

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Reduction in Force	720
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The Caswell County Board of Public Education recognizes that if the number of students enrolled in the School System decreases significantly, the number of certified employees needed to serve the public schools might also need to decrease. The funds appropriated by the state, local and federal government may decrease, remain the same or not increase sufficiently to fund all existing positions. The Board also recognizes that it may be necessary, appropriate, or in the best interest of the School System to close, consolidate, or reorganize some schools. The Board also realizes that some programs may have to be eliminated, reduced, or changed. While it is the policy of the Board to first reduce staff through attrition before a reduction-in-force, the occasion may arise when a reduction-in-force is inevitable. However, it is the intention of this Board to continue to provide optimum instruction in all areas, subjects and services provided our students. To this end, all decisions to reduce staff will be judged by this conviction.

I. DEFINITIONS

- a. “Certified Employee” means teacher, Principal, Supervisor or any other person who is employed to fill a position that requires a North Carolina certificate.
- b. “Probationary Teacher” means a certificated person other than the Superintendent, Associate Superintendent, or Assistant Superintendent who has not obtained career status and whose major responsibility is to teach or to supervise teaching.
- c. “Career Teacher” means a certified person who has earned career status (tenure) in the Caswell County Public School System and holds a Career Contract.
- d. “Termination” means the cessation of employment of a certified employee before the end of a tenured or probationary contract for reasons of budget restraint or program change. The non-reappointment of a certified employee on a specified term contract is not a termination, and no objections to a non-reappointment may be filed under this procedure.
- e. “Day” means a calendar day. In computing a period of time, the day the notice is received is not counted, but the last day of the period so computed is counted.
- f. “Program Change” means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation or a reorganization

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or consolidation of two or more individual schools or School Districts that is unrelated to budget restraints.

- g. "Budget Restraint" means any significant decline in the Board's financial resources that is brought about by a decline in enrollment or by other action or events that compel a reduction in the School System's current operating budget.
- h. A "Year" for the purposes of computing time shall be not less than 120 work days performed as a full-time, permanent, certified employee in a normal school year.
- i. "Attrition" means a reduction in personnel assigned to a specific area as a result of resignation, retirement, or voluntary transfer.

II. GROUNDS FOR REDUCTION-IN-FORCE

- a. "Declining Enrollment" - There are grounds for reduction-in-force if enrollment or projected enrollment for the succeeding school year (when divided by established formulas of the School system for certified personnel allotment) produces a number which is less than the number presently employed, minus the anticipated attrition.
- b. "Budget Restraints" -- There are grounds for a reduction-in-force if the sum of estimated revenues and appropriated funds is less than the estimated expenditures to maintain the number of certified personnel, minus the anticipated attrition.
- c. "Reorganization" - There are grounds for a reduction-in-force if a declining enrollment, budget restraints, or other causes warrant closing, consolidating or reorganizing a public school or schools and the number of existing certified personnel exceeds the number required to staff the reorganization in accordance with the established formula(s).
- d. "Program Reduction or Elimination" - There are grounds for a reduction-in-force if a specific program is reduced or eliminated due to a declining enrollment (including a decline in student registration for a particular course or subject area), budget restraint or a policy decision based on an evaluation of the effectiveness of the program or other causes.

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III. PRELIMINARY DETERMINATION FOR A REDUCTION-IN-FORCE

The Superintendent shall determine whether a reduction-in-force is necessary, appropriate, or in the best interest of the School System.

When the Superintendent determines that grounds exist for a reduction-in-force, he shall present a recommendation to the Board. The recommendation shall include:

- a. The grounds for the reduction-in-force.
- b. The number of estimated certified employees to be reduced.
- c. The area(s) to be reduced (Example, K-5, 6-8 subject, 9-12 subject, English, Migrant Education, Resource, Visually Impaired, Hearing Impaired, Special Services, etc.). The foregoing examples are given for illustrative purposes only and are not intended to be an exhaustive list.
- d. The anticipated attrition in the area(s) to be reduced.
- e. The background information, data, and rationale for the recommendation.

The Board shall review the Superintendent's recommendation and shall determine whether to reduce the number of certified employees by the number recommended and by area of certification.

If the Board determines that a number of certified employees is to be reduced, the Superintendent shall immediately determine which individuals are to be dismissed, demoted, or not renewed based on the criteria set forth below.

IV. CRITERIA FOR REDUCTION IN CERTIFIED AREA

- a. Certified employees whose teaching certificate has expired or who hold less than a clear, current certificate.
- b. Certified employees who hold less than an unexpired "A" North Carolina teaching certificate.
- c. Certified employees who are teaching in an area or a subject for which they are not properly certified, unless the employee has been assigned by administration to the position.

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- d. Certified employees shall be reduced in the order of the rating they have earned beginning with the employee who has the lowest rating based on the criteria set forth below. In the event of ties in computing the ratings earned by certified personnel, the tie shall be broken by reference to the rating earned in "seniority." If the tie is not broken, reference shall then be made to the rating earned for degree and then for performance. If the tie is still not broken, the Director for Personnel, in conjunction with the administration, will determine the person to be reduced.

- e. Employees who are assigned to teach in an area of certification to be reduced, and who are certified and otherwise qualified to teach or perform duties in another area of certification, shall be assigned to any vacant position in the other area of certification. If a probationary teacher has demonstrated by performance of being well above standard on all functions, he will be treated as a tenured teacher.

CRITERIA FOR RATING

Seniority

A certified employee shall earn one (1) point for each year of employment in the Caswell County School System. Seniority shall be measured from the first month of employment in the Caswell School System. No points shall be earned while on leave of absence without pay.

Academic Degree

As measured by the highest professional degree earned by the certified employee in the area(s) in which he is certified, the employee shall earn the rating points listed below:

<u>Degree</u>	<u>Rating Points</u>
Doctorate	9 points
Advanced Degree (Sixth Year)	7 points
"G" Certification Rating	5 points
"A", "V", or "VA" Certificate	3 points
Provisional "A", "V", or "VA"	1 point

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Performance

As measured by the best of the three (3) most recent formal evaluations, an employee shall earn a base rating and such points as may be added or subtracted in accordance with the rating scale in force as shown on the quality point scale tabulation form for the position held by the employee.

PROCEDURES FOR REDUCTION-IN-FORCE

- a. Reduction-in-force is to be considered on a system-wide basis including administrative personnel within the area being reduced.
- b. The pool of probationary employees shall be exhausted prior to any career employees being considered for reduction-in-force, unless deemed “exempt” as defined in paragraph VI (i) of this policy. If a probationary employee has demonstrated by performance of being well above standard on all functions, they will be treated as tenured.
- c. As soon as is practical after the Board approves the Superintendent’s recommendation for a reduction-in-force, Principals will assist the Director for Personnel in determining the rank of each probationary certified person in the program area(s) to be reduced. The Director for Personnel will recommend to the Superintendent certified employees to be released based on the lowest rank earned.
- d. In the event the number of certified employees in the particular program area(s) to be reduced is greater than the number of probationary certified employees currently employed in the program area, the Principals and Director for Personnel will follow the same procedures for the career personnel in the program area to be reduced as is followed with probationary employees to determine career employees to be dismissed.
- e. The Superintendent shall submit his recommendation to the Board as to the teachers whose contract should not be renewed. (A called meeting may be necessary.)
- f. The Board will consider the Superintendent’s recommendation and may, by resolution, order dismissal or demotion of an individual or reduce an individual to part-time employment. All requirements of G.S. 115C-325 will be met, including the time limits and procedures for notice and the opportunity for a hearing, when any career employee (as defined in G.S. 115C-325) is terminated, demoted or reduced to part-time employment due to a reduction in force.
- g. The Superintendent shall notify, in writing, each certified person whose contract will not be renewed or who will be dismissed (due to the action of the Board) immediately thereafter.

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- h. When a career teacher is dismissed in accordance with this policy and North Carolina G.S. 115-325, his name shall be placed on a list of employees to be maintained by the Board.
- i. Certified employees may be exempted from the reduction-in-force requirement if their displacement will result in the cancellation or serious damaging of a course(s) or service(s) because no other staff member is trained or certified to teach the course(s) or provide the services(s).
- j. The Board, upon recommendation of the Superintendent, may refuse to renew the contract of a probationary teacher, to offer a new, renewed or extended contract to a school administrator or to reemploy any teacher who is not under contract for any cause it deems sufficient. A decision (1) not to renew a probationary teacher's contract, (2) not to renew, extend or offer a new contract to a school administrator or (3) to not reemploy any teacher who is not under contract is not considered a "termination" under this policy. In such circumstances the procedures set forth in this policy are not required to be followed before the Board's decision.