

ENCORE EDUCATION CORPORATION
Board Resolution #2022-003
for
Reduction in Force for Balance of 2021-2022 Academic Year

Purpose

Encore Education Corporation (“EEC”) experienced a significant financial hardship during the 2021-2022 academic year which has prompted the Board of Directors to take substantial and immediate steps to protect EEC from a risk of harm or further financial loss. Specifically, EEC has experienced a significant decline in student enrollment during the 2021-2022 academic year, which created a corresponding decline in funding from Average Daily Attendance (“ADA”).

With student enrollment and ADA numbers in decline, EEC continued to be staffed in accordance with its prior/increased student enrollment numbers, which were historically higher, creating an apparent overstaffing issue when compared to the decreased size of the student body. While EEC would like to retain as many valued staff members as possible, within reason, the loss in enrollment has directly impacted EEC’s budget and ability to spend on resources such as staffing and employee salaries. It is also a high priority of EEC to practice fiscally sustainable staffing, and to demonstrate to the authorizer that it is taking all appropriate steps to apply sound fiscal practices in that regard.

For these reasons, the Board of Directors of EEC has instructed the Executive Director to carry out one (1) or more staff reductions, also known as Reductions in Force (“RIF”), between the date of approval of this resolution and the end of the academic year. EEC believes the RIF will represent a cost savings of up to \$200,000. It will also result in staffing figures bearing a closer relation to a charter school with a student population of 700 students.

Scope

A RIF involves the elimination of certain job classifications (e.g., the Aide position or Dean position) or the downsizing of the number of job positions within a job classification (e.g., the number of Aides or Deans positions).

The RIF at EEC will seek to preserve instructional positions to the extent possible and focus on eliminating/reducing administrative/non-instructional positions first. It will also aim to eliminate or reduce departments that may be considered relatively overstaffed. Overstaffing is determined by estimating how many employees are needed to operate the department at the present size and enrollment of EEC when compared with EEC’s budget. The Executive Director will first determine which departments will be subject to the RIF, and how many employees in each department will be impacted before any employees are selected.

Criteria

To avoid any appearance of preference or favoritism, job classifications that are to be eliminated will be selected based on the job role itself, without regard to the specific staff member(s) in the position(s).

ENCORE EDUCATION CORPORATION
Board Resolution #2022-003
for
Reduction in Force for Balance of 2021-2022 Academic Year

For job classifications undergoing a reduction and not an elimination, EEC will be fair and impartial in selecting individuals. The Executive Director shall select staff members for separation in impacted job positions based on the following criteria:

1. Length of service (50% of decision)
2. Performance (25% of decision)
3. Overall cost and ability to be restaffed in the event of volatility (25%)

Termination

All employees selected for RIF are released from employment upon written notice from the Executive Director. Employees in the positions reduced or eliminated do not have rehire rights or preference in hiring, although they may apply for re-employment with EEC as positions become available and are posted for hire to the public.

PASSED AND ADOPTED by the Encore Education Corporation Board of Directors on February 19, 2022.

Signed:

Kelly Ahmed, Board Secretary

Date _____