

# SURPLUS DECLARATION

## INDEX

	Page
School Surplus Declaration Process and Timelines.....	1
Board Surplus Declaration Process and Timelines.....	2,3
Forms:	
Part I Summary.....	4
Part II Declaration of School Surplus.....	5
Part III Declaration of School Vacancies.....	6
Part IV Listing of Mutual Consent for Uncertified Subject.....	7
Sample Letter.....	8

# SURPLUS DECLARATION

## School Surplus Declaration

- Important dates to remember:

Teachers Tentatively Identified: **April 4, 2023**  
Teachers Informed by Letter: **April 24, 2023**

- Principals will verbally inform Teachers that they have been identified as tentatively surplus to school on **April 4, 2023**.
- The Branch President or designate will be present when Teachers are informed of their status.
- For Teachers on a leave of absence of any kind on **April 4, 2023**, the Principal and Branch President or designate will phone the Teacher to inform them of their surplus status.
- Principals will complete the School Staffing Summary Form, the Surplus Declaration Form, the Vacancy Declaration Form and the Listing of Mutual Consent for Uncertified Subject Form. These forms must be sent, **by noon on April 4, 2023**, to Theresa Raine, Staffing/Seniority Analyst (**email: [theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)**).
- Principals will provide one copy of each form to the Branch President who will forward a copy to OSSTF TTBU, on **April 4, 2023**.
- Principals will prepare and give the Teachers identified as surplus to school a letter stating their status on **April 24, 2023**. Principals must use template provided.
- For Teachers on a leave of absence of any kind as of **April 24, 2023**, the Principal and Branch President or designate will phone the Teacher to inform them of their surplus status. On **April 24, 2023**, the Principal will email the surplus letter to the Teacher. A hard copy of the surplus letter will subsequently be mailed to the Teacher's home address.
- A list of surplus Teachers and vacancies across the TDSB will be produced by the Secondary Teaching Office. The information will be provided to the OSSTF TTBU.

## Board Surplus Declaration

- Important dates to remember:

Teachers Informed by Letter: **June 5, 2023**  
Teachers Informed by Letter: **June 30, 2023**

- At the last Board meeting in May, the Board will be notified of the Teachers tentatively identified as surplus to the Board for the following school year. The Board-wide Placement Committee will continue its work.
- The Collective Agreement requires that Teachers shall be advised, on or before June 8, that they are tentatively surplus to the Board or remain surplus to their school but have been tentatively assigned to a position in another school, with the location of that placement. This notification will be given by the school Principals in a letter prepared by the Secondary Teaching Office. **In 2023, this notification will be given on June 5, 2023.**
- The Branch President or designate will be present when the surplus Teachers are informed of their status.
- For Teachers on a leave of absence of any kind on or before **June 5**; the Principal and Branch President or designate will phone **and** email the letter to the Teacher informing them of their surplus status. **In 2023, this notification will be given on June 5, 2023.** A hard copy of the letter will subsequently be mailed to the Teachers' home address.
- On **June 5, 2023**, the "cone of silence" on the staffing process is lifted.
- At the last Board meeting in June, the Board will terminate the employment of Teachers still surplus to the Board, effective **August 31**.
- On or before **June 30**, Principals must inform Teachers that they are surplus to the Board, and their contracts terminated as of August 31. They will present the surplus Teachers with a letter from the Secondary Teaching Office stating this. **In 2023, this notification will be given on June 30.**
- The Branch President or designate will be present when surplus Teachers are informed of their status.
- For Teachers on a leave of absence of any kind on or before **June 30**, the Principal and Branch President or designate will phone **and** email the letter to the Teacher to inform them of their surplus status. **In**

**2023, this notification will be given on June 30, 2023.** A hard copy of the letter will subsequently be mailed to the Teacher's home address.

- Recall rights for Teachers, whose contracts are terminated because the Teachers are surplus to the Board, are contained in the Collective Agreement and are summarized under "Recall Rights and Procedures".



## SECONDARY STAFFING AND SURPLUS PROCEDURES 2023-2024 SCHOOL YEAR

**PART I – SUMMARY  
PART II – SURPLUS DECLARATION  
PART III – VACANCY DECLARATION  
PART IV – LISTING OF MUTUAL CONSENT FOR UNCERTIFIED SUBJECT**

**Principals are requested to:**

- Retain one copy of each page for the school’s records
- Provide one copy of each page to the Branch President (including any nil reports)
- Email to:  
 Theresa Raine, Staffing/Seniority Analyst  
 Secondary Teaching Office  
 Email: [theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)

**NO LATER THAN 12:00 NOON ON April 4, 2023**

### PART I - Summary of School Staff Including Declared School Surplus and Vacancies

\_\_\_\_\_

School Name

\_\_\_\_\_

Principal’s Name (please print)

\_\_\_\_\_

Principal’s Signature

\_\_\_\_\_

Date

Number of F.T.E. School Surplus for 2023-2024 (Part II)	
School Allocation F.T.E. 2023-2024	
Number of F.T.E. Teachers Timetabled for 2023-2024	
Number of F.T.E. Vacancies for 2023-2024 (Part III)	

**Note:** This summary must balance with the information on Part II and Part III and the timetable file submitted.



## SECONDARY STAFFING AND SURPLUS PROCEDURES 2023-2024 SCHOOL YEAR

### Part II – Declaration of School Surplus

**Note:**

- *Please list all surplus Teachers in seniority order (most senior listed first).*
- *All schools must submit a Surplus Declaration Form; if no school surplus is declared, please mark “nil” and forward the report.*
- *For “FTE Status”, list the individual Teacher’s **permanent status**. For example, a full time Teacher temporarily reducing to a half time assignment for a school year would be listed as 1.0. A part time Teacher would be listed as 0.5.*
- *For “FTE Surplus”, please note Teachers who are 0.5 surplus and 0.5 placed.*
- *Since Long Term Occasional teaching assignments are filled under a different Collective Agreement, such assignments do not alter a part time Teacher’s FTE status.*

\_\_\_\_\_

School Name

Seniority No.	Teacher Name (surname first)	FTE Status	FTE Surplus



**SECONDARY STAFFING AND SURPLUS PROCEDURES  
2023-2024 SCHOOL YEAR**

**Part III – Declaration of School Vacancies**

- This declaration form is intended to be used only for the **April 4, 2023**, report.
- All schools must submit a Vacancy Declaration Form; if no vacancies exist, please mark “nil” and forward the report.
- Repeat this page for additional vacancies if necessary.

**SCHOOL NAME:** \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION REFERENCING THE  
TDSB SECONDARY CERTIFICATION SUBJECT CODES LIST WHERE  
APPLICABLE:**

- If Credit Recovery (RCR) is on the timetable, identify the TDSB Certification Code(s).
- If IDC is on the timetable, identify the TDSB Certification Code(s).
- Identify if French Immersion or Extended French.
- If PHE, identify if Male, Female, or Co-Ed. Also indicate if swimming is part of the timetable.
- If K-courses, identify if Special Education or Subject certification is related TDSB Certification Code(s) are required.
- Identify if this is a combination timetable, i.e., both semestered and non-semestered sections.
- Any other important information.

**Status:**  **Full-time**  **Half-time**  **Sem 1**  **Alt. Days/** **All Year**  
 **Sem 2**  **Alt. Days/** **All Year**

	<b># Sections</b>	<b>Subject Code</b>	<b>Grade</b>	<b>Level</b>	<b>Additional Information</b>
<b>EXAMPLE</b>	<b>1</b>	<b>TIJ</b>	<b>1</b>	<b>O</b>	<b>TTJ and TDJ required</b>

**Status:**  **Full-time**  **Half-time**  **Sem 1**  **Alt. Days/** **All Year**  
 **Sem 2**  **Alt. Days/** **All Year**

	<b># Sections</b>	<b>Subject Code</b>	<b>Grade</b>	<b>Level</b>	<b>Additional Information</b>
<b>EXAMPLE</b>	<b>1</b>	<b>PPL</b>	<b>2</b>	<b>O</b>	<b>Female PHE</b>

## SECONDARY STAFFING AND SURPLUS PROCEDURES 2023-2024 SCHOOL YEAR

### Part IV – Listing of Mutual Consent for Uncertified Subject

**Note:**

- *The listing is intended to be used only for the **April 4, 2023**, report.*
- *All schools must submit a Listing of Mutual Consent for Uncertified Subject Form; nil reports must be submitted.*
- *Please list all Teachers from whom mutual consent for uncertified subject has been obtained (in seniority order).*
- *If a Teacher has a certification code listed as experienced but not certificated (EBNC) on their Seniority Verification Form, mutual consent is not required.*

\_\_\_\_\_ School Name

Seniority No.	Teacher Name (surname first)	Course Code	No. of Sections	Check to Indicate Mutual Consent Form Received	
<b>EXAMPLE</b>	<b>7000</b>	<b>David Moore</b>	<b>CGG305</b>	<b>2</b>	<b>√</b>



April 24, 2023

<NAME>  
<ADDRESS>

Dear <FIRST NAME>:

I am advising you, with regret, that at this time you are surplus to the staffing needs of <SCHOOL NAME> for the school year 2023-2024.

I wish to assure you that every effort will be made to find you a secondary school teaching position in a secondary school in the Toronto District School Board, in accordance with the provisions of the secondary Teachers' Collective Agreement. Over the next several weeks, we expect circumstances will create additional vacancies.

On **June 5, 2023**, you will be notified whether:

you are pulled back to the school, or

you remain surplus to the staffing needs of this school, but have been tentatively assigned to a position in another secondary school within the Toronto District School Board, or

you are tentatively surplus to the needs of the Toronto District School Board and every effort will be made to continue to look for a secondary teaching position for you in the Toronto District School Board.

In our conversation today, I stated my willingness to talk to you about any questions you might have, and I want to emphasize that willingness in writing.

Yours sincerely,

<PRINCIPAL'S NAME>

pc Principal, <SCHOOL NAME>  
Staffing Officer