



PETL FAQs



January 6, 2022 | vol. 3

The information in this bulletin is intended for PETL members.

- January/February 2022 Reorganization**

*Please continue to monitor your email for important updates from ETFO, PETL and the PDSB.

January/February 2022 Reorganization

When will this reorganization take place?

The projection process for the upcoming reorganization has already begun. Members should be aware of the following dates:

January 13-18	Administrators will be updating School Class Summaries over this period of time. Kindergarten classes will be generated centrally and shared with schools. The In School Staffing Committee should be consulted during this time and prior to the submission of the school’s new School Class Summaries to the Superintendent’s Office.
January 28	Administrators will advise teachers if there will be a change in their assignment by January 28. Excess Teachers will receive their (Temporary) Excess to School letter by 1pm.
January 31	Excess teachers will receive placement instructions and a list of vacancies from their Principal by 2pm.
February 1	Excess teachers must complete the online selection form, review it with their Principal and submit it by 2pm.
February 4	The Administrative Placement Meeting will be held to place excessed teachers. The current principal will inform teachers of their new placement and receiving principals will contact teachers to welcome them to their new school.
February 10	Schools losing a teacher may start their reorganized timetable on Thursday, February 10.
February 10 & 11	Administratively placed teachers will arrive in their new schools on Thursday, February 10. They will have February 10 and 11 to meet with students, new staff, grade teams and set up their classrooms.
February 14	All reorganized classes are to be in place as of Monday, February 14.

How will this reorganization be different from other reorganizations?

As with the September 2021 reorganization process, all teachers excessed from their school during this reorganization process will only be temporarily excessed from their home school. They will be returned to their home school’s organization for the purposes of the G32 process.

Members who were temporarily excessed during the September 2021 reorganization may have the option of returning to their home school or remaining at their temporary location for the remainder of 2022. Choice should be provided where it is possible. If members find themselves in this situation, they are strongly encouraged to reach out to their PETL Vice-President liaison for help understanding the process and their options.

A member may volunteer to be temporarily excess to the school in place of another member. This must be approved by administration and the Superintendent.

Is there anything I need to do in preparation for this reorganization?

The Board shared the Interim Seniority list via email on December 15, 2021. Should members have concerns, they have until January 12, 2022 to query their position on the list. The finalized seniority list will be used for both the January/February Reorganization and the upcoming G32 process.

Should the In-School Staffing Advisory Committee (ISSAC) be meeting about the reorganization?

Yes – The ISSAC should meet sometime between January 13-18, 2022 to consult about reorganization that may need to occur. The ISSAC should be particularly mindful of class sizes being proposed as a part of the reorganization as well as whether or not any members will be temporarily excessed from the school. Concerns and questions about your school’s reorganization should be shared with your PETL Vice-President liaison.

Primary Division	20:1 with 10% or fewer classes greater than 20 Board-wide, but not to exceed 23	If classes must be greater than 20, one class at a time must be filled to 23 before going over 20 for another class
Grade ¾ splits	23	Grade ¾ classes should be filled to 23 before increasing other primary classes beyond 20
Junior Intermediate Division	Average of 24.5:1, Board-wide EJSC recommend class size range: 22-28:1	Some classes may be organized outside of this range in order to be compliant with the Board-wide average.
Kindergarten	Board-wide average of 26:2 Ministry cap of 29:2	Only one class per school may be set at 15:1

Will any teachers be ‘protected’ from re-assignment during this reorganization process?

Only 1.0 FTE teachers will be temporarily excessed. Therefore, members who work part-time at one or two locations should not be excessed. Additionally, members who are assigned to contained Special Education and Section 23 classes will not be excessed. No other teachers will be “protected” unless they are the only teacher holding a specific and required qualification.

Helpful Links

- ETFO Peel Website: www.etfopeel.com
- [ETFO Peel News](#)
- [PDSB Reopening Procedures 2021-2022](#)