

## Staffing Timelines February 2019 – August 2019

DATES	ACTIVITY	ACTION BY
Fri., Feb. 1	Registration Forms (and student transfer forms, if applicable) from grade 8 students are due to home secondary schools. <b>Please note separate due date for course selection process.</b>	Elementary Administrators
	Superintendents to discuss Admin Allocation per School; report recommendations for changes to SST	Superintendents
Tues., Feb. 5	Date by which regional programs (IB, Arts and BCSS) must provide a list to secondary and elementary schools of the Grade 8 students who have been offered/accepted a placement for 2018-19.	Administrators of Schools with Regional Programs
Wed., Feb. 6	<b>ALL areas will complete their Secondary Student Transfer meetings on this date.</b>	Administrators/ Superintendents
As of Thurs., Feb. 7	Regional positions are posted and filled when known.	Principals, SST, Recruitment
By Fri., Feb. 8	Date by which the elementary schools must complete transfers within Trillium of the Grade 8 students to appropriate high school, as requested by the high school, based on registration forms received (this includes transfers and regional programs).	Elementary Administrators
Mon., Feb. 11	Date by which students can begin locking in their course selection.	Administrators
Mon., Feb. 11	2019-20 Staffing Cycle: Memo #1 distributed – Includes: Staffing Process Teacher Tracking Template, Teacher Transfer Process, and Changing FTE Percentage.	Administrators
Tues., Feb. 12	<b>POR List #3 (posted 9:00 am, closes 4:00 pm on February 14.)</b>	<b>Admin &amp; Christine</b>
Tues., Feb. 19	SST to meet with Finance secure total number of teachers for 2019/20	SST, Finance
	Meet with CIS regarding staffing for specialized programs (i.e., SHSM, Dual-Credit, SS, Literacy, SA top up).	CIS, SST, SOs
Wed., Feb. 20	Memo #2 Staffing Requests for 2019-2020 released. (Due Tuesday, March 5, 2019.) Administrators notify Planning Services of accommodation concerns and potential portable requests. Enrollment projections and update from Planning Services to the SST.	SST, Administrators, Planning
Fri., Feb. 22	All course selections must be entered into myBlueprint	Administrators
Tues., Feb. 26	<b>POR List #4 (post 9:00 am; closes 4:00 pm, February 28)</b>	<b>Admin &amp; Christine</b>
Mon., Feb. 25 to Wed., Feb. 27	Course Request Sign Off forms printed from myBlueprint by students, signed by parents/guardians.	Administrators
Thurs., Feb. 28 by 4:00 pm	Stop Date at which course selections are fully locked down; not even Guidance can make changes in myBlueprint. Note: All signed hard copies of course selections are due to secondary schools.	IT
Fri., Mar. 1	IT test of import of course requests from myBlueprint for all schools. Error reports sent to schools	IT
By Fri., Mar. 1	Teachers wishing to change part-time status/increase their FTE, must notify principal in writing. (C.A.: L.D.5.3.1, L.D.5.4.1.) Administrators ensure that staff is aware of the February 28 deadline for written notification regarding change in FTE status or return from leave.  A teacher who has been granted a special leave which ends in August of any year shall notify the Board prior to March 1 of that year whether s/he intends to return to employment with the Board in the following September (C.A.: L.C.4.5).  This information is used during the staffing cycle for the following year, however, when additional contract vacancies arise outside the staffing cycle,	Teachers

	Administration will offer to top up all qualified part-time teachers in seniority order, where possible.	
Fri., Mar.1	Seniority list sent by HRS and posted/made available to teachers by Administration in schools (C.A.: L.D.7.2.4.1).	HRS, Administrators
Mon., Mar. 4 to 5 by 4:00pm	Schools correct all errors in Trillium before final import of data for staffing purposes	Administrators
Tues., Mar. 5 by 4:00 pm	Due date for Staffing Request Template for 2019-20: sent to Superintendents of Schools/Assistants and Michele.	Administrators
Wed., Mar. 6	Final import of course requests from myBlueprint to Trillium for all schools.	IT
Thurs., Mar. 7	Reporting of APG vacancies to SST.	Admin Student Services
Thurs., Mar. 7	<b>All course selection for all students, including Regional Special Education and PAE must be in Trillium with appropriate course codes.</b> <b>Note:</b> Courses can be entered into Trillium any time after 'Copy to Next'.	SS Coordinators, Administrators
Fri., Mar. 8	SST generates reports for purpose of staffing rollout at 4:00 pm	SST
Mon., Mar. 11 to Fri., Mar. 15	Staffing data keyed into SPS system and allocations for each school generated.	SST
Mon., Mar. 18	APG (Autism Program Group, including APG – Complex Needs classes) Vacancy List shared with existing APG teachers; teachers may request to be transferred to another APG program location where it has been determined there is a vacancy, before APG vacancies are opened to other OSSTF teachers.  Current APG teachers have until 4 pm Wednesday, March 20 to email their expression of interest. School and Student Services Principals arrange conversations and make determinations by 4 pm April 11	Principals, Student Services, SST, Teachers
Tues., Mar. 19	POR List #5 (posted 9:00 am, closes 4:00 pm March 21) - May be filled as Acting only if POR vacancy is on its 5th posting.	Administrators & Christine
By Mar. 20	Principals and ISC meet to finalize teacher tracking details.	Admin/ISC
Wed., Mar. 20	Completed Teacher Tracking Google form updated by 4 pm (as per Memo #1 – to be updated on a regular basis as changes happen)	Administrators
Thurs., Mar. 21	Allocation review/confirmation meeting	SST/SOs, OSSTF
Tues., Apr. 2	POR List #6 (posted 9:00 am, closes 4:00 pm April 4) - May be filled as Acting only if POR vacancy is on its 4th posting	Administrators & Christine
Wed., Apr 3/Thurs., Apr. 4	Save the date for Staffing Rollout Meeting (details to be confirmed)	SOs, Admin, OSSTF, Branch Pres, SST
Thurs., Apr. 4 to Tues., Apr. 9	In-School staffing committees meet to determine allocation errors and update teacher tracking information.	Administrators & ISC
Tues., Apr. 9	Last day to report allocation errors (on template) to Michele.	Admin & ISC
Thurs., Apr. 11	SST to meet with SO's to discuss allocation errors	SST/SOs/OSSTF
Tues., Apr. 16	Declaration of vacancies and school surplus to Michele by 4:00 pm.	Administrators
	Starting at 2:00 pm, principals must contact previous school surplus teachers (from the Spring 2018 and 2017 staffing processes) to inform them of return to school opportunity (C.A.: L.D.7.4.4.6) if suitable position has arisen.	Administrators
	Meetings and letters to surplus teachers by 4:00 pm.	Administrators
Tues., Apr. 16	POR List #7 (posted 9:00 am, closes 4:00 pm April 18) - May be filled as Acting only if POR vacancy is on its 3rd posting.	Administrators & Christine
Wed., Apr. 17	Disability Management & Administrative Transfer Placement Meeting.	SST/SOs OSSTF
Thurs., Apr. 18	Revised vacancies sent to Michele by 12:00 noon.	Admin & ISC
By Tues., Apr. 23	Share directly with each teacher the subject group(s) to which they have been tentatively assigned for 2019-2020.	Administrators

Tues., Apr. 23	Vacancy List #1, incl. remaining APG vacancies, and Surplus List distributed by 9:00 (Vacancies will be posted for 3 days, with the determination process taking 2 days - closes 4:00 on April 25.) <b>No interviewing on Diamond Day</b>	SST & Administrators
	Every secondary permanent contract teacher is eligible to apply for equivalent FTE status including those on the Surplus List.	
	If current full-time teacher has signed an NP590 to go to part time next year, teacher is only eligible to transfer at new FTE status.	
Wed., April 24	Positions may be filled by secondary permanent contract teachers only with equivalent FTE.	
Tues., Apr. 30	Revised vacancies sent to Michele by 12:00 noon.	Admin & ISC
Wed., May 1	POR List #8 (posted at 9:00 am, closes at 4:00 pm May 3) - May be filled as Acting only if POR vacancy is on its 3rd posting.	Administrators & Christine
Wed., May 1	Vacancy List #2 (posted 9:00 am, closes 4:00 pm, May 3)	Admin & Michele
	Every secondary permanent contract teacher is eligible to apply for equivalent FTE status including those on the Surplus List.	
	If current full-time teacher has signed an NP590 to go to part time next year, teacher is only eligible to transfer at new FTE status.	
Tues., May 7	Revised vacancies sent to Michele by 12:00 noon.	Admin & ISC
Wed., May 8	Vacancy List #3 (posted 9:00 am, closes 4:00 pm, May 10)	Admin & Michele
	Every secondary permanent contract teacher is eligible to apply for equivalent FTE status including those on the Surplus List.	
	If current full-time teacher has signed an NP590 to go to part time next year, teacher is only eligible to transfer at new FTE status.	
Tues., May 14	POR List #9 (posted at 9:00 am, closes 4:00 pm May 16) - May be filled as Acting only if POR vacancy is on its 2nd posting AND there were no qualified applicants to 1 <sup>st</sup> posting; otherwise may be filled as Acting only if POR is on its 3rd posting.	Administrators & Christine
Tues., May 14	Transfer Process frozen at 4:00 pm.	
Wed., May 15	Last day for a teacher to be declared surplus. (C.A.: L.D.7.4.3.)	Administrators
	Vacancy, Surplus updates to Michele by 4pm.	Admin, ISC & Michele
Thurs., May 16	Additional Staffing Request Template sent to schools for additional allocation to assist with master schedule creation, where warranted. Due Wed., May 22.	SST
Thurs., May 16	Surplus Placement Meeting.	SST, SOs, OSSTF
Tues., May 21	If all surplus teachers have been placed, transfer process re-opens.	
	Once transfer process re-opens, before posting vacancies, Principals offer vacant sections in seniority order to part-time teachers who requested to increase FTE. If surplus teachers have NOT all been placed, vacancies, <b>as they arise</b> , to be emailed to Michele until further notice and only Regional Special Education positions posted during this time. <b>If vacancy list is frozen, new timelines for vacancies will be created and communicated to the system at a later time.</b>	Administrators
Tues., May 21	Vacancy updates to Michele by noon.	Admin & ISC
Wed., May 22	Vacancy List #4 (posted 9:00 am, closes 4:00 pm, May 24)	Admin & Michele
	Part-time teachers who requested to increase FTE in writing before March 1 <sup>st</sup> may apply for any FTE vacancies and for PORs (full-time). (CA: L.D.5.3.2)	
Wed., May 22	Due date for Additional Staffing Requests for those schools still working on Master Schedules	
Fri., May 24	Additional allocations communicated to schools. Report resulting vacancies to Michele by Tuesday, May 28, at noon.	SST, Admin.
Tues., May 28	Vacancy updates to Michele by noon.	Admin & ISC
Wed., May 29	Vacancy List #5 (posted 9:00 am, closes 4:00 pm, May 31)	Admin & Michele

	Part-time teachers who requested to increase FTE in writing before March 1 <sup>st</sup> may apply for any FTE vacancies and for PORs (full-time). (CA: L.D.5.3.2)	
Thurs., May 30	Final day to inform part-time teachers of their FTE percentage for 2019/20 (CA: L.D.5.1.1)	Administrators
	School Master Schedule completed for those schools who did not request additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators
	Secondary Contract Hiring Toolkit and LTO Hiring Toolkit released for use by administrators for hiring from LTO list/OT Roster.	Recruitment
Thurs., May 30	Report updated staffing/timetabling concerns to SO and SST for support if needed.	Administrators, SST
Tues., June 4	School Master Schedule completed for those schools who requested additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators
Thurs., June 6	Vacancy updates to Michele by 12:00 noon.	Admin & ISC
Fri., June 7	Surplus Placement Meeting 2, if required.	SST, SOs, OSSTF
Fri., June 7	POR List #10 (posted at 9:00 am, closes at 4:00 pm June 11) – May be filled as Acting only if POR vacancy is on its 2 <sup>nd</sup> posting AND there were no qualified applicants to the first posting, otherwise may be filled as Acting only if POR is on its 3 <sup>rd</sup> posting.	Administrators & Christine
Fri., June 7	Vacancy List #6 (posted 9:00 am, closes 4:00 pm, June 11)	Admin & Michele
Fri., June 7	BCSS only: LTO postings for Semester 1 begin.	BCSS
Wed., June 12	Transfer process for OSSTF contract teachers closes at noon. (Complete interview process for applications submitted on time.)	Administrators
	Last day to retain this year's School Surplus teachers or recall 2018 or 2017 surplus teachers.	Administrators
	Principals shall make internal, interim (one year) appointments for any remaining POR vacancies. (i.e., fill any further POR vacancies by Interim assignment to a teacher within the building, not as transfer from another school.) C.A.: L.D.2.6.3	
Thurs., June 13	Vacancy updates to Michele by 4:00 pm	Admin & ISC
Mon., June 17	Vacancy List #7 (posted 9:00 am, closes June 19 at 4:00 pm) Only for new contract hiring from the LTO List/OT Roster as per the recently released Secondary Contract Hiring Toolkit for all remaining vacancies. All OTs are eligible to apply and will be considered in accordance with Reg 274.	
Middle of June	Request from HRS Temporary Letters of Approval (TLA) if required for those teachers in assignments for which they do not hold qualifications.	Administrators
Prior to exams	Conflicts resolved.	
By Thurs., June 20	Teachers receive timetables (may still be tentative).	
Mon., June 24	Vacancy updates to Michele by noon.	Admin & ISC
	LTO postings for Semester 1 begin for all schools (except BCSS): repost as necessary, and all Interviews and hiring decisions completed for Semester 1 LTOs by Thursday, July 4.	Administrators
Tues., June 25	Vacancy List #8 (posted 9:00 am, closes June 27 at 4:00) Only for new contract hiring from the LTO List/OT Roster. Process completed by Thursday, July 4.	Administrators, SOs
<b>After June 28, 2018, NO FURTHER POSTING OR HIRING TO CONTRACT OR LTO VACANCIES until:</b>		
Wed., July 24	<b>BCSS only:</b> Semester 1 LTO postings resume. Having first offered vacant contract sections to current part-time teachers, in seniority order, remaining contract sections posted for new contract hiring from LTO List/OT Roster, per Secondary Contract Hiring Toolkit, June 2018. (Posting closes 4 pm July 22.) <i>Note: Send vacancies to Michele by noon on July 16</i>	Administrators
Thurs., Aug 1	<b>BCSS only:</b> Contract/LTO posting as above (Posting closes 4 pm July 31)	

	<i>Note: Send vacancies to Michele by noon on July 24</i>	
Wed., Aug. 14	<b>BCSS and Early start schools only - SDHS, KHS, MSS, MHS:</b> Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2018 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 12.) <i>Note: Send vacancies to Michele by noon on August 6</i>	Administrators
Thurs., Aug. 22	<b>All other schools:</b> Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2018 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 20.) <i>Note: Send vacancies to Michele by noon on August 14</i>	Administrators
Tues., Sept. 3	<b>All schools:</b> Contract/LTO posting as above (Posting closes 4 pm Aug 29) <i>Note: send vacancies to Michele by noon on August 22</i>	