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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, Lee Prophet, Theresa Green

## Extended JSC:

**ETFO:** Justine Bucknell, Danielle Saunders

**BOARD:** Steve McFadden, Tanya Whittaker

STEP	ACTION	RESPONSIBILITY	NEW DATES	COMMENTS
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  (January 28th for school closures)	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: <a href="#">Elementary Teacher Seniority List</a>
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 <u>may</u> 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				
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. <b>As the staffing process unfolds, there may be</b>	Teachers	Last school day of March	

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	<b>a need for consultation and a request to review and update the information on the SSIF's.</b> Any prior assignment adjustments in the previous school year should be considered at this step in the process.			
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. <b>Admin must notify the appropriate Superintendent if there is an anomaly in numbers by April 30. This consultation will minimize disruption in the fall.</b>
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 Technical Paper and if the remaining staffing dates need to be amended. <b>If necessary</b> , JSC will meet to review and discuss potential changes to the remaining dates.

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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; & <b>L12.05</b> .	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)  (1 year terms are contingent upon the release of the technical paper)
11	<b>Special Education Deployment Info</b>  Staffing calculations, allocations and proposed school organizations completed	<b>Superintendent of Student Services</b> Senior Admin HR Manager HR Staffing Officer	May 8, 2025	<b>Information provided by Student Services to S/O of HR by April 17, 2024</b> Coordinate dates with senior team Data provided to JSC members to review.
12	JSC will meet to review staffing calculations, allocations, and proposed school organizations.	Elementary JSC	<b>May 13, 2025, JSC meets, 9:00 a.m.</b>	Senior Admin. provides staffing calculation data 48 hours in advance of the meeting (see above).  Article L37.04.01, JSC membership as per Article L14.  Articles L7.04.01 and L7.04.01.04 information on staffing, class size and enrolment, will be shared with the JSC.
13	Medical Accommodations	Teachers ETFO Wellness Officer	<b>By April 28 where possible</b>	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	HR Staffing Officer	May 14, 2025	Google Link with staffing numbers to be sent electronically

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	completed School Staffing Summary Form for verification			
15	Principals need to be aware of the anticipated FSL vacancies within schools and communicate this to HR.	Principals	May 14, 2025	Discussion will occur with ETFO to try to minimize as many FSL vacancies where possible. Need to be aware of FSL vacancies. <b>Principals report if they have more FSL teachers than assignments in their school.</b> Administrative transfers to 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 15, 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 21.
18	H.R. will confer with Administrators to confirm the School Staffing Summary Form in Google Docs is complete.	HR Staffing Officer	May 15, 2025	
19	JSC Elementary convenes to review surplus/vacancies as well as Elementary Staffing forms submitted by Principals	JSC	<b>May 16, 2025 9 am JSC meets</b>	Tentative French exemptions (L37.05.05) are shared with the JSC

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STEP	ACTION	RESPONSIBILITY	NEW DATES	COMMENTS
	scheduled for dates following Day 15 of the Spring Staffing Process.			
<b>NEW</b>	Surplus to the North Meeting		May 22, 2025	<p><b>If necessary</b> there will be a meeting held for teachers declared surplus to the north, more information will be available as the staffing process unfolds.</p> <p>If possible this will be held in person at YRPS in Library @ 4:30pm. Individuals are encouraged to attend in person but a virtual option will also be provided.</p>
24	Principals declare all remaining vacancies to the H.R. Dept. Please note: Principals plan to have a meeting by end of day on May 23 with your Staffing Committee and send into HR the proposed vacancies. The proposed vacancies will be sent to ETFO.	<b>Principals</b> <b>HR Staffing</b> <b>Officer-Teaching</b>	May 23, 2025	The proposed vacancies will be sent to ETFO prior to the JSC meeting for approval. Once approved then vacancies will be posted to the District as Phase One. L37.07
25	Principals will communicate anticipated teaching assignments for the 2024-2025 school year. Article L17.01. See also Teacher Exchange, Article L16.03.	<b>Principals</b>	<b>Prior to May 26, 2025</b> (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.

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26	If required for School Closure sites: The allocation of teaching assignments to those in affected schools takes place.		Prior to Day 1 (May 26, 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
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 26, 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 26, 2025	
29	<b><u>Process Review Meeting: Day 1</u></b>  Expanded (hereafter referred to as JSC) <b>JSC meets</b> to discuss the staffing process.	JSC	<b>JSC Meets</b> <b>May 26, 2025</b> <b>9:00 a.m.</b>	<b>Expanded Committee begins L37.07</b>



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STEP	ACTION	RESPONSIBILITY	NEW DATES	COMMENTS
	<b>Phase One:</b> <b>Day 2:</b> 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 27, 2025	As per Articles 16.02 and 16.03 L37.07
	<b>Day 3</b> Teachers continue to complete Phase One “Elementary Staffing Information Form” (ESIF).	Teachers	May 27-28, 2025	
	<b>Day 4</b> Postings close at noon on Day 4 and HR compiles information and shares data with ETFO.	HR Staffing Officer	May 28, 2025	
	<b>Day 5</b> JSC reviews Phase 1 applicants.  School Principals with vacancies will be called and will electronically receive the data to review. Teachers may consult with ETFO.	JSC	<b>May 28, 2025</b> <b>JSC meets</b> *afternoon	
	<b>Day 6</b> Consultation period continues	JSC	May 29, 2025	

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	<b>Day 7</b> Phase One vacancies filled by the JSC.  One offer per person is made based upon the JSC decision.	JSC	<b>June 2, 2025</b> <b>JSC Meets</b>	8:00am - 9:30am Admin meet  9:30am -4:00pm JSC meets  <i>The names of teachers completing the New Teacher Induction Program (NTIP), including TPA process, are presented before the Board on May 27.</i>
	<b>Day 8</b> 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.	JSC		
	<b>Phase Two:</b> <b>Day 9</b> – 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.	<b>HR Staffing Officer</b> <b>ETFO</b>	June 3, 2025	

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STEP	ACTION	RESPONSIBILITY	NEW DATES	COMMENTS
	<b>Day 10</b> – Teachers continue to complete Phase Two Elementary Information form.	Teachers	June 3- June 4, 2025	
	<b>Day 11</b> – Posting closes at Noon.	HR Staffing Officer	June 4, 2025	
	<b>Day 12</b> JSC reviews Phase 2 applicants. School principals with vacancies will be called and will electronically receive the data. Teachers may consult with ETFO.	JSC	June 6, 2025 JSC Meets 2 @ 9 AM	
	<b>Day 13</b> 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	June 10, 2025	Meeting Details: Board Room 12 p.m.- 4 p.m. * Admin Reps Only
	<b>Day 14</b> 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 12, 2025 JSC Meets- All day	

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	<b>Day 15</b> 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	<b>June 13, 2025</b> <b>JSC Meets- 8 AM</b>	Phase 2 Part B Mobility
	<b>Phase Three:</b> <b>Day 16</b> – Confirmation of the external hiring process as per the staffing timelines.	HR Staffing Officer	June 16, 2025 onward	
	<b>Day 17</b> – 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 16, 2025 onward	
31	Summer Staffing process	JSC Principals HR Staffing Officer	July 1, 2025- August 29, 2025  Date of Board summer shutdown TBD	The Board will endeavour to have all central staffing positions posted and hired prior to the Board summer shutdown (July 25, 2025)  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).

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				JSC will convene the first week after the Board summer shutdown to review/fill vacancies <b>if necessary</b> . A second phase of postings shall follow in the same week if necessary.
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 Should the K-12 schools ECE kindergarten allotment be affected during the Elementary September Enrolment Imbalances, Support Staff Officer / CUPE will require notification.</i>

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STEP	ACTION	RESPONSIBILITY	NEW DATES	COMMENTS
35	Special Education Teacher Placements (ie. System Classes, System Classes prep, LSP)	Principals	After October 15 ( <b>contractual date for reorg</b> ) imbalances	Admin to ensure that Teachers assigned to a Special Education classroom are indicated accurately on their staffing sheet.