

REDUCTION IN STAFF

This Administrative Guideline replaces and supersedes all previous guidelines and past practices in relation to Reduction in Force.

Prior to commencing an action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the Board of Education will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Involuntary transfer of existing staff

The cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

Statutory procedure and notice requirements for cancellation of teaching contracts will be followed when the Superintendent determines that RIF is necessary.

Discussion of the proposed RIF will occur according to the requirements of Indiana law. This is not intended to give any additional rights to any teacher whose contract would not have been renewed, or whose contract would have been terminated regardless of the RIF if the teacher has been rated "improvement necessary" or "ineffective" on at least one (1) of his/her last two (2) formal evaluations. In a case where a teacher has been on a Professional Improvement Plan within twelve (12) months of implementation of the RIF, the administration reserves discretion to exclude that teacher from recall, even if the teacher's more recent evaluation(s) rate him/her highly effective or effective.

A teacher on leave of absence shall be eligible for release as a result of a RIF.

The following procedure will first be applied only to probationary and professional teachers in the school, facility, program, or department ("area") to be reduced when the area to be reduced has both established teachers and probationary and/or professional teachers assigned to it. If the area being reduced has only established teachers assigned to it, or if all probationary and professional teachers in the area are already subject to reduction and more reductions are needed, the procedure will then be applied to established teachers in the area to be reduced. An established teacher who is licensed in another content area cannot be subject to the reduction in force if the established teacher is able to replace a probationary or professional teacher in that license area.

Selection among teachers will be made according to performance. Performance shall be determined by the overall evaluation score, as found on the teacher's most recent formal evaluation. The administration shall use the overall calculated score as shown on teachers' most recent evaluation to determine the order of RIFing. Whenever possible, a teacher who has received a lower score on his/her

last formal evaluation shall be RIFed before teachers receiving higher scores are RIFed. If the question of who will be RIFed comes down to two (2) teachers and they have equal total scores on their most recent evaluation, the administration will RIF the teacher who has a lower score on two (2) of the most recent evaluation and so on until the lower-rated teacher is determined by a subsequent evaluation or until one (1) teacher no longer has a previous evaluation to review. In the latter case, the teacher who no longer has an evaluation to review will be RIFed. If both teachers remain equally rated and neither one has another evaluation to review, the administration will then consider the academic needs of students, content area degree/credit hours, and assignment of instructional leadership roles.

In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to use to make these decisions. Summative ratings will likely not be available until the fall of the year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance. Employees on leave or who for other reasons have not yet received an evaluation will be deemed effective (3.0) unless objective performance data exists indicating that an effective rating would be unlikely if a full evaluation had been completed.

I.C. 20-28-7.5-1(d)

I.C. 20-28-7.5-2(a)(2)

I.C. 20-28-2(a)(3)

I.C. 20-28-9-1(b)

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