



UPDATE

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SAN BERNARDINO TEACHERS ASSOCIATION

1997 East Marshall Blvd., San Bernardino, CA 92404

(909) 881-6755 * fax (909) 881-6752

Linda Johnson, SBTA-President

Steps to Reduce the Number of Teachers at a School Site

As the school year comes to a close, many sites are finding that they have an excess number of certificated staff needed for the next school year. The following are the steps that MUST be taken whenever a school needs to reduce the number of teachers. Please take the time to read the necessary steps for the type of school you work at. If needed, refer to the Collective Bargaining Agreement Article XIX – Transfer.

Steps for Secondary Single D Track and Traditional School Sites

- 1) Principal and District determine student enrollment for the upcoming school year.
- 2) Using these enrollment projections and staffing ratio, the principal determines the number of certificated staff needed for each subject area.
- 3) If it is decided that the school site has an excess number of teachers in any subject area, then the principal must first ask all the teachers with the appropriate credential if anyone would like to voluntarily be transferred to another site.
 - a. If a teacher volunteers, then he/she completes a Voluntary Transfer Request Form (found on District website) listing up to four (4) school sites to be considered and completes the Quality Review (QR) meetings with the administration of the sites requested.
 - b. If no one volunteers, then step (4) occurs.
- 4) If there are no volunteers, then an Involuntary Transfer will occur. The person(s) that will be involuntarily transferred is determined by the following criteria:
 - a. Credential required for the position;
 - b. Qualifications for the position, including prior training and successful experience, skills, knowledge, and abilities;
 - c. Dependability and attendance;
 - d. Ethnic balance of the staff and affirmative action goals;
 - e. Staffing for designated co-curricular activities; and
 - f. Major and minor field of study.
 - g. If a.-f. are substantially equal, then seniority (first date of certificated employment in the District) is the determining factor.
- 5) Very close to the end of the school year, *after all voluntary transfers are placed*, the involuntary transferred teacher will be asked to meet with Tom Haldorsen, Director of Human Resources. At this meeting, Mr. Haldorsen will provide the vacancies in the District that the teacher is credentialed to fill. The teacher then chooses which site he/she would like.
- 6) An involuntary transferred teacher has the following contractual rights:
 - a. Cannot be involuntarily transferred again for two (2) years; and
 - b. Within one (1) year, the teacher has the right to return to the former school if a vacancy occurs (vacancy must be discovered by the teacher before it is filled) and must inform the District of his/her wish to return.

Steps for Elementary Single D Track and Traditional School Sites

Follow the same steps as described for *Secondary Single D Track and Traditional School Sites* with the exception of steps 2) and 3). Below are the appropriate step descriptions.

- 2) Using these enrollment projections and staffing ratio, the principal determines the number of certificated staff needed at the school site.
- 3) If it is decided that the school site has an excess number of teachers, then the principal must first ask the entire certificated staff if anyone would like to voluntarily be transferred to another site.
 - b. If a teacher(s) volunteers, then he/she completes a Voluntary Transfer Request Form (found on District website) listing the four (4) sites to be considered and completes Quality Review (QR) meetings with the administration of the sites requested.
 - c. If no one volunteers, then step (4) occurs.

Steps for Multiple Year-Round School Sites

- 1) Principal and District determine student enrollment for the upcoming school year.
- 2) Using these enrollment projections and staffing ratio, the principal determines the number of certificated staff needed for each Track.
- 3) If it is decided that one of the Tracks has an excess number of teachers, then the principal must first ask the entire certificated staff on that Track only, if anyone would like to voluntarily be transferred to another school or to a vacant position on a different Track at that same site.
 - a. If a teacher volunteers to be transferred to another school, then he/she completes a Voluntary Transfer Request Form (found on District website) listing up to four (4) school sites to be considered and completes the Quality Review (QR) meetings with the administration of the sites requested.
 - b. If a teacher volunteers to fill a vacant position on a different Track at the same school site, then he/she will indicate that agreement in writing with the principal.
 - c. If no one volunteers, then step (4) occurs.
- 4) If there are no volunteers, then an Involuntary Transfer will occur. The person(s) that will be involuntarily transferred is determined by the following criteria:
 - a. Credential required for the position;
 - b. Qualifications for the position, including prior training and successful experience, skills, knowledge, and abilities;
 - c. Dependability and attendance; and
 - d. Ethnic balance of the staff and affirmative action goals.
 - d. If a.-d. are substantially equal, then seniority (first date of certificated employment in the District) is the determining factor.
- 5) Very close to the end of the school year, *after all voluntary transfers are placed*, the involuntary transferred teacher will be asked to meet with Tom Haldorsen, Director of Human Resources. At this meeting, Mr. Haldorsen will provide the vacancies in the District that the teacher is credentialed to fill. The teacher then chooses which site he/she would like.
- 6) An involuntary transferred teacher has the following contractual rights:
 - a. Cannot be involuntarily transferred again for two (2) years; and
 - b. Within one (1) year, the teacher has the right to return to the former school if a vacancy occurs (vacancy must be discovered by the teacher before it is filled) and must inform the District of his/her wish to return.

**** If any of these contractual steps are not followed by your principal, please inform your SBTA Site Representative immediately to begin the Grievance Process.**