

Evan Reed

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**From:** Mark Jacobson [mjacobson@mps.edu]  
**Sent:** Monday, August 21, 2023 9:08 AM  
**To:** Evan Reed [ereed@mps.edu]  
**Subject:** 20-day Head Count  
**Attachments:**

Mr. Reed,

As shared in our recent principals' meeting, I am following up with you regarding your 20-day head count in the school. Based on the information provided to central office regarding the 20-day head count, your school is underenrolled and will receive a reduction in force. You are losing two certified teachers and will need to designate these teachers as Non-Renewed, Eligible for Rehire. This designation means that their position is being eliminated at your school, but they are eligible to be rehired by other schools that are adding positions because they are overenrolled.

Please note that the teachers are NOT being designated as "displaced". The "displaced" language was removed from HR policy at the end of last school year. "Displaced teachers" were typically those who were tenured and required to be placed in an open position in the district. Because you are designating two teachers to be Non-Renewed, Eligible for Rehire, **you must select teachers from your non-tenured faculty.**

The names of the teachers you are selecting are due to my office by the end of the week.

Thanks,  
Mark

Mark Jacobson, Ed.D.  
Chief Officer  
Human Relations and Talent Management