Tentative Agreement
July 24, 2026

ARTICLE IX ASSIGNMENTS, REASSIGNMENTS, AND TRANSFERS

Changes to Items A-C were previously proposed.

D. Transfer Due to Declining Enrollment

1. ~~7.~~ It shall be the responsibility of the site administrators and the Human Resources Department to determine the number of excess unit members, establish the District's excess list, and transfer excess unit members.

2. ~~8.~~ The Human Resources Department shall determine the number of excess teachers, if any, at each school by dividing the District's projected student enrollment for the following year by the District's established pupil: teacher ratio.

3. ~~9.~~ When a school must reduce its staff and declare excess unit members, all regular staff members shall be considered, including unit members on leave of absence from that school for one year or less.

4. ~~10.~~ ***The Association shall be included in the excess process in the following manner:***

   a. ***The District will notify the Association as soon as the District is aware of the necessity to excess any unit member.***

   b. ***The District shall provide the Association with the seniority list that will determine who will be excessed in advance of any notification to unit members of the potential transfer.***

   c. ***The Association will participate in any meeting regarding the transfer status of a unit member, and will be given advance notice of any such meeting.***

   d. ***The District will provide a list to the Association of open positions for which each excessed unit member(s) is eligible.***

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5. ~~11.~~ ***Excess unit members shall be transferred/assigned to positions for which they are qualified before persons from outside the District are hired.*** *(Original language moved from 10.d.)*

6. ~~12.~~ The following procedure shall be used to determine which unit members are to be declared excess ~~at the grade levels specified~~:

~~a. Elementary Schools (TK-5)~~
(All subsequent items have been renumbered.)

a. ~~g.~~ ~~When an elementary school, grades K-5, must reduce staff,~~ The most junior unit member(s) at the site ***or in the department (for secondary, as detailed in the following section)*** shall be assigned to the District excess list.

b. ~~h.~~ This section applies only to the excess process and does not affect future assignments.

c. ~~i.~~ If two or more unit members have the same ~~length District paid service~~ ***seniority date***, excess unit members shall be determined by a lottery conducted by the Human Resources Department ***and/or district designee***, the unit members involved, and ~~the~~ ***a*** representative of the Association.

d. ~~j.~~ A volunteer may be placed on the District's excess list in lieu of the most junior unit member.

e. ~~k.~~ Unit members assigned to the District's excess list shall have priority in being returned to their last school ***site*** should a vacancy occur prior to the ~~opening of school in the fall~~ ***subsequent school year or the year thereafter***.

f. ~~l.~~ ***Any unit members assigned to teach in a specialized program that requires education, training, or certification to teach in that program may be exempted from the excess process. Such programs may include but are not limited to Dual Enrollment and Dual Language Immersion.*** ~~Unit members who hold the following credentials/certifications or have completed all required course work for the credentials/certifications may be exempted from the excess process:~~

(a) BCC/BCLAD
(b) LDS/CLAD

b. Middle School - Sixth Grade *(concept moved to item 4. above)*

6) The most junior sixth grade unit member(s) in a middle school shall be assigned to the District's excess list, if the sixth grade student enrollment drops below the level where the remaining class loading does not exceed the District's established teacher allocation.

7) If two or more unit members have the same length of District-paid service, excess unit members shall be determined by a lottery conducted by the Human Resources Department, the unit members involved, and a representative of the Association.

8) A volunteer in the sixth grade at the middle school in which an excess has been determined may be placed on the District's excess list in lieu of the most junior unit member.

9) Unit members assigned to the District's excess list shall have priority in being returned to their last school should a vacancy occur in the sixth grade level from which they were excessed if the vacancy occurs prior to the opening of school in the fall.

10) Unit members who hold the following credentials/certifications or have completed all required training and course work for the credentials/certifications may be exempted from the excess Process:

(a) BCC/BCLAD
(b) LDS
(c) CLAD

c. Middle School - (7-8)

8) The department from which a unit member is to be declared excess shall be determined by listing, by department, the number of sections for the second semester of the current school year and the number of sections required for the first semester of the next school year. The most junior unit member in the department where the greatest decrease in the number of sections needed occurs shall be assigned to the District's excess list.

9) Credentialing/program needs may require that some unit members be exempted from the excess process. When that occurs, the most junior unit member within the remaining staff of that department shall be assigned to the District's excess list.

10) When it is necessary to cut more than one unit member at a particular school, the sections currently taught by the first unit member to be declared excess shall be eliminated from the total currently offered department sections, and the remaining section offerings shall again be compared by department to the number of sections needed for the next school year. The most junior unit member in the department where the greatest decrease in the number of sections needed occurs shall be assigned to the District's excess list.

11) If two or more unit members have the same length of District-paid service, the excess unit member shall be determined by a lottery conducted by the Human Resources Department, the unit members involved, and a representative of the Association.

12) A volunteer in the department in which an excess has been determined may be placed on the District's excess list in lieu of the most junior member.

13) Unit members assigned to the District's excess list shall have priority in being returned to their last school should a vacancy occur in the department from which they were excessed before school opens in the fall. If a vacancy occurs in a different department at the last school, unit members

~~shall be given priority if they are qualified for the position and if all excess unit members (7-12) from that department have been assigned.~~

~~14)Unit members who hold the following credentials/certifications or have completed all required training and course work for the credentials/certifications may be exempted from the excess process:~~

~~(a) BCC/BCLAD~~
~~(b) LDS~~
~~(c) CLAD~~

~~d~~***g***. Secondary School~~s~~ (~~9~~**6**-12) ***Department***

1. ~~7)~~ The department from which a unit member is to be declared excess shall be determined by listing, by department, the number of sections for the second semester of the current school year and the number of sections required for the first semester of the next school year.

2. ~~8)~~ A unit member's department is determined by using the following criteria in the order listed:

   a) For excess purposes, a unit member shall be considered a member of the department in which the majority of his/her assigned classes belong.

   ~~b) For excess purposes, a unit member shall be considered a member of the department in which most of his/her assigned classes belong.~~

   ~~c) For excess purposes, a unit member assigned equal numbers of classes in two or more departments, shall be considered a member of the department in which he/she is authorized by credential major to teach.~~

b. ~~d)~~ For excess purposes, a unit member assigned equal numbers of classes in two or more departments, shall be

considered a member of the department in which he/she is authorized, ~~by~~ in the following order

i) ***Primary*** credential,
ii) ***Supplemental credential*** ~~minor to teach~~,
iii) ***Committee on Assignment waiver***.

C. ~~a)~~ For excess purposes, *when* ***b) i, ii, or iii are not*** ~~no credential major or minor is~~ applicable, a unit member shall be considered a member of the department in which his/her greatest teaching experience in the last five years occurs.

3. ~~9)~~ Prior to identifying excess unit members within a department, the department members shall be grouped into three categories:

Category A - teachers with credential majors or equivalent or with 7 or more years of service to the department;

Category B - teachers with credential minors or equivalent or with up to 6 years of service in the department;

Category C - teachers who do not qualify for either "A" or "B" Categories.

Teachers in each category shall be listed by ~~length of District service~~ ***seniority date***.

4. ~~10)~~ Beginning with Category C, the most junior unit member in the department which must declare an excess shall be assigned to the District excess list. (*The following were broken up into separate items)*

a) When no unit member is available in Category C, then the most junior unit member in Category B shall be assigned to the District excess list.

b) When no unit member is available in Category B, the most junior unit member in Category A shall be assigned to the District excess list.

~~11) Credentialing/program needs may require that some unit members be exempted from the excess process.~~

~~12) Unit members who hold the following credentials/certifications or have completed all required training and course work for the credentials/certifications may be exempted from the excess Process:~~

~~(a) BCC/BCLAD~~
~~(b) LDS~~
~~(c) CLAD~~

5. ~~7)~~ When it is necessary to cut more than one unit member at a particular school, the sections currently taught by the first unit member to be declared excess shall be eliminated from the total currently offered department sections, and the remaining section offerings shall again be compared by department to the number of sections needed for the next school year. The most junior unit member in the department where the greatest decrease in the number of sections needed occurs shall be assigned to the District's excess list.

~~8) If two or more unit members have the same length of District-paid service, the excess unit member shall be determined by a lottery conducted by the Human Resources Department, the unit members involved, and the representative of the Association.~~

6. ~~9)~~ A volunteer in the department in which an excess has been determined may be placed on the District's excess list in lieu of the unit member declared excess ~~provided the volunteer is in the same category or lower as the excess unit member~~.

7. ~~10)~~ In grades 9-12, unit members identified as excess according to ~~Steps 1-4~~ ***the aforementioned rules*** ~~above~~ at each school may bump the most junior unit member within the District's 9-12 departmentalized structure in the same category or lower as defined above in ~~#3~~ ***D.g.3***, prior to being reassigned to a different departmental program or transferred to an open ~~middle school~~ position. Unit members bumped out by this process are placed on the District's excess list.

8. ~~10.~~ Unit members assigned to the District's excess list shall have priority in being returned to their last school should a vacancy occur in the department from which they were excessed and in the same category as defined above in ~~#3~~ ***D.g.3*** before ~~school opens in the fall~~ ***the start of the school year***. If a vacancy occurs in a different department at the last school, unit members shall be given priority if they are qualified for the position and if all excess unit members from that department have been assigned.

9. ~~11.~~ Unit members declared as excess shall be notified by the site administrator after May 15.

7. ~~12.~~ ***The District will offer open positions to excessed unit members in order of seniority.***

   a. ***The District will provide each excessed unit member a list of open positions for which they are eligible.***

   b. ***The District will convene a meeting with the excessed unit member and a representative from the Association to discuss the transfer options.***

(The following items have been renumbered)

8 ~~13.~~ Transfer**s** due to declining enrollment after the ***start*** ~~beginning~~ of ***the*** school ***year:***
(The following were broken up into separate items)

   a. If and when, after the beginning of school, it is determine**d** that there are unit members over ~~and above~~ those needed according to the established District staffing ratios, these unit members shall be placed on the District's excess list according to Section D above.

   b. If vacant positions exist at other schools, credential requirements of the vacant positions and department needs **shall take priority** ~~may require certain individuals to be skipped over~~ in the determination of the unit member to be declared excess.

c. If the excess process in Section D does not produce a unit member credentialed to fill the vacant positions, then reassignment of unit members between departments may be necessary to identify a properly credentialed unit member to transfer to the vacant position. In any instance seniority will be the primary consideration.

d. Unit members transferred from one school site to another school site or reassigned to a different grade/subject area after the beginning of the school year shall be provided at least three (3) days of instruction-free time to be utilized in preparation for the new assignment.

e. The District shall provide assistance to all unit members who are required to move their teaching materials to a new ~~assignment~~ ***room/site*** at any time.

1. ~~4)~~ ***Assistance shall include sufficient packing materials and transportation of materials and supplies from the old room and/or site to the new room and/or site.***

2. ~~5)~~ ***Unit members who have to pack their materials and supplies outside of the workday and/or work year shall be paid the contract hourly rate for a minimum of six (6) hours.***

3. ~~6)~~ ***Unit members who are required to pack and/or move their materials to a new room and/or site during the school day shall be provided substitute teacher coverage for a minimum of three (3) days without docking the unit member's accrued leave.***

9. ~~14.~~ Transfers Due to Program Cuts ~~of Counselors, Psychologists, or District Resource Teachers.~~ ***of Non-teaching Certificated Positions (such as Counselors, Psychologists, or District Resource Teachers)***

a. ~~9.~~ For purposes of this section, unit members' order of employment shall be based on ***seniority date.*** ~~the total length of District service. as a counselor, psychologist, or District resource teacher.~~

b. The most junior ~~counselor, psychologist, or resource teacher~~ ***non-teaching certificated unit member*** refers to the person with the least ***seniority.*** ~~District service. as a counselor, psychologist, or resource teacher.~~

c. If two or more ~~counselors, psychologists, or resource teachers~~ ***non-teaching certificated members*** have the same ***seniority date*** ~~length of District service~~, their order of employment shall be determined by a lottery conducted by the Human Resources Department, the unit members involved, and a representative of the Association.

d. If and when it becomes necessary to reduce the number of ~~psychologists or resource teachers,~~ ***non-teaching certificated members*** in grades TK-12, the following procedure shall be used:

The most junior ~~psychologist(s) or resource teacher(s)~~ ***non-teaching certificated members*** shall be placed on the District's excess list and assigned to a grade level or subject area they are credentialed to teach.

W - capitalize

e. ~~If and~~ **when** it becomes necessary to reduce the number of counselors in grades 9-12, the following procedure shall be used:

5) The most junior counselor at the high school(s) where the reduction(s) is to be made shall be declared excess.

6) If a counseling vacancy exists at one of the other high schools, the counselor who has been excessed shall be transferred to the vacant position.

7) If no vacancy exists and there is a more junior counselor at one of the other high schools, then the most junior counselor shall be declared excess and replaced by the more senior counselor.

8) Counselors who are ultimately placed on the District's excess list shall have the option of remaining at their current school and being assigned to the department they were last

assigned to prior to becoming a counselor, or to bump a more junior counselor at the ***T***K-8 level ~~if one exists.~~

f.1 ~~If and~~ **W**hen it becomes necessary to reduce the number of counselors at the ***T***K-8 level, the following procedure shall be followed:

4) The most junior counselor in the ***T***K-8 program shall be placed on the District's excess list.

5) If a counseling vacancy exists at the 9-12 grade level, the counselor who has been cut shall have the option of being assigned to the vacant position.

6) If no vacancy exists and there is a more junior counselor at the 9-12 grade level, the counselor who has been cut shall have the option to bump the more junior counselor or to be assigned to a grade level or subject area they are credentialed to teach.

~~***15.*** Excess Unit Members - Request for Transfer~~

~~a. Unit members assigned to the District's excess list should submit Request for Transfer to the Human Resources Department indicating their preferences for new assignments.~~

~~b. Unit members on the excess list shall be transferred/reassigned as appropriate vacancies occur based on total length of District-paid service.~~

~~c. Voluntary transfer requests shall be considered after all unit members on the District's excess list have been placed.~~

~~d. Excess unit members shall be transferred/assigned to positions for which they are qualified before persons from outside the District are hired.~~

10. Reassignment Due to Request to Rescind an Extended Leave of Absence

e. The District shall notify all unit members on leave of absence by January 15 of any school year that they must notify the District in writing before February 1 whether they are going to return the following September or extend the leave of absence.

f. When unit members extend the leave of absence for the following year and later request that the extension be rescinded, the following procedure shall be applied:

A request in writing from a unit member to rescind an extension of a leave of absence shall be honored only after all unit members similarly qualified on the District's excess list have been placed for the next school year and a vacancy exists in the field of preparation of the unit member who requested that the extension of leave be rescinded.

D. Transfers Due to School Closure

When a school is closed by the Board of Education, the unit members in the school being closed shall be transferred as follows:

1. The unit members from the closing school shall be transferred to the receiving school in their current grade level status, and the total unit members in the closing and receiving schools shall constitute the regular staff of the receiving School.

2. The total previous enrollment in both schools shall be compared with the total projected enrollment in both schools to determine the number of excess unit members.

3. Excess unit members shall be declared from the new regular staff at the receiving school in accordance with Item D - Reassignment Due to Declining Enrollment.

F. Transfers Due to School Opening

When a school is opened by the Board of Education, unit members shall be transferred as follows:

1. 6. The projected enrollment of the opened school will be used in conjunction with staffing ratios to determine the number of positions to be filled at the opened School.

2. 7. If school boundaries are changed, the number of teaching positions allocated from current schools to the newly opened school shall be in the same proportion as the number of students being reassigned.

3. 8. Volunteers will be sought first from the current staff(s) (including those unit members on leave of absence from that school for one year or less) and second from other schools (including those unit members on leave of absence for one year or less), for transfer to the newly opened school in their current grade level or department status.

4. 9. If too few or too many unit members volunteer to be transferred to the newly opened school, then seniority shall be the determining factor in the transfer process. In transfer to departmentalized programs, seniority shall be considered by department. A unit member's department shall be determined the same way as in the Transfer Due To Declining Enrollment contract provision. Credentialing/program needs may require that some unit members be exempted from this process.

5. 10. If two or more unit members have the same length of seniority, the unit member(s) to be transferred shall be determined by a lottery conducted by the Human Resources Department, the unit member(s) involved, and a representative of the Association.

G. Involuntary (Administrative) Transfer

1. 5. Unit members may be transferred from one site to another when it is determined by the site administrator(s) and the Human Resources Department and approved by the Superintendent that such a change will benefit and improve the educational program.

2. 6. Before an involuntary (administrative) transfer is affected, unit members shall be notified that such a transfer is being initiated and the reasons for it.

3. 7. Upon request, unit members shall have an opportunity to meet with the recommending administrator(s) to discuss the proposed transfer.

4.~~8~~. Such transfers shall be limited for individual unit members to no more than once in any consecutive three-year period, except for declining enrollment and/or school closures.

H. Voluntary Transfer

1.~~6~~. A voluntary transfer request may be granted at any time to permanent employees and is subject to availability of positions, the qualifications of the applicants, and after all unit members with similar qualifications on the District's excess list have been assigned.

2.~~7~~. Unit members may submit Request for Transfer forms to the Human Resources Department up to the close of the school year. These requests will remain active until September 30th. Transfer requests must be resubmitted each year.

3.~~8~~. The names of unit members requesting voluntary transfers shall be sent to the administrator at the site of their request or the site of a vacancy who will arrange for interviews with the unit members.

4.~~9~~. Unit members from within the District shall be given first consideration for any vacancies for which they are qualified. ~~Total length of District-paid service~~ ***Seniority date*** shall be considered in granting voluntary transfers.

5.~~10~~. Unit members who are denied transfers may request a meeting with the appropriate administrator(s) to discuss the denial. Following such a meeting, unit members may request and receive written rationale for the transfer denial.

I. Transfer Priority

When approving transfers, the District shall give priority placement for affected members in the following order:

1.~~6~~. Involuntary (Administrative) transfer
2.~~7~~. Transfers due to school closure/consolidation and/or opening
3.~~8~~. Transfers due to declining enrollment
4.~~9~~. Previously transferred unit members from the preceding school year***(s)*** who have filed a transfer request with ***the*** Human Resources Department

may be returned to their former school if a vacancy occurs prior to the day unit members are scheduled to report for service.

5. Voluntary transfer requests

J. Assignment Rules

1. Unit members shall have the ability to submit assignment requests before tentative assignments are determined for the coming year. Administrators shall make every effort to assign unit members based upon their submitted requests.

2. Administrators shall make every effort to limit reassignments to a different grade level, content subject, or position at a site for individual unit members to no more than once in any consecutive three-year period unless a unit member requests and/or consents to the reassignment.

3. Secondary unit members shall not be assigned more than three (3) content preparations without unit member request and/or consent or administrative demonstration of needs of the program. Needs of the program may include:

   a. unit member is the only person with appropriate credential.

   b. unit member is the lone person teaching a specialized program, such as the lone World Language teacher of a specific language.

   c. assigning the unit member the additional prep preserves a program from elimination.

4. Prior to the end of a school year, unit members, except excess unit members, shall be notified via email with read receipts of their tentative assignments for the coming year.

5. If tentative assignments are changed during the summer, unit members shall be notified by a phone call of the change in assignment using the current phone number on file with the District. The administrator shall follow the phone call with an official notification by email with read receipts. If the administrator is unable to make positive contact via phone or email, an official notification will be sent by mail to the unit member's current mailing address on file with the District.