, or from the President, OSSTF TTBU or their designates.

Staffing Timeline **HIGHLIGHTS**

Mar. 20	Allocation roll out
Apr. 4	Principals inform Teachers they are Tentatively Surplus to the School Staffing Summary, Vacancies, Teacher Matrices to Secondary Teaching Office
Apr. 24	Principals inform Teachers in writing that they are Surplus to School
Apr. 28	First Teaching Posting
May 1	Deadline: Full Time Teaching Requests (Noon) Deadline: Self Funded (X/Y) Leave Plan
May 4	First Teaching Posting closes at Noon
May 8	POR Round 4 Posting
May 11	Identification of Pull Backs (Noon)
May 12	Deadline: Withdrawal of Transfer Requests (Noon) Confirmation of Pull Backs Cone of Silence begins

May 15 - 29	Central Staffing occurs - Transfer, LC Placement, Board-wide Placement (see Staffing Dates for specific dates of each)
June 5	Cone of silence ends Teachers advised of Tentatively Surplus to Board status/Teachers advised of new placements
June 6	Second Teacher Posting
June 9	POR Round 5 Posting
June 21	Board-wide Placement
June 23	Deadline for distribution of Tentative Timetables to Teachers Beginning of MAPS Process
June 30	Notification to Teachers Surplus to Board/Teachers advised of new placement
Aug 31	Pullback and confirmation of MAPS

Cone of silence



- May 12 – June 5
- Staffing information is confidential to the Central Staffing Table, school Principals and Staffing Committee Teacher Co-chair during the table period
- At the end of this period, information shared with members about status via letter if they have been placed.

What is bumping?

- Invoked when the board cannot guarantee that it will have jobs for all of the teachers in the system who are surplus to their school
- Meaning, the board is not sure that it will have placements for everyone surplus to school by August 31
- If this is the case, the system must be shuffled to ensure that the most junior teachers (subject to qualifications) are declared surplus to the Board
- System notification at end of May

In School Staffing Committee Overview

- In determining school surplus and the development of the school staffing matrix, the placement process and in the bumping process, the guiding principles are:
 - “certification bumps certification” (based on seniority)
 - “certification bumps experienced but not certificated” (not dependent on seniority)
 - “experienced but not certificated cannot bump certification” (not dependent on seniority)
 - “experienced but not certificated bumps experienced but not certificated” (based on seniority)

Building Your Staffing Model: STEP ONE

Establish your meeting dates

- Find mutually agreeable meeting dates for everyone
- Majority of dates will be in advance of tentative surplus date
- It's better to have more meetings planned than not, as it is easier to cancel a meeting than schedule one when everyone is busy.
- Communicate with principal via email

Building Your Staffing Model: STEP TWO

Review documents

- School's projected staffing, projected enrolment data and projected program needs;
- Alpha seniority list for their Teachers and a list in seniority order;
- 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;
- Seniority verification documentation;
- TDSB Secondary Certification/Subject Codes 2023 list

Building Your Staffing Model: STEP THREE

Review your school's allocation

- Review course selection data to determine which courses will run based on student choice and class target
- Most committees will create their “dream list” of courses and then cut as needed to comply with their “rounded total”
- After courses are established proceed to timetable teachers subject to seniority and qualifications

PROJECTIONS

	ADE**	Sep	Course Type Percentages	
			Course Type	%
Total FTE Enrolment	1,367.00	1,373	Academic	32.53%
Total Head Count	1,369.00	1,374	Applied	0.90%
SpEd Adjustments	14.00		Locally Developed	0.19%
Average Credits	7.94		Tech	4.95%
ESL Weighted Enrolment	21.30		Open	26.17%
LOI Rank	77		University	24.96%
School Divisor	27.05		College	1.40%
Applied : Academic Ratio	0.20		Workplace	0.05%
Number of Courses	5		University/College (Mixed)	8.85%
Modified Divisor	26.84			29.20
Supplement	0.51			

ALLOCATIONS

Regular Allocations	Special Education Allocations
Classroom	SP Autism 2.00
	SP Autism Central* -
Student Success, Non-instr	SP DD Classroom -
Learning Opportunities	SP DD Classroom Prep -
LEAP	SP DD Central* -
Library/Guidance†	SP DD Central Prep* -
ESL	SP MID -
ESL VISA	SP Gifted -
Allocation Adjustment	SP Hearing -
Superior Benefits	SP Learning Disability -
Other Allocation	SP Physical Disability -
	SP Resource 2.50
	SP Other Allocation -

Total*	77.12
Rounded Total	77.00
e-Learning*	

Building Your Staffing Model: STEP FOUR

Review your school's allocation

- Compare your allocation with the number of teachers on your school seniority list.
- If there are more people on your seniority list than your school is allocated, the difference between those numbers will need to be declared surplus.
- If your school is allocated more teachers than are on your seniority list, there are vacancies at the school that will need to be posted.
- Unless “zero’d out” or notified by ES teachers must be provided with a timetable regardless of what you understand their status to be
- Staffing Matrix template available on our website

Building Your Staffing Model: STEP FIVE

Fill in your matrix

- Starting with the PORs, plug in their sections according to their qualifications
- Next, begin with the member with highest seniority, plug in their sections according to their qualifications
- Move down the list in order of seniority
- Move teachers as needed to timetable more junior teachers in line with staffing rules
- Preferences can be considered in a fair and consistent manner but ultimately principal will decide
- Ensure most junior teachers, subject to qualifications are declared surplus

Mutual Consent for Unbalanced Timetable and Uncertified Subjects

- After consultation with the School Staffing Committee, the Mutual Consent forms must be signed by the Teacher
- As this form cannot be “unsigned” the Teacher must be given a reasonable amount of time to make a decision
- Copies of signed forms will be given to the Teacher and to the School Staffing Committee
- If a member declines to sign the matrix must be edited

After the Staffing Model: STEP SIX

Submit forms to OSSTF Toronto TBU Office

- On **April 4th, 2023**, get a copy of the following forms from your Principal:
 - School matrix
 - School Staffing Summary Form,
 - the Surplus Declaration Form,
 - the Vacancy Declaration Form and
 - the Listing of Mutual Consent for Uncertified Subject Form
- Send these documents to your Sarah DeLuca and CC your EO

After the Staffing Model: April

- Monitor initial list of school vacancies
- Receive information on retirements, resignations, approved leaves, etc.;
- Monitor Mutual Consent of the Teacher where required;
- Principal and BP Inform Teachers, including those on a leave of absence, identified as surplus to school
 - Tentative Surplus April 4th, 2023
 - Written Surplus April 24th, 2023

After the Staffing Model: May

- Review of list of school pull backs
- Receive information on retirements, resignations, approved leaves, etc.
- Principal and Branch President to monitor changes to Teachers' timetables during the Cone of Silence; staff changes (transfers, bumps, surplus, etc.) are confidential to the principal and Branch President until Cone of Silence ends

After the Staffing Model: June

- Immediately following “Cone of Silence” the entire staffing committee will meet to review who has been transferred or placed in other schools or who remain tentatively surplus to the Board or pulled back, including timetable changes;
- Review staffing changes as they occur throughout the month: Pull backs, resignations, retirements, leaves, etc.;
- Review for Workload Accord compliance of tentative timetables prior to distribution to Teachers;
- Ensure tentative timetables are distributed;
- Principal and BP Inform Teachers, including those on a leave of absence, identified as surplus to the Board

THANK YOU

We appreciate you volunteering to do this work.
