

SANBORN REGIONAL SCHOOL DISTRICT

SRSB File: GCQA

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

Statement of Purpose

When the Sanborn Regional School Board finds it necessary to reduce the number of certified full time and/or part time positions for reasons of declining enrollments, budget reduction, change in or consolidation of board-authorized programs, reorganization or for any other reason determined necessary or desirable by the school board, the following reduction in force policy will be implemented.

Statement of Policy

Reductions in the professional staff work force will be conducted as follows:

A. Notice

1. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools will notify the President of the SREA and all of the teachers in the specific classifications in which it contemplates a position will be eliminated.

For purposes of this policy, classifications are defined as follows:

Kindergarten through fifth grade (with appropriate certification)
Sixth through eighth grade (Middle School)
Ninth through twelfth grade (High School)

In the middle and high schools, classifications will be defined by major teaching subject areas: English, Social Studies, Math, Science, World Language, Business Education, Family and Consumer Science and Industrial Arts/Technology Education.

In all four schools, Special Education, Guidance, and the Unified Arts subjects including Music, Art, Library, Physical Education, Enrichment, etc. will be treated as a group, grades K-12, as long as the appropriate certification is held by the transferring teacher.

2. The school board will accept any written presentation regarding the reduction in force from the teachers' union, individual teachers, or the public.
3. The decision to implement the reduction in force shall be made at the sole discretion of the school board.

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B. Procedure for Determining Reduction in Force

1. The school board will make every reasonable effort to minimize the effects in reduction in force on the current staff by absorbing as many positions as possible through attrition (retirement, resignations, and refusal to contract).
2. If further reductions in staff are necessary, the school board should retain those teachers who, will be the best teachers for the school system and the students it serves.
3. Teachers whose positions have been identified to be eliminated shall have the right to be offered a contract for the following school year for a position for which the teacher is certified, provided that a position becomes vacant and available prior to the commencement of the next school year. There will be no obligation on the part of the school board to offer a position to a teacher who has been identified as a teacher to be “laid off” if there is no known vacancy for the following school year for which the teacher is certified.
4. In identifying which teachers to release, the school board shall consider the following factors: certification, academic preparation, professional growth, job performance, experience in certified area and/or job classification, ability, and over-all effectiveness. All of the factors being equal, then seniority will be considered in making the final determination. Seniority is defined as the total number of years continuously employed in this school district.
5. There will be no recall rights for terminated employees. However, the school administration shall consider the applications of terminated employees for such positions which may become available in subsequent years, provided that said terminated employees submit a seasonable and timely application at the time the position becomes vacant. A previously employed teacher who returns to a teaching position within a three-year period shall resume employment by the school district at no less than the step occupied when the teaching position previously held was terminated.
6. Any transfer, assignments, or re-assignments resulting from or involved with a reduction in staff will be made at the sole discretion of the Superintendent of Schools. In the event of a change of assignment or transfer as a result of the reduction in force, the teacher involved shall be notified of such change.

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7. This reduction in force procedure is the only procedure that may be used in a reduction in force. No other personnel action, other than a reduction in force, may be considered under this policy.

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