

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Faculty Reduction in Force  
**Date:** April 12, 2004

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**Recommended Action:**

Approve the recommendation of the Superintendent of the Iowa Braille and Sight Saving School to conduct a reduction in force at the campus by terminating the continuing contract of one probationary teacher.

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**Executive Summary:**

Superintendent  
recommends  
reduction in force

The Iowa Code and the Board of Regents policy allows for a faculty reduction in force to occur under certain conditions. Superintendent Thurman has determined that, due to declining enrollment on campus, he must recommend termination of the contract of one probationary teacher. The requisite policy and procedures have been followed with respect to this recommendation of termination of contract, and the individual in question has not requested a private hearing.

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**Background:**

Decline in  
enrollment

Core classrooms  
reduced

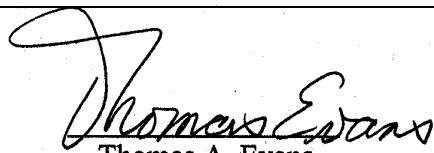
The Iowa Braille and Sight Saving School continues to provide direct educational instruction to nearly 300 students throughout the state of Iowa, with a total of nearly 600 students receiving services from the school. While the numbers of students educated in their local public and private schools has continued to increase, the number of students educated on-campus in Vinton has continued to decrease. From 1996 to 2004 the school's on-campus student enrollment has declined from 54 on-campus students to 31 on-campus students. To adjust for the declining enrollment, it is recommended that the continuing contract of one probationary faculty member be terminated, reducing the number of on-campus core classrooms from seven to six

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**Analysis:**

Process is guided by statute and Board policy.	Iowa Code §§279.13-19 pertains to continuing contracts for probationary teachers, and the process that occurs when such contracts must be terminated. Board of Regents policy allows for a faculty reduction in force to occur in response to a decline in enrollment at a special school. The Board has a confidential exhibit that provides the Superintendent's reasons for recommending the contract termination of the individual in this case.
Reasons in confidential exhibit	
Notice provided	Superintendent Thurman has provided the faculty member with the notice of the termination that is required by law. The teacher has not requested a private hearing before the Board on this matter as permitted by law.
Board may act at this meeting	Superintendent Thurman has met the requirements of the Iowa Code and Board policy relative to the reduction in force and the termination of this probationary teacher's contract. Consequently, the Board may take action pursuant to the Superintendent's recommendation at this meeting.

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Thomas A. Evans

Approved:   
Gregory S. Nichols