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| JSC Meeting dates | Principal Action Items |
| HR Action Items | ETFO Action Items |

Staffing Committee Representatives

ETFO: Sarah MacKay, Jason Surgent, Jane Scanlan-Price

BOARD: Darren McFarlane, Appel Maracle, Leanne Pond, Theresa Green

Extended JSC:

ETFO: TBD based on ETFO’s notification

BOARD: Lee Prophet, Steve McFadden

| STEP | ACTION | RESPONSIBILITY | DATES | COMMENTS |
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| 1 | If required, interview for K-12 Principal and Vice-Principal Succession planning process | HR Staffing Officer | November | |
| 2 | Seniority lists distributed to schools | HR Staffing Officer | January 13, 2024 <i>(January 28th for school closures)</i> | L37.02.04 Appeals submitted to the Staffing Officer concerning seniority lists, two weeks following distribution. Seniority lists will be posted on the Board website at the following link: Elementary Teacher Seniority List |
| 3 | If required, information meetings with affected school staff re: School Closure Process | HR Staffing Officer Affected School Principal Superintendent of Schools ETFO | By the last working day in January | See - Terms of Reference Coordinate date with support staff. |

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| 4 | If required a School Closure Meeting will occur: Teachers at affected schools to be closed are to complete and send in the School Staffing Information Form (SSIF). | HR Staffing Officer Principal | Later part of February | In the event that a school is to be closed, a minimum of one meeting will be held following the annual distribution of the seniority list to the system to discuss the process for the placement of staff in the affected schools for the subsequent school year. The meeting will include the staff of all affected schools, the Administration of all affected schools, Union representative(s), representative(s) of Senior Administration, and the Human Resources Staffing Officer (Teaching). |
| 5 | Special Program Student Placements (ie. French Immersion, Destinations, Adventure) | Principals | March 1 | Special program student placements decisions need to be input into Aspen by March 1. (note, that the ERP & LSP placement mappings may not be completed in Aspen by this date) |
| 6 | Special Education Teacher Placements (ie. System Classes, System Classes Prep and LSP) | Principals | March 1 | Admin will need to ensure that Teachers assigned to a Special Education classroom are indicated accurately on their staffing sheet for the current year. |
| MARCH BREAK, March 10-14, 2025 | | | | |

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| 7 | Teachers submit the School Staffing Information Form (SSIF) to the Principal by the last school day in March indicating teaching assignment preferences for 2024-2025 school year. As the staffing process unfolds, there may be a need for consultation and a request to review and update the information on the SSIF's. Any prior assignment adjustments in the previous school year should be considered at this step in the process. | Teachers | Last school day of March | |
| 8 | Teachers requesting a leave under Articles L28, L33 or L39 are requested to make their intent known to their supervisor and H.R. Teachers who moved under Article L16.02 or L16.03 (mobility and exchange) and who wish to return to their previous school(s) must notify H.R. by the last teaching day in March. | Teachers | March 31, 2025 | In the event of a school closure teachers returning from a leave may become a system responsibility. <i>Any changes to requested leave return to work dates must be in by March 31st (referenced in leave letters).</i> |
| 9a | Projected ADE confirmed and numbers to ETFO. | Superintendent of Human Resources | April 4, 2025 | Subject to updates on enrollment. Admin must notify the appropriate Superintendent if there is an anomaly in numbers by April 30. This consultation will minimize disruption in the fall. |
| 9b | Technical paper update | Superintendent of Human Resources | April 15, 2024 | The Superintendent of HR will provide the JSC an update of the status of the Ministry Funding |

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| | | | | Technical Paper and if the remaining staffing dates need to be amended. If necessary , JSC will meet to review and discuss potential changes to the remaining dates. |
| 10 | If required, internal postings of all System Staff for CST and SS vacancies as approved by the JSC, under Articles L12.03; L12.04; & L12.05 . | Superintendent of Curriculum Services Superintendent of Student Services Staffing Officer- Teaching | By April 15, 2025 where possible. | Current Term: September 2022 - 5 year term unless stated otherwise in posting (terms end in 2027) <i>(1 year terms are contingent upon the release of the technical paper)</i> |
| 11 | Special Education Deployment Info Staffing calculations, allocations and proposed school organizations completed | Superintendent of Student Services Senior Admin HR Manager HR Staffing Officer | April 22, 2025 | Information provided by Student Services to S/O of HR by April 17, 2024 <i>Coordinate dates with senior team</i> Data provided to JSC members to review. |

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| 12 | JSC will meet to review staffing calculations, allocations, and proposed school organizations. | Elementary JSC | April 24, 2025, JSC meets, 9:00 a.m. | <p>Senior Admin. provides staffing calculation data 48 hours in advance of the meeting (see above).</p> <p>Article L37.04.01, JSC membership as per Article L14.</p> <p>Articles L7.04.01 and L7.04.01.04 information on staffing, class size and enrolment, will be shared with the JSC.</p> |
| 13 | Medical Accommodations | Teachers ETFO Wellness Officer | By April 28 where possible | Those on medical accommodation will need to make the Wellness Officer aware of plans for the following school year <i>Coordinate dates with Employee Support and Wellness</i> |
| 14 | Staffing numbers electronically sent to Principals along with the completed School Staffing Summary Form for verification | HR Staffing Officer | April 28, 2025 afternoon | Google Link with staffing numbers to be sent electronically |
| 15 | Principals need to be aware of the anticipated FSL vacancies within schools and communicate this to HR. | Principals | April 30, 2025 | <p>Discussion will occur with ETFO to try to minimize as many FSL vacancies where possible. Need to be aware of FSL vacancies.</p> <p>Principals report if they have more FSL teachers than assignments in their school.</p> <p>Administrative transfers to</p> |

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| | | | | support FSL system needs may occur. |
| 16 | Deadline for Resignations from the Board | Teachers | Requested by November 30 & April 30, where possible. | L4.10.04 |
| 17 | Principals verify the School Staffing Summary Form indicating potential surplus names | Principals | May, 1, 2025 12:00 Noon | L37.05.05 This date is the deadline to apply to Principals and Superintendent of HR for exemption: Exempting Teachers with additional Ministry qualifications. Teachers who are potentially Surplus will be informed at Step 19. |
| 18 | H.R. will confer with Administrators to confirm the School Staffing Summary Form in Google Docs is complete. | HR Staffing Officer | May 2, 2025 | |
| 19 | JSC Elementary convenes to review surplus/vacancies as well as Elementary Staffing forms submitted by Principals | JSC | May 5, 2025 9 am JSC meets | Tentative French exemptions (L37.05.05) are shared with the JSC |
| 20 | If required, Transfer and Redundancy letters sent out to those who may be redundant to the district | HR Staffing Officer Principals | May 6, 2025 | L37.04.01.02 |

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| 25 | Principals will communicate anticipated teaching assignments for the 2024-2025 school year. Article L17.01. See also Teacher Exchange, Article L16.03. | Principals | Prior to May 12, 2025 (Day 1) of the Spring Staffing process. | If required for school closure sites: Following the distribution of staffing numbers to the system, and after appropriate consultation and coordination, the Principals(s) will allocate teaching assignments in the school(s), with reference to the Temporary Seniority List for Affected schools and the provisions of Article L37 pertaining to Transfer and Surplus. |
| 26 | If required for School Closure sites: The allocation of teaching assignments to those in affected schools takes place. | | Prior to Day 1 (May 12, 2025) of the Spring Staffing process | If required for school closure sites: Teachers will be notified of their anticipated teaching assignment and location according to timelines established by the JSC. At the teacher's request, a debriefing meeting will take place in which the teacher receives an explanation of the rationale used to determine the individual teacher's assignment and location for the subsequent school year. * Refer to union/management terms of reference |

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| 27 | ETFO will facilitate teacher exchange Article L16.03, information through the school Stewards. Teachers are responsible for making the necessary contacts and completing paperwork by the deadline. | ETFO | Prior to Day 1 (May 12, 2025) of the Spring Staffing process | The teacher in an affected school slated for possible closure may wish to consider a possible Exchange and should call the ETFO Local Office for further information. |
| 28 | Confirmation of Admin positions as known. | Senior Administration | May 12, 2025 | |
| 29 | Process Review Meeting: Day 1 Expanded (hereafter referred to as JSC) JSC meets to discuss the staffing process. | JSC | JSC Meets May 12, 2025 9:00 a.m. | Expanded Committee begins L37.07 |
| | Phase One: Day 2: Day one of the two-day vacancy posting, noon to noon. Teachers complete Phase One of the “Elementary Staffing Information Form” (ESIF) to be submitted electronically using the link sent within the posting. | HR Staffing Officer | May 13, 2025 | As per Articles 16.02 and 16.03 L37.07 |
| | Day 3 Teachers continue to complete Phase One “Elementary Staffing Information Form” (ESIF). | Teachers | May 14, 2025 | |
| | Day 4 Postings close at noon on Day 4 and HR compiles information and shares data with ETFO. | HR Staffing Officer | May 15, 2025 | |

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| | <p>Day 5 JSC reviews Phase 1 applicants.</p> <p>School Principals with vacancies will be called and will electronically receive the data to review. Teachers may consult with ETFO.</p> | JSC | <p>May 16, 2025 JSC meets</p> | |
| | <p>Day 6 Consultation period continues</p> | JSC | May 19-21-22, 2025 | |
| | <p>Day 7 Phase One vacancies filled by the JSC.</p> <p>One offer per person is made based upon the JSC decision.</p> | JSC | <p>May 22, 2025 JSC Meets</p> | |
| | <p>Day 8 Phase One vacancies continue to be filled by the JSC. One offer per person is made based upon the JSC decision. Vacancies for Phase Two are determined by the principal and compiled by HR.</p> | JSC | May 23, 2025 if needed | <p><i>The names of teachers completing the New Teacher Induction Program (NTIP), including TPA process, are presented before the Board on May 27.</i></p> |
| | <p>Phase Two: Day 9 – ETFO and HR will review the Phase Two postings. Day one of the two-day job postings are sent out to the district by 12:00 noon. Teachers complete Phase Two of the “Elementary Information form” in order to apply, forms are submitted using the Google docs form, link in Phase Two posting. Teachers may complete the Phase Two (Voluntary Mobility) section of the form.</p> | <p>HR Staffing Officer ETFO</p> | May 26, 2025 | |

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| | Day 10 – Teachers continue to complete Phase Two Elementary Information form. | Teachers | May 27, 2025 | |
| | Day 11 – Posting closes at Noon. | HR Staffing Officer | May 28, 2025 | |
| | Day 12 JSC reviews Phase 2 applicants. School principals with vacancies will be called and will electronically receive the data. Teachers may consult with ETFO. | JSC | May 29, 2025 JSC Meets 2 @ 9 AM | |
| | Day 13 Phase 2 review continued: School principals with vacancies continue to be called to share relevant information with JSC principal reps. Teachers may continue to consult with ETFO. | JSC Principals Teachers | May 29, 2025 (PA Day) | Meeting Details: Board Room 9:00 a.m. - 12 p.m. * Admin Reps Only |
| | Day 14 JSC filling the Phase Two vacancies. One offer per person is made based on the JSC decision. Vacancies for Voluntary Mobility are determined. | JSC | June 2, 2025 JSC Meets- All day | |
| | Day 15 The JSC will continue to fill Phase Two vacancies for Voluntary Mobility. The Mobility process will take place according to the C.A. The JSC decisions will be based on teacher applications and Principal/Union consultations. | JSC | June 3, 2025 JSC Meets- 8 AM | Phase 2 Part B Mobility |

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| | Phase Three: Day 16 – Confirmation of the external hiring process as per the staffing timelines. | HR Staffing Officer | June 4, 2025 onward | |
| | Day 17 – Individual external postings | HR Staffing Officer | Following Day 16 | |
| 30 | Schools where staffing is complete may have the School Staffing Committees begin to meet after Day 15. | Principals School Staffing Committee | June 4, 2025 onward | |
| 31 | Summer Staffing process | JSC Principals HR Staffing Officer | July 1, 2025- August 29, 2025 Date of Board summer shutdown TBD | <p>The Board will endeavour to have all central staffing positions posted and hired prior to the Board summer shutdown (July 25, 2025)</p> <p>Any vacancies that arise after completion of Phase 3, will be posted the week after the Board summer shutdown (August 11, 2025). HR Staffing Officer will provide the JSC with the vacancies prior to the Board summer shutdown to review (July 25, 2025).</p> <p>JSC will convene the first week after the Board summer shutdown to review/fill vacancies if necessary. A second phase of postings shall follow in the same week if necessary.</p> |

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| 32 | Timetables submitted to School Staffing Committees | Stewards Principal | By final school day in September (contractual date) | Article L17.04.01 |
| 33 | Teacher timetable analysis with revisions as necessary. JSC reviews timetable analysis. | JSC | September – December 2025 | Article L11.02 |
| 34 | JSC reviews staffing needs and vacancies. | Senior Manager Finance HR Staffing Officer, Manager JSC | September 18, 2025 JSC Meeting @ 9 AM Data to JSC by September 16, 2025. | Article L38 – September Enrolment Imbalances. (JSC must meet no later than the third week of September-contractual date) If required posting of vacancies under Article L5.02. Notification of at least 5 school days and at least 2 of which shall be preparation days. <i>Enrollment Balances from Finance</i> <i>Should the K-12 schools ECE kindergarten allotment be affected during the Elementary September Enrolment Imbalances, Support Staff Officer / CUPE will require notification.</i> |
| 35 | Special Education Teacher Placements (ie. System Classes, System Classes prep, LSP) | Principals | After October 15 (contractual date for reorg) imbalances | Admin to ensure that Teachers assigned to a Special Education classroom are indicated accurately on their staffing sheet. |