

SECONDARY SCHOOL STAFFING TIMELINES
IMPORTANT DATES FOR SEPTEMBER 2009 - JUNE 2010
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TIMELINE	DESCRIPTION	ARTICLE
By Sep 15	▶ An In-School Staffing Committee shall be established in each school for the school year.	30.1
By Sep 30 Noon	▶ Principals to provide Secondary Staffing Committee with teacher timetables and school supervision schedules.	29.2(j)
By Oct 1	▶ Class size report by teacher for each school as of the 20 th school day will be forwarded for review to the Secondary Staffing Committee.	21.13.7
By Nov 3	▶ Class size report by teacher for each school will be forwarded for review to the Secondary Staffing Committee.	29.3.6
By Nov 30	▶ Resignation and/or retirement letters must be submitted to HR. ▶ Resignation of Positions of Added Responsibility effective January 31.	7.1, 7.2 7.3.2
By Dec 31	▶ Surplus teachers may exercise their right to return to a semester 2 vacancy in the school from which they were surplus.	32.8
Jan 6	▶ Post and apply process for semester 2 vacancies.	36.1
During Jan	▶ Teachers in first year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of desire to have the transfer made permanent or extended to second year. ▶ Teachers in second year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of intent to have transfer made permanent or return to their home schools.	31.10 - 31.14 31.27 - 31.30
By Jan 22	▶ Letters of intent from Learning Co-ordinators due to Executive Superintendent of Program Services with copies to Supervisor and Superintendent.	
By Feb 15	▶ Reciprocal Transfer applications must be submitted to HR. ▶ Cross-Panel Reciprocal Transfer applications must be submitted to HR.	31.1 31.17
Feb 26 Noon	▶ Principals to provide Secondary Staffing Committee with teacher timetables and school supervision schedules.	29.2(j)
By Mar 1	▶ Reciprocal Transfer & Cross-Panel Reciprocal Transfer Request lists posted in all worksites.	31.3, 31.19
Mar 1-5	▶ Posting of Learning Co-ordinator positions.	
By Mar 2	▶ Class size report for each school as of 20 th school day of 2 nd semester will be forwarded for review to the Secondary Staffing Committee.	21.13.7
By Mar 15 (Note: March Break begins Mar 15)	▶ Request for 1 year leave of absence must be submitted to HR. ▶ Request for extension of 1 year leave of absence must be submitted to HR. ▶ Part-Time leave requests & extensions must be submitted to HR. ▶ Teachers interested in participating in Deferred Salary Leave Plan to apply to Board.	18.16 18.16(c) 36.2 19.4.a
Mar 25	▶ Secondary School Principals submit actual registration in student information system for September, 2010 on March 25 th and FTE projections for October 31, 2010.	
Mar 31	▶ Joint In-school Staffing In-Service - 1:00 - 3:00 p.m. - Education Centre, London Room	
By Apr 6	▶ Class size reports by teacher for each school will be forwarded for review to the Secondary Staffing Committee.	29.3.6
Apr 7	▶ Schools will receive their allocations from HR.	29.2
By Apr 9	▶ Interviews for Learning Co-ordinator and TOSA positions to be completed.	

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TIMELINE	DESCRIPTION	ARTICLE
By Apr 15	<ul style="list-style-type: none"> ▶ Temporary withdrawal from Headship position. ▶ Request extension of temporary withdrawal from Headship position for one additional year. ▶ Resignation and/or retirement letters must be submitted to HR. ▶ Resignation of Positions of Added Responsibility effective September 1 must be submitted to the Board. ▶ Resignation from a Learning Co-ordinator position effective September 1 must be submitted to the Board. ▶ Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan. 	<p>27.25.1 27.25.3</p> <p>7.1, 7.2 7.3.1</p> <p>7.4</p> <p>19.4(b)</p>
Apr 15 Noon	<ul style="list-style-type: none"> ▶ Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 1 posting of Headship/Assistant/Acting Headship vacancies. 	
By Apr 21	<ul style="list-style-type: none"> ▶ In-School Staffing Committee to review any potential surplus teacher declarations and provide input to Principal before Principal declares any teacher surplus to the school. ▶ In-School Staffing Committee to provide input to Principal on school program needs before Principal declares vacant positions in school. 	<p>30.3(a)</p> <p>30.3(b)</p>
Apr 22-26	<ul style="list-style-type: none"> ▶ Round 1 posting of Headship/Assistant/Acting Headship Vacancies. 	27.20.1
Apr 27-29	<ul style="list-style-type: none"> ▶ Interviews for Round 1 posting of Headship/Assistant/Acting Headship vacancies. Results must be submitted to HR. 	
By Apr 29 4:00 p.m.	<ul style="list-style-type: none"> ▶ Principals to submit VACANCIES and SURPLUS lists to HR. ▶ Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 2 posting. ▶ All Headship/Assistant Headship vacancies for September 1, 2010 must be posted. *(Timeline for Headship postings will be extended this year due to school closures). 	<p>29.2(f)</p> <p>27.20.1</p>
Apr 30	<ul style="list-style-type: none"> ▶ Secondary Staffing Committee meeting - 8:30am - 9:30 am. ▶ District Staffing Meeting -10:00 am. - 12:00 p.m. ▶ Medical & Admin. Transfers & review Surplus Declarations and vacancies. 	
By Apr 30 4:00 p.m.	<ul style="list-style-type: none"> ▶ Teachers interested in changing panels (not reciprocal transfers) to submit Application to HR. 	
By May 3	<ul style="list-style-type: none"> ▶ Surplus letters from principals to surplus teachers. 	
May 5-7	<ul style="list-style-type: none"> ▶ Round 2 posting of Headship/Assistant/Acting Headship vacancies. 	27.20.1
May 7 9:00 a.m.	<ul style="list-style-type: none"> ▶ Deadline for teachers wishing to appeal surplus status. 	
May 10-11	<ul style="list-style-type: none"> ▶ Interviews for Round 2 posting of Headship/Assistant/Acting Headship vacancies. Results must be submitted to HR. 	
By May 12 9:00 a.m.	<ul style="list-style-type: none"> ▶ Principals to submit updated surplus list and vacancies for Round 1 posting of Teacher Initiated Transfers to HR. 	
May 14-18	<ul style="list-style-type: none"> ▶ Round 1 posting of vacancies for Teacher Initiated Transfers. 	31.36
By May 15	<ul style="list-style-type: none"> ▶ Initial determination of headship levels based on timetable projections (verified by November 15 section numbers). 	27.19
May 19-21	<ul style="list-style-type: none"> ▶ Interviews for Round 1 posting of vacancies for Teacher Initiated Transfers. Results must be submitted to HR. 	
By May 25 Noon	<ul style="list-style-type: none"> ▶ Principals to submit Vacancies for 2nd Posting of Teacher Initiated Transfers to HR - Round 2. 	
By May 31	<ul style="list-style-type: none"> ▶ List of redundant secondary teachers to Secondary Staffing Committee. 	29.2(h)
May 31-Jun 2	<ul style="list-style-type: none"> ▶ Round 2 posting of vacancies for Teacher Initiated Transfers. 	
Jun 3-4	<ul style="list-style-type: none"> ▶ Interviews for Round 2 posting of vacancies for Teacher Initiated Transfers. Results submitted to HR. 	

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TIMELINE	DESCRIPTION	ARTICLE
By Jun 7 3:00 p.m.	<ul style="list-style-type: none"> ▸ Principals to submit ALL known vacancies to HR. 	
Jun 7	<ul style="list-style-type: none"> ▸ Surplus teacher 'Request for Transfer' forms to HR. 	32.7
Jun 8	<ul style="list-style-type: none"> ▸ Secondary Staffing Committee meeting 8:30 a.m.-9:30 a.m. ▸ District Staffing Meeting 10:00 a.m.-12:00 a.m. ▸ Placement of Surplus Teachers. 	32.9
By Jun 10	<ul style="list-style-type: none"> ▸ Surplus teachers may exercise their right to return to a semester 1 vacancy in the school from which they were surplus. 	32.8
Jun 10-11	<ul style="list-style-type: none"> ▸ Round 3 posting of vacant contract lines - available to part-time contract, occasional and continuing education teachers. 	36.1(a)
Jun 14-16	<ul style="list-style-type: none"> ▸ Interviews for vacant contract lines available to part-time contract, occasional and continuing education teachers. Results must be submitted to HR by June 16. 	36.1(a)
After Jun 15	<ul style="list-style-type: none"> ▸ New vacancies for Headships/Assistant Headships will be acting positions. 	27.18
Jun 17	<ul style="list-style-type: none"> ▸ LTO lines submitted to HR. 	
Jun 17-23	<ul style="list-style-type: none"> ▸ LTO lines posted on the Board website and First Class. 	
Jun 17	<ul style="list-style-type: none"> ▸ New hires (posted to applytoeducation). 	