



TIMELINES ARE TENTATIVE & SUBJECT TO CHANGE

2021 ELEMENTARY TEACHERS SURPLUS – TRANSFER PROCESS

NOTES and EXPLANATIONS TO SUPPLEMENT THE TIMELINES

(* Numbers correspond to numbers on the *Timelines*)

The Procedures for Transfer of Elementary Affiliated Teachers have been established in accordance with the Letter of Understanding regarding Surplus and Transfer Procedures and the Collective Agreement between the Toronto District School Board and the Elementary Teachers of Toronto. **Dates on the *Timelines* may vary if factors beyond control so dictate.**

The Board and the Union recognize the work of the School Staffing Committee as an integral part of the consultation process in organizing the school.

1. School Staffing Committees (Elementary Teachers' Collective Agreement)

Clause L-D.7.1. A School Staffing Committee shall be established in every school:

- (a) The Teachers of each school shall elect at least three of their number to the School Staffing Committee in a meeting solely comprised of E.T.T. members.
- (b) The Principal and Vice-Principal(s) of the school and Union Steward shall also be members of the School Staffing Committee.
- (c) The term of office of the Teacher representatives on the School Staffing Committee shall be November 1 to October 31. If any of the Teacher representatives resign from the committee or are transferred to another school, the Teachers of the school shall elect a replacement from their number.

Clause L-D.7.2. The school staffing committee will concern itself only with:

- (a) developing and proposing a staffing model (which will meet the requirements of the Education Act, or regulations made thereunder), based on projected enrolment and staff allocation for consideration by the total staff;
- (b) reviewing the current staffing model and proposing any modifications as may be required;
- (c) considering and responding to such organizational proposals and/or suggestions as are submitted to the committee;
- (d) length and number of instructional and non-instructional periods; and the equitable distribution of non-instructional periods including supervision, preparation time, and instructional periods.



Clause L-D.7.2.1 *NEW

The school staffing committee shall be provided with information on the projected enrolments, staff allocation and the master timetable as soon as available.

Clause L-D.7.6.1 *NEW

The principal shall distribute the Teacher consultation form to each teacher and post the approved staffing model in a central location.

The recommended staffing model will be shared with staff prior to submission to SO for approval.

Clause L-D.7.6.2 *NEW

Teachers are provided with their tentative teaching assignment in writing 24 hours' prior to TRT deadline.

Clause L-D.7.6.3 *NEW

Once a Teacher has been notified of they/their assignment, it cannot be altered by the Principal without first consulting with the Teacher.

Clause L-D.7.6.4 *NEW

During the staffing process, the Principal will consider requests on teachers' preference forms for vacant positions that arise.

Clause L-D.7.6.5 *NEW

The Board will provide a tentative Teachers' timetables, including preparation schedules for the upcoming school year before the last day of the school year in June.

Clause L-D.7.3. Prior to a staff meeting, the School Staffing Committee will make available a copy of the proposed staffing model to each Teacher for the purpose of consultation and discussion before the Principal finalizes the staffing model. At this time, rationale shall be given for organization, number and size of classes. Teachers will have an opportunity to indicate their preference for the staffing model.

Clause L-D.7.4. The final staffing model will be subject to the approval of the Director or designate.

Clause L-D.7.5. The Director or designate will endeavor to approve the staffing model prior to April 15.

Clause L-D.7.6. After the staffing model has been approved, the Principal shall determine the specific classroom teaching duties of each Teacher in consultation with the Teacher. Included in the matters to be considered by the Principal will be the preferences, abilities, qualifications and experience of each Teacher.



2. Verification Exercise

Each teacher receives a Verification Data Form to be completed and signed by the teacher, to be returned via e-mail to the designated person in the Elementary Teaching Office. The data on this form is to be used in preparing the Toronto District School Board Seniority List for Elementary Teachers.

Any teachers on leave from a school for the 2020-2021 school year will be considered part of that school staff for the purpose of the 2021-2022 staffing procedures. The Principal will forward the verification document to Teachers who are on a Leave of Absence.

Teachers on leave, who are returning to duty September 2021, will return to their former schools subject to school surplus, if seniority permits.

Teachers who teach in two schools will revert to full time status in one school and will appear on only **one** staff Seniority List. (Please see **Note #11-b**)

4. Full-time Status to Part-time Status (L-D.12.0 Collective Agreement)

A full-time teacher can request to teach part-time for a specified period of one or two years. A teacher who requests and is granted an assignment as a part-time teacher for two years may apply for an extension of the Teacher's part-time assignment. A teacher may also request to be part-time permanent through selecting the "unspecified" option. (Refer to -Request for Part-time Form)

6. Preparation of School Seniority Lists

For those teachers who are members of the College of Teachers and ETT, the following criteria are applied in sequential order:

- (i) the aggregate length of Teaching Experience as an Elementary Teacher employed by the Board and all Predecessor Boards, and where this is equal,
- (ii) other Teaching Experience accepted for salary purposes, and where this is equal,
- (iii) as determined by lot.

**Additional Information Regarding Seniority
(See the Collective Agreement for specific details):**

Clause L-E.1.2. of the Elementary Teachers' Collective Agreement states that:

For the purposes of L-E.1.1., the aggregate length of Teaching Experience of a person who is a Teacher on August 31, 1998, and continues to be a Teacher, shall include all experience determined under L-E.1.1.(a) regardless of whether such Teaching Experience was gained as an elementary teacher or a secondary teacher.

Clause L-E.1.3. of the Elementary Teachers' Collective Agreement states that:

For the purposes of L-E.1.0. "by lot" shall mean as determined by computerized random selection and, if that is not possible then by lot, conducted jointly by the representatives of the Board and the Elementary Teachers of Toronto.



Clause L-E 1.5 *NEW

The Board shall maintain one seniority list for the Bargaining Unit.

***Our practice was to surplus teachers discreetly in their tracks (English, French Immersion, Extended French). We are now going to operationalize surplus based on collective agreement language.

Once you get your approved model, you will surplus based on the one seniority list and the needs of your school as approved by your SOE****

9. School/Program Closing

Elementary Teachers impacted by a closing school procedure will be informed of the process following approval by the Board.

10. Determining School Surplus

Declaring a teacher surplus to a school is determined by seniority. **Declaration of School Surplus is** based on projected enrolment, program needs and school closings.

(a) School Surplus Teachers

This refers to teachers who are required to transfer because they have been declared surplus to their current school. If, through the application of the criteria for seniority within a school, there is no appropriate certificated and qualified teacher by Ministry of Education regulations (*Regulation #298, Section 19, Sub-Section 14*) or predecessor Board Policy for any declared assignment, the following will apply:

- (i) if there is no vacancy on staff, the most junior teacher(s) shall be declared school surplus to allow the certificated and qualified teacher(s) to transfer onto the school staff;
- (ii) if a certificated and qualified teacher for the assignment was declared school surplus through the application of the transfer procedures, and after taking into consideration the proposed school organization for the following school year and there is no properly certificated, qualified continuing staff member available for the assignment, the next most junior teacher will be declared school surplus, allowing the certificated and qualified teacher to accept the teaching assignment;
- (iii) all teaching assignments are the responsibility of the Principals and Learning Network Superintendents;
- (iv) a teacher holding or applying for a position for which the Ministry or Board requires additional qualifications must be qualified on or before May 1st of the current year. Teachers may be appointed subject to completing successfully, a course they are currently taking.

Clause L-D.6.1(b) *NEW

The Board will give consideration to geographic preference and assignment preference

where possible.

- (b) **The status of full-time teachers teaching in more than one school** (except Itinerant Teacher) is governed by the application of the teacher's seniority for a full-time position at one school in the following sequence of criteria:
- (i) between the two schools, the school in which the current year's assignment represents the greatest length of service; and if tied,
 - (ii) usually, the morning school.

NOTE: If an interchange of morning and afternoon assignments is agreed to by Principals of two schools who share a teacher, it may continue for one school year and the original morning school shall continue as the correspondence destination. If the Principals wish to continue the interchange beyond the end of the first school year, the correspondence destination must be changed to the morning school. (The teacher will appear, as usual, on the seniority list for the morning school).

(c) **Announcing School Surplus**

Before teachers are declared school surplus, the Principal will call a staff meeting and plans will be presented, as outlined in the Collective Agreement (*Clause L-D.7.0*), for the next year's school organization. **At that time, the staff should be advised of the number of school surplus positions.**

- School surplus teachers will be **confidentially** advised of their status by the Principal April 7, 2021 and placed on a school surplus staff list with the most senior surplus teacher listed first.

(d) **Appeal Of Surplus Declaration - Elementary School Review Committee**

A Principal or Teacher has the right to report to the Elementary School Review Committee any alleged violation of the Transfer Procedures as it relates to the declaration of school surplus. To initiate this process, all that is required is a signed scanned letter addressed to the Learning Center Elementary Staffing Officer, Elementary Teaching Office indicating that the teacher is appealing the declaration of surplus.

Terms of Reference

The Elementary School Review Committee will:

- (i) hear appeals from individual Elementary Teacher Advisory Committee concerning procedures and decisions regarding the implementation of in-school staff procedures
- (ii) make recommendations to Elementary Teaching – Employee Services

Elementary School Review Teams will be established to meet the needs of the System. Each Review Team will have three representatives consisting of one Principal, one LN Superintendent, and one Union member. Individuals serving on Review Team will include: *one Principal from the appropriate Area, the Learning Network Superintendent and one ETT Executive Officer for the area.*



- Teachers may continue to apply to vacancies as posted until the Transfer Vacancy Process closes.

Right Of Recall – Surplus Teachers may be recalled following the Placement of the Learning Network Teacher Requested Transfer

The most senior surplus teacher on the Seniority List will be recalled to the school in the event of a vacancy arising later, **unless the most senior surplus teacher has secured another position.** If this situation occurs, the next most senior surplus teacher on the Seniority List has the right to return and so on. The Principal will complete any necessary re-organization of the school.

Learning Network

	LC1	LC2	
LN01	Leila Girdhar-Hill	LN07	Helen Fisher
LN02	Lorraine Linton	LN08	Elizabeth Addo
LN03	Kwame Lennon	LN09	Courtney Lewis
LN04	Denise Humphreys	LN10	Cassandra Alviani-Alvarez
LN05	Andrew Howard	LN11	Nandy Palmer
LN06	Ron Felsen	LN12	Domenic Giorgi

	LC3	LC4	
LN13	Kurt McIntosh	LN19	Debbie Donsky
LN14	Kerry-Lynn Stadnyk	LN20	Erin Altosaar
LN15	Sheryl Robinson Petrazzini	LN21	Mike Gallagher
LN16	John Currie	LN22	Mary Linton
LN17	Lisa Dilworth	LN23	Marc Sprack
LN18	Liz Holder	LN24	Nadira Persaud

ETT Executive Office:

LC1	Kwabena Frimpong
LC2	Natasha Rodriguez
LC3	Amber Bowen
LC4	Roz Geridis



Clause L-D.6.1 (h) *New

Teacher Requested Transfers -Learning Network will be facilitated prior to the commencement of the Transfer vacancy rounds.

14. Learning Network Teacher Requested Transfer within the Learning Network

Any Teacher who “requests a transfer” shall be granted the request and **removed from the staff of the Teacher’s current school**, subject to the following:

- (a) that the Teacher is not under an improvement plan at the time of the request;
- (b) that the Teacher is not a Probationary Teacher;
- (c) that the Teacher has not initiated a transfer request during the previous 3 school years;

Clause L-D.6.2 (e) *New

The Board will give considerations to geographic preference and assignment preference where possible within the current Learning Centre.

It is understood and agreed that Teachers placed in accordance with the above procedure must accept the assignment determined by Elementary Teaching – Employee Services and the Learning Network Superintendent.

Note: Completed Learning Network Teacher Requested Transfer applications must be emailed to Learning Centre Staffing Officer by 4:00 p.m. on April 20 to Elementary Teaching Office – Employee Services.

16. Copies of the vacancy list will be posted in each school and on the Academic Workspace at

<http://aw.tdsb.on.ca/sites/employeeservices/elementaryteaching> A copy will also be available for Union Stewards in each school. **NOTE: Teachers under an improvement plan cannot apply to vacancies.**

HALF-TIME TEACHERS

Half-time status teachers **cannot apply to an additional half-time** vacancy or a full-time vacancy until all school surplus teachers have acquired a position.

Notification of timelines for when half-time status teachers can apply to full-time positions will be posted on the Academic Workspace at

<http://aw.tdsb.on.ca/sites/employeeservices/elementaryteaching> once all school surplus teachers have acquired a position.



23. Teacher Exchange Transfer

A Teacher Exchange Transfer can occur where there is mutual agreement of the Teachers and Principals involved, in consultation with LN Superintendents. If mutual agreement has been reached, the Principals will advise the Elementary Teaching Office. For more information, contact Elementary Teachers of Toronto - www.ett.ca

*CLAUSE L-D.6.4 *New*

A teacher who is not school surplus may apply for a Teacher Exchange Transfer with a teacher in another school according to this process:

1. The Teacher shall complete the Exchange Transfer Form (Name, current position, school, desired position(s)).
2. All pertinent information will be posted to the ETT website during the Surplus and Transfer period (April 15-June 15)

Teachers may make contact with other teachers on the posted Teacher Exchange Transfer list to explore/arrange exchanges of positions during the transfer period. Subject to Principal/SOE approval.

24. Teacher Geographical Application Process

After May 25 end of Surplus Transfer Process, there will be a mini round application process for those teachers who reside 25 kilometers from their school.

- Any Teacher who requests to participate in the geographical application process will have an opportunity to apply to vacancies during a mini round at the end of the Surplus Transfer Process. Teachers requesting a geographical transfer are subject to the following:
 - (a) That the teacher is not under an improvement plan at the time of the request;
 - (b) That the teacher' residence is a minimum of twenty-five (25) kilometers from their current home school
 - (c) The application will contain the following information
 - Teacher's name,
 - Present school,
 - Current home address
 - Complete a one-page resume to be submitted with application to school vacancies

Half to Full Application Process

After May 25 end of Surplus Transfer Process, there will be a mini round application process for those teachers who want to move to full time status.

*Clause L-D.6.1 (i) *NEW*

Part-time teachers who wish to increase their FTE will be placed in a full-time vacancy prior to non-contract teachers being placed in such vacancies.



Contact Information for Surplus Transfer Process

Elementary Teachers of Toronto: www.ett.ca Fax: (416) 393 -9929

ETT Executive Officer:

LC1	Kwabena Frimpong
LC2	Natasha Rodriguez
LC3	Amber Bowen
LC4	Roz Geridis

Elementary Teaching Office - Employee Services:

Elementary Staffing Officers

LC1	Maxine Reid	maxine.reid@tdsb.on.ca
LC2	Andréa Schmoll	andrea.schmoll@tdsb.on.ca
LC3	Paula Jarrett	paula.jarrett@tdsb.on.ca
LC4	Kim Jones	kim.jones@tdsb.on.ca

