

MEMO



January 30, 2020

OFFICE OF HUMAN RESOURCES

Washoe County School District

425 East Ninth Street

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Phone (775) 348-0321

TO: All Licensed Administrators

FR: Emily Ellison
Chief Human Resources Officer

RE: **TRANSFER/OVERAGE GUIDANCE FOR 2020-21**

It's that time of year when we balance the existing standard and limited-term standard contract teachers between schools which will need additional staff for the coming school year, based on projected enrollment. Before any school can fill a teaching vacancy with a teacher not currently employed on a standard or limited-term standard contract, it is necessary that the teachers from schools with reduced allocations be placed per the certified negotiated agreement.

To help you with the transfer/overage process, the following guidance has been developed to assist you in navigating key dates for the upcoming transfer/overage periods.

March 16 – March 27	Spring Break
March 27	Principals will be notified if any vacancies will be held for overage per WEA article 27.1.1.2.
March 30 – April 10	Exclusive Voluntary Transfers No increase in FTE allowed at this time. (all openings posted on job board)
March 30 tentative	High Needs and Acceleration School positions open to transfer candidates . No Increase in FTE allowed at this time
April 13	All UHRs and Hiring Documents due to Human Resources (HRPostingHiring@washoeschools.net) before 5:00 pm so positions can be removed from the overage needs list.
April 14	Identify certified overages at school sites, if over-allocated Needs List sent to Principals so employees can volunteer for overage – Principals to distribute to employees.
April 16	Principals send names of overage candidates to Human Resources <i>Certified employees may not volunteer to be placed on the Overage List if he/she is on probationary status, received an Ineffective or Minimally Effective on the most recent evaluation, on a Focused Assistance Plan, or if the certified employee has sustained discipline of suspension within the preceding two (2) year period.</i>
April 20	Human Resources will email overage employees, Grow Your Own Scholarship recipients, and early offer candidates preference forms to employees.
April 27 – May 1	Principals interview overage employees, grow your own scholarship recipients, and early offer candidates who preferenced their school
May 4	Principal Preference Forms due in Human Resources and a copy sent to Area Superintendent
May 6 tentative	Overage placement meeting

Reassignments

Begin looking at your current staff for reassignments. Please remember to follow Article 27.2 Reassignments for process (shown below). You can ask for volunteers for reassignments now as you work on your staff status form. We are aware that changes will occur between now and when school starts. This process is for determining what positions will be posted for transfer and does not prevent you from reassigning staff at a later date as changes occur in your school.

27.2.1 Vacancies shall first be announced to those employees working at the school site.

27.2.2 The principal shall inform the current staff of all known vacancies by posting, in writing, the anticipated positions. Those staff members who wish to be considered for a change in their assignment shall notify the principal in writing. Once school is out in June, the principal is no longer required to notify staff members, in writing, of openings. Teachers who wish to be considered for openings which occur during the summer shall indicate their preference in writing to the principal prior to the close of school.

27.2.3 The principal shall notify the teacher making the reassignment request as to his/her decision.

27.2.4 Should the teacher not receive the reassignment, reasons shall be provided, in writing, if requested. Criteria identified in Section 27.1.5 shall be used.

Allocations/Staff Status Form

- The Staff Status Form will be used by principals to make staffing assignments, identify openings and/or overage allocations, and finalize reassignments for the transfer/overage process. **Please do not identify overage employees at this time, just the position(s). You will receive instructions on identifying overages once we get to that stage.**
- Human Resources and Position Control staff will be available to help you complete the form. Staff will be at Matley Lane on the following dates/times if you need any assistance.

Date	Time	Location
Wednesday, February 19	2:00 – 4:00 pm	Nevada Lab
Thursday, February 27	3:00 – 5:00 pm	Truckee Lab

6th Grade Movement to Middle School Process

Elementary overage is identified from among Kindergarten through 6th grade Teachers

- Principal will ask for volunteers from Kindergarten – 6th grade Teachers to volunteer for overage.
 - If a school has more volunteers than needed, those with the most seniority should be designated as overage teacher(s).
 - Once on the Overage List, volunteers may not request to be removed from the list.
 - If there are no volunteers, or not enough volunteers, the least senior Kindergarten – 6th grade Teacher(s) will be identified as the overage(s).
 - Seniority is based on District seniority.
- Per article 31.1.1.1 of the WCSD/WEA Negotiated Agreement, in the elementary schools, the principals shall identify overage teachers in grades K-6, inclusively.

- Certified employees may not volunteer to be placed on the Overage List if s/he is probationary, received an Ineffective or Developing rating on their most recent evaluation, is on a Focused Assistance Plan, or if the certified employee has sustained discipline of suspension within the preceding two (2) year period. However, this does not preclude the teacher from being designated as an overage if there are no volunteers and s/he is the least senior teacher.

***NEW:** Per article 31.2.1 In the event two or more teachers have the same seniority date and one (1) of the teachers must be overaged, the determining factor to decide which employee will be overaged, shall be the employee with the least seniority at the school. In the event, there is more than one employee with the same least seniority, the employee to be overaged shall be determined by a lottery designed by the school district in cooperation with the Association.*

A Kindergarten through 6th grade Teacher cannot bump an EL, Special Education, Gifted and Talented, or any other specialized certified position, but must be placed into a VACANT position that s/he is licensed for.

If there is more than one Kindergarten – 6th grade Teacher to place, the teacher with the most District seniority will be placed first.

If a school is not in an overage situation, an employee cannot volunteer for the overage process.

New School Openings

- New school Principals may not hire more than 25% of their staff from any one (1) District school including the school at which they last served as a Principal. In anticipation of the overage process, 15% of Certified vacancies at each new school will be filled by staff from identified schools that are likely to be in an overage situation due to 6th grade movement and rezoning.

Changes to Licensure for Certified Staff

- The Nevada Department of Education (NDE) has not yet provided guidance regarding possible licensing changes for K-8 and 7-9 licensed certified staff. As soon as we have additional information we will communicate it to staff.
- Reminder for secondary (7-12) licenses: Certified staff who currently hold a 7-12 secondary license may add an additional endorsement to his/her license by passing the appropriate secondary content area Praxis exam. Once scores are received, simply apply for an additional endorsement through NDE's OPAL system. Coursework in order to add subject area endorsements is no longer required.
- Reminder for elementary (K-8) licenses: Certified staff who currently hold a K-8 teaching license may add a secondary endorsement to his/her license by passing the appropriate secondary content area Praxis exam. Once scores are received, simply apply for an additional endorsement through NDE's OPAL system. Coursework in order to add subject area endorsements is no longer required.
- Contact information:
 - Nevada Department of Education (Licensure):
http://www.doe.nv.gov/Educator_Licensure_Contact/
 - WCSD Licensure Technician: Debbie Walter, dwalter@washoeschools.net or 775-348-0221

Lane changes/FTE changes

- Certified employees who work less than full-time may not be reassigned or transfer into a full-time position until after all overage placements have been finalized.

- As a reminder, we no longer have lane change restrictions so employees can be reassigned and can transfer from a specialty area such as Special Education, Gifted & Talented, ELL, and Librarians into general education positions, or vice versa, during the transfer period.

Limited-Term Standard Contracted Employees Whose Assignments End This Year

- If a school has a vacancy, the limited-term employee should be reassigned to that position if properly endorsed and it does not involve increasing his/her current days and hours worked.
- Limited-term employees are eligible to transfer. If the limited-term employee is not selected through the transfer process and is identified for overage, we will attempt to place him/her during the overage placement meeting in May.

Overage

During the two transfer periods, administrators will not be identifying overages. However, if after the transfer periods, a school is in an overage situation, below is the overage timeline.

April 14	Identify certified overages at school sites, if over-allocated Needs List sent to Principals so employees can volunteer for overage – Principals to distribute to employees.
April 16	Principals send names of overage candidates to Human Resources <i>Certified employees may not volunteer to be placed on the Overage List if he/she is on probationary status, received an Ineffective or Minimally Effective on the most recent evaluation, on a Focused Assistance Plan, or if the certified employee has sustained discipline of suspension within the preceding two (2) year period.</i>
April 20	Human Resources will email overage employees, grow your own scholarship recipients, and early offer candidates preference forms to employees
April 22	Preference forms from Certified employees are due back to Human Resources by 5:00 PM
April 24	Human Resources sends Preference Forms from overage certified employees to Administrators
April 27 – May 1	Principals interview overage employees, grow your own scholarship recipients, and early offer candidates who preferenced their school
May 4	Principal Preference Forms due in Human Resources and a copy sent to Area Superintendent
May 6 tentative	Overage placement meeting

Employees who are identified as an overage, will receive additional email communication through their District email from Human Resources. **Employees should check their email regularly during this time.**

**Per the WCSD/WEA negotiated agreement (31.1.1.2), an employee may not volunteer to be placed on the overage list if s/he is on probationary status, received an ineffective or minimally effective on their most recent evaluation, is on a Focused Assistance Plan, or if the employee has sustained discipline of suspension within the preceding two (2) year period.*

If a school is not in an overage situation, employees cannot volunteer to be overaged.

Other Important Reminders

- July 13: Last day to transfer out of a balanced calendar school without administrator approval.

July 27: Last day to transfer out of any Incline School or revitalization school without administrator approval.

September 4: Count Day

- September 11: Last day for overaged certified employees to return to their prior school if a vacancy in their assignment area occurs.

The following schools have been designated as High Needs for 2020-21:

<i>Anderson Elementary School</i>	<i>O'Brien Middle School</i>
<i>Booth Elementary School</i>	<i>Piccolo Special Education School</i>
<i>Cannan Elementary School</i>	<i>Stead Elementary School</i>
<i>Innovations High School</i>	<i>Turning Point</i>
<i>Natchez Elementary School</i>	<i>Veterans S.T.E.M. Academy</i>
	<i>Washoe Inspire Academy</i>

The following are Acceleration Schools for 2020-21:

<i>Booth Elementary School</i>	<i>Lincoln Park Elementary School</i>
<i>Desert Heights Elementary School</i>	<i>Mathews Elementary School</i>
<i>Duncan S.T.E.M. Academy</i>	<i>Natchez Elementary School</i>
<i>Echo Loder Elementary School</i>	<i>Sun Valley Elementary School</i>
<i>Elmcrest Elementary School</i>	<i>Traner Middle School</i>
<i>Lemelson K-8 S.T.E.M Academy</i>	<i>Vaughn Middle School</i>
	<i>Veterans S.T.E.M. Academy</i>

The following are schools that are more likely to be in an overage situation due to rezoning and/or 6th grade movement and during the Bohach/Herz transfer period 15% of their hires must be employees from these schools.

<i>Corbett Elementary School</i>	<i>Sepulveda Elementary School</i>
<i>Dodson Elementary School</i>	<i>Spanish Springs Elementary School</i>
<i>Donner Springs Elementary School</i>	<i>Taylor Elementary School</i>
<i>Hidden Valley Elementary School</i>	<i>Van Gorder Elementary School</i>
<i>Hunsberger Elementary School</i>	<i>Clayton Middle School</i>
<i>Lenz Elementary School</i>	<i>Depoali Middle School</i>
<i>Mount Rose K-8 School of Languages</i>	

6th Grade to Middle School Movement for 2020-21

6 th Grade at	Moving to Middle School at
<i>Booth Elementary School</i>	<i>Vaughn Middle School</i>
<i>Corbett Elementary School</i>	<i>Vaughn Middle School</i>
<i>Dodson Elementary School</i>	<i>Pine Middle School</i>
<i>Donner Springs Elementary School</i>	<i>Pine Middle School</i>
<i>Hidden Valley Elementary School</i>	<i>Pine Middle School</i>
<i>Huffaker Elementary School</i>	<i>Pine Middle School</i>
<i>Hunsberger Elementary School</i>	<i>Herz Middle School</i>
<i>Lenz Elementary School</i>	<i>Herz Middle School</i>
<i>Loder Elementary School</i>	<i>Vaughn Middle School</i>
<i>Veterans STEM Academy</i>	<i>Vaughn Middle School</i>

Important Contacts

For	Contact	Email	Phone Number
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Transfer/Overage questions	Dani Howell	HRPostingHiring@washoeschools.net	775-325-2019
HR Technician	Selene Lewis	SLewis@washoeschools.net	775-348-0214
HR Technician	Marcey Grant	Marcey.Grant@WashoeSchools.net	775-348-0327
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HR Technician	Brooke Snyder	Brooke.Snyder@WashoeSchools.net	348-0257
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Options Area and Departments	Sara Mauer	SMauer@washoeschools.net	775-333-3767