



# NORTHLAND SCHOOL DIVISION NO. 61

## SPECIAL BOARD MEETING NO. 17 – 04

### AGENDA

Time: 9:00 a.m. - April 13, 2017  
Location: Divisional Office, Peace River

Page No.

#### A. CALL TO ORDER

#### B. GENERAL BUSINESS

1. Waiver ..... 2
2. Certificated Staff Reduction ..... 3
  - 2.1 Attachments
    - Procedure 406, Certificate Staff Reduction ..... 4
    - Procedure 405, Certificated Staff Assignments..... 6

#### C. ADJOURNMENT

**BOARD OF TRUSTEES**

**TO: LOIS BYERS**  
**TRUSTEE OF THE BOARD**

**DATE: APRIL 13, 2017**

**FROM:** GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** WAIVER

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**ORIGINATOR:** ADMINISTRATION

<b>RECOMMENDATION</b>
That the Board of Trustees waive Section 67 (4) of the School Act.

## BOARD OF TRUSTEES

**TO: LOIS BYERS**  
**TRUSTEE OF THE BOARD**

**DATE: APRIL 13, 2017**

**PRESENTED BY:** GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CERTIFICATED STAFF REDUCTION

**ORIGINATOR:** WES OGINSKI, DIRECTOR OF HUMAN RESOURCES

### **RECOMMENDATION**

That the Board of Trustees authorize the Superintendent of Schools to implement processes defined by Procedure 406, Certificated Staff Reduction, for the 2017-2018 school year, if necessary.

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**CURRENT SITUATION:** By Procedure 406, Certificated Staff Reduction, current enrollment data and financial restrictions, administration is required to advise the Board that processes from the procedure may need to be implemented.

**BACKGROUND:**



## Procedure 406

### Certificated Staff Reduction

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#### Background

In certain circumstances such as declining enrollment, financial restrictions, school closures, or the restructuring of educational practices, it may become necessary to reduce the number of certificated staff in a specific school or throughout the division as a whole.

#### Procedures

1. Should it become necessary to reduce the number of certificated staff, the superintendent will advise the Board of the need to consider a reduction in the number of certificated staff required to provide the educational program in the division and where those reductions may be necessary.
2. The superintendent will first request staff members to advise the Human Resources Department as soon as possible if they are planning one of the following actions for the coming year:
  - 2.1 Resigning.
  - 2.2 Retiring.
  - 2.3 Requesting a leave of absence.
  - 2.4 Requesting a change in employment status such as full-time to part-time.

This will enable the superintendent to determine the feasibility of effecting the reduction through voluntary attrition.

3. If voluntary attrition does not result in the required reduction, then every effort will be made to effect the necessary reductions through the assignment of staff to other locations or assignments.
4. Should the required reduction not be achieved through voluntary attrition and/or transfer to other assignments, then a termination of contracts of employment will become necessary.



## Procedure 406

### Certificated Staff Reduction

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5. The determination of which contracts of employment will be terminated will be based upon the following criteria:
  - 5.1 The appropriateness of the academic and experience qualifications of the staff member, which are necessary to meet the needs and educational programs of the division. Every effort will be made to retain those staff members that have the qualifications and expertise to teach the approved programs.
  - 5.2 The relative competency of the staff member based upon written performance appraisals over a maximum of the past five years of service with the division.
  - 5.3 Seniority will be the determining criteria in those cases where qualifications, experience and relative competency are deemed to be equal.
6. The superintendent shall be responsible for applying the criteria noted above and recommending to the board those contracts of employment, which are to be terminated.
7. The superintendent shall provide the staff member, whose contract of employment has been recommended to the board for termination, a copy of the recommendation within a minimum of two weeks prior to the board meeting at which the recommendation will be considered. The staff member shall be advised of the date, time and location of the board meeting at which the recommendation will be considered.
8. The teacher shall be advised of the right to request a hearing before the board in accordance with Board Policy 12 – Hearings on Teacher Matters.
9. There is no obligation on the part of the division to assign a teacher, whose contract may have been terminated, to any vacant positions that may exist or arise with the division.



## Procedure 405

### Certificated Staff Assignments

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#### Background

In order to provide a high quality educational program to all of the students in the division, it is essential that all schools be staffed with appropriately qualified staff members

#### Procedures

1. The superintendent is responsible to ensure that each school is staffed with qualified personnel.
2. In the event of fluctuating enrollments or a change in the instructional program, it may be necessary for the superintendent to reassign staff. The reassignment of staff will be dependent upon:
  - 2.1 The educational needs of the division.
  - 2.2 The qualifications of the staff member.
  - 2.3 The expressed desire of the staff member.
3. The principal will complete, in conjunction with the Local School Board Committee, an organizational plan and submit it to the superintendent prior to the end of February. The organizational plan will include, but is not limited to the following:
  - 3.1 Projected student enrollment by grade.
  - 3.2 Teacher homeroom, and subject, assignment and anticipated student enrollments.
  - 3.3 Non-certified staff assignments
  - 3.4 Preparation and administrative time allocations
  - 3.5 School calendar.
4. The superintendent or designate shall review the plan and determine if a reassignment of staff is necessary.



## Procedure 405

### Certificated Staff Assignments

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5. Should a reassignment of staff be necessary, staff members will be selected in conjunction with the principal on the basis of program needs and the qualifications of the staff members involved. Consideration will be given to seniority wherever possible.
6. In all cases of staff reassignment, the principal and Local School Board Committee Chairperson will be advised prior to the reassignment being confirmed.
7. All staff members being reassigned shall be:
  - 7.1 Notified by the superintendent in writing.
  - 7.2 Be advised of their right for a hearing before the board in accordance with of the *School Act* and Board Policy No. 12 – Hearings on Teacher Matters.
  - 7.3 Eligible for divisional support for moving expenses upon approval of the superintendent
8. Should the projected enrollment not materialize as of September 30, the principal shall be requested to account for the discrepancy, and adjust the organizational plan accordingly.
9. Should a staff member request a transfer or reassignment to another school, the following steps shall be followed:
  - 9.1 The staff member shall complete and submit a change of assignment form on or before March 31<sup>st</sup> specifying:
    - 9.1.1 Subjects and grades the teacher is willing to teach.
    - 9.1.2 The name of the school, or geographic area, that is being requested.
    - 9.1.3 Areas of interest and expertise.
    - 9.1.4 The reason for the request.
  - 9.2 Teachers who have been in the same school for two or more years will be given priority for consideration of reassignment.



## Procedure 405

### Certificated Staff Assignments

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- 9.3 The principal and the Local School Board Committee of the school to which the teacher wishes to transfer shall review the request, conduct a local interview and provide their recommendation to the superintendent.
- 9.4 The superintendent shall advise the teacher in writing as soon as possible as to the success of the request.
- 9.5 The teacher shall be advised that divisional support for moving expenses will not be available.