The Board of Education of Jordan School District met in study, closed and special session meetings on Tuesday, January 8, 2018, beginning at 4:06 p.m. at JATC South (Board Conference Room), 12723 S. Park Avenue (2080 West), Riverton, Utah.

STUDY SESSION

Those recognized or signed-in as present:
Janice L. Voorhies, Board President
Matthew Young, Board Vice President
Jen Atwood, Board Secretary
Bryce Dunford, Board Member
Tracy J. Miller, Board Member
Marilyn Richards, Board Member
Darrell Robinson, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
John Larsen, Business Administrator
Paul Van Komen, Burbidge & White
Michael Anderson, Administrator of Schools
Laura Finlinson, Administrator of Schools
June M. LeMaster, Administrator of Human Resources
Shelley Nordick, Administrator of Teaching and Learning
Lisa Robinson, Administrator of Schools
Brad Sorensen, Administrator of Schools
Doree Strauss, Administrator of Schools
Scott Thomas, Administrator of Auxiliary Services
Lance Everill, Manager, Emergency Operations
Travis Hamblin, Consultant, Planning and Student Services
Jeri Clayton, Administrative Assistant
Brendan Nielson, AV Maintenance
Vicki Olsen, President, Jordan Education Association
Dawn Ramsey, Mayor, South Jordan City
Traci Mariano, Administrative Assistant
John Johnson
Aaron Sainsbury, Emergency Manager, South Jordan City
Clint Mecham, Battalion Chief, Unified Fire Authority, and Emergency Manager for Salt Lake County

President Voorhies presided and conducted. The Board of Education met in a study session to discuss the following:

A. Information and Discussion to Help in Development of a Board Policy on Role of Elected Officials in an Incident Command / Emergency Situation

Mr. Young said in preparation for creating a Board policy about Board member duties/responsibilities in the event of some type of emergency incident, the Board tasked Mr. Everill, the District’s manager of Emergency Operations, with reaching out to community emergency personnel to obtain input and ideas for how to proceed in creating this policy. He invited Mr. Everill to report to the Board.

Mr. Everill introduced Mr. Clint Mecham, battalion chief for Unified Fire Authority and emergency manager for Salt Lake County, who was invited to present the Board with a valley-wide emergency management perspective. He also introduced Mr. Aaron Sainsbury, emergency manager for South Jordan City, who was invited to present emergency programs from a city perspective.
Mr. Everill referred to Utah Administrative Code R-277-400-9 which he said talks about school district cooperation with local government entities in providing emergency services to citizens. He informed the Board about current agreements with three of five cities related to shelter, an agreement with Salt Lake County Valley Health related to points of distribution for emergency supplies, and an agreement with the American Red Cross to use secondary schools as shelters and elementary schools as evacuation / transportation / communication / coordination hubs, which he said goes along with the Safe Neighborhoods program. He invited Chief Mecham and Mr. Sainsbury to provide information to the Board.

Chief Mecham expressed appreciation to the Board for Jordan District’s proactive work in preparing for emergency situations. He provided ideas the Board could consider such as the type and amount of participation they want in an incident, who will take on executive-level responsibility for an event, roles in the five phases: preparation, mitigation, prevention, response, and recovery, participation in a Primary Policy Group (a group that meets at an established coordination center in the event of an emergency event), and the importance of involving the District’s public information officer (PIO). He said the goal is to have all groups working in lockstep rather than confusion. He suggested the Board establish a location for a mini-operation center for the Board and essential staff to meet to help with messaging. Chief Mecham invited Board members to participate in FEMA training either through independent study or from someone qualified to train them. Board members expressed interest in participating in this training. He also suggested Board members become familiar with the programs Jordan District already has in place. Chief Mecham invited Board members to attend the next scheduled County Policy Group meeting so they can become familiar with how and what is being done in regard to emergency planning.

Mr. Sainsbury suggested the Board become familiar with the Safe Neighborhoods program and insure that school personnel understand the program and that they are or have implemented it.

Mr. Everill noted that the District’s Incident Command System adopted in 1999, provides a model for emergency response.

Board members discussed moving forward with developing a policy related to the Board’s role and procedures in emergency situations. Mr. Everill suggested that he could work with Chief Mecham to review existing FEMA and Department of Education documentation that may be able to be used as a blueprint for developing a policy related to the Board’s role, to which Board members agreed. Mr. Dunford asked to have information provided about what the District already has in place. Mr. Everill indicated that he would provide the Incident Command System manual as a starting point.

Superintendent Johnson suggested reviewing policy AA435 Community Emergency Management Programs, which was last reviewed on March 26, 2013. Board members agreed that this would be a good starting point, as well.

At 4:49 p.m., the meeting adjourned.

**MOTION:** At 4:49 p.m., it was moved by Jen Atwood and seconded by Marilyn Richards to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:

- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
President Voorhies presided and conducted. The Board of Education met in a closed session to discuss personnel, property, and negotiations. The closed session discussion was recorded and archived.

At 6:27 p.m., the meeting adjourned. The Board continued its study session.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:

- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Patrice A. Johnson, Superintendent of Schools
- Anthony A. Godfrey, Associate Superintendent
- John Larsen, Business Administrator
- Paul Van Komen, Burbidge & White
- June M. LeMaster, Administrator of Human Resources
- Scott Thomas, Administrator of Auxiliary Services
- Michael Anderson, Administrator of Schools
- Laura Finlinson, Administrator of Schools
- Shelley Nordick, Administrator of Teaching and Learning
- Lisa Robinson, Administrator of Schools
- Brad Sorensen, Administrator of Schools
- Doree Strauss, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Lance Everill, Manager, Emergency Operations
- Travis Hamblin, Consultant, Planning and Student Services
- Jeri Clayton, Administrative Assistant
- Brendan Nielson, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City
- Traci Mariano, Administrative Assistant

President Voorhies presided and conducted. The Board of Education continued its study session to discuss the following:

**B. Statement on Rule Regarding Athletic Eligibility for UHSAA**

Ms. Marilyn Richards distributed a draft letter addressed to UHSAA for Board members to review. The letter addresses athletic eligibility of students impacted by the boundary realignments necessary for the opening of the new high school in August 2019. Board members reviewed and discussed the letter and asked Dr. Johnson to prepare it for final signature.

At 6:43 p.m., the meeting adjourned. The Board convened in a special Board meeting.
President Voorhies presided and conducted. She welcomed those present, including friends and family of Board members and Ms. Sherrie Swensen, Salt Lake County Clerk. Mr. John Larsen, business administrator, led everyone in the Pledge of Allegiance. Reverence was given by Dr. Anthony Godfrey, associate superintendent.

I. Administration of the Oath of Office to New and Re-elected Board Members

Sherrie Swensen, Salt Lake County Clerk, administered the Oath of Office to the following re-elected Board members to serve a four-year term of office from January 2019 through December 2022:

Matthew Young District 2
Tracy Miller District 3
Jen Atwood District 7

II. Election of Board of Education Officers

Mr. Larsen reviewed the procedures used to elect Board officers to serve two-year terms of office for the years 2019 and 2020. He conducted elections for president, vice president, and secretary of the Jordan School District Board of Education.
A. Election of President

Mr. Larsen opened nominations for the office of president of the Jordan School District Board of Education to serve a two-year term.

Janice Voorhies nominated Bryce Dunford

Hearing no other nominations, Mr. Larsen confirmed acceptance of the nomination by Mr. Dunford and called for a motion to close the nominations for the office of Board president.

**MOTION:** It was moved by Marilyn Richards and seconded by Tracy Miller to close the nominations for the office of Board president. Motion passed with a unanimous vote.

Mr. Larsen conducted a vote by raise of hand on the nomination of Bryce Dunford to the office of Board president. Mr. Larsen stated that by unanimous vote, Mr. Dunford was elected to serve a two-year term as president of the Jordan School District Board of Education.

B. Election of Vice President

Mr. Larsen opened nominations for the office of vice president of the Jordan School District Board of Education to serve a two-year term.

Jen Atwood nominated Tracy Miller
Bryce Dunford nominated Matthew Young

Hearing no other nominations, Mr. Larsen confirmed acceptance of the nominations by Mrs. Miller and Mr. Young and called for a motion to close the nominations for the office of Board vice president.

**MOTION:** It was moved by Darrell Robinson and seconded by Marilyn Richards to close the nominations for the office of Board vice president. Motion passed with a unanimous vote.

Mr. Larsen conducted a vote by raise of hand on the nomination of Tracy Miller to the office of Board vice president. Mr. Larsen stated that by a vote of four to three, Mrs. Miller was elected to serve a two-year term as vice president of the Jordan School District Board of Education. Board members voting in favor of Mrs. Miller were Jen Atwood, Janice Voorhies, Marilyn Richards, and Tracy Miller.

C. Election of Secretary

Mr. Larsen opened nominations for the office of secretary of the Jordan School District Board of Education to serve a two-year term.

Tracy Miller nominated Matthew Young
Marilyn Richards nominated Jen Atwood
Jen Atwood nominated Marilyn Richards

Hearing no other nominations, Mr. Larsen confirmed acceptance of the nominations by Mr. Young, Mrs. Atwood, and Ms. Richards and called for a motion to close the nominations for the office of Board secretary.

**MOTION:** It was moved by Darrell Robinson and seconded by Bryce Dunford to close the nominations for the office of Board secretary. Motion passed with a unanimous vote.
Mr. Larsen conducted a vote by raise of hand on the nomination of Matthew Young to the office of Board secretary. Mr. Larsen stated that by a vote of four to three, Mr. Young was elected to serve a two-year term as secretary of the Jordan School District Board of Education. Board members voting in favor of Mr. Young were Darrell Robinson, Bryce Dunford, Tracy Miller, and Matthew Young.

The Jordan School District Board of Education officers and members as now constituted are:

Bryce Dunford, Board President
Tracy J. Miller, Board Vice President
Matthew Young, Board Secretary
Jen Atwood, Board Member
Marilyn Richards, Board Member
Darrell Robinson, Board Member
Janice L. Voorhies, Board Member

President Dunford presided and conducted the remainder of the special general session and closed and study sessions.

Comments by Board Officers and/or Members

President Dunford said he is humbled and grateful for the opportunity to represent his fellow Board members as president of the Board. He said his occupation and having ten children has given him a front row seat to public education and he had a desire to serve on the Board because he felt he had something to offer and wanted to make a difference. He hopes that he has been able to do that. He said what he didn’t anticipate from serving on the Board was the difference it would make in his life. He expressed his love for Jordan District and his fellow Board members and said he was honored to serve with them. He expressed appreciation to his wife and said his service is possible because of her and she deserves recognition.

Mrs. Miller said she also loves Jordan District and stated that phenomenal things have been accomplished. The District is running well and is leading the state in many areas and she is proud and honored to serve on the Board of Education. She thanked her family for their support and sacrifice which makes it possible for her to serve on the Board. She expressed appreciation for the relationships that have developed with many fine people on the Board and in the District. She expressed appreciation to Mrs. Voorhies and said she looks up to her and tries to emulate many of her fine qualities such as being kind and respectful. She said leading the Board has not been an easy job because members are very different, but pulling together the different perspectives is what has made the Board strong.

Mr. Young said former Board members performed a lot of hard work over the last number of years and he has missed associating with them and their contributions. He stated that he said this because he doesn’t think there has ever been a more exciting time to be in Jordan District and he doesn’t know if there has been a more exciting time to be on the Jordan School Board of Education. He said the work they have accomplished would not have been possible if it weren’t for the hard work of the Board members who came before them and a dedicated staff and community. He said he is excited for the work upon which they are about to embark. He looks forward to a new and better day in Jordan District and said it will be an honor and privilege to work beside his fellow Board members. He expressed his gratitude to his wife and son for their support and willingness to lift him up and allow him to serve. He said he is excited for the journey of the next four years.

III. Special Business

A. Recommendation to Approve Revisions to Administrative Policy DP327 Reduction in Licensed Staff
Mrs. Miller stated that she understands and is aware there is a great deal of anxiety among staff and teachers with all of the changes taking place in the District. She said she understands the concern and wishes she could reassure every teacher that it will be okay. She said the Board and Joint Relations Committee is working hard to address the concerns and to try to alleviate the anxiety. She thanked the JRC for the work they have done to revise this policy.

Public Comment

April Boone said she was notified last March that she would lose her position through a reduction in staff. She was told the decision was made on a District level using a rubric, which, although requested from various levels of administration, was never produced. She said she applied for over 40 positions within Jordan District but was not hired for any of them, even though she is highly qualified with three licenses in education and would be an asset to any team. On June 1, 2018, she was terminated and felt abandoned by Jordan District. She suggested making policy changes that include placement for qualified and highly qualified teachers who are subject to a RIF and suggested there be more transparency by District administration regarding the RIF process.

Amber Nelson said she taught in Jordan District for 18 years and always received the highest ratings on JPAS evaluations and her final rating was “highly effective.” She has a bachelor’s degree in reading and early childhood education and a master’s degree in reading with an emphasis in being a reading specialist. She received notification in March 2018 that she was selected as the Foothills Elementary RIF employee and was told the reason was declining enrollment and that her JPAS evaluation was used to make the selection. She feels she was selected because of her years of experience and even though positions became available at Foothills right after the RIF, she was not given the opportunity to return to Foothills and instead new first year teachers were hired and an underqualified teacher remained on staff, making it appear that employees with underqualified degrees are protected over those with traditional licenses. She said Jordan District is the only District in the area that does not place RIF teachers. On June 1, she was without a job and was forced to leave Jordan District. She said the policy language for first consideration needs to be stronger instead of guaranteeing an opportunity for RIF teachers to interview, they should be placed in a position. She said the changes to the policy are a step in the right direction, but there is much more that can be done to improve it. She asked the Board to send the policy back to the negotiations team for better improvements.

Becky Pratt said she has worked for Jordan District since 2004, working at Copper Canyon, Hayden Peak, and Riverside. She was also one of the teachers that became a “reduction in staff” because of Jordan District’s policy. Prior to working at Riverside she was on medical leave for shoulder surgery for one year. Before getting the position at Riverside, she worked as a substitute for six months and through substituting in District schools found that Riverside would be a good fit for her. She said the amount of emotional and behavioral issues she dealt with in her class at Riverside far exceeded any classroom she has ever worked in and she cannot see how she became a RIF teacher when she is highly qualified and has received high praise by team members and school staff. She stated concern with the impact the policy has on teachers in Jordan District and said at the time she was affected by a RIF, the only teachers that could be considered were effective and highly effective. She said the policy changes do not meet the needs of the District or of the teachers and it negatively impacts them and suggested making changes to policy to protect teachers.

Sherry Copier said she also received notification of RIF and became unemployed on June 1, 2018, but she was able to find a job in a different district. She said she was a third generation graduate of Jordan District and her children are the fourth generation and she and many family members have taught in Jordan District. She expressed disappointment with the process and said she made over 50 applications to try to continue working in Jordan District and received 10 interviews. She has a dual major in Special Ed and Elementary Ed and a master’s degree in
Elementary Math and has three other endorsements and was working on a fourth. She expressed her disappointment in the policy and didn’t think an interview would make a difference. She said when talking with Human Resources personnel, they said they were doing her a favor by letting her be a substitute in Jordan District and she should be happy with that. She said as a single mother she cannot support her family on substitute wages and no insurance. She hopes the Board will listen and make changes to the policy.

Jessica Dunn, UniServ director with JEA and member of the negotiations team, said she wanted to give accolades to the negotiations process and the relationship JEA has with Board members. She said in regard to the policy, JEA entered the process in good faith, meaning they have every intention of making good changes to the policy. She said at this time they are in the process of addressing grievances, but the timeline and outcome of the grievances could affect the language of policy DP327 NEG. She asked the Board not to take a vote on the policy at this time and to send it back to JRC for further work pending the outcome of the grievances.

**MOTION:**

It was moved by Janice Voorhies and seconded by Marilyn Richards to approve revisions to Administrative Policy DP327 Reduction in Licensed Staff. The motion passed with a vote of six to one. Mr. Robinson cast the dissenting vote.

A copy of Policy DP327 Reduction in Licensed Staff is attached at the conclusion of these minutes. (Attachment 1)

**B. Discussion and Possible Action to Approve and Authorize the Purchase and Sale Agreement between the Board of Education of Jordan School District, The Last Holdout, LLC and Olympia Ranch, LLC to Purchase Approximately 100 Acres of Property Located South of 12600 South and West of 6000 West in Salt Lake County, Utah, for a Total of $31,000,000 for Anticipated Future School and/or Education Sites, as Needed**

Mr. Scott Thomas, administrator of Auxiliary Services, said the intent for the purchase of this property in the southwest area of the District would be for future schools. It is a five-year interest-free loan and gives the Board the opportunity to decide the best location for placement of schools within different developments. He also said approximately 20 additional acres will be donated to the District.

Mr. Robinson said last June 14 he stood with his community as the mayor and others listened to the community express frustration with the Olympia Hills development. He expressed a concern he had that in an area that large, planning for future schools should take place. He stated that the purchase of this property provides a fantastic opportunity for the District to take care of the educational needs of students that will be coming and living in this area. He expressed gratitude for the hard work many people have done behind the scenes that helped to alleviate the community’s concerns.

Mr. Thomas stated that if approved, the Board would have a substantial inventory on the west side to meet the needs of the expected growth.

Ms. Richards stated her appreciation of the working relationship with Mr. Young and the Last Holdout, LLC, and hopes to have this good working relationship continue.

Mr. Van Komen, Board attorney, clarified that although the property acquired by the District would be within a master planned community project, the Jordan School District Board of Education does not specifically endorse any and all of the developer proposals within that master planned community. He said to help clarify this, Section 6 of the Purchase Sales Agreement has been amended to remove references/terms such as “cooperate” or "support" such now that a new provision in pertinent part would say, “buyer acknowledges seller’s intent to maintain the property
within the project and will work with seller regarding development of the property within the project.”

Public Comment
No patrons signed up or accepted the invitation to address the Board regarding this Special Business item.

**MOTION:** It was moved by Darrell Robinson and seconded by Janice Voorhies to approve and authorize the Purchase and Sale Agreement between the Board of Education of Jordan School District, The Last Holdout, LLC and Olympia Ranch, LLC to purchase approximately 100 Acres of property located south of 12600 South and west of 6000 West in Salt Lake County, Utah, for a total of $31,000,000 for anticipated future school and/or education sites, as needed. The motion passed with a unanimous vote.

At 7:33 p.m., the meeting adjourned. The Board returned to study session following a brief reception for Board members to greet family and friends who were in attendance for the Oath of Office and Board elections.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:
- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Patrice A. Johnson, Superintendent of Schools
- Anthony A. Godfrey, Associate Superintendent
- John Larsen, Business Administrator
- Paul Van Komen, Burbidge & White
- Jeri Clayton, Administrative Assistant
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City

President Dunford presided and conducted. He called for a motion to go into closed session.

**MOTION:** At 8:00 p.m., it was moved by Janice Voorhies and seconded by Marilyn Richards to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:
- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Patrice A. Johnson, Superintendent of Schools
- Anthony A. Godfrey, Associate Superintendent
- John Larsen, Business Administrator
- Paul Van Komen, Burbidge & White
President Dunford presided and conducted. The Board of Education met in a closed session to discuss personnel. The closed session discussion was recorded and archived.

At 8:02 p.m., the meeting adjourned. The Board returned to study session.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:
- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Patrice A. Johnson, Superintendent of Schools
- Anthony A. Godfrey, Associate Superintendent
- John Larsen, Business Administrator
- Paul Van Komen, Burbidge & White
- Jeri Clayton, Administrative Assistant
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City

President Dunford presided and conducted. The Board of Education continued its study session to discuss the following:

C. **Update on Permit Process**

Dr. Anthony Godfrey, associate superintendent, provided Board members with an update regarding the school permit process that began in December.

D. **Review of Legal Requirements for Hiring a Superintendent**

Mrs. Miller suggested the Board should begin thinking about the process for hiring a new superintendent and how to engage the public in the process.

Mr. Van Komen, legal counsel, reviewed the legal requirements for hiring a superintendent, noting that the Board has a great deal of flexibility in how they want to proceed with the application, interview, and selection process.

President Dunford asked to have an item added to the January 22, 2019 agenda to discuss the process for hiring a new superintendent and asked Board members to come prepared with ideas.

E. **Board Compliance with Open Meeting Law Training**

Mr. Paul Van Komen, legal counsel, stated that each year the Board is required to participate in Open Meeting Law training and suggested several ways this can be accomplished, which included taking advantage of resources provided by the Utah School Boards Association.

President Dunford proposed that Board members participate in the USBA online training which also fulfills the requirement for a Master Board designation.

President Dunford asked Board members to come prepared at the January 22 Board meeting to answer these questions: What challenge or problem in Jordan District would you like to solve in 2019? He said he would
like to hold a Board discussion about the input he receives and narrow the list to five challenges the Board can work towards solving during 2019.

Mr. Robinson reminded Board members that the first discussion on the Board’s Book of the Quarter assignment will be held January 22. He also stated that the book, “Most Likely to Succeed,” is a precursor to the one they will be discussing and shared this information in case anyone would like to read it prior to reading the assigned book.

**MOTION:** At 8:37 p.m., it was moved by Darrell Robinson and seconded by Marilyn Richards to adjourn the meeting. The motion passed with a unanimous vote.

JL/jc
Attachment
SUBJECT: REDUCTION IN LICENSED STAFF

I. Board Directive

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with Utah Code §§53G-11-517. This policy is intended to be consistent with the Public Education Human Resources Management Act §§53G-11-501 et seq.

II. Administrative Policy

A. Reduction in Staff (RIS)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program using a rubric as outlined in the “Reduction in Staff Guidelines” to consider the following:
   - Program and staffing needs of the school / District
   - Employee performance evaluation (appropriate for the job classification)
2. All teachers, including those on a plan of assistance or probation, may be affected by a RIS.
3. For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.
4. Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
5. Teachers affected by a RIS will be eligible to participate in transfers as per policy DP304 NEG – Teacher Transfers.
6. Teachers affected by a RIS may apply online for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. After June 1, if the teacher has not been hired for an available position, the employee will be subject to a RIF.

B. Reduction in Force (RIF)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:
   - Program and staffing needs of the school / District.
   - Employee performance evaluation (appropriate for the job classification).
2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days’ notice.
C. Rehire

1. If a licensed employee is terminated through a RIF, the employee will be contacted and given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.

2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee’s salary placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a salary change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the higher level provided a salary increase was authorized by the Board and included on the current salary schedule.

3. A licensed employee who is rehired following termination through the RIF process, shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

History of revisions: 9/13/11, 2/23/16
Recodification: 5/2018