

**Tumwater School District
Board Policy**

**REDUCTIONS IN FORCE: CERTIFICATED OR CLASSIFIED
ADMINISTRATORS**

In the event that program reductions, reorganization, or other factors will result in a reduction in the number of certificated or classified administrator positions in the District, the following guidelines will apply to the reduction in force of administrators:

1. At the request of the Board, or by initiative of the Superintendent, the Superintendent shall submit a plan for reduction or reorganization of administration for approval by the Board of Directors. A plan for reduction of administrator positions may be submitted separately or in conjunction with a proposed reduced educational plan impacting non-supervisory positions. The plan for any reduction of administrative positions will be developed based on the best interests of the District and may include consideration of factors such as analysis of comparative administrative workload, student enrollment, state and federal funding levels, prioritization of resources within the District and within buildings or programs, the desirability of continuing a particular program, increased efficiencies, and any other changes in circumstances impacting the need for administrative support in any particular position, or requiring the reallocation of existing or future resources.
2. Upon approval of a reduction plan by the Board of Directors, the Superintendent will determine which existing administrators will be retained in the remaining administrative positions and, if necessary, provide notice of non-renewal or transfer to any certificated or classified administrators within any timelines required by law or contract. In determining which administrators to retain and which administrators will receive notice of nonrenewal or transfer, the following factors may be considered by the Superintendent:
 - Qualifications, training, and experience relevant to the current or other available position(s) for which the administrator is being considered;
 - Documented current and past work performance and conduct;
 - Length of service in the State of Washington;
 - Length of service in the District;
 - Other reasonable and legally appropriate considerations that support the strategic priorities, goals, and/or best interests of the District.

Administrators who are retained after such a reduction shall be subject to transfer or reassignment to meet the needs of the District to the full extent allowed by law; provided, that any transfer of a certificated administrator to a subordinate certificated position shall occur only to the extent consistent with state laws, including RCW 28A.405.230, as now existing or as hereafter amended. This Policy shall apply notwithstanding any other pre-existing, generally applicable policies.

ADOPTED: March 10, 2022