SCHOOL STAFFING COMMITTEES

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The School Staffing Committee is established in the Collective Agreement and has specific duties and responsibilities. Outlined below are those duties and responsibilities, guidelines for setting annual tasks and responsibilities and a list of key principles of operation. A successful School Staffing Committee will function in a collaborative fashion, share information with members of the Committee and provide solutions in their recommendations.

1. 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, Labour Relations or designate, or from the President, OSSTF TTBU or their designates.

- Both the President, OSSTF TTBU and the Senior Manager, Labour Relations or designate may bring issues concerning the work of School Staffing Committees for discussion to the Secondary Consultation Committee.

2. Role of the School Staffing Committees:

The Collective Agreement for the 2022-2026 school years states:

L20.1   A School Staffing Committee shall be established in every school. The term of office of the Teacher representatives on the School Staffing Committee shall be **November 1** to **October 31**. If any of the Teacher representatives resign from the committee or are transferred to another school, the Teachers of the school shall elect a replacement from their number.

L20.2   The Teachers of each school shall elect two of their number to the School Staffing Committee. The Bargaining Unit may select two additional members. Unless otherwise notified by the Bargaining Unit, the additional members shall be the Branch President and School Workload Representative. The Branch President will inform the Principal in writing of the members by **November 15**.

L20.3   The principal and time-tabling vice-principal(s) of the school shall also be members of the School Staffing Committee.

L20.4   The School Staffing Committee shall be co-chaired by the school principal and the Branch President or their designates.

L20.5   The Committee will meet on a regular basis or at the request of either chairperson at a mutually convenient time.

L20.6   The School Staffing Committee will concern itself only with:

   a) developing and proposing a staffing model (which will meet the requirements of Workload Accord, the Education Act, or Regulations made thereunder, as amended from time to time) based on projected enrolment and staff allocation;

   b) reviewing the current staffing and workload and proposing any modifications as may be required;

   c) considering and responding to such staffing and workload proposals and/or suggestions, including Student Success Program initiatives as are submitted to the committee;

   d) review and monitor the staffing implications of student success initiatives within the school;

   e) receive and review reports of student success results and best practices;

   f) forward to the Secondary Consultation Committee such reports, results, and best practices as may be applicable from L20.6(e);

   g) reviewing equitable distribution of coverage and supervision.

   h) reviewing utilization of Emergency Replacement Personnel.

L20.7   Members of the School Staffing Committee shall be provided with information on enrolments, staffing (projected and actual), seniority and qualifications, program needs and school divisors, pupil-teacher contact reports, class sizes and class targets, changes to staffing model, and mutual consent forms for uncertified subjects and unbalanced workloads.

   Such information will be provided in accordance with the timelines set out in the Secondary Staffing Binder. Where no timelines exist, the information should be provided by the principal or designate within five days of receipt.

L20.8   The final staffing model will be subject to the approval of the Executive Superintendent of Employee Services or designate. Such approval is to be based on criteria established by the joint sub-committee of the Secondary Consultation Committee established under L21.12.

L21.18   The procedures in L21.14 will be published as the "Secondary Staffing Binder" and made available by the Board to the Bargaining Unit office and School Staffing Committee co-chairs.

L26.15   In order to ensure transparency, the schedule and usage of assignments shall be monitored by the School Staffing Committee.

3.   Annual Tasks and Timeline Guidelines:

- November – February:

  - Review of the school's staffing model based on the Workload Accord;
  - Review of the revised Semester 2 timetables prior to commencement of Semester 2;
  - Co-chairs receive a copy of the "Secondary Staffing Binder";
  - Receive and consider such program proposals and/or suggestions as are submitted to the Committee, including recommendations relevant to programs made by the school's Curriculum Leaders/Assistant Curriculum Leaders;
  - Receive Mutual Consent forms, in a full-year school, for Teachers exceeding 180 Pupil Teacher Contacts.
  - Set tentative schedule of meetings for March to October.

- March:

  - Receipt of staffing information within five school days of Principal's receipt (Principals are encouraged to provide this information as soon as possible):

    - 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;
    - list of Teacher certifications, including Qualifications Review amendments, Division in General Education subjects and Basic/Advanced in Technological Education subjects.

- please refer to the TDSB Secondary Certification/Subject Codes 2026/2027 in constructing the school staffing model.

➢ One copy of the above information will be provided to the Teacher Co-chair of the Committee for the confidential use of the School Staffing Committee only;
➢ Consider and respond to such program proposals and/or suggestions as are submitted to the Committee, including recommendations relevant to programs made by the school's Curriculum Leaders/Assistant Curriculum Leaders;
➢ Based on the above shared information, the Staffing Committee will begin the process to develop and propose a staffing model for the following school year. There should be an opportunity to consider various proposals for the staffing model.
➢ Receive Mutual Consent forms, in a semestered school, for Teachers exceeding 180 Pupil Teacher Contacts.

- April:

➢ Develop and propose a staffing model for the following school year, by the date determined for the declaration of school surplus. The Principal will submit the staffing matrix, to the Board and will copy the Branch President;
➢ Monitor initial list of school vacancies in preparation for the pre-placement posting process;
➢ Receive information on retirements, resignations, approved leaves, etc.;
➢ Monitor Mutual Consent of the Teacher and the Principal where required;
Note: Mutual Consent does not apply for an assignment to a subject/program/course listed on a Teacher's seniority verification form as experienced but not certificated;
➢ Review the list of Teachers surplus to the school for accuracy;
➢ The Principal and Branch President or designate will inform Teachers, including those on a leave of absence, identified as surplus to school as per the surplus declaration dates identified in the Staffing Dates section;
➢ See notification process in Surplus Declaration section;
➢ Review list of potential pull backs.

- As staffing changes occur during the Cone of Silence, the Principals will review them with the Teacher Co-chair.

- May:

➢ Review of list of school pull backs resulting from the pre-placement posting process;

- ➤ Receive information on retirements, resignations, approved leaves, etc.

  Note: changes to Teachers' timetables during the Cone of Silence [(period between the deadline date for pull backs) that result from the pre-placement posting and the announcement of staff changes (transfers, bumps, surplus, etc.)] (**May 8, 2026 to June 1, 2026**) <u>are confidential to the Principal and Teacher Co-chair while the Board staffing processes described in this binder continue</u>.

- June:

  - ➤ Immediately following the lifting of the "Cone of Silence" a meeting will be held with the entire staffing committee to share information regarding Teachers in the school who have 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 during the month: Pull backs, resignations, retirements, leaves, etc.;
  - ➤ Review for Accord compliance of tentative timetables prior to distribution to Teachers;
  - ➤ The Principal and the Branch President or designate will inform Teachers, including those on leave of absence, identified as surplus to the needs of the Board as per the surplus declaration dates identified in the Staffing Dates section;
  - ➤ See notification process in Surplus Declaration section.

- September/October:

  - ➤ If timetable changes are required (due to reallocation, additional allocation or re-timetabling in order to meet class size caps) the Committee will meet to identify the Teachers to be involved.
  - ➤ Receipt of staffing information:

    - Teacher timetables, including assigned workload, upon request
    - Mutual consent forms for uncertified subjects, E-learning, Extended French or French Immersion, Excess of Maximum of PTC, Excess of Maximum of Half Credits, and Unbalanced Workload.
    - updates on projected and actual enrolments
    - staffing changes
    - meet to discuss changes in Teacher allocation

- September to June:

  - ➤ Monitoring of the schedule of availability and usage of assignments of coverage and supervision begins. Within three school days after

the end of each month, the Principal must report on the usage of coverage and supervision to the Senior Manager, Labour Relations or designate. A copy of that report will be provided to the members of the Committee at the same time.

➢ The Secondary Teaching Office will provide monthly summaries of the usage of coverage and supervision for all schools to the Secondary Consultation Committee.

➢ The Secondary Teaching Office will provide to the Secondary Consultation Committee by October 1, a list of all Teachers who have exceeded their coverage and supervision limits in the previous year, indicating their current worksite.

➢ Upon request of the Branch President, the Principal, as the need presents, will provide the Staffing Committee with the teaching qualifications of the teachers that are new to the school.

➢ A report on the Pupil Teacher Contacts (PTC) for each school will be provided to the Secondary Consultation Committee within ten school days after **October 31**, with an interim report for semestered schools provided on that same date. A final report for semestered schools will be provided to the Secondary Consultation Committee within ten school days after **February 28**.

➢ The School Staffing Committee shall review and monitor class size. To facilitate that role:

- The School Staffing Committee in all schools will be provided with a final class size report within 5 school days after **October 31**.

- The School Staffing Committee in semestered schools will be provided with a class size report within 5 school days after **February 28**.

- The Secondary Teaching Office will provide an electronic copy of the class size report for each school to the OSSTF TTBU within 5 days of the applicable compliance dates identified in the Workload Accord.