

**FINALIZED SECONDARY SCHOOL STAFFING TIMELINES**  
**IMPORTANT DATES - SEPTEMBER, 2008 - JUNE, 2009**  
**as of February 06, 2009 PAGE 1 OF 3**

<b>TIMELINE</b>	<b>DESCRIPTION</b>	<b>ARTICLE</b>
<b>By Sept. 15</b>	▶ An In-School Staffing Committee shall be established in each school for the school year	30.1
<b>By Sept. 30 - noon</b>	▶ Board to provide Secondary Staffing Committee with teacher timetables and School Supervision Schedules	29.2(j)
<b>By Oct. 1</b>	▶ Class size report by teacher for each school as of the 20 <sup>th</sup> school day will be forwarded for review to the Secondary Staffing Committee	29.3.6
<b>Nov. 3</b>	▶ Class size report by teacher for each school will be forwarded for review to the Secondary Staffing Committee	29.3.6
<b>By Dec. 31</b>	▶ Surplus teachers may exercise their right to return to a Semester 2 vacancy in the school from which they were surplus	32.8
<b>Dec. - Jan.</b>	▶ Post and apply process for Semester 2 vacancies	36.1
<b>During January</b>	▶ 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 they will return to their home schools	31.10 - 31.13 31.27 - 31.30
<b>By Jan. 23 FRI.</b>	▶ Letters of intent from Learning Co-ordinators due to Executive Superintendent of Program Services with copies to Supervisor and Superintendent	
<b>By Feb. 6 Fri.</b>	▶ Confirmation by Program Services of renewal term appointments for Learning Co-ordinators	
<b>Feb. 9-13</b>	▶ Posting of Learning Co-ordinator positions	
<b>By February 15</b>	▶ Reciprocal Transfer Applications ▶ Cross-Panel (Reciprocal) Transfer Applications	31.1 31.17
<b>By March 1</b>	▶ Reciprocal Transfer & Cross-Panel (Reciprocal) Transfer Request Lists Posted	31.3, 31.19
<b>By March 2</b>	▶ Renewal of Learning Co-ordinator terms	
<b>By Mon. March 2</b>	▶ Class size report for each school as of 20 <sup>th</sup> school day of 2 <sup>nd</sup> semester will be forwarded for review to the Secondary Staffing Committee	29.3.6
<b>By March 15 (Note: March Break begins March 14)</b>	▶ Request for 1 year leave of absence ▶ Request for extension of 1 year leave of absence ▶ Part-Time Leave Requests & Extensions ▶ Teachers interested in participating in Deferred Salary Leave Plan to apply to Board	18.16 18.16 (c) 36.2 19.4.a
<b>March 26 THURS.</b>	▶ Secondary School Principals submit actual registration in student information system for September, 2009 on March 26th. and FTE projections for October 31, 2009	
<b>April 6</b>	▶ Schools will receive their allocations from HR	Art.29.2
<b>To be completed by April 9</b>	▶ Interviews for Learning Co-ordinator positions to be completed	
<b>By April 15</b>	▶ Temporary withdrawal from Head Position ▶ Request extension of temporary withdrawal from Head Position for one additional year ▶ Resignation / Retirement Letters ▶ Resignation of Positions of Added Responsibility ▶ Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan	27.26.1 27.26.3 7.1,7.2 7.3 19.4.b

**FINALIZED SECONDARY SCHOOL STAFFING TIMELINES  
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 as of February 06, 2009 PAGE 2 OF 3**

<b>TIMELINE</b>	<b>DESCRIPTION</b>	<b>ARTICLE</b>
<b>April 15 - noon</b>	▶ Principals submit Headship/Assistant Headship & Acting Vacancies to HR for 1 <sup>st</sup> Posting	
<b>April 16</b>	▶ Administrative Transfers of Headships	
<b>April 16- 20</b>	▶ <b>1<sup>st</sup> Posting of Headship / Assistant Headship Vacancies - Round 1</b>	<i>27.21.1</i>
<b>By April 21</b>	▶ 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	<i>30.3(a)</i> <i>30.3(b)</i>
<b>April 21 - 23</b>	▶ <b>Interviews</b> for 1 <sup>st</sup> Posting of Headship / Assistant Headship Vacancies - Round 1	
<b>By April 24</b>	▶ Interviews for TOSA's to be completed.	
<b>By 9:00 am April 24</b>	▶ Principals to submit VACANCIES and SURPLUS lists to HR ▶ Principals submit Headship - Assistant Headship Vacancies to HR for 2 <sup>nd</sup> Posting - Round 2	
<b>By April 27</b>	▶ Names of teachers declared surplus to their schools forwarded to Secondary Staffing Committee by HR	
<b>April 27 - 29</b>	▶ <b>2<sup>nd</sup> Posting of Headship / Assistant Headship Vacancies - Round 2</b>	
<b>WED. April 29</b>	▶ Secondary Staffing Committee meets at 9:00 a.m. to review surplus and vacancy declarations. CEC Central - Oxford Room	
<b>THURS. April 30</b>	▶ Secondary Staffing Committee meeting - 9:00am - 10:00 am. - CEC Central Boardroom ▶ District Staffing Meeting -10:00 am. - 12:00 p.m.- CEC Central Boardroom ▶ Medical & Admin. Transfers & review Surplus Declarations and vacancies.	
<b>By April 30 at 4:00 p.m.</b>	▶ Teachers interested in changing panels (not reciprocal transfers) to submit Application to HR	
<b>By noon Fri. May 1</b>	▶ Principals to submit Vacancies for 1 <sup>st</sup> . Posting of Teacher Initiated Transfers to HR - Round 1	
<b>Apr.30-May 4</b>	▶ <b>Interviews</b> for 2 <sup>nd</sup> Posting of Headship / Assistant Headship Vacancies - Round 2. Results to HR	
<b>By May 1</b>	▶ Surplus letters from principals to surplus teachers	
<b>May 5 - 8</b>	▶ <b>1<sup>st</sup> Posting for Vacancies for Teacher Initiated Transfers - Round 1</b>	<i>31.36</i>
<b>May 8</b>	▶ Deadline - 9:00 a.m. for teachers wishing to appeal surplus status	
<b>By May 15</b>	▶ Initial determination of headship levels based on timetable projections (verified by Nov. 15)	<i>27.20</i>
<b>May 19-21</b>	▶ <b>Interviews</b> for 1 <sup>st</sup> Posting for Vacancies for Teacher Initiated Transfers - Round 1. ▶ Results to HR asap.	
<b>By NOON Tues. May 26</b>	▶ Principals to submit Vacancies for 2 <sup>nd</sup> Posting of Teacher Initiated Transfers to HR - Round 2	
<b>May 28-June 01</b>	▶ <b>2<sup>nd</sup> Posting of Vacancies for Teacher Initiated Transfers - Round 2</b>	
<b>By May 31</b>	▶ List of redundant secondary teachers to Secondary Staffing Committee	<i>29.2(h)</i>
<b>June 2-3</b>	▶ <b>Interviews</b> for 2 <sup>nd</sup> Posting of Vacancies for Teacher Initiated Transfers - Round 2 Results to HR by June 04	

**FINALIZED SECONDARY SCHOOL STAFFING TIMELINES**  
**IMPORTANT DATES - SEPTEMBER, 2008 - JUNE, 2009**  
as of February 06, 2009    **PAGE 3 OF 3**

TIMELINE	DESCRIPTION	ARTICLE
<b>By 3:00pm Thurs. June 4</b>	<ul style="list-style-type: none"> <li>▶ Principals to submit ALL known vacancies to HR</li> <li>▶ Results of 2<sup>nd</sup> Posting of Vacancies due to HR</li> </ul>	
<b>June 5 Fri.</b>	<ul style="list-style-type: none"> <li>▶ Surplus Teacher Transfer Request forms to HR</li> </ul>	32.7
<b>June 9 Tues.</b>	<ul style="list-style-type: none"> <li>▶ Secondary Staffing Committee meeting 8:00 a.m. - 9:00 a.m. - CEC Central Boardroom</li> <li>▶ District Staffing Meeting 9:00 a.m. - 11:00 a.m. - CEC Central Boardroom</li> <li>▶ <b>Placement of Surplus Teachers</b></li> </ul>	32.9
<b>June 10 -11</b>	<ul style="list-style-type: none"> <li>▶ HR posting for vacant contract lines available to Part-Time contract teachers, Occ. and Con Ed teachers - <b>Round 3</b></li> </ul>	36.1(a)
<b>By June 10</b>	<ul style="list-style-type: none"> <li>▶ Surplus teachers may exercise their right to return to a Semester 1 vacancy in the school from which they were surplus</li> </ul>	32.8
<b>June 12 -15</b>	<ul style="list-style-type: none"> <li>▶ Interviews for vacant contract lines available to Part-Time contract teachers, Occ. and Con Ed teachers. Results to HR by June 15</li> </ul>	36.1(a)
<b>June 16</b>	<ul style="list-style-type: none"> <li>▶ LTO lines submitted to HR</li> </ul>	
<b>After June 15</b>	<ul style="list-style-type: none"> <li>▶ New Vacancies for Headships / Assistant Headships will be acting positions</li> </ul>	27.19
<b>June 17</b>	<ul style="list-style-type: none"> <li>▶ New Hires</li> </ul>	
<b>June 17 - 23</b>	<ul style="list-style-type: none"> <li>▶ LTO lines posted on the Board website and First Class</li> </ul>	