

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.**  
**SPECIAL BOARD MEETING**  
**8550 Curran Boulevard**  
**New Orleans, Louisiana**  
**5:30 p.m.**  
**August 13, 2020**

**AGENDA**

Join Zoom Meeting

<https://zoom.us/j/98272869978?pwd=dGJsWHJjbXRkUE5SbzVQN0wzOW1Xdz09>

Meeting ID: 982 7286 9978

Passcode: MOTON

During the COVID-19 Pandemic, all AIS Standing Committee Meetings and Board Meetings will be held via videoconferencing. Meetings will be recorded. To participate in this meeting, individuals must use the Zoom video meeting service. Electronic devices including cell phones, iPads, Lap top computers and Desktop computers can access zoom. Some devices will require participants to download the software to join in. Click the link provided in this box and when prompted, use the ID number to log in. In lieu of signing in, all attendants will be asked to introduce themselves to the group by giving their name when they log in.

- I. Call to Order
- II. Revised Louisiana Open Meetings Law (COVID-19)
- III. **Approval of Agenda**
- IV. **Approval of Minutes from the August 6, 2020 Regular Meeting**
- V. Old Business
  - a. Reduction in Force Plan Process Report Ora Wiley, Chair  
Finance Committee
  - b. Financial Report Marlene Wade, CFO
- VI. New Business
  - a. **Removal of Resigned Board Members**
  - b. **Addition of New Board Members**
  - c. CEO Interview Schedule
- VII. Executive Session
  - a. **Personnel Staffing Recommendations**
  - b. **Principal's Evaluation**
  - c. **Acceptance of Principal's Resignation**
- VIII. Adjournment

**Advocates for Innovative Schools, Inc.**  
**REDUCTION IN FORCE PLAN (RIF)**  
**Prepared for Robert Russa Moton Charter School**  
**August 4, 2020**

**Budget Reductions**

The Minimum Foundation Program which funds a school with state and local tax dollars, should be sufficient to staff and operate a school. We also qualify for and receive federal funding due to the economic needs of our students. When a school faces economic hardship, substantial reduction in pupil enrollment, or considerations related to financial management mandates, the Board may lay off teachers, para educators, school operations staff and other auxiliary staff. In anticipation of lower revenues due to COVID-19, decreased funding for the 2020-2021 school year, and excessive spending in the recent two fiscal years, the Advocates for Innovative Schools, Inc. is forced to make extreme adjustments to this year's school budget by determining what is most cost effective. The Orleans Parish School Board, our charter authorizer, has determined that our school is "not in good standing" due to "fiscal mismanagement."

**Financial Management Mandates**

In order for the school to be in good standing, i.e. fiscally responsible, and thus eligible for charter renewal, the school's instructional program must be supported by the MFP enrollment generated funds. If the budget exceeds the MFP, it must be balanced for sustainability. Excess funds, like cash reserves, can't be used to balance the budget and an RIF becomes necessary. Our school's population is not large enough to absorb the model staff we have created, including a support staff of eleven and eight enrichment positions. In previous years, the AIS Board was required to use emergency cash reserves for operational expenses. Continuing that practice means the school is not functioning well budget-wise. Kathleen Phelan, NOLA-PS Executive Director of Financial Compliance, has notified us that Moton is not in good standing and a balanced budget is mandated by September 30, 2020.

**Surplus Faculty and Staff**

When a decision is made to reduce the number of teachers or para educators at Robert Russa Moton Charter School, the Principal shall recommend the positions to be surplus. The process begins with a listing of employees defined as Essential or Auxiliary. Priorities will be considered based upon certification, degrees, evaluations and seniority. The people with the least building seniority on the Auxiliary faculty list shall be considered first as nonessential. Prior to official notification, the Principal will inform surplus staff in a confidential meeting. They will be identified and notified by the CFO of the reduction in force via Moton email and certified mail. The persons in question will have the option of accepting another assignment when available, or being dismissed. In the event that additional funding becomes available through increased enrollment or new funding sources, the surplus positions may be reinstated and the former staff members will be contacted to return to work in their former positions.

The return order will be based upon programmatic needs, as determined by the Principal's Recall List, positive evaluations, and additional objective factors. Non-academic staff will be reduced based upon similar guidelines, as determined by the Board, including

observations and evaluations. In some cases, shifting of job responsibilities, job descriptions, workdays, and changing job titles will be necessary. Salaries that were redlined in the past may decrease when persons change jobs. The Robert Russa Moton Charter School Salary Scale will be used to determine how much the new job will pay. The bottom line is that Moton's budget must be in compliance by September 30, 2020.

### **Recall List**

The Principal will determine which positions are critical and most needed to provide academic support for students needs and create a Recall List based upon priority needs for the academic program. No position shall be filled by a new hire while an active recall list is in effect, unless no one is certified and a new certified person is available. The Recall List will remain active for the remainder of the school year. These difficult decisions will be made in the best interest of retaining the school for the future. No reductions will be made as a result of personal feelings. Moton does not give severance pay. However, the Board is committed to allowing employees to remain through the end of one pay period after they are notified that their positions have been eliminated. The AIS Board will approve the selection of all employees to be hired or surplused.

### **RECOMMENDATIONS FOR DETERMINING FACULTY REDUCTIONS**

1. Classroom teacher positions will remain the same number, or increase as a first priority, should additional students enroll before school begins.
2. Essential positions will be exempt from the reduction.
  - a. Principal
  - b. Assistant Principal
  - c. Social Worker
  - d. Nurse
  - e. Student Services Coordinator (Special Education Coordinator)
  - f. Federally and State Funded Positions
    - i. Instructional Coaches (2)
    - ii. LA-4 Teachers (2)
    - iii. LA-4 Para's (2)
    - iv. Parent Liaison
  - g. Special Education Service Providers
    - i. Special Education Teachers (based on student enrollment)
    - ii. Special Education Para Educators (based on I.E.P. requirements)
    - iii. English as a Second Language Teacher (based on student enrollment)
3. Certified Teachers have priority within their specific certified level assignment, teachers shall be laid-off in inverse order of seniority.
4. Masters degreed teachers have priority over Bachelors degreed teachers
5. Evaluation Results will be considered.
6. Qualifications for any vacant position will be determined by the administration.