

Reduction in Force - Procedures

Guidelines

1. All Reduction in Force (RIF) discussions will take place between the District Leadership and LEA Leadership team with the central focus remaining on what is best for students. RIFs will be jointly determined by District Leadership and LEA Leadership based on requirements for elementary and secondary certified employees necessary to provide for current staffing needs in the District.
2. Prior to commencing action to terminate certified employee contracts under these procedures, the Board of Trustees 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 to another position for which the individual is appropriately qualified
 - d. Voluntary leaves of absence

Provided that, however, no transfer shall result in the termination of another employee.

3. If a RIF is required after considering options available in Step #2 (above), the District Leadership team and LEA Leadership team will simultaneously pool and score all Category 2, Category 3, and all renewable contracted employees who scored Overall Basic (in the prior and/or current year evaluation). Scoring will follow the point system outlined below. Necessary RIFs will begin from this pool, starting with the lowest score.
4. If more positions still need to be cut after Step #3 (above) is conducted, the District Leadership and LEA Leadership team will pool and score all certified employees with 3-10 years of experience in the Lakeland Joint School District. Necessary Reductions in Force (RIF) will be made from this pool next, beginning with the lowest score.
5. If more positions still need to be cut, then all certified employees will be placed in the pool and scored. Necessary RIFs will be made from this pool lastly, beginning with the lowest score.

<p>Each area in domains 1 and 4 that is <u>Proficient</u> earns 2 points, each <u>Basic</u> earns 1 point, and each <u>Unsatisfactory</u> earns 0 points.</p>		<p>Each area (except CAPSTONES) in domains 2 and 3 that is <u>Proficient</u> earns 4 points, each <u>Basic</u> earns 2 points, and each <u>Unsatisfactory</u> earns 0 points. CAPSTONES scoring follows the additional point system outlined below.</p>	
<p>Domain 1: Planning and Preparation</p>		<p>Domain 2: The Classroom Environment</p>	

1a) Demonstrating Knowledge of Content and Pedagogy		2a) Creating an Environment of Respect and Rapport	
1b) Demonstrating Knowledge of Students		2b) Establishing a Culture of Learning CAPSTONE: Proficient 8 points, Basic 4 points, and Unsatisfactory 0 points	
1c) Setting Instructional Outcomes		2c) Managing Classroom Procedures	
1d) Demonstrating Knowledge of Resources		2d) Managing Student Behavior	
1e) Designing Coherent Instruction		2e) Organizing Physical Space	
1f) Designing Student Assessments			
Total:		Total:	
Domain 4: Professional Responsibilities		Domain 3: Instruction	
4a) Reflecting on Teaching		3a) Communicating with Students	
4b) Maintaining Accurate Records		3b) Using Questioning and Discussion Techniques	
4c) Communicating with Families		3c) Engaging Students in Learning CAPSTONE: Proficient 8 points, Basic 4 points, and Unsatisfactory 0 points	
4d) Participating in a Professional Community		3d) Using Assessment in Instruction	
4e) Growing and Developing Professionally		3e) Demonstrating Flexibility and Responsiveness	
4f) Showing Professionalism			
Total:		Total:	
		Overall Score	/72

Total Compilation w/ Other Factors	Possible Score		Employee Score
Certified employee Evaluation:	72	Overall score from performance evaluation rubric	
Extra Educational Certification and Credentials		Areas taught within the district	
	2	Multiple areas of endorsement used within the	

		last 3 years	
	2	Hard to fill or specialized endorsement (based on scheduling needs)	
Student/School Activities		Extra-Curricular Activities:	
	4	Head Coach or Coaches 2 Varsity Level Extra-Curricular Activities as identified in the NA	
	3	Coaches or Leads 1 Varsity Level Extra-Curricular Activity as identified in the NA	
	2	Coaches multiple sub-varsity level extra curricular activities or other predetermined advisor and/or extra duty pay position as identified in the NA	
	1	Coaches one sub-level varsity extra-curricular activity or other predetermined advisor and/or extra duty pay position as identified in the NA	
		Extra-Duties	
	4	During three (3) of the previous five (5) years the teacher served in an additional building or district leadership role including but not limited to: <ul style="list-style-type: none"> ● Instructional specialist or instructional coach; ● Mentor; ● Curriculum or assessment committee member; ● Team or committee leadership position; ● Data coach; or ● Other leadership positions identified by the district 	
	0	Maintains contractual duties	
Longevity		Years of Service in the Lakeland Joint School District	
	4	20 or more years of completed service	
	3	15-19 years of completed service	
	2	10-14 years of completed service	

	1	5-9 years of completed service	
Advanced Degrees	4	Ph.D. and/or National Board of Trustees of Trustees Certified (equal to Head Coach)	
	2	Master's Degree	
		Employee's Total Score:	/90

6. The Human Resources (HR) Director shall notify certified employees who may be affected by a RIF. Email notification via the employees District-issued email is appropriate notice.
7. After receiving notice of the possible RIF, certified employees who believe there is an error shall notify the HR Director in writing by the end of the third business day after notification. This written notice shall specifically identify what criteria are believed to be erroneous.
8. The HR Director shall review each written notice for accuracy and review each case with the District Leadership and LEA Leadership team. Employees will have seven (7) calendar days from their original notification date to submit an appeal to the Board of Trustees.
9. After the aforementioned process is complete, the Superintendent shall submit a list of the certified employees recommended for release to the Board of Trustees.
10. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected certified employees will be promptly notified in writing of the decision of the Board of Trustees.