




# **STAFFING:**

**THE ROLE AND RESPONSIBILITIES  
OF THE IN-SCHOOL STAFFING COMMITTEE**

**2023/2024**



# ISC as Per the Collective Agreement

## The In-school Staffing Committee

### L.D.1.4.1



- each school will elect an ISC of three teachers, one of whom must be the Branch president. (BP must be present for all ISC meetings.)
- to assist the principal ... in collecting and verifying all in-school data and materials pertaining to the staffing of the school for that school year and the following school year
- additionally, the In-School Staffing Committee shall assist the principal in monitoring staffing allocations and the teacher's workload.

- Assisting the principal is not a decision making position. Responsibility for all decisions rests with the Principal.
- The role of the ISC is to ensure that decisions are fair and made with integrity (CA, Ed Act, etc.).
- ISC is entitled to hear the Principal's rationale for staffing decisions and teacher assignments, to present alternatives and to advocate for members.
- ISC is entitled to receive up-to-date staffing information.

# The Role of the ISC

## **L.D.1.4.2.2:**

The ISC is entitled to receive the following information in the course of performing its duties:

- Completed teacher tracking template – including teachers on leave with return dates, etc.
- Staffing and/or related workload guideline memos sent to principals and BPs copied to the ISC
- Staff allocation sheets
- Surplus declarations
- Principal requests for extra staffing
- *Initial & subsequent* section allocations by subject groupings (L.E.2.2.8.)
- Teacher timetables (L.E.2.2.4, L.E.2.2.5,L.E.2.2.6,)
- Master schedules
- Teacher utilization report
- YRFM report

# The Role of the ISC

- There could be disagreements over decisions: OSSTF doesn't always agree with the Board.
- When in doubt, call the District Office for the Federation position.
- Your Principal will be calling the Superintendent for the Board position.
- **ISC** members may be given coverage (on-calls/APAs) to meet during the school day. There is **NO** requirement to hold ISC meetings before or after school.
- The ISC should be informed of every staffing decision, be updated regularly on teacher assignments and timetables so as to ask questions and advocate for members.

# The Ideal:

## Administration

- Focus on needs of students
- Honour the Collective Agreement and appropriate Regulations
- Build professional relationships
- Develop common understanding of staffing timelines, processes and procedures

## In School Committee

- Honour the Collective Agreement and appropriate Regulations
- Provide feedback to administration re: staff concerns about staffing
- Build professional relationships
- Develop common understanding of staffing timelines, processes and procedures

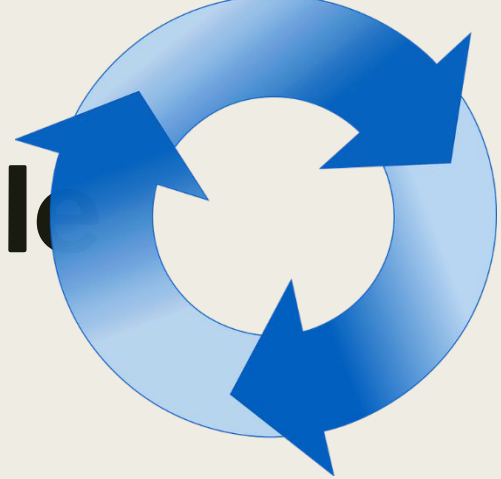
*If we lived in a perfect world...*



### Goal:

- ISC and Administration have shared understanding of rationale for decisions and understanding of messaging to staff
- Confidentiality of information shared in meetings is honoured
- Work as a team with shared understanding of purpose

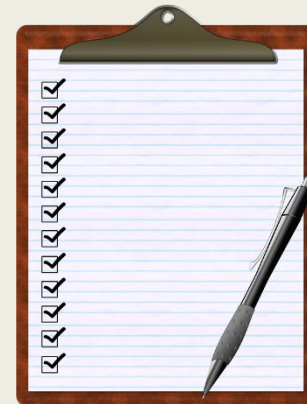
# The Staffing Cycle (Feb-March)



- Projections — System Enrolment Data based on feeder schools and Board planning — School data (course selections, student transfers)
- Complete the Teacher Tracking template.
- “Ballpark” Surplus/Vacancies Consider this year’s staffing and enrolment and predict based on these data whether your school is in a surplus or vacancy position.
- School Profile: relationship between the school profile and the School Allocation. Ex: two schools of 1200 students will have different staffing allocations if one school has more University/College students than the other or fewer Self-Contained Special Education classes.

# Seniority List

- This is distributed to schools before the staffing cycle and is organized by school from most senior to least senior based on the first day worked.
- Within each set of those with the same first day worked, the list is alphabetical. This is generally not an issue for those with most seniority. It could be significant for those with least seniority as tie breakers may be needed to determine surplus. Tie Breakers –
- for help with this process please contact the office and ask your admin to call Michele Scott.





# Staffing & The Collective Agreement

## **L.D.1.0 STAFF ALLOCATION**

- L.D.1.1.7.2 The teachers referenced in Articles L.D.1.1 through L.D.1.1.7.1.4 shall be generated and allocated in accordance with Article L.E.3.0 and the SAC Workload Protocol and other parameters as determined by the Staffing Advisory Committee. This shall exclude the staffing referenced in Article L.D.1.1.7.1.2.

# **“...and other parameters as determined by the Staffing Advisory Committee”**

- <https://bww.yrdsb.ca/services/ecs/Pages/Secondary-Staffing.aspx>
- Staffing Highlights
- SAC Memos
- Other directions as given by SAC

**“Article L.E.3.0 and the SAC Workload Protocol and other parameters as determined by the Staffing Advisory Committee”**

## **L.E.3.0 is the clause around CLASS SIZE PROVISIONS**

- Academic 29
- Applied 22
- De-streamed (W) 25
- College 28
- Locally Developed 16
- Open 28
- University 30
- University/College 30
- Workplace 20



# ERROR REPORTS

- Report errors were returned by Michele Scott, copying your Superintendent on Friday April 28<sup>th</sup> (Guidance and YREM issues).
- Concerns regarding the allocation, including the need for additional staffing based on enrolment discrepancies, anticipated 'walk ins', remaining new International students, etc., will be addressed at a later date. (Literacy/student support funding/de-streamed supports) Further details will be provided in Staffing Memo #4



# Surplus Declaration

- The surplus determination must be made with the ISC. CONFIDENTIALITY is essential.
- Consider Surplus protection (full-term PORs; return from leave)
- A face-to-face conversation to inform each surplus teacher is required. Principals asked to have the Branch President present. The conversation must include a review of the Right of Recall and the sample recall letter, as well as options regarding surplus (other schools/part-time in the same school).
- All surplus meetings must be completed by 4:00 pm on the designated day outlined in the Staffing Timelines. (May 3<sup>rd</sup>)

# Filling Vacancies

- Hold ongoing discussions about vacancies to be posted and any changes to those vacancies.
- CONFIDENTIALITY must be maintained. It is normal for reallocation of sections to subjects and reassignment of teachers to occur several times (i.e., teachers will have to be reassigned to accommodate a retained surplus teacher appropriately).
- At the end of the transfer process and surplus placement any remaining vacant contract sections will be posted for new hires.



# Part-Time to Full-Time

- During the spring staffing cycle, teachers must request an increase in FTE status in writing before March 1 each year.
- Count the teacher at the current part-time FTE. The teacher may be offered additional sections after the Surplus Placement Meeting.
- At that point, part-time teachers are eligible to apply for transfer to any FTE positions.
- Beginning in August, as additional sections become available in the school all part-time teachers may be offered additional sections if



# Full-Time to Part-Time

- Teachers normally request a reduction in FTE status in writing before March 1<sup>st</sup> of each year.
- If the member is doing this for what could fall under “family status accommodation”, they should contact the office.
- Once approved, complete a new NP590 and count the teacher with the reduced FTE on the Teacher Tracking sheet.
- The teacher may then apply to other part-time positions at the new





# Part-Time Assignments

Part-time teachers do not need a scheduled lunch period on their timetables.

If a part-time teacher is assigned two periods in one semester, every reasonable effort shall be made to assign those two periods either in the morning or in the afternoon.

Part-time teachers shall be informed of their FTE for next year no later than May 30.

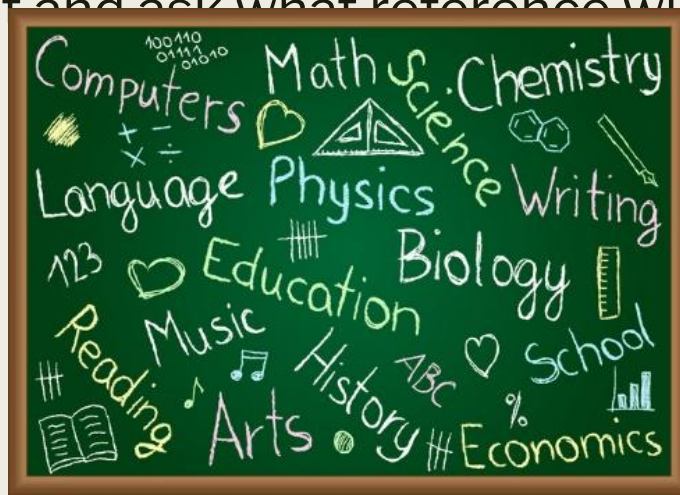
Teachers with .17 FTE (contract) or .33FTE (LTO) assigning OT top up.  
(More details at BP retreat in September)

WORK  
PART TIME



# Assignments to Subject Groups and Transfers

- Principal must inform teachers individually of their tentative Subject Group assignment for next year. (Not their timetable)
- Any teacher is eligible to apply for any teaching position posted on the Secondary Vacancy Lists, subject to the Secondary Staffing Timelines. (FTE)
- Teachers seeking a transfer are advised to speak to their principal first and ask what reference will be provided.



# Filling Vacancies



- Vacancies must first be offered to any teachers declared surplus this year; then to any teachers surplus from 2022 or 2021 who left a Recall letter (in seniority order). An offer to retain or recall is made to each teacher only once.
- Principals interviewing to fill vacancies will follow the Teacher Transfer Determination process.
- Ongoing discussions with ISC – CONFIDENTIALITY must be maintained
- Rearranging sections must take place when retaining a teacher declared surplus this year, and may take place when offering Recall.

# Timetabling

- The Master Schedule is constructed to best meet student needs and reduce conflicts for students. Teacher preferences in timetabling are secondary to student/program needs.
- This is an ongoing process: Principal will ensure transparency by providing frequent and effective communication with the ISC.
- Staffing may be adjusted, if enrolment warrants, for September and in December for Semester 2
- There is no seniority by Subject Group.
- Restricted subjects are Special Education, French, technological education subjects.
- For questions about specific assignments reference Regulation 200 or call the District office.

	10:30 am	11:20 am	.....		3:45 pm
<b>Monday</b>					
<b>Tuesday</b>		Course1			
...					
<b>Saturday</b>	Course3			Course2	

# Surplus Placement Process

- Teachers declared surplus to school or regional surplus are encouraged to apply for vacancies on the Vacancy Lists.
- If vacancies arise at surplus teachers' current school, (ex: due to more senior teachers getting a POR or a transfer), surplus teachers are offered to be retained, in seniority order.
- Surplus teachers who have not yet secured a position for next year will be placed beginning at the Surplus Placement Meeting on Tuesday June 6<sup>th</sup>. (Phone call)
- A teacher who is placed is still eligible to be retained if further vacancies arise at the teacher's current school, until the close of the transfer process on June 19<sup>th</sup> 2023
- A teacher placed is still eligible to apply for vacancies that may arise after the surplus placement process has completed. Until June 19<sup>th</sup> 2023

# Mutual Agreement

- Teachers not teaching in their qualified subject areas will need to sign off on a mutual agreement tracking form confirming their agreement to teach each course outside of their teachable subject areas.
- Before giving teachers their tentative teaching timetables, principals will need to meet with the teachers to confirm their interest in being assigned to teach a course (or possibly multiple courses) outside of their teachable subject(s). A mutual agreement form will need to be signed by both the principal and teacher after the teacher has received their timetable for any courses on the timetable for which the teacher is not qualified to teach.
- Once timetables have been printed and given to teachers, principals or their designate need to have the teacher sign the mutual agreement form. The principal should prefill out the form with the name of the course(s) and the course code(s) for which the teacher does not possess the required qualifications. The branch president needs to be present when the teacher signs the form.
- The agreement is valid for the 2023/24 school year only. Principals should keep one copy of the agreement, provide a copy to the teacher, and send a copy to Michele Scott.
- Where a timetable change is made after the mutual agreement form is signed, then a new mutual agreement process and sign-off would need to occur.

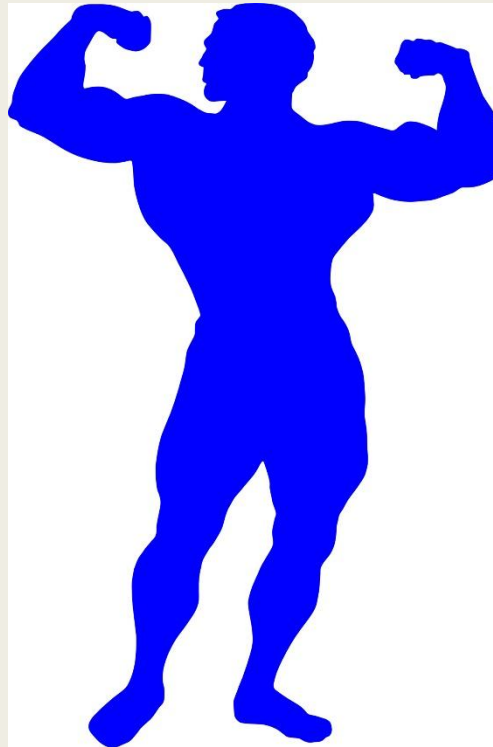
# Teachers Teaching More Than Four Courses

- When timetabling, consider the number of courses/preps that a teacher is assigned for the year.
- As per CA Clause L.D.1.7.2 (I) SAC will be tracking the number of teachers who are assigned more than 4 courses.
- Teachers should not be assigned to teach more than 4 courses if possible.



# Piercings

## SCHOOL and SYSTEM FLEX





# Compliance with the Collective Agreement

- It is our expectation that the Board comply with the CA, the SAC Workload protocol, and all other parameters.
- L.D.1.8 Within the terms and conditions set out in this agreement, it is the responsibility of the principal subject to the approval of the Superintendent(s), to organize the school to best meet the educational needs of the students in that school.
- L.D.1.4.2.1 (responsibilities of the ISC) be responsible for reporting to the District 16 T/OT President and/or designate the details of and reasons for any assignments that are contrary to directions from the Staffing Advisory Committee particularly with respect to the equitable assignment of instructional time
- Dealing with violations.

# Protecting Against Reprisals

- The Board agrees that there shall be no discrimination, or harassment based on any reasonable OSSTF business.
- We need to know! 905 - 836 -5954



# Staffing Hot Spots to Look Out For:

- ELL
- Alt ED
- Student Success
- Stacked classes
- De-streamed classes
- Repertoire




## LOOK:

- What is happening in your building that is not a violation, but is not good for students or learning?

# APAs

- APAs Memo
- PowerPoint Presentation

A yellow sticky note is pinned to a white surface with a red pushpin. The note has the words "THANK YOU" written on it in black, handwritten capital letters. The note is slightly tilted and has a soft shadow beneath it.

THANK  
YOU