

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 9 a.

MEETING OF February 22, 2023

ITEM TITLE:

**UNFINISHED BUSINESS**

Motion to approve the District Reduction In Force Plan.

REVIEWED BY:

Superintendent

SUBMITTED BY:

Michael Robbins, Superintendent

APPROVED FOR SUBMITTAL:

  
\_\_\_\_\_  
Superintendent

SUMMARY STATEMENT:

District staff is seeking Board approval for the Reduction in Force Plan (RIF.)

ISSUE/BACKGROUND:

Ketchikan Gateway Borough School District has seen an enrollment decline from 2,127.4 students enrolled in FY22 to 2,044.4 students enrolled in FY23 (3.9% decline) and projects that student enrollment will decrease again to 2,020 students enrolled for FY24 (4.9% decline from FY22.) The district also anticipates its non-personnel costs will increase for the 2023-24 school year. This causes the district to project an anticipated budget deficit of \$3,000,000.00 for the 2023-24 school year unless corrective measures are taken.

The Board has notified the Ketchikan Education Association of the need for a reduction in force and has heard public comment and testimony as well as administrative recommendations regarding the most educationally responsible means to respond to this budget crisis.

Board Policy 4117.3 and the Negotiated Agreement between the Ketchikan Education Association and the Ketchikan Gateway School District ("the KEA Negotiated Agreement") allow the Board to enact a reduction in force when it becomes necessary.

State Statute AS 14.20.177 as well, permits a school board to adopt a reduction in force plan if the board finds that the district is experiencing declining student enrollment and a reduction in force will likely be necessary to responsibly manage the district's finances.

District administration and the Board have considered a wide variety of cost cutting options and has the Board has determined that even after natural attrition and offering unpaid leave, a reduction in the district's teaching positions is necessary as one means of addressing the district's anticipated budget deficit.

ATTACHMENTS:

- KGBSD RIF 2023-24

RECOMMENDED ACTION: If the Board of Education accepts the data concerning enrollment, the Board will make the following finding with a roll call vote: "The School Board finds that **the district is experiencing declining student enrollment and has determined that a reduction in certificated personnel is necessary.**"

RECOMMENDED ACTION:

"I move that the Board of Education **approve the District Reduction In Force Plan.**"

# **Ketchikan Gateway Borough School District**

## **Reduction In Force Plan**

WHEREAS, the Ketchikan Gateway Borough School District has seen enrollment decline for the past two years and projects that student enrollment will decline again for the 2023-24 school year; and

WHEREAS, the District anticipates its non-personnel costs will also increase for the 2023-24 school year;

WHEREAS, the District projects an anticipated budget deficit of \$3,000,000.00 for the 2023-24 school year unless corrective measures are taken;

WHEREAS, the Board has notified the Ketchikan Education Association of the need for a reduction in force;

WHEREAS, the Board has heard public comment and testimony as well as administrative recommendations regarding the most educationally responsible means to respond to this budget crisis;

WHEREAS, Board Policy 4117.3 and the Negotiated Agreement between the Ketchikan Education Association and the Ketchikan Gateway

School District (“the KEA Negotiated Agreement”) allow the Board to enact a reduction in force when it becomes necessary;

WHEREAS, State Statute AS 14.20.177 permits a school board to adopt a reduction in force plan if the board finds that the district is experiencing declining student enrollment and a reduction in force will likely be necessary to responsibly manage the district’s finances; and

WHEREAS, the administration and the Board have considered a wide variety of cost cutting options and the Board has determined that even after natural attrition and offering unpaid leave, a reduction in the District’s teaching positions is necessary as one means of addressing the District’s anticipated budget deficit;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts this reduction in force plan, consistent with AS 14.20.177 and the KEA Negotiated Agreement, which eliminates certificated positions, potentially including tenured positions, but allow the District to maintain its academic programs.

2. If the Board finds that a reduction in force is necessary based upon the fiscal considerations detailed above, the reduction in force of

certified teaching positions will be conducted in accordance with Alaska statutes and the KEA Negotiated Agreement.

3. The following procedures will be followed pursuant to AS 14.20.177 and the KEA Negotiated Agreement. The District will provide notice of non-retention to all non-tenured teachers that do not hold a Professional Alaska teaching certificate in reverse order of seniority. The District will provide notice of non-retention to all non-tenured teachers (including non-tenured teachers who teach at the District's charter schools) in reverse order of seniority. The District may lay off tenured teachers who, because of the elimination of specific programs or regular education positions, are not qualified to teach in any District positions. If the District still needs to reduce the number of teaching positions, the District will provide layoff notice to tenured teachers in reverse order of seniority. The District may retain non-tenured teachers and place on layoff status a tenured teacher if there is no tenured teacher in the District who is qualified to replace the non-tenured teacher.

4. The Board reviews the Administration's proposed budget in February. The Board then considers input from community members, parents, certified and classified staff and their unions, principals, and the District Administration. After receiving further information regarding funding from the State of Alaska, the Borough, the federal government, and any other sources, the Board will adopt a budget. As the Board works to

finalize the District's FY 24 budget, it will make a decision regarding implementation of the reduction in force Plan.

5. If the Board implements a reduction in force, the District will provide the Ketchikan Education Association a list that ranks all teachers by seniority with their certification and endorsements and another list that indicates those teachers that are identified for layoff.

6. Pursuant to the Negotiated Agreement, Seniority is defined as uninterrupted years, months and days of teaching service in the Ketchikan Gateway Borough School District. Approved leave, with or without pay, shall not be considered as interruption in years of service.

7. For purposes of this Plan, state law provides that a tenured teacher is considered qualified for a position if the position is in

- a. grades K-8 and the teacher has an elementary endorsement;
- b. an established middle school and the teacher has
  - (i) an elementary endorsement;
  - (ii) a middle school endorsement; or
  - (iii) a secondary certificate with a subject area endorsement in the area of assignment in which the teacher filling

the position will spend at least 40 percent of the teacher's time or the teacher has, within the five years immediately preceding the last date on which the teacher performed teaching services in the district before being laid off, received an evaluation stating that the teacher's performance in the subject or subjects meets the district performance standards; or

- (c) grades 9-12 and the teacher has an endorsement for each subject area in which the teacher filling the position will spend at least 40 percent of the teacher's time or the teacher has, within the five years immediately preceding the last date on which the teacher performed teaching services in the district before being laid off, received an evaluation stating that the teacher's performance in the subject or subjects meets the district performance standards.

8. The District shall recall teaching staff affected by this reduction in force if and when, in the course of the next three years, the Board determines that changed financial circumstances make it economically and educationally responsible to reinstate one or more teaching positions. Teachers who wish to be considered for recall shall notify the District in March of each year to continue on layoff status for the following school year.

The notice must contain the teacher's phone number and address. The District shall offer the position to teachers in inverse order of the layoff procedure described in Paragraphs 2 and 3. If the teacher does not accept the offer of a teaching position within 30 calendar days of receipt of the offer, the teacher will no longer be considered on layoff status and is no longer entitled to hiring preference unless the teacher declines the offer is because the teacher is contractually obligated to provide professional services to another private or public educational program.

9. Teachers on leave at the time of lay-off shall be treated as if they were presently teaching.

10. A tenured teacher who has received notification of lay-off may elect to take unpaid leave for up to one year. Teachers who elect to take unpaid leave in lieu of lay-off shall be considered for recall following the expiration of such leave in accord with these procedures, provided written notice of interest in and availability is provided to the District by March 15 annually.

11. Continuing access to benefits shall be available to any laid-off teachers to the extent provided by COBRA.

12. A laid-off tenured teacher shall be granted priority status by seniority on the District's substitute teacher list unless the teacher does not complete the necessary substitute forms.

13. Layoff status does not constitute a break in service for retaining tenure rights and accrued sick leave.

14. The District shall maintain all other academic programs not affected by the plan.

15. The District will provide layoff notices to tenured teachers prior to the May 15<sup>th</sup> deadline set forth in AS 14.20.140.