

In the event the Board adopts a reduced educational program due to enrollment decline, a levy loss, termination or reduction of State funding or funding of categorically-funded projects, or other adverse financial circumstance, the Board, upon recommendation of the Superintendent, will determine the number of administrative positions to be eliminated or consolidated. The Superintendent will determine the specific positions affected in the best interests of the District. Those employees holding administrative or supervisory positions (“administrators” herein) who will be retained to implement the district’s reduced or modified program, and those administrators who will be terminated from employment or otherwise adversely affected in contract status will be identified pursuant to the provisions of the processes and criteria which follow:

Section 1 - Determination of Vacant Positions

The District will determine, as accurately as possible, the identity of administrators known as of April 1 to be leaving the district for reasons of retirement, resignations, leaves, discharge or non-renewal, etc. and these vacancies will be taken into consideration in determining the number of available administrative positions for the following school year.

Section 2 - Certification

Possession of any valid Washington State Certificate which may be required for the position(s) under consideration shall be a prerequisite for retention.

Section 3 - Building Administrators

- a. Building administrators will be considered for retention in their current or immediate past building administrator assignment in the following categories:

- Senior High Principals
- Middle School Principals
- Elementary Principals
- Elementary Assistant Principals
- Senior High Assistant Principals
- Middle School Assistant Principals

A principal shall also be considered for retention as assistant principal.

- b. The District specifically reserves the right to modify the number of days of service to be provided annually in each of the employment categories and, in conjunction with any such action to reduce the number of days of service,

to ratably reduce the annual total compensation to be afforded employees in the affected positions.

- c. In the event there are more qualified employees than available positions in a given category, the following criteria shall be used to determine which employees shall be recommended for retention:
 1. A building administrator is qualified for consideration in the category or categories of positions in which that employee is currently or has previously been employed on a full-time basis and for which the employee currently holds an appropriate certificate.
 2. Among the building administrators qualified for consideration, the most senior will be recommended for retention to the extent of the positions available. Seniority will be determined by counting all years of service as a principal or assistant principal in any school district.
 3. Ties will be determined by giving preference to the employee with the greatest number of years of service.
 4. In the event a building administrator is not eligible for retention as a building administrator, but is eligible to be considered for retention in one or more teaching or other nonsupervisory certificated employment categories, such administrator shall be subject to the selection rules as set forth in the collective bargaining agreement appropriate to that employment group.

Section 4 - Other Administrators

The Superintendent will identify the administrative positions to be eliminated or consolidated. The Superintendent will then identify specific employees subject to reduction in light of skills needed to continue the District's programs and operations and in the best interests of the District.

Section 5 – Transfer to a Subordinate Certificated Position

Nothing in this policy shall restrict or limit the District's right under RCW 28A.405.230 to transfer administrators to subordinate positions.

Section 56 - Action by Superintendent

The provisions of sections 1 through 5 above shall be implemented on or before May 15 of the school year prior to the school year in which any staff reductions may be necessary. The Superintendent shall take such action as may be

required by statute to nonrenew or adversely affect the employment contracts of affected employees.

Legal Reference:	RCW 28A.150.230 28A.405.300 28A.405.210, .230	Basic Education Act Adverse Change in Contract Status Conditions & Contract of Employment
Adopted:	March 17, 1986	North Thurston School District Board of Directors
Revised:	March 10, 2003	
Reviewed:	October 20, 2009	North Thurston Public Schools Board of Directors