

RENTENTION PROCEDURE

This regulation is a framework/rubric of selection in the event of a reduction in force. However, the final decision on contracted employment will be determined by the Bristol Virginia School Board, in its sole discretion, and in consultation with the Superintendent of Schools.

Step 1. Determine the magnitude of the budget reductions, including consideration of allocation of those reductions among fixed and recurring operational expenses. The Superintendent makes decisions on final recommendations to present to the board.

Step 2. Determine appropriate staff and non-staff budget reductions. The Superintendent makes decisions on final recommendations to present to the board.

Step 3. Leadership and administrative team communicate the necessary staff reductions with staff and other stakeholder groups and gain input through staff surveys and/or meeting sessions from those groups to define the division needs. Factors to be considered in making such determinations will include:

- How do we make the reductions that are “best for students”?
- Can offering an early retirement opportunity resolve the budget issue?

Step 4. Leadership and administrative team compile ideas from meeting sessions and/or staff surveys and make recommendations to the superintendent for any staff position cuts. They will also determine if the staff person in the staff position to be eliminated could “bump” into another staff position. **Who is retained for the “bump” position(s) will be determined based on the needs of the school division, the experience level and performance rating of staff in similar positions (see matrix below), and the overall makeup of the building staff.**

Step 5. The Superintendent makes decisions on final recommendations to present to the board.

If a specific position is recommended for reduction in force, and there are other similar positions within the school system, the specific individuals in those positions will have their qualifications assessed based on the following:

Step 1. Merit – the leadership and administrative team shall first take into account the existence of a current year improvement plan (consideration will be given to the circumstances) in determining their recommendation to the superintendent.

Step 2. Thereafter, should more than one staff member remain eligible for a “bump” position(s), then all the remaining individuals will be compared using the following criteria. (This portion is summative, meaning that it will be the total score considered, not sequential sets of scores.)

Comparison Category	Criteria	Points
Evaluation	Most recent summative evaluation	Point rating for the most recent summative evaluation (1 to 4 points)
Professional experience including experience as an administrator.	Certified: 0.25 X total number of years of full-time contracted experience	
Education, licensing endorsements and other professional qualifications.	Certified: Single endorsement = 1 point More than 1 endorsement = 1 additional point Administration/Supervision endorsement = 1 additional point (4 point maximum)	
	Critical endorsement in one or more areas = 1 point each Includes: math, science, language arts, special education, vocational, ELL (3 points maximum)	
	Currently teaching as highly qualified = 0.5 for each area in which the teacher is considered highly qualified	
	Master's degree = 1 point Master's degree in field = 2 points (in addition to the bachelors degree point) Bachelor's degree in field = 1 point Educational Specialist or Doctorate = 1 point National Board Certified = 1 point	

Comparison Category	Criteria	Points
Length of service in the school division.	0.25 X total number of years of service to the district	
Probationary and non-probationary current year status.	Non-probationary = 1 point	
Extended Professional Responsibilities	Contracted/Non-contracted extra-curricular assignment (per principal/supervisor) = .33 point for each during current year (1 point maximum)	

The School Board reserves the right to place employees on an unpaid furlough status during the term of their contract for any period that the School Board, in its sole discretion, deems necessary, to the fullest extent permitted by law with the intent to not exceed ten (10) contracted days per year. In the event that a furlough is implemented, the pay that the employee is otherwise entitled to receive under this contract shall be reduced for each furlough day on a daily rate basis to be determined by dividing the salary stipulated in this contract by the number of days officially covered under the provisions of this contract.

Adopted: by the Bristol Virginia School Board on February 1, 2010
Revised: by the Bristol Virginia School Board on July 6, 2020
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