

YORK REGION DISTRICT SCHOOL BOARD  
Staffing TIMELINES (July 2018 – December 2018)

DATES	ACTIVITY	ACTION BY
Tues., Sept. 4	<p style="text-align: center;"><b>Vacancy List # 13 – Posting will close 4 pm Thursday, September 6</b></p> <ul style="list-style-type: none"> <li>• By August 31, contract vacancies for semester one must be offered in seniority order to current part-time contract teachers within your school.</li> <li>• Adhere to the Secondary Contract Hiring Toolkit (June 2018) for filling remaining sections.</li> <li>• Report remaining contract vacancies, if any, for semester one to Michele <b>by Friday, August 31 at noon.</b></li> <li>• First consideration to Semester 2-Only contract teachers for posted Semester One vacancies</li> </ul>	Administrators, SST
Wed., Sept. 5 to Fri., Sept. 21, 2018	<b>Enter all student registrations in Trillium daily, update no shows daily once confirmed;</b> ensure accurate data is being collected as the System Staffing Team extracts system data daily.	Administrators
Wed., Sept. 5, 2018	<a href="#">Secondary Staffing Memo 6</a> to include: template for additional staffing requests, give back of sections, initial requests for school and system flex factor; information about removing no shows; and additional staffing issues/concerns. <b>Memo will be in Weekly Summary</b>	Administrators
Thurs., Sept. 6, 2018	<a href="#">Secondary Staffing Memo 7</a> to Principals re: YREM Report distributed. (Due September 25) <b>Memo will be in Weekly Summary</b>	Administrators & SST
Thurs, Sept. 5 to Mon., Sept. 10, 2018	Enrolment analysis to determine staffing needs.	SST
Mon., Sept. 10 2018	All no shows to be removed in Trillium by noon.	Administrators
Tues., Sept. 11, 2018	Staffing requests/information template due by noon to the SST including: staffing requests, give back, school and system flex requests and list of non-attending (expected to return) students.	Administrators
Wed., Sept. 12, 2018	SST to meet with Finance if necessary.	SST
Thurs., Sept. 13, 2018	SAC meeting. Consider staffing requests for Sem. 1.	SAC
Fri., Sept. 14, 2018	SAC communicates staffing adjustments to schools.	SAC
Fri., Sept. 14 and Mon. Sept. 17, 2018	For schools with additional allocation, in consultation with ISC, new contract sections to be offered in seniority order to current part-time contract teachers within your school.	Administrators
Mon., Sept. 17, 2018	Report remaining vacancies, if any, by 4:00 pm to Michele.	Administrators
Tues., Sept. 18, 2018	<p style="text-align: center;"><b>Vacancy List # 14 – Posting will close 4 pm Thursday, September 20</b></p> <ul style="list-style-type: none"> <li>• By September 18, contract vacancies for semester one must be offered in seniority order to current part-time contract teachers within your school.</li> <li>• Report remaining contract vacancies, if any, for semester one to Michele <b>by Friday, September 14 at noon</b> if you did not receive new staffing. If you received new staffing, after offering vacancies to part-time staff as per process send remaining contract vacancies to Michele <b>by Monday, September 17 by noon.</b></li> <li>• First consideration to Semester 2-Only contract teachers for posted Semester One vacancies</li> </ul>	Administrators, SST
Fri., Sept. 21, 2018	System Flex Requests shared with SAC and decisions communicated to schools.	SAC

Tues., Sept. 25, 2018	YREM Report completed and sent to SST by 4:00 pm.	Administrators
Tues., Sept. 25, 2018	<p><b>Vacancy List # 15 – Posting will close 4 pm Thursday, September 27</b></p> <ul style="list-style-type: none"> <li>• By September 24, contract vacancies for semester one must be offered in seniority order to current part-time contract teachers within your school.</li> <li>• Report remaining contract vacancies, if any, for semester one to Michele <b>by Monday, September 24 at noon.</b></li> <li>• First consideration to Semester 2-Only contract teachers for posted Semester One vacancies</li> </ul>	Administrators, SST
Thurs., Sept. 27, 2018	POR memo and report sent to schools to identify discrepancies between school and HR data for all PORs in the school. Ensure NP 590s are done for all PORs. (Due October 19) <b>Memo will be in Weekly Summary</b>	Administrators, SST & Christine
Wed., Oct. 3, 2018	APAs completed in SPS (done on a monthly basis). School team (STAR secretary, VP and BP) to meet on a monthly basis to review.	Administrators & STAR secretary
Wed., Oct. 10, 2018	Update Special Education data in Trillium.	Administrators
Thurs., Oct. 18, 2018	POR discrepancy report completed and submitted to Christine.	Administrators
Thurs., Nov. 15, 2018	Memo - Sem. 2 Staffing Request Template distributed. (Due December 4) <b>Memo will be in Weekly Summary</b>	SST
Mon., Nov. 26, 2018	Community Class Staffing projections for 2018-19 forwarded to SST by Student Services Coordinators.	Student Services Coordinators
Thurs., Nov. 29, 2018	Sem. 2 Staffing Requests Template - to Michele by 4:00 pm.	Administrators
Fri., Nov. 30, 2018	Second semester staffing adjustments considered.	SAC/SST
Tues., Dec. 4, 2018	Second semester staffing adjustments communicated.	SAC/SST
By Thurs., Dec. 6, 2018	In consultation with ISC, new contract sections (for Semester 2) to be offered in seniority order to current part-time contract teachers within your school by noon.	Administrators
Fri., Dec. 7, 2018	Remaining Semester 2 vacancies to Michele by noon.	Administrators

Timelines will be revised at a later date to include:

- Hiring for Positions of Responsibility, and
- Hiring both contract and LTOs for second semester.

Please note that instead of Staffing Memos being emailed to you they will now be included in the Weekly Summary.