

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
3 STAFF PERSONNEL

4  
5 Series 400

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7 Policy Title Reduction in Force Code No. 401.15

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9  
10 General Statement of Policy

11  
12 The Board of Trustees has the responsibility to maintain outstanding public elementary  
13 and secondary schools and to implement the educational interest of the state, consistent  
14 with state and federal educational requirements. However, recognizing also that a  
15 reduction may become necessary to eliminate certificated staff positions in certain  
16 circumstances, this policy is adopted to provide a fair and orderly process should such a  
17 reduction become necessary.

18  
19 Reasons for Elimination of Certificated Staff Positions

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21 The Board of Trustees has the sole and exclusive prerogative to eliminate certified staff  
22 positions consistent with the provisions of the state statutes.

23  
24 Elimination of certified staff positions may result from the following examples or from  
25 other conditions necessitating reductions:

- 26  
27 a. Decrease in student enrollment  
28 b. Decrease in program enrollment  
29 c. Changes in curriculum  
30 d. Financial conditions or limitations of the District.

31  
32 The need for implementation of a Reduction in Force (RIF) and/or the elimination of  
33 certified positions is left to the sole discretion of the District's Board of Trustees.

34  
35 The Board of Trustees may choose to implement a RIF through:

- 36  
37 a. the elimination of an entire program or portions of programs;  
38 b. the elimination of positions in certain grade levels only;  
39 c. the elimination of positions in an overall review within a building;  
40 d. the elimination of positions in an overall review of the District;  
41 e. the elimination of positions through other considerations and implementation  
42 decisions;  
43 f. the elimination of a portion or percentage of a position(s) or  
44 g. any combination of the above.

45  
46 Definitions

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48 This policy and procedures shall apply to all employees who hold a certificate issued by  
49 the Idaho State Board of Education who are employed in a teaching or administrative  
50 position, below the rank of Superintendent. Certified staff reductions will be based on

51 the teachers' current teaching assignment or in the case of teachers on leave, it will be  
52 based on their last teaching assignment.

53

54 Procedures

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56 Prior to commencing action to terminate certified staff contracts under this procedure,  
57 the Board of Trustees will give due consideration to its ability to effectuate position  
58 elimination and/or reduction in staff by:

59

- 60 a. Voluntary retirements
- 61 b. Voluntary resignations
- 62 c. Transfer of existing staff members
- 63 d. Voluntary leaves of absence

64

65 Reductions in force will be calculated at the building level. Staff identified for a  
66 Reduction in Force shall be placed in the pools identified in Employee Groups, and  
67 positions will be assigned as available.

68

69 Employee Groups - for the purpose of implementing a reduction in force under this  
70 policy, personnel shall be grouped using system-wide employee groups as follows:

71

- 72 a. Pre-K – 5 school teachers;
- 73 b. 6-8 middle school teachers grouped separately by certification areas\* (e.g.,  
74 language arts teachers);
- 75 c. 9-12 high school teachers grouped separately by certification areas\* (e.g.  
76 high school math teachers);
- 77 d. K-12 teachers grouped separately by special subject certification areas (e.g.,  
78 physical education, health, music teachers);
- 79 e. Professional-technical education teachers grouped separately by certification  
80 areas (e.g., electrical trades, masonry, auto body, horticulture teachers).  
81 \*e.g. principals, instructional supervisors/directors, media coordinators,  
82 counselors, speech/language specialists, school psychologists, school  
83 social workers, and special education teachers.

84

85 Certified staff with a current evaluation will be given a priority in a reduction in force.  
86 Personnel returning from leave will be ranked according to their most recent evaluation  
87 and placed after existing staff according to that ranking. Certified employees on Board-  
88 approved leaves of absence shall be subject to all provisions of this policy.

89

90 In the event a reduction-in-force is required, certified staff who are retained pursuant to  
91 this policy may be reassigned if suitable position openings are available in instructional  
92 areas for which they are certified and Highly Qualified and for which the principal has  
93 approved transfer as per Idaho Code requirements.

94

95 If the funding for specially funded positions is reduced or eliminated, certified staff paid  
96 by the special funds may be reduced or eliminated.

97

98 In the Board of Trustees' determination as to the individuals to be released pursuant to  
99 the Reduction in Force, consideration may be given to the following criteria:

100

- 101 a. Certified staff evaluation, including components required by state statute to
- 102 be encompassed in certified staff evaluation.
- 103 b. Area(s) of certification for which the certified staff is Highly Qualified and are
- 104 classified by the District as Hard to Fill positions.
- 105 c. Number of areas of certification for which the certified staff is Highly Qualified.
- 106 d. Educational/Degree Status.
- 107 e. National Certifications Held.
- 108 f. Position as a Lead or Master Certified staff within the District.
- 109 g. Whether or not the certified staff is highly qualified in a course necessary for
- 110 High School Graduation requirements.
- 111 h. Whether or not the certified staff is highly qualified in a course necessary for
- 112 middle school advancement.
- 113 i. Contribution and/or involvement in extra-curricular or co-curricular positions
- 114 with students.
- 115 j. Compliant with Professional Standards and Conduct over the course of the
- 116 last five consecutive years.
- 117

118 The Board of Trustees' intention is that the applicable criteria be given a point value for  
119 consideration in the implementation of this RIF policy. The appended chart, which is  
120 adopted and incorporated as part of this policy, identifies the specific point values for  
121 each of these areas of consideration.

122  
123 For each certified staff subject to RIF consideration based upon the Board of Trustees  
124 method of implementation, a Certified Staff Profile shall be developed by the HR  
125 department, applying the criterion to each respective certified staff.

126  
127 The factors for consideration shall be reviewed on an annual basis by the District's  
128 Administration to determine whether factors should be added or eliminated, or weighted  
129 differently. Such recommendations for modification will then be brought before the Board  
130 of Trustees for consideration.

131  
132 The Human Resource Department shall advance notice of the possible Reduction in  
133 Force to all certified staff who may be released, based upon the number of certified staff  
134 who may be released, in whole or in part, and the school programs, certified staff  
135 positions or categories of positions that may be affected.

136  
137 With this notification, the Human Resource Department shall provide a copy of the  
138 Certified Staff's Profile, utilizing the established point system, and the steps certified staff  
139 should take if they believe that there is an error in their individual Certified Staff Profile.

140  
141 If certified staff receiving a Certified Staff Profile believe that there is an error that has  
142 been made on their individual profile, the certified staff shall notify the Human Resource  
143 Department of their concern in writing, by the close of the school day on the third school  
144 day after the Certified Staff Profile has been delivered to the certified staff or the certified  
145 staff's mailbox. This written notice shall specifically identify what element(s) of the  
146 Certified Staff Profile is believed to be erroneous and explain specifically why the  
147 element(s) is believed to be in error.

148  
149 If the Human Resource Department receives notice of possible error, each such written  
150 notice, timely received, shall be individually reviewed for possible reconsideration or  
151 evaluation of the information used to create the Certified Staff Profile. This may include

152 a member of the District's or School's Administration communicating directly with the  
153 certified staff to obtain more information or documentation relating to the alleged error.

154

155 a. If the Human Resource Director determines that an error was made in  
156 completion of the Certified Staff Profile, a new profile will be created and  
157 forwarded to the certified staff in question.

158 b. If the Human Resource Director determines that no error was made in  
159 completion of the Certified Staff Profile, the certified staff shall be notified of  
160 this determination.

161 c. The certified staff shall have a period of three school days to file written  
162 notice of an appeal of this decision to the District's Superintendent.  
163 Thereafter, the Superintendent or designee of the Superintendent shall  
164 review the dispute, in whatever manner the Superintendent/designee deems  
165 appropriate for the circumstance, and make a final decision on the issue of  
166 the appeal and questioned error of the Certified Staff Profile.

167

168 If the Board of Trustees determines that a RIF in fact will be implemented, the  
169 Superintendent shall submit a list of the certified staff recommended for release, and  
170 shall make recommendation to the Board as to what due process, if any, the Board  
171 needs to implement for each individual personnel situation.

172

173 All releases shall be done in conformance with the applicable provisions of the Idaho  
174 Code and all affected certified staff will be promptly notified, in writing, of the Board of  
175 Trustees' decision or actions that need to be taken by the Board relating to applicable  
176 due process activities, if any.

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185 Date of Adoption:

186 05/10/11

Legal Reference: Code of Idaho

33-513, 33-514, 33-515

**Reduction in Force--Rubric**

Joint School District No. 2

Employee: \_\_\_\_\_  
 ID #: \_\_\_\_\_  
 Pts. 0

5/10/2011 20:10

Evaluation	Point Value	Explanation
Each indicator marked <b>Distinguished</b>	5	
Each Indicator Marked <b>Proficient</b>	4	
Each Indicator marked <b>Basic</b>	3	
No Improvement Plan/Probation	3	

0 Total points

Professional Standards/Policy Violation	Point Value	Date
Documented letter of concern	-1	
Documented letter of reprimand	-2	
Documented Policy/Professional Standards Violation	-3	

0 Total points

Credentials/Education/Assignments	Point Value	Explanation
"Clear" five-year Idaho Certificate	3	
Highly Qualified in Subject	1/subj.	
Advanced Placement/Concurrent credit	1	
"Head" Extra-curricular Assign	2 per	
Advanced Degree	1/deg.	
National Board Certification	1	

0 Total points

Tiebreaker	Point Value	Type
"Assistant" Extra-curricular Assign	1 per	
Endorsements	1 per	
0 Total Points		