

INFORMATION ITEM

December 6, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Update on Reduction in Force

The administrative team held a series of discussions regarding the upcoming reduction in force. We consulted with our lawyer and then met with our teaching staff through the Administrative Council in November to gather input and go over scenarios for giving the information.

The group came to consensus that the best way to give notices was to do it in letter format to all employees at 2:30 on the Friday before the BOE meeting in the month in which we would be doing the reduction. All administrators would be assigned at a building to stay as late as necessary in order to go over the information with all staff who had questions or wished to talk. The BOE packet would be posted at 4 PM and staff understands that the community would then have this information.

Beginning in January, we will offer a series of workshops to all interested staff on the topics of unemployment, COBRA, resume building, interviewing skills, and in general, finding employment. We wanted to be as proactive as possible with this information.

When we consulted with our lawyer, we were advised that because we give credit for additional coursework two times per year (September and January), we are safest to wait until after the January 31 deadline for coursework credit, then update the seniority list and wait the required 20 work days for corrections before actually issuing the notices. They feel that this best protects the district from a potential claim involving the seniority list. That puts us into March and we anticipate issuing notices at the regular March BOE meeting. We had wanted to do these in February, but find that it is preferable to do them in March so that teachers have every opportunity to finish coursework which does count on the seniority list.

We were advised to do non-renewals for all non-tenured staff we were letting go and to do the actual RIF notices for tenured staff. If that number is 6 or more, we need to hold an additional hearing. If it is 5 or less, we do not need the hearing. The hearing would simply consist of a public notice that we are doing a reduction in force. It would look similar to some of our budget hearings.

We can discuss this further at our meeting in greater detail.