

Report of the Continuing Education Sector**April 2023****The Staffing Timeline**

MAY 15	Preliminary Vocational Recall Lists are posted on SSO.
MAY 15	Last day to complete and submit the requests for a voluntary transfer in Adult Education (Form on SSO).
MAY 23	Vocational teachers must verify the hours taught July 1, 2022 - June 30, 2023 and the teachable categories recognized by the school board (max 3). Requests for corrections/modifications must be submitted to alavoie06@lbpsb.qc.ca (please cc pmachado@ptusep.com).
JUNE 1	The completed availability forms in Adult Education for the 2023-2024 school year must be returned.
JUNE 9	Preliminary Adult Recall List is posted on SSO.
JUNE 19	Adult Education teachers must verify the hours taught July 1, 2022 - June 30, 2023 and the teachable categories recognized by the school board (max 3). Requests for corrections/modifications must be submitted to alavoie06@lbpsb.qc.ca (please cc pmachado@ptusep.com).
JULY 14	Posting of the official recall lists in Continuing Education on SSO.

Adult Availability Forms (recall teachers and new adult ed teachers)

The forms are due by June 1st, 2023. Please ensure that you submit your form if you have availability constraints. However, if you limit your availability, you risk not receiving a full offer from the school board. It is important to submit your form regardless of having completed your centre director's form. If your specialty is offered in the summer, you need to answer the availability form accordingly.

Excess

The school board is forecasting excess in one vocational training specialty. Any teachers affected will receive their letter by April 28th. I will reach out to any affected teachers to discuss the excess process and coming steps.

Mentoring

Ms. De Andrade, Ms. Chiasson, and Ms. Wassef will continue to be released next year (2023-2024) as the mentors for the ContEd sector.

Submitted by

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