

## STAFFING DATES FOR THE SCHOOL YEAR 2023-2024

January 11	Seniority Verification Forms to be distributed to Teachers
January 18	Deadline for Qualifications Review Form (Noon)
January 30	POR Round 2 Posting
January 31	Teachers Return Seniority Verification Forms to Principal
February 2	Information for Seniority Lists to be returned to Secondary Teaching Office
February 22	Blue Binder Information Session for New Administrators
February 24	Seniority Lists to be available in schools
*March 1	Deadline: Applications for Leave of Absence and Half Time Teaching Without Pay Requests (Noon) Deadline: Transfer Applications (Noon)
March 20	Staffing Binder Highlights & Staff Allocation Roll Out
March 31	Applications for Secondment should be submitted by the end of March 2023 and no later than June 30, 2023
April 3	POR Round 3 Posting
April 4	Principals to inform Teachers they are Tentatively Surplus to the School Staffing Summary, Vacancies, Teacher Matrices to Secondary Teaching Office
April 24	Principals inform Teachers in writing that they are Surplus to School Meeting With Teachers Regarding School/Program Closing (3:45 P.M.)
April 26	School/Program Closing Report Vacancy Choices (Noon)
April 27	School/Program Closing – Placement Meeting (9:00 A.M.)
April 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 (Noon)
May 8	POR Round 4 Posting
May 10	Principals inform Secondary Teaching Office of successful First Posting candidates
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	Deadline: Notice of Retirement (As per Collective Agreement for 2023) Board-Wide All-Day Transfer Committee Meeting
May 17	Transfer/Learning Centre Placement (Learning Centres: 1, 2, 3, 4)
May 19	Transfer/Learning Centre Placement (Learning Centres: 1, 2, 3, 4) (tentative)
May 24	Board-Wide Placement Meeting
May 25	Board-Wide Placement Meeting
May 26	Board-Wide Placement Meeting
May 29	Board-Wide Placement Meeting
June 5	Teachers advised of Tentatively Surplus to Board status/Teachers advised of new placements Cone of Silence ends
June 6	Second Teaching Posting
June 9	POR Round 5 Posting
June 12	Second Teaching Posting Closes (Noon)

Cone  
of  
Silence

\*NB: When March 1<sup>st</sup>, May 1<sup>st</sup> or May 15<sup>th</sup> falls on a weekend, the deadline will be the next school day.

## STAFFING DATES FOR THE SCHOOL YEAR 2023-2024

June 19	Principals inform Secondary Teaching Office of successful candidates
June 21	Board-Wide Placement Meeting
June 23	Deadline for distribution of Tentative Timetables to Teachers (As early as possible; no later than the end of the regular school day) Beginning of MAPS Process
June 30	Notification to Teachers Surplus to Board/Teachers advised of new placement(s) Deadline for applications for Secondment
July 5	Board-Wide Placement Meeting
July 6	Surplus Teachers' Information Meeting (Tentative)
July 11	Board-Wide Placement Meeting
July 12	Deadline: Teacher Contact Information Forms returned to Secondary Teaching Office
August 21	Board-Wide Placement Meeting (Tentative)
August 24	Board-Wide Placement Meeting (Tentative)
August 28	Board-Wide Placement Meeting (Tentative)
August 30	Deadline: MAPS Application (Noon)
August 31	Pullback and Confirmation of MAPS (Noon)
September 6	Recall Teachers Meeting (Tentative)
October 16	Deadline: Leave Applications for Semester 2