



Principals' Meeting

April 27, 2012

DAC Board Room

7:30 a.m.

Core Formula Adjustment

FY 2011-12

Elementary	
Primary (K-3)	16.5
Intermediate (4-8)	19.5
Middle	19.0
High	22.0

FY 2012-13

Elementary	
Primary (K-3)	17.5
Intermediate (4-8)	22.0
Middle	21.0
High	25.0



- Middle Schools: Add 2 extra period supplements
(5 total for FY13)
- High Schools: Add 2 extra period supplements
(7 total for FY13)
- ESE - Program Recommendation
- ESOL - Program Recommendation
- Career Ed - Program Recommendation



- Custodians – TBD (Secondary only)
- Office Specialists I – TBD (Secondary only)
- Current Level
 - Media
 - Guidance
 - Assistant Principals
 - Teachers-on-Assignment

Potential Multi-Grade Sample

No action

Sect.	Kdg	Gr. 01	Gr. 02	Gr. 03		Gr. 04	Gr. 05
1	19	19	17	17		20	23
2	19	19	17	17		20	23
3	19	19	17	17		20	23
4	19	19	17	18		21	24
5	19	18	16	18			
6	18	18	16				
7							
Totals	113	112	100	87		81	93

Units

23 Primary

8 Intermediate

Penalty \$40,656

Form multi-grade classes

Sect.	Kdg	Gr. 01	Gr. 02	Gr. 03		Gr. 04	Gr. 05
1	21	18	17	17		22	22
2	20	18	17	17		21	22
3	18	18	17	17		21	22
4	18	18	17	18			22
5	18	18	18	18		17	5
6	18	18					
7		4	14				
Totals	113	112	100	87		81	93

Units

23 Primary

8 Intermediate

Penalty \$15,270



REAPPOINTMENT PROCESS



BASED ON PERFORMANCE ONLY

TIMELINE

April 30 – May 3 at 5:00 P.M.

HOW MAY I ACCESS IT?



VCS Application Portal

<http://shaggy/applications/AppPortal/Default.aspx>

or

Homepage – Click on App Portal, Business Systems Menu, and Personnel Reappointment Process

REAPPOINTMENT PROCESS



- Select ***Personnel Reappointment Process*** - You will see that you have annual and tenured lists for each of the bargaining units reflected on your staff.
- Remember to **save changes** to avoid loss of your information. Session will time out after 20 minutes of inactivity.

REAPPOINTMENT PROCESS



- **Tenured contract employees** will have a drop down which allows:
- Reappointment (No action required)
- Voluntary Separation
 - ❖ Automatic Default if Human Resources has already processed an NET
 - ❖ Choose this option if employee is voluntarily leaving our district

REAPPOINTMENT PROCESS



After the reappoint action has been selected for all employees in each category, your information should be submitted by clicking on

Submit Final Approval to Human Resources

*Note: You will not be able to submit your data if one or more records reflect a “Pending” status.

REAPPOINTMENT PROCESS



Annual contract employees will have a drop down which allows:

- Reappoint (This employee is recommended for reappointment **based on performance**)
- Non-reappoint (This employee **is not** recommended for reappointment **based on poor performance**)
- Voluntary Separation
 - ❖ Automatic Default if Human Resources has already processed an NET
 - ❖ Choose this option if employee is voluntarily leaving our district

REAPPOINTMENT PROCESS



- Comments may be included within any employee's information box.
- Please do not use this area to indicate loss in allocation causing displacement. That will be completed during the Online Displacement Process.
- Remember to **save changes** to avoid loss of your information. Session will time out after 20 minutes of inactivity.

REAPPOINTMENT PROCESS



- After the reappoint action has been selected for all employees in each category, your information should be submitted by clicking on
- **Submit Final Approval to Human Resources**
- *Note: You will not be able to submit your data if one or more records reflect a “Pending” status.

Non-Reappointment Letters for Distribution



- **Do not distribute (give out) any non-reappointment letters at this time.**
- AFSCME, VESA, and non-bargaining employees (9 and 10 months) should receive their letters on May 25, 2012.
- VTO employees (instructional staff) should receive their letters on June 11 or 12, 2012.
- AFSCME, VESA and non-bargaining employees (11 and 12 months) should receive their letters on June 12, 2012.

TEMPORARY EMPLOYEES



If you have employees at your site who were hired into temporary positions, they will appear on a separate list regardless of bargaining unit group or contract type. This list is for informational purposes only. **Temporary employees are not included in the reappointment process but must be evaluated.** They may apply for vacancies as they are advertised.

DISPLACEMENT PROCESS



May 14 – 18 at 5:00 P.M.

More information is forthcoming.