

**REDUCTION-IN-FORCE  
CERTIFIED PERSONNEL**

This policy provides mechanics for reducing the number of certified personnel in the Perry school district. The reduction will be caused by any or all of the reasons that follow:

1. Existing or projected decrease in revenue.
2. Existing or projected decrease in student enrollment.
3. Existing or projected changes in educational programs or curriculum.

**Guidelines to Preliminary Procedures**

The superintendent, as chief curriculum and fiscal officer of the district, shall be responsible for initiating the recommendation of a need for a reduction; the superintendent shall convene a meeting of all building principals, the CTA president, and others selected by the superintendent.

This meeting shall be for informational purposes and to initiate an examination and discussion of areas to be considered for reduction. Following this discussion and examination, the superintendent and principals will, if the need exists, determine the position (or positions) to be reduced and the order of reduction. The CTA president and others are to be non-voting consultants in this process.

Every effort will be made to accomplish the necessary reduction by attrition. When this is not possible, reduction in force will be made according to the following policy:

1. The position(s) eliminated will be the determining factor, not the teacher(s) occupying the position(s).
2. When a position at a school site is to be reduced, this policy will be used to determine which teacher(s) will be reduced.
3. Licensed or intern teachers will be terminated first.
4. Probationary teachers will be retained when a full-time career teacher is terminated only if the career teacher is not qualified for certification to teach the position for which the probationary teacher is retained.
5. Full-time career teachers holding eliminated positions will be placed in another position in which they are, at the time determined, qualified for certification, provided those positions are occupied by probationary teachers. Those probationary teachers will then be reduced.
6. No career teacher employed for three hours of instruction or less per day will have a right to take the place of a probationary teacher who has been employed for more than three hours of instruction per day.
  - A. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification and a teacher with a temporary or a license.

**REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)**

- B. Seniority in the amount of full-time contracted certified employment in the district.
- C. If seniority is the same for the career teachers, the date on which the board approved the teacher for employment will be the determining factor.
- D. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
  - 1. Years of teaching experience in the retained position in Perry Public Schools.
  - 2. Academic degree status: A teacher with a doctor’s degree will be retained over a teacher with a master’s or a bachelor’s degree; a teacher with a master’s degree will be retained over a teacher with a bachelor’s degree.
  - 3. Written evaluations.
  - 4. Recommendations of the principal and superintendent.

If all of the above criteria are equal, selection will be by lot in the presence of the teachers.

- 7. If there is more than one full-time career teacher in the position being reduced, the criteria listed in “Procedure for Establishing Rank of Teachers from Low to High,” will be used in determining which of the probationary teachers will be retained and which will be terminated.
- 8. If there is more than one full-time probationary teacher in the position being reduced, the criteria listed in “Procedure for Establishing Rank of Teachers from Low to High,” will be used in determining which of the probationary teachers will be retained and which will be terminated.
- 9. If there is more than one part-time career teacher in the position being reduced, the criteria listed in the “Procedure for Establishing Rank of Teachers from Low to High,” will be used in determining which of the part-time career teachers will be retained and which will be terminated.
- 10. If there is more than one part-time probationary teacher in position being reduced, the criteria listed in the “Procedure for Establishing Rank of Teachers from Low to High,” will be used in determining which of the part-time probationary teachers will be retained and which will be terminated.

Right of Recall

All reductions shall be enacted by vote of the board of education acting upon recommendation by the superintendent following the above procedure. Following any reduction in force, the teacher or teachers affected shall have first right of recall. Such recalls shall be in reverse order of reduction. That is: Last out, first in. They shall retain this option for the next school year following their reduction. This right of recall, however, will grant a right to recall only to a full-time position if the teacher held a full-time position at the time of reduction. A reduced teacher who held a

**REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)**

part-time position at the time of reduction will have a right to recall only to a part-time position for which the reduced teacher is certified.

In the event of an increase-in-force, all reduced teachers shall, in the order of priority, be offered reemployment in the area(s) of increase. This offer shall be contingent upon standard certification in the proper area.

Refusal of the offer of reemployment to an area of standard certification shall constitute forfeiture of any remaining rights of recall.

Acceptance or rejection of reemployment shall be made within one calendar week following receipt of written notice of the offer. Failure to respond within one week shall constitute a refusal and forfeiture of further right.

**Procedure of Reduction in Force**

Under the "Guidelines to Preliminary Procedures" the position(s) being reduced and the order of precedence has been established. This procedure identifies the teacher to be reduced. To apply this procedure, take one reduction at a time and determine the result before starting the second reduction procedure. The reduction shall be accomplished through the following steps. Each step must be applied in sequence to achieve the reduction. Each reduction process starts anew with step 1.

1. By attrition. An existing vacancy at the affected site will be filled by reassignment of a teacher from the reduced area to the vacant area. The reassigned teacher must have standard certification in the area of reassignment. Reassignments shall be considered in order from low rank to high rank for all teachers in reduced position. First possible reassignment is to be used.
2. By reducing the low ranking licensed, intern, or non-tenured teacher in the reduced area.
3. By transferring the low ranking tenured teacher from the reduced area to any area held by a licensed or intern teacher or non-tenured teacher. The transferred teacher must have standard certification in the newly assigned area. The lowest ranking licensed teacher, intern, or non-tenured teacher is to be terminated in the case of more than one area of possible transfer.
4. The low ranking tenured teacher will be terminated.

**Procedure for Establishing Rank of Teachers from Low to High**The order of ranking factors is:

1. Licensed teacher or intern with temporary or provisional certification.
2. Licensed teacher or intern with standard certification.
3. Non-tenured teacher:

**REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)**

- A. Temporary or provisional certificate.
- B. Standard certification.
  - 1. Seniority in district.
  - 2. Date of board approval of employment.
  - 3. Seniority in reduced area.
- 4. Tenured teacher:
  - A. Temporary or provisional certificate.
  - B. Standard certificate.
    - 1. Seniority in district.
    - 2. Date of board approval of employment.
    - 3. Seniority in reduced position.
    - 4. Degree status.
      - a. Bachelor's
        - 1. Written evaluations.
        - 2. Recommendations of principal and superintendent.
      - b. Master's
        - 1. Written evaluations.
        - 2. Recommendations of principal and superintendent.
      - c. Doctor's
        - 1. Written evaluations.
        - 2. Recommendations of principal and superintendent.
- 5. Coin toss.