



# President's Memo

Lamia Sabbagh, TBU President

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January 24<sup>th</sup>, 2020

1. **District 13 Office** - It is with mixed emotions that I write my final President's Memo. As you may know through a previous announcement via Mailchimp, I was hired as an Executive Assistant by the Provincial Office of OSSTF, assigned to the Member Protection Department starting on Monday January 27<sup>th</sup>. I am very excited about this new opportunity to work at the Provincial level, but at the same time, I feel a sense of sadness. I have had the privilege to work with a great group of colleagues over the past 2 years as District President. It isn't easy to leave such a determined and dedicated team of leaders and the strong, supportive membership of teachers, occasional teachers and PSSP members in District 13.

At our District Council meeting on January 21<sup>st</sup>, 2020, members of the District Executive, Branch Presidents, Bargaining Unit Reps and AMPA delegates elected our new Interim District and TBU President. I am very pleased to announce that Shane Stagg will be our new President beginning January 30<sup>th</sup> until the position becomes available again at our District Annual Meeting in May. I know District 13 will be in very good hands with Shane at the helm.

Shane's staff position of Executive Officer was posted on January 22<sup>nd</sup> and his replacement will be announced to the membership by Monday, February 3<sup>rd</sup>.

2. **Surplus and Hiring Timelines for 2020/2021** – It is very difficult to predict where we will be in terms of staffing this year because of the ongoing bargaining issues. Even though our Collective Agreement expired in August, we are still working under the terms and conditions set out therein. Attached to this President's Memo, you will find the timelines for this year's joint staffing process between District 13 and the DDSB. The declaration of surplus is determined by regional seniority (length of time in the bargaining unit). All surplus teachers are expected to have a job in the Board, they are just surplus to a particular school. After all of those permanent, surplus teachers have been hired or placed and internal composite posting #3.1 has occurred, jobs will be posted internal/external so that applicants from outside the bargaining unit may apply including Occasional Teachers (following the provisions of Reg. 274). The following Collective Agreement provisions with respect to the staffing and job application process will be in effect:

- A) *If there are remaining permanent positions* after all surplus teachers have been placed (May 20<sup>th</sup>) an Internal Composite posting #3.1 (May 25<sup>th</sup>) will be made available to all permanent teachers, but, in particular, this posting will be the first opportunity for Con-Ed and Part-time permanent teachers to apply as internal candidates. Con-Ed and Part-time permanent teachers who wish to be considered as full-time internal candidates for the #3.1 round must declare their interest in writing to Ryan Kelly, Chief Negotiator at [ryan.kelly@d13.osstf.ca](mailto:ryan.kelly@d13.osstf.ca) and Paul Brown, the Education Officer for Operations at [paul.brown@ddsb.ca](mailto:paul.brown@ddsb.ca) prior to the first internal round of composite postings (March 30<sup>th</sup>).

- B) *If positions can go external*, the following contract language applies to all permanent positions, “for any internal/external posting where applicants’ Certificates of Qualification match a job posting, all such internal applicants will be interviewed before external applicants are interviewed. If a short list is created from among those internal applicants, then an internal applicant will be hired.”

Members should also be aware that all hiring, including the Headship round in February, and all composite rounds will continue to be done through ApplytoEducation.com. This means that ANYONE wishing to apply for a position in another school will be required to set up a profile on ApplytoEducation.com. Instructions on how to do this can be downloaded from the bottom of the “Recruitment” page under “Human Resource Services” on the DDSB’s portal. If you have any questions about the posting process or about seniority, please call the District 13 Office.

3. **Supervision** – Preliminary timetables for all supervision assignments shall be distributed to teachers within the first two weeks of each new semester. Semester supervision schedules will be issued in full. Make sure to keep track of your on calls and supervision minutes. A fillable PDF to help you calculate your minutes is available on our website at [www.d13.osstf.ca](http://www.d13.osstf.ca) under Useful Information – Assigned Supervision Duties.
4. **Oversized Music Classes Pre-approval Forms** – These forms are required for over-sized music classes which are the only classes allowed to pierce class size maxima if requested by the teacher. The Board has agreed to arrange for pre-approval before assigning an oversized music class to a teacher. The teacher should feel free to make the request for an oversized class if they feel it is necessary to their program. The forms are available through your Branch President.
5. **Annual Family Day Skate** – On February 17<sup>th</sup>, from 1 pm to 3 pm come to McKinney Centre Arena in Whitby to enjoy a free skate. All District 13 OSSTF members and their family members are welcome. Please bring a cash donation or a non-perishable food item for donation to local food banks. See your Branch President for your free ticket.
6. **Personal devices** - Members are reminded to never contact students on their personal device such as a cell phone. This is also true for taking pictures of students. This is never acceptable even if it is at an official school event such as a sports game or even a graduation ceremony. If an administrator would like you to take pictures of a school event, they should provide you with a school device or camera.
7. **Chrome books** – The Board has clarified that the completion of help tickets is the responsibility of the LAN tech. Teachers are able to fill these in if they wish but if they choose not to, they should send the student to the LAN tech assigned to their school.

**SECONDARY FLOW CHART  
TRANSFER AND REDUNDANCY  
For the 2020/2021 School Year**

FEBRUARY 3	Principals create postings for headships on Apply to Education using the Headship Template
FEBRUARY 10	List of headship vacancies to Operations (Paul Brown). Copy forwarded to OSSTF for review.
FEBRUARY 12	Meeting with OSSTF and Operations to review headship vacancy list
FEBRUARY 13	All headship positions go live on Apply to Education
FEBRUARY 21	Secondary Principals meet with Planning/Operations.
MARCH 1	Deadline for leave application/renewal on Employee Self Service.
MARCH 1	Deadline to withdraw from Prepaid Leave Plan
MARCH 4	Staffing Allocation Meeting
MARCH 4	Principals Meeting to receive provisional staffing allocation
MARCH 24	Principal meet with Operations and OSSTF to discuss school surplus and/or staff changes.
MARCH 26	Surplus Teachers Declared
MARCH 26	School Vacancies Declared
MARCH 26-27	Principals submit all vacancies on Apply to Education
MARCH 30	Composite Posting 1 live on Apply to Education. Closes April 3.
MARCH 31	Written notice to surplus staff and OSSTF rep. by Principal
APRIL 14-15	Principals enter postings for Composite Posting 2 on Apply to Education
APRIL 16	Composite Posting 2 live on Apply to Education. Closes April 22, 2020
APRIL 27-28	Principals enter postings for Composite Posting 3 on Apply to Education
APRIL 29	Composite Posting 3 live on Apply to Education. Closes May 5.
MAY 12	Redundant teachers declared/notified (If any)
MAY 12	Principals submit Secondary Staffing Vacancy Profile to Operations (Paul Brown)
MAY 18	Redundant teachers to board – terminations (If any)
MAY 20	Principal Meeting - remaining surplus staff placed. (If necessary)
MAY 20	Review Committee Meeting.
MAY 21-22	Principals enter postings for Composite Posting 3.1 on Apply to Education
MAY 22	Redundant teachers receive written notification (If any)
MAY 25	Internal Composite Posting 3.1 live on Apply to Education. Closes May 29.
JUNE 8	Internal/External Postings (If Required)