

**FALL ADJUSTMENT HANDBOOK
2009-2010**

**DEPARTMENT OF HUMAN RESOURCES
DEPARTMENT OF FINANCIAL SERVICES**



DENVER PUBLIC SCHOOLS

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INTRODUCTION

This guide has been created to assist principals, the Collaborative School Committee, the Personnel Committee and other district staff with conducting the fall adjustment process in their building.

The objectives of fall adjustment are to determine changes in actual student enrollment as compared with projected student enrollment and to make adjustments in school staffing to support anticipated state funding based on the September 10 pupil count.

Please be aware that there will be three fall adjustment workshops that will address any questions or concerns you may have. Workshops are scheduled as follows:

Skinner Middle – Sept. 2, 2009, 7:30 – 9:00 a.m. & 3:30 – 5:30 p.m.

Merrill Middle – Sept. 3, 2009, 7:30 – 9:00 a.m. & 3:30 – 5:30 p.m.

Greenwood K-8 – Sept. 4, 2009, 7:30 – 9:00 a.m. & 3:30 – 5:30 p.m.

If you have not signed-up to attend a workshop and wish to do so, please contact Keith Murphy at keith_murphy@dpsk12.org.

The Agreement between DPS and the DCTA covers many aspects of the adjustment process. References to articles in the Agreement are included where relevant.

FALL ADJUSTMENT TIMELINE 2009

DUE DATE	ACTION
Friday, 9/4/09	Teachers who serve more than one department, grade level, or specialty area must declare a consideration group (Article 13-10*) and complete a <i>Teacher Declaration of a Single Consideration Group</i> form (see attached).
Thursday, 9/10/09 by 5:00 p.m.	Final Pupil Count Day for Fall Staffing purposes only.
Friday, 9/11/09	Ensure that school has established and trained a Personnel Committee (PC). Schools post written RIBS procedures and timelines (Article 13-8*).
Friday, 9/11/09	Principals will receive a summary of the fall adjustments for their school.
Monday - Tuesday, 9/14/09 - 9/15/09	For schools with REDUCTIONS: Principals meet with PC and CSC to determine what the request will be for funding reductions. For schools with INCREASES: Principals meet with PC and CSC to determine what the request will be for funding increases.
Tuesday, 9/15/09 by 5:00 p.m.	For ALL Schools: Principals must complete the budget form detailing how they want their reductions/increases funded and email it to the Budget email box (budget@dpsk12.org).
Thursday, 9/17/09 by noon	For schools with REDUCTIONS: Principals will be notified by Budget of final approval/denial for requested area of reduction. For schools with INCREASES: Principals will be notified by Budget of final approval/denial of requested funding increases.
Thursday, 9/17/09 by 5:00 p.m.	For schools with INCREASES: All new vacancies must be submitted via job requisition process BY 5:00 p.m. and will be posted online by 9/21/09.
Friday, 9/18/09	Assessment Day (No classes for students)
Monday – Tuesday, 9/21/09 – 9/22/09	Principal & AP Institute
Friday - Tuesday, 9/18/09 - 9/22/09	For schools with REDUCTIONS: Based on direction from CSC, PC conducts Reductions in Building (RIB) interviews, including Special Education.
Tuesday, 9/22/09 by 5:00 p.m.	For schools with REDUCTIONS: Principals meet individually with each teacher in their building being reduced and give them notification letter (see attached).
Tuesday, 9/22/09 by 5:00 p.m.	For schools with REDUCTIONS: Principals report RIBS decisions using online form at http://hr.dpsk12.org/ - click on link "Principals: Fall Adjustment."
Wednesday, 9/23/09 by 12:00 p.m.	For teachers who have been REDUCED: RIB'd teachers complete the <i>Teacher Profile</i> (attached) and fax it to Human Resources at (720) 423-3121 .
Thursday, 9/24/09 by 4:00 p.m.	For schools with INCREASES: HR will email list of qualified, available teachers to Principals at schools with vacancies.
Thursday, 9/24/09 5:00 p.m.	If RIF is necessary, Chief Human Resources Officer will communicate to all schools and DCTA.
Friday – Tuesday, 9/25/09 - 9/29/09	For schools with INCREASES and teachers who accept positions: Schools schedule interviews using applicant list from staffing system. Schools may not interview external candidates for positions during this time. SCHOOLS MAY EXTEND OFFERS AND TEACHERS WHO ACCEPT AN OFFER MAY BEGIN AS SOON AS POSSIBLE. SCHOOLS WILL GIVE TEACHERS UP TO 2 DAYS FROM DATE OF ACCEPTANCE TO MOVE PERSONAL ITEMS AND SETTLE INTO NEW POSITION. Principals should contact current principal to gather reference information on candidates. In addition, Personnel Files are available for review in HR File Room.
Wednesday, 9/30/09	For schools with INCREASES AND REDUCTIONS: Direct Placement Process Meeting with principals who have not yet filled positions and principals whose RIB'd teachers did not secure a position.
Thursday - Friday, 10/1/09 - 10/2/09	For teachers placed during direct placement process: 2 days to move personal items and settle into new assignment. Direct placed teachers will begin in new assignment on 10/5/09.

CSC= Collaborative School Committee • PC= Personnel Committee • * Located in the DCTA Agreement

NOTES

- Positions created as a result of fall adjustment will be posted using the normal job requisition process.
- Teachers will be applying for positions for which they are qualified.
- Principals will have an opportunity to interview and make job offers **to reduced** employees who have applied for vacant positions.
- Remaining unfilled positions will be included in direct placement meeting on 9/30/2009.
- Any vacancies existing after the fall adjustment process is complete will be available to all external candidates.

IMPORTANT: Teachers must be highly qualified for the positions for which they have been selected.

REDUCTION IN BUILDING STAFF (RIBS) PROCEDURES

The fall adjustment summary will be distributed to the schools via the principals. The Collaborative School Committee (CSC) will determine if fewer or more teaching assignments are needed. See below for Article 13 details.

13-10 Reduction in Building Staff (RIBS)

ROLE OF COLLABORATIVE SCHOOL COMMITTEE

13-10-1 The **Collaborative School Committee** will charge the Personnel Committee with the task of conducting a reduction in building staff upon receipt of information that reduced the number of teaching assignments at a school, or when a Collaborative School Committee decides fewer teaching assignments are needed in a department, grade level or ELA/specialty area.

13-10-2 Following a determination of staffing needs including all attrition (resignations, retirements, administrative transfers, teacher declaration of vacancies, and annual assignments) and ***declaration of consideration group***, the **Personnel Committee** shall establish the group of teachers to be considered for reduction. The determination of staffing needs should include identification of all teachers who would volunteer to vacate a position.

13-10-3 The consideration group may be a grade level, department or specialty area. The consideration group shall be defined as narrowly as possible based on program needs. The Personnel Committee shall notify the affected consideration group as soon as possible. Teachers will not be required to re-interview for their positions if they are not in an affected consideration group.

13-10-3-1 For the purpose of establishing consideration groups, teachers serving in more than one department, grade level or ELA/specialty area shall annually declare the department, grade level or ELA/specialty area in which they choose to be considered no later than the completion of the third week of school.

13-10-3-2 Each teacher may reside in only one consideration group.

13-10-3-3 Excluding job share teachers, contract teachers who are assigned to a school less than full-time, shall be accorded the same transfer rights as other teachers in the consideration group.

13-10-4 Teachers on approved leaves where their positions are being held in accordance with Appendix B shall be considered equally for the purpose of reduction.

13-10-5 The Personnel Committee shall establish and make available to all faculty members a written procedure that will be followed when determining the teacher(s) to be reduced from a building. In developing the procedures for reduction in building staff, the Personnel Committee shall include the following:

- Teachers in the consideration group may choose to vacate an assignment;
- Teachers in the consideration group should be allowed to interview for any vacancy in the school that is posted through the in-building bidding process;
- All members of the consideration group must be interviewed by the Personnel Committee.

13-10-6 The Personnel Committee shall attempt to reach consensus on the candidate most suitable to be reduced. If the Personnel Committee is unable to reach consensus, the principal will decide which candidate will be reduced.

13-10-7 Any teacher transferred during the school year by the District may be provided with up to two (2) days of non-pupil contact planning time in order to permit the transferred teacher to make an orderly transition between the two (2) assignments.

13-10-8 Teachers who are involuntarily transferred are expected to actively participate in the teacher staffing process. The District may pursue consequences for teachers who are directly placed for three consecutive years who have not actively participated in the teaching staffing process.

13-10-9 Leaves/Job Share/Retirement. See related articles 22, 25 and 31-14.

ROLE AND COMPOSITION OF THE PERSONNEL COMMITTEE

13-10-2 Following a determination of staffing needs including all attrition (resignations, retirements, administrative transfers, teacher declaration of vacancies, and annual assignments) and ***declaration of consideration group***, the **Personnel Committee** shall establish the group of teachers to be considered for reduction. The determination of staffing needs should include identification of all teachers who would volunteer to vacate a position.

13-8 Personnel Committee

13-8-1 Each school shall establish a Personnel Committee to select candidates for vacancies and Reduction in Building Staff (RIBS) at the school building.

13-8-2 The Personnel Committee will be composed of the principal and three (3) teachers chosen by a vote of the faculty, and may have no more than two (2) parent(s) as member(s) appointed by the Collaborative School Committee.

13-8-3 Teacher members will be chosen by the faculty. The Personnel Committee may have one (1) or more of the teacher assignments filled, on a rotating basis, by (a) teacher(s) in the grade, team, or department in which the vacancy exists. The Personnel Committee will determine whether more than one (1) Personnel Committee is necessary to meet the needs of the school.

13-8-4 The Personnel Committee will make decisions by consensus. If the Personnel Committee is unable to reach a decision by consensus, the principal shall make an impasse decision.

13-8-4-1 A consensus decision is either unanimous or a majority decision that the entire Committee (including the dissenters) will support.

13-8-4-2 The District in collaboration with the Association will establish and provide resources for training and effective functioning of the Personnel Committee.

13-8-5 The decision or results of the Personnel Committee shall not be grievable. The failure to comply with the procedure contained in this Article is subject to grievance.

13-8-6 In determining the most suitable candidate for a vacant position or reducing a member of the staff, the Personnel Committee shall consider the following criteria:

- instructional practices,
- classroom management,
- appropriateness of academic preparation,
- teaching experience in the subject areas of the assignment and/or grade level,
- participation in school activities beyond the classroom,
- appraisals and relevant information in the central personnel file,
- other criteria specific to the position as stated in the job posting,
- building level interview,
- references.

COMMONLY ASKED FALL ADJUSTMENT AND RIBS QUESTIONS AND ANSWERS

1. By what date does the Personnel Committee (PC) need to be established and trained?

PC's should be operational by Friday, September 11th to be prepared for the fall adjustment process. Training should be completed using the Personnel Selection Guide handbook and video (Voice-over PowerPoint). Training materials are available at

<http://techtraining.dpsk12.org/TrnPersonelComm/School%20Personnel%20Committee.htm>

2. What happens if a teacher who is subsequently reduced due to RIBS serves on the committee?

The teacher should resign from the committee and another teacher should be selected to fill this spot during the RIBS process.

3. Do all teachers need to select a consideration group?

No. If they are teaching one subject/grade/specialty area, then the consideration group is already established.

If the teacher has more than one subject/grade/specialty area, the teacher must select one consideration group and provide it, in writing to the school principal (see page 20). Consideration groups should be defined as narrowly as possible.

4. How should consideration groups be determined?

The contract provides specific guidance on consideration groups. Here are some recommended procedures for determining consideration groups:

- Teacher selects a consideration group based on primary teaching area (subject, grade level, specialty area).
- When teaching more than one subject/grade level/specialty area, teacher selects one subject/grade level/specialty area.
- If teacher does not declare consideration group by deadline requested by the Personnel Committee, teacher will be assigned to a consideration group based on assignment at start of 09-10 school year.

5. Can last year's consideration group declaration be used this year?

No. Teachers who are expected to declare their consideration group must do so each year. The principal should maintain a written copy of the declaration forms for the year.

6. By what date does the teacher need to declare a consideration group?

By the third week of school, per contract language, but no later than Friday, September 4, 2009, prior to fall adjustments.

7. Can a teacher change a consideration group?

Once it has been declared, the consideration group will remain throughout the year, unless the teacher takes a different grade/subject assignment.

8. By what date does the Personnel Committee need to publicize a written RIBS procedure?

No later than Friday, September 11, 2009.

9. By what date will principals be notified of fall adjustments?

Budget will contact principals by Thursday, September 17th. ELA will contact principals directly regarding possible allocation changes.

10. Can a teacher volunteer to be reduced from his/her position?

Teachers will have the option to be voluntarily 'ribbed' from their position. They should notify the Personnel Committee by a specified time and date if this is their intent. They will then be subject to the same RIBS and interview procedures listed in this handbook and in the contract.

11. Should in-building and schedule changes occur prior to RIBS?

In order to minimize RIBS, the school can make schedule changes and allow in building changes, as long as a teacher is not assigned to a position for which they are not qualified. These changes need to be communicated to HR School Partner along with RIBS changes.

12. How long should a RIBS interview take?

The Personnel Committee should use as much time as is needed to make a decision regarding selection of teachers for RIBS. The criteria listed in Article 13 must be considered. If other criteria are considered by the Personnel Committee, a written list of the criteria should be made available to teachers in the consideration group before the interview to allow them time to prepare for interview. It is important that the Personnel Committee document and retain the criteria used during the RIB process.

13. Do all teachers in a consideration group need to be interviewed, including those on approved leave of absence?

Yes.

14. Who notifies teachers of RIBS selection decision?

After all interviews have been completed in the building, the principal will notify teachers by 9/22/09. Additionally, the principal will need to submit the signed RIBS from (page 21) to HR School Partner as well as complete the on-line RIBS form <http://hr.dpsk12.org/>- click on link "Principals: Fall Adjustment."

15. When will RIB'd teachers transition out of their classroom?

Teachers will transition on 10/1-10/2/09.

16. How will principals receive information on the names of qualified teachers to interview for vacancies?

Reduced employees will apply using the normal teacher staffing system. HR will provide a list of RIB'd employees to principals with vacancies on 9/24/09 by 4:00 p.m.

17. Can teachers refuse an interview with a school? Can a school refuse to interview a teacher?

No. If the teacher applied to the position and has not accepted an offer elsewhere, he/she will be expected to interview to discuss the vacancy vis-à-vis the teacher's qualifications, and to assist the school in making a hiring decision.

18. Should schools allow teachers to receive phone calls during the school date for interviews?

Yes. All interview calls should be put through to teachers who were RIB'd but still teaching in their assignment.

19. If there is a 1:1 match between a RIB'D teacher and a vacancy (e.g., only one teacher has the endorsement or qualifications needed for the vacancy), is an interview necessary?

No. In this case, HR and the Instructional Superintendent will notify the teacher and the receiving school of the match and the teacher will be assigned to that school.

20. When will teachers be given their new assignment?

Employees who accept offers during the interview process will know their assignment.

Human Resources will contact directly placed teachers on Sept. 30, 2009 after the teacher has been assigned to a new position. Principals will contact teachers as a result of the direct placement meeting to welcome them to their school.

21. What is the date teachers will report to their new assignment?

Teachers will report to their new assignment on October 5th, this is contingent on whether they were selected during the interview process or assigned during the direct placement meeting. Either way, principals should be prepared to welcome the teacher to the building.

22. Are long term substitutes able to be considered for vacancies?

They will not be considered until all contracted teachers have secured a position in the district. The fall adjustment process must be completed before long term substitute teachers can be considered for contract positions with the District.

23. Who will fill temporary vacancies for a teacher on leave who is due to return prior to the end of the school year?

If it becomes necessary to enforce a RIF, then all temporary vacancies (due to a teacher on leave) that are scheduled to last at least one semester will be filled by a contracted teacher until such time as the teacher on leave returns from leave. The teacher on leave will be returned to their previous position, based on leave procedures. The contracted teacher who had been holding the position for the teacher on leave will be unassigned and a new assignment will be identified for that teacher. If no new assignment is available, and if a RIF is still in effect, then at semester a RIF will be enforced. These procedures will minimize disruption to classes (semester changes) and will also reduce the number of teachers impacted by a RIF until necessary.

24. What if the school wants to reduce a non-teaching position?

Prior to making the request, the school's principal must contact the H.R. School Partner for contract requirements for the non-teaching work group.

REDUCTION IN FORCE (RIF) PROCEDURES WITH COMMONLY ASKED QUESTIONS AND ANSWERS

A Reduction in Force (RIF) is defined as "the cancellation of an employment contract as a result of a necessary reduction in the work force due to decreased student enrollment, shortage of revenue or as otherwise provided in Colorado Revised Statutes," (Article 20-1). Details on RIF procedures are available in Article 20 and below.

The district will determine if a RIF is necessary after all information from the RIBS process is submitted to HR on September 22, 2009. The analysis to determine a RIF will include:

- Number of teachers reduced in building
- Number of vacancies
- Match of qualifications (endorsements and NCLB qualifications) of RIB'd teachers to vacancies.

Based on the language of the contract and statute, and if there are more teachers than vacancies, then a RIF will be mandated.

A decision to mandate a RIF will be made by the Superintendent, in consultation with Budget and HR.

The Chief Human Resources Officer shall consult with the DCTA and provide information relative to the number, kind and reason for the anticipated staff reduction.

The decision will be communicated to principals and the DCTA as required by contract.

If a RIF is mandated, it will take place prior to any district-wide reallocation of staff or placement of teachers in vacancies.

A. How will teachers be selected for a RIF?

Per contract, teachers will be selected for RIF in reverse order of hire date and endorsement area. For example, if a RIF is mandated and it is determined that fewer teachers are needed district wide, and that there are fewer assignments for Elementary (grades 3-5) teachers than contracted teachers, then HR will produce a list of all Elementary endorsed teachers, and hire date to determine impacted teachers.

B. What will occur if two teachers with the same endorsement also have the same hire date?

Per article 20-1-3-1, the following criteria will be used, in this order.

- First: The district contract experience in the subject area of program to be reduced will be considered.
- Second: The highest university/college degree level held by the teacher will be considered.

C. How will teachers be recalled?

Per article 20-1-6, teachers will request in writing to HR an interest in being considered for a vacancy for which he/she is qualified. If there is a 1:1 match, whereby only one teacher qualifies for one vacancy, then the teacher will be assigned to this vacancy and both the principal and the teacher will be notified by HR.

In the case of no vacancies at the time of RIF, or if multiple teachers are qualified for a vacancy, jobs will be posted as they arise on a secured website. No external teachers will be contracted until all qualified teachers on the recall list have been placed who have requested to be reassigned.

Teachers will apply for vacancies posted on a secured, password-protected website, within 10 days of job posting. Interviews will be conducted and offers will be extended via letter and phone call from principal. Offers must be accepted within 5 days of offer. If accepted, the teacher will be assigned to that vacancy. If declined, the teacher shall be removed from the recall list unless HR determines that the refusal was for a good and sufficient reason.

D. How will schools fill vacancies that occur during the school year if a RIF is in effect?

All licensed vacancies will be posted to the DPS website with a secure password-protected site accessible to RIF'd teachers only. Teachers need to apply within 10 days of the job posting. Qualified teacher profiles will be forwarded to schools for interviews. The qualifications used will be endorsement and NCLB qualifications.

If a position is declined by a teacher on the RIF list, the principal shall interview and extend an offer to another qualified teacher on the list, and so on until the position is either filled or no qualified teachers on the recall list select the position. The principal can then fill the vacancy with an external teacher who is licensed and endorsed or qualified for the position.

E. How long will RIF'd teachers remain on a recall list?

Teachers who are probationary will remain on the list for 15 months from the date of the RIF. Non-probationary teachers will remain on the list for 36 months.

F. What will occur if there are no qualified teachers (based on endorsement and NCLB qualifications) on the recall list for a vacancy?

Then the position will be posted to the DPS website through normal procedures.

G. How many days will RIF'd teachers have to accept an offer prior to the position being offered to another qualified candidate on the RIF list?

They will have 5 days.

FALL ADJUSTMENTS - BUDGET FAQ

1. Am I required to return the Fall Adjustment forms?

All forms must be returned to the Budget Office (budget@dpsk12.org) **no later than 5pm on September 15th**. All funds must be allocated (reduced) on the forms.

2. On the Distribution Request Tab of the form it says "Request Total Amount" in red. What does this mean?

The red error message will appear on the form until all necessary dollars have been allocated (reduced) in that section. Review your entries in the cells in the amount column to make sure you have fully distributed (reduced) all funds.

3. How should I cover my deficit?

This is a decision that can only be made by you. In general you should cover deficit using funds within that same category. For example a deficit in the Student Services category should be covered using Student Services Accounts (ex: Nursing Supplies). You should run a Monthly Trial Balance report in Cayenta, or review your reconciled ledger to determine the balances available in each account you will use to cover deficits.

4. I am trying to reduce an FTE, how should this be entered on the form.

If you are reducing an FTE to cover a deficit, select the appropriate account and job code from the drop down list. Enter the FTE to be reduced as a negative number in the FTE/Hours/Days column and the dollars will automatically pre-populate as a negative amount.

5. I am trying to reduce Para hours, how should this be entered on the form.

If you are reducing Para hours to cover a deficit, select the appropriate account and job code from the drop down list. Enter the total number of annual hours to be reduced as a negative number in the FTE/Hours/Days column and the total dollar reduction will automatically pre-populate as a negative amount.

6. I am trying to reduce Student Service Days, how should this be entered on the form.

If you are reducing Student Service Days to cover a deficit, select the appropriate account and job code from the drop down list. Enter the number of days to be reduced as a negative number in the FTE/Hours/Days column and the dollars will automatically pre-populate as a negative amount. **(NOTE: Entering -1 = -1 day)**

7. I am covering a reduction using my Administrative Supplies Account, what should I enter in the amount column?

When covering any reductions the amount should be entered as a negative number. The account number selected will be reduced by the amount indicated in order to cover the deficit.

8. My Mild Moderate FTEs increased, but I am required to pay back dollars. How does this happen?

When the budget was built, the per pupil dollars covered the minimum Mild Moderate FTE cost necessary to meet the student:teacher ratio set by Student Services. In some cases the per pupil dollars were in excess of the minimum, and schools received those dollars as additional Mild Moderate funds.

With Fall Adjustments the minimum FTE(s) increased, and the per pupil dollars were no longer sufficient to cover the cost. In order to ensure student:teacher ratios were met, the minimum FTE was allocated. This results in the loss of additional per pupil Mild Moderate dollars. The difference between the per pupil dollars and the cost of the minimum FTE creates a hurdle which could impact additional dollars in other categories.

Example:

Before Fall Adjustments school A has 18 identified Mild Moderate students (Minimum FTE = 1.00)

\$72,176 – Per pupil allocation
-\$62,176 – Cost of the Minimum 1.00 FTE

\$10,000 – Additional Dollars

After Fall Adjustments school A has 20 identified Mild Moderate students (Minimum FTE = 1.50)

\$80,196 – Per pupil allocation
-\$93,264 – Cost of the minimum 1.50 FTE

-\$13,068 – Difference that the district is covering to allocate the 1.50 FTE

\$13,068 then becomes a hurdle that the school would have to overcome in order to receive other additional dollars.

9. What is Class Size Relief FTE Payback?

Several class size relief FTEs were allocated to schools in the spring. In some cases these FTEs were allocated in the form of a loan in which schools were notified that they would be required to pay the district back for the allocation. If your school was required to pay back an FTE, that information would be noted on the Class Size Relief FTE payback section on both the Fall Adjustment and Distribution Request tab. Refer to the original approval email from Kate Kotaska for more information.

10. There is an FTE entered in the Mild Moderate section, but I do not want to allocate (reduce) my funds with an FTE. These cells are protected – how do I make the change?

An increase or decrease in Mild Moderate FTE is required in order to maintain necessary classroom sizes. Funding must be increased or decreased in the form of an FTE.

11. The account number I want to use is not available in the drop-down list, what do I do?

There are several cells at the bottom of each section labeled "Enter other account." You can manually type in a **Cayenta** account number in this field. The account number must be **20 digits long** and **not include dashes, spaces or periods**.

12. I have program adjustments in the Fourth Section but do not see where to make these adjustments on the distribution request form.

Program based adjustments noted in the fourth section are for informational purposes only and require no action on the forms by the Principal.

13. My "carry forward" is very different than what I expected. Why?

If you are using the school's ledger to determine Carry Forward it is likely that the ledger does not include all transactions that have occurred in Cayenta as of the date we pull the information in August. Also keep in mind that deficits in grants, Title I, Mill Levy or other funds may have been moved to your general fund budget which would reduce Carry Forward balances. For a breakdown on how your Carry Forward was calculated, contact Trisha Morris x33228.

14. Who do I call for help?

For questions other than Program Changes:	Kate Kotaska - x33544
Early Ed Program Changes (ECE and Kinder):	Angela Perea - x38211 John Crawford - x38215 Cheryl Caldwell - x38207
ESL Program Changes:	Elena Sodano - x38072

FALL ADJUSTMENT CHECK LIST

- Identify consideration groups within school (if you have a teacher in two or more curriculum areas ensure that they complete the Declaration of Consideration Group Form). Deadline: September 4, 2009
- Establish written RIBS procedures utilizing Article 13.10 of the DCTA-DPS Agreement. Deadline: September 11, 2009
- Personnel Committee establishes group of teachers to be considered for reduction utilizing pupil count data and Article 13.10 of the DCTA-DPS Agreement.
- Personnel Committee selects candidates for vacancies and reduction.
- Principal with/without the Personnel Committee meets with impacted individual(s) and notifies of decision. Provide the following to impacted individual and provides notification letter (see page 21).
Deadline: 5:00 p.m., Tuesday, September 22, 2009
- Report RIBS decisions online at <http://hr.dpsk12.org/>- click on link "Principals: Fall Adjustment." Deadline: 5:00 p.m., Tuesday, September 22, 2009
- Teacher Profile 2009 (attached)-Impacted teacher completes and submits to HR via fax, (720) 423-3121.
Deadline: 12:00 p.m., Wednesday, September 23, 2009.
Note: This will assist in matching teachers to vacancies.
- Conduct interviews of RIB'd individuals who have applied to your position(s). Make offers as appropriate. Once offer is accepted, recommend employee for hire in teacher staffing system. Deadline: Tuesday, September 29, 2009.
- Contact newly assigned teachers who were placed in your school as a result of the Direct Placement Process Meeting and welcome them to your building.
Deadline: 5:00p.m. Wednesday, September 30, 2009.

Note: All teachers report to new assignments **no later than** Monday, October 5, 2009.

**DENVER PUBLIC SCHOOLS
2009-2010**

**TEACHER DECLARATION
OF A
SINGLE CONSIDERATION GROUP**

School Name: _____ Date: _____

Printed Legal Name: _____

Current Departments, Grade Levels or Specialty Areas:

For the purpose of establishing consideration groups in case of staff reduction, I choose to be considered only within (specify one of the above):

Signature _____

Date _____

Present this form to the principal by **Friday, September 4, 2009**. Keep a copy for your records. This form must be filed annually when a teacher has multiple assignments and updated as necessary when teacher's schedule changes.

Denver Public Schools

DEPARTMENT OF HUMAN RESOURCES

900 GRANT STREET / DENVER, CO 80203

HRConnect: (720) 423-2900

HR Fax: (720) 423-3121

DPS Careers: <http://hr.dpsk12.org/applicant>



Reduction in Building Staff Form (RIBS) Article 13-10

Note to Principals:

This form is due to teacher(s) by September 22, 2009. Please submit the signed form to your HR School Partner by 9/22/09. Completed forms can be faxed to (720) 423-3121. Principals must also report RIBS information via the online teacher staffing system before 5:00 p.m. on 9/22/09.

Teacher Name: _____ DPS ID Number: _____

Pursuant to Article 13 of the DCTA agreement with Denver Public Schools and DPS budget procedures, you are notified that your teaching position is being reduced due to fall adjustment. You are to continue teaching in your current assignment until otherwise notified. In order to facilitate the adjustment process and to assist you in finding another teaching position in DPS, the district has established a process to guide you.

You will need to apply for positions for which you are qualified using the online teacher staffing system. You will then be contacted by principals or Personnel Committee members over the next few days inviting you to interview for vacancies for which you applied. Please make yourself available for these interviews. Your current phone number and contact information should be included with your online application and given to your school so you can be reached promptly during this period.

Please complete the attached 2009 Profile Form and fax to HR by 12:00 p.m., Wednesday, September 23, 2009 to assist the District in reassigning you. HR fax number is (720) 423-3121.

We appreciate your patience during this difficult time. If you have any questions, please contact the HR Connect at (720) 423-3900. Thank you.

Principal's Name (Print): _____

Principal's Signature: _____ Date: _____

School Name: _____

Teacher's Signature: _____ Date: _____

TEACHER PROFILE 2009-2010

Please complete **ALL** the questions below. The Department of Human Resources would like to encourage you to apply and interview for vacancies in the District. To the extent that you do not secure a position by Sept. 29, 2009, H.R. will use the information provided below to place you in a position for which you are qualified.

Legal Name: _____

Current school: _____

Current Teaching Assignment – grade level and curriculum area: _____

Are you a 1.0 contracted teacher? Yes No

If **YES**, have you been reduced to a 0.5 assignment? Yes No

Best contact phone number(s): _____

Years of teaching experience at DPS: _____

Years of teaching experience at current school: _____

Prior recent DPS teaching experience (up to 3 years): _____

School & Assignment: _____

School & Assignment: _____

School & Assignment: _____

Is there any other information that you would like to share to help in placing you in an appropriate assignment this year?

Please fax your resume and this form to HR by 12:00 p.m., Wednesday, September 23, 2009.
HR fax number is (720) 423-3121. THANK YOU.