

District Joint RIF (Reduction in Force) Committee
Protocols to comply with SB7 and the Performance Evaluation Reform Act
Eastland CUSD #308
February 1, 2012

Participants: Mark Hansen (Supt.), Sarah Spears (teacher), Kari Scobee (teacher), Jan Golden (Board member), Tami Kniss (Board member)

- Background: Beginning with the 2011-12 school year, reductions in force (RIF's) are required by law (SB 7 and SB 315) to be performance-based. This means that:
 - a. Teachers will be grouped based on their performance rankings first, and
 - b. Teachers will be dismissed based upon their performance group when the Board of Education finds it necessary to make reductions in force, and
 - c. When the Board finds it necessary to make a reduction in force, and teachers are in the same performance group, the order of dismissal will be based on seniority

- Groups will be as follows:

Group 1: Probationary (non-tenured) teachers without evaluations, or dismissed at the discretion of the District.

Group 2: Probationary and tenured teachers who have been evaluated as Unsatisfactory or Needs Improvement

- a. Teachers with the lowest average rating will be dismissed first
- b. Teachers within the groups with the same average rating will be dismissed by seniority

Group 3: Teachers who have been evaluated as Proficient

- a. based on last two summative evaluations (or last one summative evaluation, if this is a first year teacher)
- b. Teachers within the group will be dismissed by seniority

Group 4: Teachers who have been evaluated as Excellent

- a. based on the last two, or two of the last three evaluations
- b. Teachers within the group will be dismissed by seniority

- In the event of a reduction in force (RIF) of a specific certified position, qualified teachers in Group 1 shall be dismissed first, followed by Groups 2, 3, and 4.
 - a. All teachers who are dismissed for the purpose of making a reduction in force will receive a notice of honorable dismissal.
- Procedural requirements
 1. In consultation with a Joint RIF Committee composed of an equal number of Association and Board members, the Board shall establish a **“Sequence of Honorable Dismissal List”** each year.
 2. The list shall be based upon position (all qualified employees), and performance-based grouping within that position category.
 3. The list must be provided to the Association at least 75 days prior to the end of the school term **(Friday, March 2, 2012)**.
 4. So long as Illinois law continues to treat performance evaluations as confidential information, this list will be available to the teachers, but ***not*** to the public.
- Determining qualifications
 - a. Legal qualifications / certification requirements for the position, AND
 - b. any other qualifications determined by job descriptions
- All teachers subject to a reduction in force will receive notice 45 days before the end of the school term **(Tu, April 3, 2012)**.
- Because Eastland was compelled to transition from a 2-rating system (Unsatisfactory, and Satisfactory), to a 4-rating system (Unsatisfactory, Needs Improvement, Proficient, and Excellent) for the 2011-12 school year, it is necessary that previous evaluations be “converted” to a rating in the current system. The committee agreed that:
 - a. Previous “Unsatisfactory” evaluations will remain as “Unsatisfactory” in the new system
 - b. Previous “Satisfactory” evaluations will be converted to “Proficient” for the purposes of the new system
- Past practice at Eastland has been to require two (2) formative, and one (1) summative evaluation per year (based on the two formatives) for non-tenured teachers, and two (2) formative and one (1) summative evaluation every two years for tenured teachers. The Eastland Evaluation Committee has recommended continuing with these requirements in the new evaluation plan for 2012-13.

- The new laws require that teachers' last two summative evaluations will be used for the purpose of assigning teachers to a performance group, except in the following cases:
 - a. the teacher is a first year teacher in the District, and has only 1 summative evaluation, and/or
 - b. in situations when it is necessary to consider the last three evaluations to decide if a teacher should be placed in Group 4
- For the purpose of assigning teachers to a performance group:
 - a. If a teacher is a first year teacher, or in his/her first year of employment with the district, and has only one summative evaluation, the teacher will be assigned to a performance group based on that one evaluation. One exception will be for teachers who receive 1 summative evaluation of "excellent" in their first year of employment in the District. These teachers will be assigned to Group 3 (Proficient) because assignment to Group 4 requires a rating of "excellent" on two of the last three evaluations.
 - b. If a teacher receives a "needs improvement" and a "proficient" on his/her last two summative evals, the teacher will be assigned to performance Group 2 if the most recent evaluation was "needs improvement," and to performance Group 3 if the most recent of the two evaluations was "proficient."
 - c. If a teacher receives an "excellent" on two of his/her last three evaluations, the teacher will be assigned to Group 4.
 - d. If a teacher receives a "proficient" and an "excellent" on his/her last two summative evaluations, the teacher will be assigned to Group 3, unless the teacher has received a summative rating of "excellent" on two of his/her last three evaluations (see #2).
 - e. If a teacher receives a "proficient" and an "excellent" on his/her last two summative evaluations, and has only two summative evaluations in the District, the teacher will be assigned to performance Group 3.
- Teachers who are hired from other Illinois districts will not be granted portability of evaluations from their previous employer. The committee recommends that the issue of portability be re-considered after PERA is fully implemented in all Illinois schools.
- Upon a written request from any certified staff member, the Joint RIF Committee will review the Sequence of Dismissal List to determine if there is a trend related to low evaluation scores for teachers with longer periods of contractual continued service.
- A tenured teacher with a rating of proficient or excellent may request in writing (on or before September 1 of the school year) to be observed and evaluated by his/her principal in a non-evaluation year. If such a request is made in a timely manner, the Principal will schedule and complete two formative, and one summative evaluation of the teacher during that school year.