

Reduction in Force: Procedure and Recall Guidelines

1. Upon being notified by the School Board of a desire to reduce staff, the Superintendent shall determine the subject areas and the grade levels in which staff reduction is necessary and will determine the appropriate candidates to be released according to the guidelines set forth in section 3.
2. The Board agrees to discuss with the Association any proposed reduction in force. Subjects for discussion will include the need for proposed reduction, curriculum changes, and the elimination of any positions.
3. In the event of a reduction in force, the following criteria shall be used by the Superintendent to determine the recommendation to the Board of School Trustees.
 - a. In each position, subject area, or grade level to have the number of teachers reduced, teachers receiving a designation of ineffective on their annual evaluation will be released before teachers who receive needs improvement, and those receiving a needs improvement determination will be released before effective teachers, and effective teachers will be released before highly effective teachers. Upon recommendation of the Superintendent, the board may exempt employees from the reduction in force requirement if their release results in a significant impairment in providing services or programs.

To determine the appropriate candidates in each group to be released, the criteria may include but not be limited to:

- (1) Evaluation by building principal
 - (2) Student achievement growth (as measured by ISTEP, NWEA, Advanced Placement, End of Course Assessments, or other achievement indicators)
 - (3) School achievement growth (as measured by ISTEP, AYP, PL221, or other indicators of growth)
 - (4) Service in extracurricular positions, both paid and volunteer
 - (5) Other beneficial services provided to the school system
 - (6) Additional certification and licensure
 - (7) Program enrollment (retention of students as well as success at subsequent levels)
4. Procedure for Reduction in Force: If a reduction in force becomes necessary, the Board of School Trustees shall utilize the statutory procedure for cancellation or for non-renewal of individual teacher contracts, whichever the case may be.
 5. Recall:
 - a. Unless otherwise terminated, a teacher released because of a reduction in the number of teachers and who received an annual evaluation determination of effective or highly effective will be placed on a recall list for a period of one year from the date of such teacher's reduction dismissal. After this period, the teacher shall have no recall privileges.

- b. Teachers on the recall list shall be given first consideration if that teacher is certified in the vacant teaching area.
- c. When a vacancy occurs, the appropriately licensed teacher will be notified by certified mail at the last known address of said teacher as reflected in said teacher's personnel file of open positions. Failure to respond within ten (10) calendar days of the postmark date shall result in that teacher's name being removed from the recall list. A teacher employed under a teaching contract with another School Corporation after July 31st of the school year will forfeit recall status in the event the teacher declines a particular position offered to fill a vacancy arising during the school year. However, the teacher must respond appropriately, in writing, to the recall notice. It shall be the duty and responsibility of each teacher on the recall list to inform the Superintendent in writing of any change of address.
- d. Teachers on the recall list may serve as substitute teachers. Employment as a substitute teacher on a short term basis, or for a longer period of time, as in the case of a temporary vacancy, shall not terminate, extend or in any manner affect the length of a recall period as it applies to said teacher.