

OSSTF Toronto Teachers
Staffing Committee Workshop

March 10, 2026

Welcome!



Wi-Fi Network
MonteHallABC



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montecassino

OSSTF Toronto Teachers

Introductory Quiz:
True or False

Presented By
Jason Kunin

Practical Exercise

Introductory Quiz

Instructions:

Determine which of the following statements are true or false. Provide a rationale for any false statement.

ANSWERS:

1. Requests of Part Time Teachers for a Full Time contract will be considered in the staffing process between May 8 and June 1.

FALSE

Central Staffing Committee considers requests until August 31

ANSWERS:

2. Teachers who hold a POR and who are granted a full year LOA must resign the position for the balance of the term.

FALSE

Positions of Responsibility Tab #3

“Any Teacher who holds a POR and who is on an approved Leave of Absence will be returned to their POR upon return from their approved leave, unless the approved Leave of Absence occurs in the final year of the termed appointment.”

ANSWERS:

3. The Principal must provide the Branch President Co-chair of the School Staffing Committee staffing information for the staffing process on the same day it is received from People & Culture. The Staffing Committee must receive the same information within five days.

FALSE

Receipt of staffing information within 5 school days of Principal's receipt (Principals are encouraged to provide this information asap)

See School Staffing Committees Tab under Annual Tasks & Timeline Guidelines (March):

ANSWERS:

4. 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, Secondary Teaching Office. A copy of that report will be provided to the members of the Committee at the same time.

TRUE

ANSWERS:

5. During the “Cone of Silence” period the Principal can only share information about central staffing decisions with the Branch President, in the role of Co-chair of the Staffing Committee.

TRUE

See School Staffing Committees Tab under Annual Tasks & Timeline Guidelines (April and May)

ANSWERS:

6. The School Staffing Committee must monitor any mutual consent between Teachers and Principals to teach a subject that the Teacher is not certified to teach. The Principal may obtain such consent verbally and must report on the agreement to the School Staffing Committee.

FALSE

Forms are to be sought and School Staffing Committee are to receive them in Sept/Oct.

School Staffing Committees Tab under Annual Tasks & Timeline Guidelines

ANSWERS:

7. After the Declaration of Surplus, when a vacancy occurs in a school, the Principal will consider "pull backs" of surplus Teachers in order of seniority. Timetable changes will be considered to accomplish a pull back of a more senior surplus Teacher based on qualifications. Those changes will take into consideration other Teachers' timetables and the impact on school/program needs.

TRUE

ANSWERS:

8. A non-tech qualified teacher cannot sign Mutual Consent to teach any tech course.

FALSE

One exception is TAS, where a general education teacher may teach TAS by Mutual Consent

ANSWERS:

9. Staffing Rules and Procedures will be guided by the principle of keeping Teachers in their home schools or if they become surplus finding ways to return them to their home schools subject to seniority and qualifications.

TRUE

ANSWERS:

10. The 0.5 FTE Non-instructional student success allocation can be used as instructional student success periods.

FALSE

All regular schools will be timetabled for at least a 1.0 FTE or equivalent Student Success Teacher, at least .5 FTE of which must be timetabled for non instructional Student Success duties.

Workload Accord - (bottom of page 3)

ANSWERS:

11. The School Staffing Committee no longer is required to meet once the Cone of Silence period begins on May 8, 2026.

FALSE

"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;

See School Staffing Committees Tab under Annual Tasks & Timeline Guidelines

ANSWERS:

12. This year, the date for Principals to provide Teachers who surplus to their school with a letter notifying them of their status is April 23, 2026.

TRUE

ANSWERS:

13. This year, Principals will receive their school staffing allocation on Monday, March 23rd.

TRUE

ANSWERS:

14. Part Time teachers may apply for Full Time positions in the April round of postings.

FALSE

Postings must match with one's contract status

Only in the second round of postings in June, where Part Time teachers can apply for Full-time positions or a complementary 0.5 positions to increase their contract status

ANSWERS:

15. A Teacher with NAC qualifications requires Mutual Consent to teach the NBE3U course.

FALSE

To teach NBE3U one needs either NAC or ENG, based on the Certification/Subject Codes 2026 chart

OSSTF Toronto Teachers

**Staffing Timelines &
Role of the School
Staffing Committee**

Review

Presented By
Nicole Gauthier
&
Mark Kissel

**In-School Staffing Committee
Overview**

The Committee is composed of:

- up to 4 OSSTF TTBU members:

- **Branch President as co-Chair**
- the Workload Rep
- two elected Members of the Branch

- the Principal and timetabling Vice-Principal

See **L.20** of the Collective Agreement

In-School Staffing Committee Overview

Principles of Operation



Confidentiality

The members of the School Staffing Committee will perform their duties in **strictest confidence**.

Committee members will have access to all necessary data required to make informed decisions.

In-School Staffing Committee Overview

Principles of Operation



Consensus

Recommendations from the Committee will be determined by consensus.

In-School Staffing Committee Overview

Principles of Operation



Seeking Assistance

If outside advice is needed or if problems arise on the Committee, either or both of the Co-Chairs may seek assistance from:

Senior Manager, People & Culture – Partner Resources Office

President, OSSTF TTBU

or their designates

Highlights

Staffing Timeline



March

23 - Allocation Rollout



April

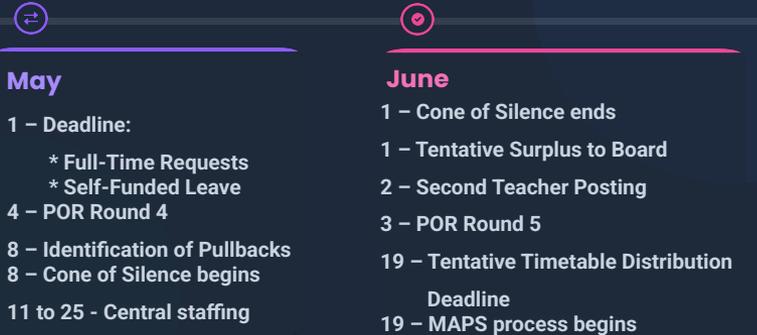
1 – POR Round 3

9 – Tentative Surplus to School

23 – Written Surplus to School

24 – First Posting

Highlights Staffing Timeline



Cone of Silence May 8 – June 1

A confidential period during central staffing when information is restricted to specific personnel to ensure process integrity.



Information Restricted To:

- Central Staffing Table
- Staffing Committee Co-Chairs

At the end of this period, information shared with members about status via letter if they have been placed.

What is Bumping?

Bumping is invoked when the **Board cannot guarantee placements for all teachers surplus** to their school by August 31.

The system is **reshuffled** to ensure that the **most junior teachers** (subject to qualifications) are **declared surplus** to the Board.

**Notification:
End of May**

Staffing Rules Principles of Operation

- 01** Certification bumps **Certification** ⇓ Based on Seniority
- 02** Certification bumps **Experienced but Not Certified** ⊙ Not Dependent on Seniority
- 03** Experienced but not certificated cannot bump **Certification** ⊙ Not Dependent on Seniority
- 04** Experienced but not certificated bumps **Experienced but Not Certified** ⇓ Based on Seniority

Building Your Staffing Model

Step 1: Establish Meeting Dates

- 1 Consensus Scheduling** Find mutually agreeable meeting dates for everyone on the committee.
- 2 Advance Planning** The majority of meeting dates should be scheduled in advance of the tentative surplus date.
- 3 Over Schedule** It is better to have more meetings planned than not. It is easier to cancel a meeting then schedule a new one when everyone is busy.



Communicate with principal via email

Building Your Staffing Model

Step 2: Review Documents



Projected Data

Gather the school's projected staffing allocation numbers, projected student enrolment data & projected program needs



Seniority Lists

Obtain the Alpha seniority list and the list sorted by seniority order.



Seniority Verification forms



Qualifications

List of teacher certifications, including Qualification Review amendments, Division in General Education subjects & Basic/Advanced in Tech Ed. subjects.



TDSB Secondary Cert./Subj. Codes 2026 list



Staff Status

Compile records of leaves, resignations, retirements, and staff returns.

Building Your Staffing Model

Step 3: Review Your School's Allocation

- Most committees will review course selection data to determine which courses will run based on student choice and class target
- Create "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

Building Your Staffing Model

Step 4: Surplus vs. Vacancies

- Compare your school's allocation with the number of on your school seniority list.
- If **the seniority list exceeds the allocation**, the difference must be declared **surplus**
- if the **allocation exceeds the seniority list**, **vacancies** must be posted.
- **Unless "zero'd out"** or notified by People & Culture, **teachers must be provided with a timetable** regardless of what you understand their status to be.

Building Your Staffing Model

Step 5: Fill In Your Matrix

- Most committees will review course selection data to determine which courses will run based on student choice and class target
- Create "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

Building Your Staffing Model

Step 5: Fill In Your Matrix

Positions of Responsibility (PORs) - Start here. Plug in their sections according to their specific qualifications.

Highest Seniority - Begin with the most senior member. 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.

Consider preferences fairly & consistently, but Principal decides. **Ensure the most junior teachers (subject to quals) are declared surplus.**



Mutual Consent

For Unbalanced Timetables & Uncertified Subjects

- Before signing, **consultation** with the School Staffing Committee is required to review options and implications.
- This form cannot be "unsigned." Teachers must be given a **reasonable amount of time** to make an informed decision.
- Copies of signed forms must be provided to the Teacher and **kept by the School Staffing Committee.**
- **If a member declines** to sign mutual consent, the **staffing matrix must be edited** to remove the assignment.

After the Staffing Model

Step 6: Submit Forms to OSSTF TTBU Office

Obtain copies of the following forms from your Principal on **April 9th**:

 School Matrix

 School Staffing Summary Form

 Surplus Declaration Form

 Vacancy Declaration Form

 Listing of Mutual Consent for Uncertified Subject Form

Send these documents to **Betty-Ann Samaroo & cc your EO**

After the Staffing Model

APRIL

Monitor Vacancies – Track the initial list of school vacancies as they are identified.

Track Status Changes – Receive and record information on retirements, resignations, and approved leaves of absence.

Mutual Consent – Monitor Mutual Consent forms for uncertified subjects/unbalanced timetables where required.

After the Staffing Model

APRIL

Surplus Notification – Principal and Branch President inform Teachers, including those on leave, identified as surplus to school.

April
9

Tentative
Surplus

April
23

Written
Surplus

After the Staffing Model

MAY

- **Review Pullbacks** – School pull backs reviewed by Staffing Committee
- 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

- **Post-Cone Meeting** – A meeting will be held with the entire Staffing Committee immediately following the lifting of the "Cone of Silence".
- Information shared regarding Teachers in the school who have been transferred or placed in other schools.
- Review status of teachers who remain tentatively surplus to the Board or who have been pulled back.
- Review timetable changes.

After the Staffing Model

JUNE

- Review staffing changes as they occur throughout the month: Pull backs, resignations, retirements, leaves, etc.
- Review tentative timetables for Workload Accord compliance prior to distribution to Teachers;
- Mutual consent to be sought if the teacher does not have the qualification or EBNC.
- Ensure tentative timetables are distributed;

After the Staffing Model

JUNE

- Principal and BP Inform Teachers, including those on a leave of absence, identified as surplus to the Board

OSSTF Toronto Teachers

Building the Staffing Model & Surplus Declaration

Practical Exercise

Presented By
Rony Masri

TASK

Obtain a paper copy or download or copy an electronic copy of the staffing matrix Excel spreadsheet for this exercise:

Direct Download Link
bit.ly/TBUmatrix2026



Complete the staffing matrix from #2027 Ayesha downwards. Determine which teacher(s) would be declared surplus and if there are any vacancies.



Kaitlin (seniority #387) submitted her retirement letter to the Board before the date when teachers are officially informed in writing about being Surplus to School.

Determine which teacher(s) is/are pulled back, if any, or whether a vacancy is to be declared.

ANSWERS: Before Breaking News Announcement

Staff FTE Allocation		35	FTE Count		37.0							
Sections Allocation		210	IUs Available		210	CH	SPH	PHE (B)	PHE (G)	TAS	TFJ	TCJ
			IUs Remaining		0	4	2	7	7	4	3	3
			IUs Assigned		4	4	2	7	7	4	3	3
31	Z08U	Sascha	HIS, ADA, RSE	ENBC	1.0							
32	T 2085	Donna	FSF, HIS, RSE, QTL		1.0							
33	T 2855	Kwame	RSE, HSC, LWS, NCS, HZC, TGJ	GLC	1.0				4			
34	T 2875	May-Lin	ENG, HIS	HLW	1.0							
35	T 2940	Irfan	GOG, MAT		0.5							
36	T 3932	Mariam	HIS, HPO, HSC, RSE	NFS	1.0							
37	T 4050	Taha	AM, HIS, ADA		1.0							
38	T 4906	Amelia	TF, NFS		0.5					3		
39	T 5339	Keiko	TCJ, COP, TMJ		0.5							3
40	ACL	POR			1.0							
					FTE Count	37.0						

Surplus teachers in orange

Download completed spreadsheet here:

bit.ly/TBMatrix2026answers



OSSTF Toronto Teachers

Changes to the Secondary Staffing Manual

2026-2027

Presented By
Rony Masri

Q	NW Secondary Alternative School (ALT)	*	Inglenook CS (ALT)	*	Stephen Leacock CI	**	R H King Academy
*	Northview Heights SS	*	Kápapámahchakwēw - Wandering Spirit	*	Sir William Osler HS	*	Riverdale CI (F)
*	Silverthorn CI	*	Jarvis CI	*	Victoria Park CI	*	SEED Alternative School (ALT)
*	Subway Academy II (ALT)	*	Lakeshore CI	*	West Hill CI	*	SOLE (ALT)
*	Thistleton CI	*	Native Learning Centre	*	Woburn CI	*	SATEC @ WA Porter CI
*	William Lyon Mackenzie CI	*	Northern SS	*	York Mills CI (F)	*	Sir Oliver Mowat CI
	West Humber CI		Oakwood CI (F)			*	Sir Wilfrid Laurier CI
*	Weston CI	*	Oasis Alternative (ALT)			Q	SE Secondary Alternative School (ALT)
*	Westview Centennial SS	*	Parkdale CI			*	Subway Academy I (ALT)
		*	Richview CI (F)			*	Wexford Collegiate Sch for the Arts
		*	Rosedale Heights Sch of Arts			*	Winston Churchill CI
		*	Runnymede CI				
		*	S.E.E. (ALT)				
		*	THESTUDENTSCHOOL (ALT)				
		*	Ursula Franklin Academy				
		*	West End Alternative (ALT)				
		*	Western Technical-Commercial School				
		*	York Humber HS				
		*	York Memorial CI				

* Semestered School
F French (Immersion/Extended)
ALT Alternative Schools
EDV EdVance

Combination School
Section 23
Full Year school
Q Quadmaster

** Semestered School Alternate Calendar

For additional information School Profiles may be accessed on the TDSB website:

SCHOOL/PROGRAM	PRINCIPAL
ASE I	Principal of Alternative Schools
Africentric: Timetables with more than 50% of the timetable in Africentric programming	Principal of Downsview SS/Principal of Winston Churchill CI
Alpha II Alternative School	Principal of Bloor CI
Avondale Alternative	Principal of Avondale School
Delphi Secondary Alternative School	Principal of Alternative Schools
City School	Principal of Alternative Schools
Contact Alternative (Includes the Ambassador Program)	Principal of Alternative Schools
East York Alternative Secondary School	Principal of Alternative Schools
Edvance (BALC, CALC, SCAS, Emery, Yorkdale)	Principal of Edvance Program
Inglenook Community School	Principal of Alternative Schools
Oasis Alternative S.S. (Includes: Skateboard Factory, Arts and Social Change Program and Triangle)	Principal of Alternative Schools
Parkview Alternative SS	Principal of Alternative Schools
R H King Academy	School Principal
TDSS (CTEP/ECPP) Programs	Principal of TDSS (CTEP/ECPP)
S.E.E. (School of Experiential Education)	Principal of Alternative Schools
SEED Alternative School	Principal of Alternative Schools
S.O.L.E. (School of Life Experience)	Principal of Monarch Park CI
Subway Academy One	Principal of Alternative Schools
Subway Academy Two	Principal of Alternative Schools
THESTUDENTSCHOOL	Principal of Western Technical
Ursula Franklin Academy	School Principal
Virtual Secondary School	School Principal
West End Alternative	Principal of Alternative Schools

Questions & Answers



THANK YOU

We appreciate you volunteering your time, energy, and expertise to support your colleagues through this critical process.