

Reduction in Force Procedures

The following definition and procedures shall be used for conducting a Reduction in Force.

Definition

As used in this policy, “teacher” shall apply to any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.

Procedures

1. Prior to commencing action to terminate teacher contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
 - a. Voluntary retirements
 - b. Voluntary resignations
 - c. Transfer of existing staff members
 - d. Voluntary leaves of absence

2. In the event a Reduction in Force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified and for which the principal has approved transfer pursuant to Idaho Code.

3. In the Board’s determination as to the individuals to be released pursuant to the Reduction in Force consideration will be given to the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures. The foregoing list is intended to be an example-only and is not intended to be a priority listing of qualification.
 - a. Teacher Evaluation
 - b. Student Growth Performance
 - c. Advanced Degree in subject area in which teacher is teaching
 - d. Contribution and/or involvement in extra-curricular or co-curricular positions with students
 - e. Compliance with Professional Standards and Conduct over the course of employment with the District
 - f. Areas of Certification for which teacher is highly qualified and is of use to the overall district plan to provide the necessary SDE and SBE requirements

It is the intent of the Board that the individual and cumulative effect of each criterion on the welfare of students and the best long-term and short-term interest of the District be considered.

It is further the intent of the Board that primary consideration be the quality of instruction and the progress that students are making throughout the course of the school year as well as properly endorsed Highly Qualified instructors to be in classroom positions in order for the District to be compliant with federal and state education requirements. Thus, each criterion shall be considered in terms of this total context.

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

4. The Superintendent shall advance notice of the possible Reduction in Force to all teachers who may be released, based upon the number of teachers who may be released, in full or in part.
5. If the Board determines that a Reduction in Force in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.
6. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, of the Board's decision or actions that need to be taken by the Board relating to applicable due process activities, if any.
7. Recall Provisions - If the contract of employment of a teacher is terminated because of the implementation of a Reduction in Force, the name of the teacher shall be placed upon a reappointment list and remain on such list for a period of two (2) year(s).

If a position becomes open during such period, and the teacher has been selected by the Board as a person on the recall list who is Highly Qualified and most capable of holding the position, then the teacher will be notified in writing by certified mail, sent to the last known address, at least thirty (30) days prior to the anticipated date of employment, when possible.

In determining whether a teacher is qualified for reappointment, the Board shall consider the criteria as set forth in these procedures. The teacher shall accept or reject the appointment in writing within seven (7) days after receipt of such notification. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list.

Legal Reference: § I.C. 33-514 Issuance of Annual Contracts
 § I.C. 33-515 Issuance of Renewable Contracts
 § I.C. 33-522 Reductions in Force
 § I.C. 33-523 Principals to Determine New Staffing

Policy History:

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