

## STAFFING DATES FOR THE SCHOOL YEAR 2024-2025

Dec 15, 2023	Distribution of Qualifications Review section & application form
January 10	Seniority Verification Forms to be distributed to Teachers
January 10	POR Round 1 Posting
January 17	Deadline for Qualifications Review Form (Noon)
January 31	Teachers Return Seniority Verification Forms to Principal
February 2	Information for Seniority Lists to be returned to Secondary Teaching Office
February 12	POR Round 2 Posting
February 21	Blue Binder Information Session for New Administrators
February 28	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 18	Staffing Binder Highlights & Staff Allocation Roll Out
March 18	POR Round 3 Posting
March 31	Applications for Secondment should be submitted by the end of March 2024 and no later than June 30, 2024
April 4	Principals to inform Teachers they are Tentatively Surplus to the School Staffing Summary, Vacancies, Teacher Matrices to Secondary Teaching Office
April 22	Principals inform Teachers in writing that they are Surplus to School Meeting With Teachers Regarding School/Program Closing (3:45 P.M.)
April 24	School/Program Closing Report Vacancy Choices (Noon)
April 25	School/Program Closing – Placement Meeting (9:00 A.M.)
April 26	First Teaching Posting
*May 1	Deadline: Full Time Teaching Requests (Noon)
	Deadline: Self Funded (X/Y) Leave Plan
May 2	First Teaching Posting Closes (Noon)
May 8	POR Round 4 Posting
May 8	Principals inform Secondary Teaching Office of successful First Posting candidates
May 9	Identification of Pull Backs (Noon)
May 10	Deadline: Withdrawal of Transfer Requests (Noon) Confirmation of Pull Backs Cone of Silence begins
May 13	Board-Wide All-Day Transfer Committee Meeting
May 15	Transfer/Learning Centre Placement (Learning Centres: 1, 2, 3, 4)
*May 15	Deadline: Notice of Retirement (As per Collective Agreement for 2024)
May 17	Transfer/Learning Centre Placement (Learning Centres: 1, 2, 3, 4)(tentative)
May 22	Board-Wide Placement Meeting
May 23	Board-Wide Placement Meeting
May 24	Board-Wide Placement Meeting
May 27	Board-Wide Placement Meeting
June 3	Teachers advised of Tentatively Surplus to Board status/Teachers advised of new placements Cone of Silence ends
June 4	Second Teaching Posting
June 7	POR Round 5 Posting
June 10	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 2024-2025

June 17	Principals inform Secondary Teaching Office of successful candidates
June 19	Board-Wide Placement Meeting
June 21	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 28	Notification to Teachers Surplus to Board/Teachers advised of new placement(s) Deadline for applications for Secondment
July 3	Board-Wide Placement Meeting
July 4	Surplus Teachers' Information Meeting (Tentative)
July 9	Board-Wide Placement Meeting
July 10	Deadline: Teacher Contact Information Forms returned to Secondary Teaching Office
August 19	Board-Wide Placement Meeting (Tentative)
August 22	Board-Wide Placement Meeting (Tentative)
August 26	Board-Wide Placement Meeting (Tentative)
August 29	Deadline: MAPS Application (Noon)
August 30	Pullback and Confirmation of MAPS (Noon)
September 4	Recall Teachers Meeting (Tentative)
October 15	Deadline: Leave Applications for Semester 2