

## Retention of Administrative Staff

In the event the Board adopts a reduced educational program due to enrollment decline, a levy loss, termination or reduction of State funding or funding of categorically-funded projects or other adverse financial circumstance, or an administrative re-organization, the Board, upon recommendation of the Superintendent, will determine the number of administrative positions to be eliminated or consolidated. The Superintendent will determine the specific positions affected in the best interests of the District. Those employees holding administrative or supervisory positions (“administrators” herein) who will be retained to implement the district’s reduced or modified program and those administrators who will be terminated from employment or otherwise and adversely affected in contract status will be identified pursuant to the provisions of the processes and criteria which follow:

### Section 1 – Determination of Vacant Positions

The District will determine, as accurately as possible, the identity of administrators known as of April 1 to be leaving the district for reasons of retirement, resignation, leave, discharge, or non-renewal, etc. and these vacancies will be taken into consideration in determining the number of available administrative positions for the following school year.

### Section 2 – Certification

Possession of any valid Washington State Certificate, which may be required for the position(s) under consideration shall be a prerequisite for retention.

### Section 3 – Administrators

The Superintendent will identify the administrative positions to be eliminated or consolidated. The Superintendent will then identify specific employees subject to reduction in light of skills needed to continue the District’s programs and operations in the best interest of the District.

### Section 4 – Transfer to a Subordinate Certificated Position

Nothing in this policy shall restrict or limit the District’s right under RCW 28A.405.230 to transfer administrators to subordinate positions.

### Section 5 – Action by the Superintendent

The provisions of section 1 through 4 above shall be implemented on or before May 15 of the school year prior to the school year in which staff reductions may be necessary. The Superintendent shall take such action as may be required by statute to non-renew or adversely affect the employment contracts of affected employees.

Legal Reference:      RCW 28A.150.230      Basic Education Act  
                                 RCW 28A.405.300      Adverse Change in Contract Status  
                                 RCW 28A.405.210-230      Conditions and Contract of Employment