



***Mid-Valley Special Education Cooperative***

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: January 9, 2018

RE: Reduction In Force (RIF) Guideline, 2017-2018

The administration for Mid-Valley Special Education Cooperative (MVSEC) and the Mid-Valley Special Education Association (MVSEA) collaborated as a committee on November 20, 2017 to discuss Reduction in Force (RIF) guidelines for the 2017-2018 school year. Rules for the 2016-2017 year were accepted and identified that no changes were required for the 2017-2018 school year. Further, the committee reviewed staff ratings.

Following is the RIF timeline:

<b>Activity</b>	<b>Due Date</b>
Schedule additional Committee meetings	February 1, 2018
Hire dates/years of service document	February 1, 2018
Corrections to hire dates/years of service	March 1, 2018
Share RIF list with MVSEC leadership	March 1, 2018
Hire dates/years of service presentation to Board	April 4, 2018

Attached are minutes from the MVSEC and MVSEA RIF Committee meeting as well as the final guideline/rule for RIF.

MVSEA/MCSEC RIF Committee  
Final Rules, 2017-18

1. All staff:
  - a. 14-16 = Excellent
  - b. 11-13 = Proficient
  - c. 8-10 = Needs improvement
  - d. 4-7 = Unsatisfactory
2. If there are only two evaluations and there are differences, most recent evaluation would indicate group placement.
3. If the last two evaluations are different, refer back to the third year and majority rules.
4. If the evaluation has not been completed for the entire year, the rating is proficient.
5. If there is only one evaluation, the staff member will be placed in the appropriate category.
6. If the staff member has been placed by the committee in Group 1, and the evaluation is completed by 45 days prior to the end of the school year, then MV administration will place the staff member in the RIF group according to the RIF rules. All other staff members will be placed in the appropriate group prior to 75 days before the end of the school year.
7. If, in a three-year evaluation cycle, a staff member has the rating of Needs Improvement or Unsatisfactory in one of last two years, the staff member would be placed in group 2.
8. Part-time staff are placed in Group 1. The same rules apply for order of dismissal.
9. Tie-breaker for seniority
  - a. Higher raw scores, if systems are equivalent
  - b. Lottery
10. The RIF Committee will review the summative ratings of each staff member and confirm placement in the correct RIF category, in order to verify that the RIF rules have been followed.

**Group Placement – Performance**

Group 1: Probationary with no summative and part-time

Group 2: Unsatisfactory or Needs improvement in 1 of last 2 evaluations

Group 3: Consistently proficient

Group 4: Excellent rating in 2 of last 3 evaluations

**Seniority – Order of Dismissal**

Group 1: Dismissed and recalled at discretion of administration

Group 2: RIFd by inverse seniority within licensed groups. No recall rights for those with 2 NIs or one U and NI evaluation; no recall rights for those with one evaluation with NI or U; limited recall rights for NI with the most recent evaluation P or E up until February 1<sup>st</sup> of the following year.

Group 3: RIFd by inverse seniority within licensed groups. Recall rights

Group 4: RIFd by inverse seniority within licensed groups. Recall rights

## **MVSEA/MCSEC RIF Committee Meeting**

### **Minutes**

November 20, 2017

1. Present: Mindy Kaplan; Carolyn Vierecki; Nancy Sporer; Marianne Fidishin
2. Rule for 2016-2017 reviewed and accepted as is and proposed for 2017-2018 year.
3. No changes were required for 2017-2018
4. The group reviewed staff ratings from 2016-2017 school year for all staff; pleased at the number of 4 ratings
5. Committee timeline: To be completed by Thursday, February 1, 2018
  - a. Meeting dates/times
  - b. Hire dates/years of service due Thursday, February 1, 2018; Corrections due Thursday, March 1, 2018 RIF deadline: April 4, 2018 Board meeting
  - c. Share RIF list with MVSEA Leadership prior to Board, Thursday, March 1, 2018
  - d. If Group 1 RIFs, union may request additional information/evidence
6. Other/Next Steps: None