

Hitchcock Independent School District

BOARD OF TRUSTEES

Meeting Date: February 2, 2025

Presented by: **Dr. Darryl J. Henson, Superintendent of Schools**

Subject: **Resolution Declaring Reduction in Force Due to Program Change**

Action Item

BACKGROUND INFORMATION:

Hitchcock ISD Board Policy DFFB(LOCAL) establishes the formal procedures for a Reduction in Force (RIF) necessitated by program changes, such as declining enrollment, budgetary constraints, or a reorganization of curriculum. Under this policy, the Board of Trustees holds the authority to identify specific "employment areas" (such as grade levels, departments, or certificate areas) where staff reductions must occur. Once these areas are defined, the Superintendent applies specific criteria to determine which employees will be recommended for contract termination. While seniority is often considered, the policy prioritizes objective factors such as professional performance appraisals, specialized certifications, and the specific educational needs of the district to ensure that the highest quality of instruction is maintained during the transition.

Affected employees are entitled to formal written notice and may have the right to request a hearing to contest the decision, depending on their contract type and state law. Additionally, the policy often provides a framework for the "recall" or re-employment of displaced staff, giving qualified individuals priority for future vacancies within the district for a specified period. Ultimately, DFFB(LOCAL) serves as a vital legal safeguard, ensuring that any necessary staff reductions are conducted in a transparent, consistent, and legally compliant manner that protects both the district's fiscal health and its educational standards.

BOARD ACTION REQUIRED:

I move that the Board approve the resolution declaring a reduction in force due to a program change as presented.

POLICY AUTHORIZATION:

DFFB(LOCAL)

CONTACT PERSON:

Dr. Darryl J. Henson, Superintendent
Chris Armacost, Assistant Superintendent
Robin Hataway, Chief Financial Officer

FUNDING SOURCE:

General Fund (199)

ENCLOSURES:

Resolution Declaring Reduction in Force Due to Program Change