

## **Northwest Indiana Special Education Cooperative**

### **Reduction in Force Board Policy 3131-a**

**July 2014**

The purpose of this policy is to establish a procedure for the reduction of probationary, professional, and established teachers due to a justifiable decrease in the number of teaching positions in the school system. When a reduction in force is determined to be necessary under this policy, the applicable provisions of I.C. 20-28-7.5 will be followed regardless of past practice. Furthermore, if anything in this policy should prove to be inconsistent with Indiana law, that specific item will be superseded by law; however the remainder of this policy will remain in full force and effect.

#### **(A) Consideration of Attrition**

1. Prior to commencing action to terminate teachers' contracts due to a reduction in force, the Director will meet with the Northwest Coop Teachers Union (NTCU) for the purpose of discussing a proposed reduction in certified staff that may be recommended to the NISEC Board of Managers. The NTCU and NISEC will attempt to make needed staffing adjustments through recommendations to the NISEC Board of Managers regarding any:
  - a. Voluntary retirements
  - b. Voluntary resignations

#### **(B) Preliminary Determination**

1. The Director will determine whether or not a reduction in force is necessary, appropriate, or in the best interest of the cooperative.
2. When the Director determines that grounds exist for a reduction in force, the Director will meet with the NTCU President or designee to discuss the number of positions being considered for reduction.
3. The Director will present a written recommendation to the NISEC Board of Managers indicating the number or estimated number of licensed employees to be reduced.
4. The NISEC Board of Managers will review the Director's recommendation and will determine whether to authorize a reduction of teaching positions
5. If the NISEC Board of Managers authorizes a reduction in force, the Director will discuss the Director's written recommendation for the reduction in force with the NTCU.

**The criteria for use in a reduction of force are as follows:**

The primary consideration for any reduction in force will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the NISEC Cooperative. If the NISEC Board of Managers authorizes a reduction in force, the following criteria will be considered in the following order when identifying the teacher(s) to be reduced:

- a. Teachers who received a performance rating of ineffective will be reduced first.
  - b. Teachers who received a performance rating of needs improvement will be reduced second.
  - c. Teachers who receive a performance rating of Effective will be reduced third.
  - d. In each performance rating category, the teacher(s) earning the lowest total overall scores on the evaluation rubric will be considered first.
  - e. The teacher with the greatest number of special education license areas and/or settings will be retained.
  - f. If all things remain equal as indicated above, length of service with NISEC will be the final determining factor.
6. The Director will present the names of the individuals being recommended for reduction in force to the NISEC Board of Managers.