

FALL ADJUSTMENT TIMELINE 2009

| DUE DATE | ACTION |
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| 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. |