

Legend	
BOLD: JSC Meeting dates	Principal Action Items
HR Action Items	ETFO Action Items

JSC Committee Representatives

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

BOARD: Darren McFarlane, Lisa Dostaler, Leanne Pond, Theresa Green, Ben Chapman

Extended JSC:

ETFO: Justine Bucknell, Amira Loney

BOARD: Lee Mahon-Prophet, Suzanne Cholasta

STEP	ACTION	RESPONSIBILITY	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 12, 2024 <i>(January 28th for school closures)</i>	Appeals submitted to 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).
MARCH BREAK, March 11-15, 2024				
5	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	

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6	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, 2024	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>
7	Projected ADE confirmed and numbers to ETFO.	Superintendent of Human Resources	April 4, 2024	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.
8	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	Week of Apr 2, 2024	Current Term: September 2022 - 5 year term unless stated otherwise in posting
9	Special Education Deployment Info Staffing calculations, allocations and proposed school organizations completed	Superintendent of Student Services Senior Admin HR Manager HR Staffing Officer	April 17, 2024	Information provided by Student Services Coordinate dates with senior team Data provided to JSC members to review.

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10	JSC will meet to review staffing calculations, allocations, and proposed school organizations.	Elementary JSC	April 19, 2024, JSC meets, 9:00 a.m. Board Committee Room- Ed Centre	<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>
11	Medical Accommodations	Teachers ETFO Wellness Officer	By April 26 where possible	Those on medical accommodation will need to make the Wellness Officer aware of plans for the following school year Coordinate dates with Employee Support and Wellness
12	Staffing numbers electronically sent to Principals along with the completed School Staffing Summary Form for verification	HR Staffing Officer	April 26, 2024 afternoon	Google Link with staffing numbers to be sent electronically
13	Principals need to be aware of the anticipated FSL vacancies within schools and communicate this to HR.	Principals	April 30, 2024	<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.
14	Deadline for Resignations from the Board	Teachers	Requested by November 30 & April 30, where possible.	
15	Principals verify the School Staffing Summary Form indicating potential surplus names	Principals	May, 1, 2024 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 TAT will be informed at Step 19.
16	H.R. will confer with Administrators to confirm the School Staffing Summary Form in Google Docs is complete.	HR Staffing Officer	May 2, 2024	
17	JSC Elementary convenes to review surplus/vacancies as well as Elementary Staffing forms submitted by Principals	JSC	May 6, 2024 9 am JSC meets	Tentative French exemptions (L37.05.05) are shared with the JSC Meeting Details: Board Room 9 am- 12pm
18	If required, Transfer and Surplus letters sent out to those who may be surplus to the district	HR Staffing Officer Principals	May 7, 2024	

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19a	<p>CONFIRMATION of SCHOOL STAFFING SUMMARY FORM: The Principal will speak to any teacher who is surplus to the school in the presence of the Steward. The administrator will review the next steps of the process with the teacher</p> <p>Vacancies existing within schools will be communicated for the 2024-2025 school year at each school. Teachers will be considered for vacancies according to information provided on (SSIF). Reasonable consideration will be given to placing a teacher in a position, if he/she is the only teacher interested. In the absence of relevant information preventing placement, the teacher will be placed in the position.</p>	Principals	May 7, 2024 by end of day,	Admin will consider: Staff strengths, interests, preferences, school priorities.
19b			May 8, 2024 by end of day	Coordinate dates / info with the Support Staff Officer.
20	School Staffing Committees will confirm school organization meeting dates and times will be scheduled for dates following Day 15 of the Spring Staffing Process.	Principals School Staffing Committees	By May 8, 2024	Article L17 – school staffing committees
21	Principals declare all remaining vacancies to the H.R. Dept. Please note: Principals plan to have a meeting by end of day on May 10 with your Staffing Committee and send into HR the proposed vacancies. The proposed vacancies will be sent to ETFO.	Principals	May 10, 2024	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.

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22	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 13, 2024 (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.
23	If required for School Closure sites: The allocation of teaching assignments to those in affected schools takes place.		Prior to Day 1 (May 13, 2024) 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.
24	ETFO will facilitate teacher exchange Article L16.03, information through the school Stewards. Teachers are responsible for making the necessary	ETFO	Prior to Day 1 (May 13, 2024) 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

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	contacts and completing paperwork by the deadline.			ETFO Local Office for further information.
25	Confirmation of Admin positions as known.	Senior Administration	May 13, 2024	
26	Process Review Meeting: Day 1 – Expanded (hereafter referred to as JSC) JSC meets to discuss the staffing process.	JSC	JSC Meets May 13, 2024 9:00 a.m.	Expanded Committee begins Meeting Details: Prince Edward Room Ed Centre 9:00 - 12:00 p.m. (exact time TBC)
	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 14, 2024	As per Articles 16.02 and 16.03
	Day 3 Teachers continue to complete Phase One “Elementary Staffing Information Form” (ESIF).	Teachers	May 15, 2024	
	Day 4 Postings close at noon on Day 4 and HR compiles information and shares data with ETFO.	HR Staffing Officer	May 16, 2024	

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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	May 17, 2024 JSC meets	Meeting Details: Board Committee Room Ed Centre 9 am - 12 Noon
	Day 6 Consultation period continues	JSC	May 21-22, 2024	
	<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	May 23, 2024 JSC Meets	Meeting Details: Board Committee Room 8:00 a.m. - 4 p.m.
	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.	JSC	May 24, 2024 if needed	The names of teachers completing the New Teacher Induction Program (NTIP), including TPA process, are presented before the Board on May 27.
	<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.</p>	HR Staffing Officer ETFO	May 27, 2024	

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	Teachers may complete the Phase Two (Voluntary Mobility) section of the form.			
	Day 10 – Teachers continue to complete Phase Two Elementary Information form.	Teachers	May 29, 2024	
	Day 11 – Posting closes at Noon.	HR Staffing Officer	May 29, 2024	
	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 30, 2024 JSC Meets	Meeting Details: Board Room 9am-12 p.m.
	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 31, 2024 (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 3, 2024 JSC Meets	Meeting Details: Boardroom 8:00 AM - 4 p.m. (exact time TBC)

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	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 4, 2024 JSC Meets	Phase 2 Part B Mobility Meeting Details: Board Room 8:00 a.m. - 4 p.m. (exact time TBC)
	Phase Three: Day 16 – Confirmation of the external hiring process as per the staffing timelines.	HR Staffing Officer	June 5, 2024 onward	
	Day 17 – Individual external postings	HR Staffing Officer	Following Day 16	
27	Schools where staffing is complete may have the School Staffing Committees begin to meet after Day 15.	Principals School Staffing Committee	June 5, 2024 onward	
28	Timetables submitted to SSC		Sept./Oct. 2024	Article L17.04.01
29	Teacher timetable analysis with revisions as necessary. JSC reviews timetable analysis.	JSC	September – December 2024	Article L11.02

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30	JSC reviews staffing needs and vacancies.	Senior Manager Finance HR Staffing Officer, Manager JSC	September 20, 2024 Meeting: Board Room Data to JSC by September 18, 2024.	Article L38 – September Enrolment Imbalances. 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. 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.