

**STAFF AND PERSONNEL
SERIES 400**

403.3

TITLE: STAFF REDUCTION

To be applicable as of the first day of the 2013-2014 school year, August 1 , 2013

I. General Statement of Policy-

It is recognized that the Board of Education has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the State, consistent with state and federal educational requirements, including the district and school attainment of Adequate Yearly Progress requirements (school and district improvement plans), accreditation requirements, and CIP process. However, recognizing also that it may become necessary to eliminate certified staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

II. Reasons for Elimination of Certified Staff Positions-

It is recognized that the Board of Education has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of the state statutes, providing such elimination does not result in a failure in its duty as a state agency to implement the educational interests of the state and to provide good public elementary and secondary schools. Elimination of certified staff positions may result from decreases in student enrollment, changes in curriculum, severe financial conditions or other circumstances as determined by the Board of Education.

III. Definitions-

A. As used herein the term teacher shall apply to any employee of the Board of Education who holds a certificate issued by the Idaho State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

IV. Procedure-

A. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

1. Voluntary retirements
2. Voluntary resignations
3. Transfer of existing staff members
4. Voluntary leaves of absence

B. In the event that reduction-in-staff is required for one of the reasons set forth in

Section II, teachers who are retained pursuant to this policy, may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified.

- C. The District shall review the departments, programs, grade levels and other considerations in determining what employees of the District may possible be subjected to RIF consideration. The Board does recognize the need to address core classes for student graduation as well as middle school credits for grade advancement. Such may impact upon the individuals who are considered for RIF (i.e. High School teachers, Middle School teachers or Elementary School teachers) and the Board's consideration of how the RIF will be implemented.

In making a determination as to the individuals to be released pursuant to the Reduction in Force, consideration will be given to the following criteria. It is the intent of the board that each of the criteria be given a point value for consideration of the implementation of this RIF. The criteria and point values for each such item are as follows:

- Area (s) for which a teacher is Highly Qualified.
 - 1 Point – 1 Endorsement
 - 2 Points – 2 Endorsements
 - 3 Points - 3 or more Endorsements
- Degree status.
 - 1 Point - BA/BS
 - 2 Points – MA/MS/MEd
- Extracurricular Coaching/Advisor Activity Experience
 - 1 Point – One Activity as a Coach or Advisor
 - 2 Points – Two Activities as a Coach or Advisor
 - 3 Points – Three Activities as a Coach or Advisor
- Certified Evaluation Criteria
 - 3 Points – Unsatisfactory
 - 1 Point – Basic
 - 0 points - Proficient

For each teacher subjected to possible RIF consideration, the point system and criteria will be analyze for possible implementation of the RIF policy.

1. If, through the utilization of the point system, there is a tie between two or more parties who are subjected to possible RIF consideration the decision will be made by: The Certified Evaluation Criteria, detailed above, will be compared between the respective individuals.
2. The parties who are in a “tie” will then be ranked in order based upon the point comparison of the Certified Evaluation Criteria to ascertain which employee(s) will be subject to the Reduction in Force.

- a. Ranking will occur from zero points down to the greatest number of negative points.
 - b. The reduction will then commence associated with the lowest number of points until the total number of necessary reductions are met.
3. If, after the consideration of the points associated with the Certified Evaluation Criteria, there remains a tie between two or more employees:
 - a. The employees at issue shall be ranked in order based upon the number of years of service with the District.
 - b. Upon placing such individuals in order based upon years of service with the District, those employees subject to the Reduction in Force shall be chosen from the least number of years of in-district experience.
4. Should after the application of the above identified tie-breaker considerations there remains a tie between two or more employees:
 - a. If the tie is only between two employees a coin toss shall be conducted to break the tie.
 - b. If there remains a tie between more than two employees, the names of the tied individuals will be individually placed onto index cards and randomly pulled to determine the individual(s) to be subject to the Reduction in Force.
 - c. Whether the tie is broken by a coin toss or random name card selection, the employees will be invited to be present for the event.

The factors for consideration shall be reviewed by the Administration on an as needed basis, with possible consideration of factors that should be added, eliminated or weighted differently and in consideration of possible legislative changes relating to staffing and/or reduction in force.

- D. If the Board of Education considers termination of the contract of a teacher, it shall authorize the superintendent to notify the teacher in writing, via certified mail or hand delivered, at a time outside of class time, with the teacher signing to certify delivery, that termination of his/her contract is under consideration. Such initial notice shall be in the following form: "This is to notify you that termination of your contract of employment is under consideration." This notification, and any subsequent proceedings with regard to contract termination, will be in accordance with the provisions set forth in the Idaho Code.
- E. A Renewable Status Contract Teacher who has been placed on probation for the next ensuing school year will not be subjected to a Reduction In Force associated with this Policy due to statutory limitations as to non-renewal of the contract of such individual associated with their performance deficiencies. .

Revised: May 11, 2009
Revised: June 15, 2011
Revised: July 8, 2013