Personnel

Administrative Reduction and Recall

In making program and staffing decisions, the Board of Education shall determine the size of the administrative 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 adoption and implementation of a reform plan under Section 1280c of the Revised School Code, MCL 380.1280c (Priority Schools), and corresponding regulations and guidance, this Policy and the District’s reform plan shall control.

A. General Provisions

1. This Policy applies to “administrators”, which term refers to those District employees assigned to positions with following titles: Principal, Assistant Principal, and Athletic Director.

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 administrative assignments to implement the approved educational programs and services. If the Superintendent determines that insufficient funds are budgeted for the existing complement of administrative positions or that a reduction in administrative staff is necessary due to programmatic, fiscal or other operating considerations (including but not limited to implementation of a school redesign plan), he/she shall recommend to the Board the number of administrative positions to be reduced.

3. Similarly, if after a reduction of administrators, the Superintendent determines that the District’s educational programs and services cannot be effectively managed through the existing complement of administrative positions and that sufficient funds are budgeted to increase the number of administrative positions, he/she shall recommend to the Board the number of administrative positions to be restored or added. If a school is operating under a redesign plan which authorizes a reduction in existing administrative staff, recall of administrators is contingent upon compliance with the redesign plan.

4. Decisions involving the reduction and recall of administrators shall be guided by the following:

   a. Administrator reduction and recall decisions will be premised on retaining the most effective administrators who are certified (or otherwise approved or authorized) and qualified for their assignments.
b. An administrator shall maintain current and valid certification, approval or authorization, as applicable, and shall be responsible for filing a copy of his/her administrative certificate, approval or authorization, with the Human Resources office. An administrator is also responsible for filing with the Human Resources office evidence of completion of continuing education requirements as prescribed by the Michigan Department of Education.

c. All administrators must also be qualified for all aspects of their assignment, as determined by the Board, 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. Professional training and academic preparation relevant to their assignment that are anticipated to contribute their effectiveness in that assignment;

iv. Formal or specialized training in educational leadership;

v. College course content, continuing education courses and successfully completed professional development or other training relevant to the administrative assignment.

vi. An administrator’s prior administrative experience that is relevant to the administrative assignment and that is anticipated to contribute to the administrator’s effectiveness in that assignment. This may include, but is not limited to, consideration of the following factors:

   a. The building, programs, services and academic level(s);
   b. The recency of relevant and comparable administrative assignments; and
   c. Previous effectiveness scores and ratings

vii. Possession or satisfaction of any qualification requirement(s) contained in a job posting, job description, or administrative regulation pertaining to the position in question.

d. Reduction and recall decisions shall be made on the basis of the certification and qualifications of an administrator, as reflected in the District’s records, at the time that such decisions are made. An administrator shall also supply to the Human Resources office current information and documentation of his/her qualifications, as defined above.

e. It is the laid-off administrator’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 their rights under this Policy.

f. The Superintendent shall provide written notice of layoff or recall to affected administrators, by regular mail and certified mail, or hand delivery when possible. Email
may be used if the administrator indicates in writing that he/she may be sent correspondence by email.

g. All administrative reductions and recalls are subject to formal action and approval by the Board of Education.

B. Reduction in Staff Process:

All administrator layoff decisions shall be guided by the following requirements:

1. When an administrative position has been identified for reduction and there exists a concurrently vacant administrative assignment for which the incumbent administrator in the position to be reduced is both certified and qualified, and if that administrator has received an overall rating of at least “effective” on his/her most recent year-end performance evaluation, that administrator may be assigned to the vacant position unless the Superintendent determines that the educational leadership interests of the District would not be furthered by that assignment.

2. If one or more administrative positions are to be reduced, the Superintendent shall first identify the administrative position(s) impacted by the reduction.

   a. The incumbent of an administrative position that has been identified for reduction will be preliminarily identified for layoff, subject to his/her right under this Policy to displace another administrator with a lower effectiveness score, who has not been identified for layoff and who is then assigned to an administrative position for which the administrator preliminarily identified for layoff is certified (or approved or authorized) and qualified. If there is more than one administrator that can be displaced by an administrator whose position has been identified for elimination (and who thereby has been preliminarily identified for layoff), the administrator with the lowest effectiveness score will be displaced by the administrator whose position has been identified for elimination. The displaced administrator shall be laid off.

   b. If an administrator assigned to a position that has been identified for elimination cannot displace another administrator under 2(a) above, he/she shall be laid off.

   c. The effectiveness scores utilized to implement administrator reduction and recall decisions under this Policy shall be determined by the evaluation system adopted by the Board to implement Section 1249b of the Revised School Code.

C. Recall Process

1. An administrator is eligible for recall under this policy for 24 months from the effective date of the notice of lay-off.

2. The Superintendent shall first identify the school buildings or departments where a vacancy in an administrative position exists. The Superintendent may reassign on-staff administrators to such position(s) prior to initiating a recall of laid off administrator(s).
3. If, after any reassignment of existing administrators, the Superintendent determines to recall a laid off administrator, the following shall apply:

   a. Recall of administrator(s) to vacancies may be accomplished by recalling the administrator with the highest effectiveness score on his /her most recent performance evaluation who is certified and qualified for the administrative vacancy.

   b. If the Superintendent determines, that no administrator on layoff meets the certification and qualification requirements for the position or as otherwise stated herein, the Superintendent may post the vacancy and consider all applicants.

4. If an administrator is selected for recall to a vacant position, the following apply:

   a. The Superintendent shall provide written notice of recall to administrators and shall establish the time within which the administrator must accept recall in order to preserve their employment rights.

   b. An administrator who is recalled and fails to accept recall by the time designated in the recall notice and report for work by the deadline specified in the recall notice, shall be regarded as having forfeited all rights to recall and continued employment unless the Superintendent, in his/her discretion, has extended those time limitations, in writing.

Legal Reference: MCL 380.11a; MCL 380. 1246; MCL 380.1249b; MCL 380.1280c; MCL 380.1532; MCL 380.1536; MCL 423.215

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