

Saranac Community School

Board of Education Agenda

Regular Meeting

May 5, 2016

7:00 PM

Library, Saranac Elementary School

WALK-THRU AT 6:15 PM

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 3
4. Additions & Deletions
5. Comments from Guests - Agenda Items
6. Administrator's Update
7. Instructional Highlight - Stacy Sanders - Technology
8. Reports/Presentations
 - a. Accept Gifts 5
 - b. Retirement Resolutions 6
 - c. ISD 2016-2017 Budget Resolution 7
 - d. Technology Director Update 15
 - e. Teacher's Partial Leave of Absence 16
 - f. 3rd Amendment of the 2015-2016 Budget 19
 - g. 3rd Draft of the 2016-17 Budget 20
 - h. 2nd Reading on New Board Policy - Teacher Layoff/Recall Policy 21
 - i. 2nd Reading of NEOLA Policy 2000 (Program) & 3000 (Professional Staff) 27
9. Comments from Guests - Non Agenda Items
10. Superintendent's Report
11. Approve Executive Session Minutes
12. Board Requests/Reports
13. Communications
14. Closed Session for Superintendent Evaluation Update
15. Other
16. Adjournment_____

Per New Board Policy 0166 this will now be part of the Board Agenda

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools
Board of Education
Meeting #17

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, April 21, 2016 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 7:03 p.m.

Present: Coulson, Denny, Doll, Hawkins, & VanKuiken

Absent: LaWarre & Price

Ted VanKuiken was appointed Secretary in the absence of Secretary, Steve LaWarre.

Chris Coulson led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated April 14, 2016 were approved as written.

TREASURER'S REPORT: The Treasurer's Report for March was accepted as presented.

ADDITIONS & DELETIONS: None

COMMENTS FROM GUESTS – AGENDA ITEMS: The Board heard public comment.

APPROVE CONSENT ACTION ITEMS: Motion by Coulson, supported by VanKuiken and unanimously approved that the Saranac Board of Education accept the Consent Agenda Items as presented:

- ✓ Accept Gifts totaling \$2,125.00
- ✓ Approve Bills Paid totaling \$768,174.74 from General Fund for March/April
- ✓ 2016 Scholarships
- ✓ Eagle Scout Resolutions

CONSUMERS ENERGY PARTICIPATION AGREEMENT: Maury Geiger, Superintendent reported that he has been in contact with legal counsel as it relates to the participation agreement with Consumers Energy. Mr. Geiger would recommend that the board take action at this meeting under the assurance that we will have an acceptable agreement between both parties.

Motion by Hawkins, supported by Doll and unanimously approved that the Saranac Board of Education approve the participation agreement with Consumers Energy upon final review of legal counsel.

UPDATED POLICY 5502 – REDUCTION AND RECALL OF TEACHERS: Superintendent Geiger reported this is an updated policy that has been developed by the Thrun Law Firm. This is the 1st reading of this policy and will be brought back at the May 5 meeting for a 2nd reading.

NEOLA POLICY 0000(BYLAWS) AND 1000 (ADMINISTRATION) 2ND READING:

The board reviewed a 2nd reading of these two sections of policy, and these will be brought back at a later date for a 3rd review and approval.

COMMENTS FROM GUESTS-NON AGENDA ITEMS: The Board heard public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported the Legislative Retreat is next Tuesday in Lansing, and he will be attending along with; board members Brent Denny, Roy Hawkins and David Price. Mr. Geiger presented the budget for next year with staff. At the May 5 meeting, the board will be looking at potential staffing needs that will have to be made. Mr. Geiger will be speaking at the MICAN meeting tomorrow at the Ionia County ISD to talk about the Promise Scholarship Program. The May 5 board meeting will be held at the Elementary School.

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated April 14, 2014 were approved as written.

APPROVE FINANCE COMMITTEE MINUTES: Finance Committee minutes dated March 16, April 12 and April 20 were approved as written.

BOARD REQUESTS/REPORTS: Board member, Roy Hawkins reported on a recent MASB Negotiations workshop attended by Roy Hawkins, Sarah Doll, David Price and Maury Geiger. Mr. Hawkins also updated the board on the Thrun Law Firm workshop on Legal updates, which was attended by board members, Brent Denny, Roy Hawkins, and Maury Geiger.

COMMUNICATIONS: None

CLOSED SESSION FOR THE SUPERINTENDENT'S EVALUATION CALENDAR & GOALS: Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education go into closed session at 9:17 p.m. for the purpose of the superintendent's evaluation calendar & goals returning to open session at 10:15 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, and VanKuiken. Motion Carried.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:21 p.m.

Respectfully submitted,

Ted VanKuiken
Secretary Pro-Tem

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

This is directly related to the following areas of the District Strategic Plan:

- Community Relations

Here are the latest gifts received from various people and organizations.

The Saranac Promise	Donation	\$ 100.00
Relay for Life	Donation	\$ 250.00
Community Appreciation Dinner	Donation - Product	\$ -
Steven Brown Scholarship Fund	Donation	\$ 10,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 50.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 500.00
The Saranac Promise	Donation	\$ 5,000.00
Total This Month		\$ 19,900.00
Total Gifts for 2015-2016 Including This Month		\$ 171,264.75

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Retirement Resolutions

We have six retirements this year. To honor them we will be preparing retirement resolutions to honor all of them. The resolutions will be shared at the board meeting on Thursday for Carol Webb, June Truswell, Lori Visser, Terrie Abel, Kris Norris and Gary Golombisky.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Ionia ISD 2015-2016 Budget Information

The State requires that local Boards review proposed budgets for Intermediate School Districts. Ionia County ISD will present their proposed Ionia ISD budget for 2016-17 school year at this meeting.

Jason P. Mellema
Superintendent

Christopher J. Carnes
Director of Fiscal Services

James L. Löser
Assistant Superintendent
Special Education

April 20, 2016

TO: Ionia Intermediate Superintendents

FROM: Jason Mellema, Superintendent

RE: Ionia ISD 2016-17 Budget Projections - General Fund

Process:

Please find enclosed the Ionia ISD general fund budget for 2016-17. Section 624 of the Revised School Code, as amended, requires the Intermediate School Board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review.

No later than June 1 of each year the board of each constituent district shall review the proposed intermediate school district budget and shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget. If disapproving the budget, the constituent district board shall submit any specific objections and proposed changes it may have.

A resolution for support and one for disapproval of the Ionia ISD general fund budget is enclosed to assist in that process. Please have your Board Secretary confirm the support or disapproval and return the signed resolution to Catherine Wilson (cwilson@ioniaisd.org) by June 1, 2016.

The following information has been provided to assist in reviewing the general fund budget.

General Fund Overview:

As the name would indicate, the general fund houses many of the “general operations” of the ISD. This includes many of the general education services, such as curriculum and professional development services, and early childhood services like the Great Start Readiness Program and Great Start Collaborative. The general fund also houses other general operations such as executive administration, business and human resources services and IT services.

At \$3.6 million the general fund represents approximately 15% of the total ISD budget of \$25.3 million. The largest source of discretionary funding for the general fund is Section 81 state aid funding, which is similar to the foundation allowance for local districts. Section 81 funding totals nearly \$470,000 or 14.5% of general education revenue. The next largest source of discretionary funding is property tax revenue at \$221,070 or 6.8% of revenue. The largest overall source of funding is the Great Start Readiness Program at \$1.23 million or 38% of total revenue, which is restricted for GSRP programming.

Assumptions:

As with any budget a number of assumptions are used to build it. Below are the key assumptions that were used to build the general fund budget:

Property tax collections	1% increase
Section 81 funding	1.6% increase (same as foundation allowance)
Wages	Net increase of 1%
Medical insurance	2.5% increase (same as CPI)
MPERS retirement	Ranges from 20.96% to 24.94% Plus UAAL rate of 11.70%
Tax tribunals	No increase

A three year trend analysis showing 2014-15 actual, 2015-16 amended (January 16') and 2016-17 proposed is also included. Please take the time to review our budget. If there are any questions I can answer or additional information you would like on our budget please let me know, I would be happy to discuss at any time.

Three Year Trend Analysis
GENERAL FUND

Year ending:	2015	2016	2017	% chg
	Actual	Amended	Original	
Revenue:				
Local sources	402,138	365,541	371,151	1.53%
Non-educational sources	96,515	76,044	76,044	0.00%
State sources	1,849,455	2,189,478	2,129,936	-2.72%
Federal sources	160,478	64,842	64,842	0.00%
Interdistrict sources	871,217	547,198	587,198	7.31%
Total revenues	3,379,803	3,243,103	3,229,171	-0.43%
Expenditures:				
Instruction:				
Basic programs	830,971	770,831	783,562	1.65%
Added needs	56,787	58,217	59,035	1.41%
Supporting services:				
Pupil services	295,600	156,239	154,958	-0.82%
Instructional staff	765,569	576,623	560,256	-2.84%
General administration	228,068	286,250	278,145	-2.83%
School administration	-	-	-	0.00%
Business services	666,837	615,480	619,718	0.69%
Operation and maintenance	97,782	99,679	103,949	4.28%
Transportation services	55,890	69,918	70,037	0.17%
Central services	454,100	523,608	529,794	1.18%
Food	-	-	-	
Community services	263,674	241,348	241,348	0.00%
Intergovernmental payments	268,410	233,360	233,360	0.00%
Capital outlay	39,628	-	-	
Debt service				
Principal	52,960	-	-	
Total expenditures	4,076,276	3,631,553	3,634,162	0.07%
Revenue over (under) expenditures	(696,473)	(388,450)	(404,991)	4.26%
Other financing sources (uses)				
Transfer in	701,484	470,500	470,500	0.00%
Transfer out	(57,125)	(56,718)	(57,050)	0.59%
Total other financing uses	644,359	413,782	413,450	-0.08%
Net change in fund balances	(52,114)	25,332	8,459	-66.61%
Beginning Year Fund Balance	248,375	196,261	221,593	
Ending Year Fund Balance	196,261	221,593	230,052	
	4.81%	6.10%	6.33%	

ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2016, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.

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2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2016.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2016, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

kd

ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2016, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2016, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

kd

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Technology Update

John Milewski, Technology Director will be here to update the board on the latest technology information throughout the district.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Teachers Partial Leave of Absence

Per the SEA collective Bargaining Agreement any tenured bargaining unit member (teacher) who was at one time a full-time employee and is currently less than full-time is considered to be on a partial leave of absence. An employee on a partial leave of absence is entitled to return to a comparable position for which he/she is certified and qualified, even if such a return necessitates displacement of a bargaining unit member. Those employees on a partial leave of absence must notify the Board of Education in writing by April 15th if they wish to return to full time employment for the following year or request a continued partial leave of absence.

We have notified both teachers and have received their responses, Tina Catrell & Tara Rasmus for the 2016-2017 school year. This request can be handled in one of two ways.

1. Agree to the request as submitted. This will allow the teacher to continue to work half time but have the right to request to return to full time at the end of the year.
2. Deny the request. This will require the teacher to either return to full time employment next year or resign half of their position and become a half time teacher. This would only entitle them to half time employment in future years.

This will be brought back at the May 19 meeting for action.

April 15, 2016

Dear Superintendent Maury Geiger and Board of Education Members,

I am requesting to continue my half-time leave of absence for next year. My family is very important to me and I would like the opportunity to be able to work part-time and raise my young children at home as well. I hope the Board will grant my half-time leave as you have done in previous years. The Board has always been supportive of teachers' decisions to be part-time and for that I am truly gracious.

Sincerely,

A handwritten signature in cursive script that reads "Tina Catrell". The signature is written in dark ink and is positioned above the printed name.

Tina Catrell

April 15, 2016

Saranac Board of Education:

I'm writing this letter to inform you of my decision for my full time status next year. I had originally planned to come back full time next year, as my kids continue to get closer to college and I get closer to saving for my retirement. However, on Monday, I posed a question to Mr. Smith; "if I come back full time next year, will it cause someone else to lose their job." Mr. Smith, went back to the administration team and shared with me on Thursday, that it could cause someone else to lose their job. So, at this point in time I will continue with my part time leave.

However, with talking with Mr. Smith yesterday, I also asked him if something were to change and a position opened up could I be considered for that position. He informed me that I could. So, knowing that if a position were to come available I have the option to apply, I will stay part time and wait to see if something opens up for the next school year.

I appreciate the years that I have been allowed to stay home part time with my children. I truly have the best of both worlds.

Sincerely,

Tara Rasmus

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 3rd Amendment of the 2015-2016 Budget

The Board Finance Committee will be meeting on Tuesday, May 3rd to review the 3rd budget amendment for 2015-2016, and will be shared at the board meeting on Thursday.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Projected 3rd Draft of 2016-2017 Budget Update

The third draft of the 2016-2017 budget will be shared with the Board Finance Committee on May 3rd, and then presented at the board meeting for your review. As always, the goal is to have a balanced budget of projected expenditures to anticipated revenues, and the Board has established a goal of a minimum of a 5 % fund balance.

The budget timeline for presentation and approval is as follows:

May 5th – Update 2016-2017 budget projections (Third draft)

- Review 3rd amendment of the 2015-2016 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Make staffing recommendations

June 2nd – Update 2016-2017 budget projections (Final draft)

- Review 4th amendment of the 2015-2016 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections

June 16th – Final 2016-2017 budget projections – Budget Hearing

- Approve 4th amendment of the 2015-2016 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Approve the 2016-2017 budget with a minimum of a 5% fund balance

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Policy Revision – 5502 – Reduction and Recall of Teachers

At the last meeting the board reviewed the most recently updated district policy 5502 as it relates to Reduction and Recall of Teachers, and has been developed by the Thrun Law Firm. This is the 2nd reading of this policy and will be brought back for action at the May 19 meeting.

DISTRICT POLICY
REDUCTION AND RECALL OF TEACHERS

In making program and staffing decisions, **the Board of Education shall retain the most effective teachers who are certified and qualified to instruct the courses within the established curriculum, academic levels and departments.** The Board of Education shall determine the size of the teaching staff in response to curricular, fiscal, and other operating conditions and retains the exclusive right to do so. To the extent that such determinations involve the requirements of Section 1248 of the Revised School Code, MCL 380.1248, this policy shall guide the implementation of that statute.

To the extent that such determinations involve the adoption and implementation of a reform plan under Section 1280c of the Revised School Code (Priority Schools), MCL 380.1280c, and corresponding regulations and guidance, this policy and the District's reform plan shall control.

A. General Provisions

1. This policy applies to "teachers", which term refers to those District employees whose employment is regulated by the Teachers' Tenure Act, MCL 38.71, *et seq.*
2. The Superintendent shall be responsible, acting within budgetary approval and consistent with any applicable school redesign plan approved by the Michigan Department of Education, for establishing the number and type of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing complement of faculty or that a reduction in teaching staff is necessary due to programmatic or curricular considerations (including, but not limited to, implementation of a school redesign plan), he/she shall recommend to the Board the number of teaching positions and the academic levels or departments to be reduced.
3. Similarly, if after a reduction of teachers, the Superintendent determines that the District's programs and curriculum cannot be delivered through the existing complement of faculty and that sufficient funds are budgeted to support an increase in the number of teachers, he/she shall recommend to the Board the number of teachers to be added and the affected academic level(s) or department(s). If a school is operating under a redesign plan which authorizes a reduction in existing staff, recall of teachers is contingent upon compliance with the redesign plan.
4. Decisions involving the reduction and recall of teachers shall be guided by the following:
 - a. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the established curriculum, academic level(s), and department(s).

- i. This Policy shall not require retention or recall of a probationary or tenured teacher whose most recent performance evaluation contains an overall rating of “ineffective” or “minimally effective” in preference to any probationary or tenured teacher rated either “effective” or “highly effective”, as reflected in that teacher’s most recent performance evaluation.
 - ii. A probationary teacher who is rated as “effective” or “highly effective” on his/her most recent annual year-end performance evaluation is not subject to being displaced under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers’ Tenure Act, MCL 38.71, *et seq.*
- b. All teachers must be properly certified, approved, or authorized for all aspects of their assignments. The certification, authorization, or approval status of a teacher shall be:
 - i. Determined by applicable statutes and regulatory authority, including, but not limited to, the Revised School Code, the Teacher Certification Code, and the Michigan Department of Education’s Rules for Special Education Programs and Services; and
 - ii. Based upon documentation on file with the Superintendent’s office. A teacher shall maintain current and valid certification, approval or authorization, as applicable, and shall be responsible for filing a copy of his/her teaching certificate, approval, or authorization with the Superintendent’s office in compliance with Section 1532 of the Revised School Code, MCL 380.1532. If a teacher petitions for nullification of his/her teaching certificate or any endorsement, he/she shall promptly provide written notice of that petition to the Superintendent’s office.
- c. All teachers must be qualified for all aspects of their assignments, as determined by the Board based upon documentation on file with the Superintendent’s office and considering:
 - i. Compliance with applicable state or federal regulatory standards, including, but not limited to, those standards established as a condition to receipt of foundation, grant, or categorical funding;
 - ii. Compliance with applicable accreditation requirements;
 - iii. A teacher’s professional training and academic preparation for an instructional assignment that are anticipated to contribute to the teacher’s effectiveness in that assignment;
 - iv. Formal or specialized training in the subject area(s) or grade level(s);
 - v. Completed college and continuing education courses and professional development in the instructional subject area(s);

- vi. A teacher's prior teaching experience that is relevant to an instructional assignment and that is anticipated to contribute to the teacher's effectiveness in that assignment. This may include, but is not limited to, consideration of the following factors:
 - (1) the building and department, academic level and grade level;
 - (2) instructional subjects;
 - (3) recency of relevant and comparable teaching assignments; and
 - (4) previous effectiveness ratings;
- d. All teachers shall supply to the District current information and documentation supporting the teacher's qualifications, as provided above. Reduction and recall decisions shall be based on the teacher's certification and qualifications, as reflected in the District's records, at the time that such decisions are made. It is the laid-off teacher's responsibility to maintain current contact information (address, phone and e-mail address) in the Superintendent's office. Failure to maintain current contact information may negatively impact the recall of an eligible teacher under this policy;
- e. All teacher reductions and recalls are subject to formal action and approval by the Board of Education;
- f. The Superintendent shall provide written notice of Board-approved layoff or recall decisions to each affected teacher; and
- g. A teacher's length of service with this District or the teacher's attainment of tenure under the Teachers' Tenure Act shall not be the primary or determining factor in layoff and recall decisions.
- h. If the layoff or recall decision involves two or more teachers and each has the same year-end evaluation score used to determine the teacher's effectiveness rating under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code, a tenured teacher has priority over a probationary teacher and, among tenured teachers, the teacher's seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong) will determine preference for reduction and recall.

B. Reduction in Staff Process:

All teacher layoff decisions shall be implemented by the following process:

- 1. If one or more teaching positions are to be reduced, the Superintendent shall first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher for layoff shall be based upon the year-end evaluation score used to determine each teacher's effectiveness rating under the performance

evaluation system adopted by the Board to implement Section 1249 of the Revised School Code.

2. Teachers within the affected academic level(s) or department(s), who are certified and qualified for the remaining positions and who have the highest effectiveness scores will be retained and the teachers within the affected academic level(s) or department(s) who have the lowest effectiveness scores will be laid-off.
3. When a teaching position has been identified for reduction and there exists a concurrently vacant teaching position for which the incumbent teacher in the position to be reduced is both certified and qualified, and if that teacher has received an overall rating of at least “effective” on his/her most recent year-end performance evaluation, that teacher may be assigned to the vacant position unless the Superintendent determines that the educational interests of the District would not be furthered by that assignment.
4. If more than one teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the teacher with the highest year-end evaluation score used to determine the teacher’s effectiveness rating under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code shall be afforded priority for the assignment unless the Superintendent determines that the educational interests of the District would not be furthered by that assignment.

C. Recall Process

1. A teacher is eligible for recall under this Policy for 24 months or 2 years following the month in which the layoff becomes effective.
2. The Superintendent shall first identify the academic level(s) or department(s) where a teaching vacancy exists.
3. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign on-staff teachers to fill vacancies in accordance with District Policy 5501 Teacher Placement.
4. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take the following actions to fill a vacancy:
 - a. Recall the laid-off teacher with the highest effectiveness score on his/her most recent year-end evaluation under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code and who is certified and qualified for the vacancy.
 - b. Post the vacancy and consider all applicants if the Superintendent determines (i) that the District’s educational interests would not be furthered by recalling the laid-off teacher with the highest effectiveness score on his/her most recent year-

end evaluation; or (ii) that no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.

5. The District will provide written notice of the Board's recall decision to any recalled teachers and establish the time within which the teacher must accept recall, in writing, in order to preserve the teacher's employment rights.
6. A teacher who is recalled and fails to accept recall by the time designated in the recall notice or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, shall forfeit all rights to recall and continued employment unless the Superintendent, in his/her sole discretion, has extended the time limitation, in writing.

Legal Reference: MCL 38.71, *et seq.*; MCL 380.11a (K-12); MCL 380.601a (ISD); MCL 380.1248; MCL 380.1249; MCL 380.1280c; MCL 380.1532; MCL 423.215

Approved: _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2nd Reading of NEOLA Policy 2000 (Programs) & Policy 3000 (Professional Staff)

We will be reviewing and discussing the 2nd reading of NEOLA Policy 2000 and 3000. No action will be taken.