



## Board Meeting Agenda

**DATE 10/26/2020**

6:00 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President  
Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

*The Order of Business may be changed without notice: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.*

*Reasonable Limitations May be placed on public testimony: The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. For any person requiring a translator, this time will be doubled to account for translation time.*

*Reasonable Accommodation for any individual with a Disability: Pursuant to the Rehabilitation Act of 1973, any individual with a disability who requires reasonable accommodation to attend or to participate in this meeting of the Governing board may request assistance by contacting the EEC (760) 949-2036.*

*Public Documents relating to Open Session Agenda items are available for review by the public at the Reception Desk at Encore Education Corporation's Executive office or on the internet at [www.encorehighschool.com](http://www.encorehighschool.com). For more information concerning this agenda, please contact EEC (760) 949-2036.*

**1.0 CALL TO ORDER.** The meeting was called to order at \_\_\_\_ (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Suzanne Cherry	___	___
Kelly Ahmed	___	___
Rob Gabler	___	___
Mari Miller	___	___
Glenn Thackeray	___	___
Kathy Staley	___	___

**3.0 APPROVAL OF THE AGENDA**

<b>MOTION: _____</b>	<b>Second: _____</b>	<b>Vote: _____</b>	<b>Approved/Denied _____</b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

**4.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS.** This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**5.0 CONSENT ITEMS.** It is recommended that the board considers approving a number of agenda items as a consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.

- 5.1 STRS, PERS, 403b PAYMENTS**
- 5.2 MONTHLY FISCAL REPORTS**
- 5.3 ATTENDANCE REPORTS**
- 5.4 DISCIPLINE REPORT**
- 5.5 EXPENSE REPORT**
- 5.6 AP PAYMENT REPORTS**
- 5.7 DATA REPORT**
- 5.8 BOARD MEETING MINUTES- 09/14/20**
- 5.9 SPECIAL BOARD MEETING MINUTES- 09/28/20**
- 5.10 SPECIAL BOARD MEETING MINUTES- 09/29/20**
- 5.11 COMMITTEE AND STAFF MEETING AGENDAS**
- 5.12 DEPARTMENT OF JUSTICE UPDATE**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	___	___	___
Kelly Ahmed	___	___	___
Rob Gabler	___	___	___
Mari Miller	___	___	___
Glenn Thackeray	___	___	___
Kathy Staley	___	___	___

**6.0 INFORMATION ITEMS.** There are no actions needed for any of these items. These items are presented for informational purposes.

- 6.1 ASB DIRECTOR REPORT-** Kiara Sampson
- 6.2 ASB STUDENT REPORT-** Dean Griffin
- 6.3 STAFF LIAISON REPORT-** Jamie Waggoner
- 6.4 DEAN OF ACADEMICS REPORT-** Julia Dolf
- 6.5 WILLIAMS ACT REPORTING-** Curtis Peterson
- 6.6 FAMILIAL RELATION HIRING AND REIMBURSEMENTS POLICY-**Denise Griffin
- 6.7 RIVERSIDE CLOSURE-**Denise Griffin

**7.0 ACTION ITEMS.**

**7.1 Textbook and Resource Adoption. Overview and Curriculum adoption for the 2020-2021 school year.**  
Executive team recommends approval of this action.

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	___	___	___
Kelly Ahmed	___	___	___
Rob Gabler	___	___	___
Mari Miller	___	___	___
Glenn Thackeray	___	___	___
Kathy Staley	___	___	___

**7.2 Desert Mountain Charter SELPA Local Plan for 2020-2021. Executive team recommends approval of this action.**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	___	___	___
Kelly Ahmed	___	___	___
Rob Gabler	___	___	___
Mari Miller	___	___	___
Glenn Thackeray	___	___	___
Kathy Staley	___	___	___

**7.3 Local Education Agency Assurance Statement. Executive team recommends approval of this action.**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

**7.4 Board on Track Membership Option. A breakdown of key features and rates for Board on Track. Executive team recommends approval of this action.**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

**8.0 ADJOURN TO CLOSED SESSION.** Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items.

- A. Employee Actions. Any actions that may take place in regards to employees including disciplinary and corrective actions are discussed within closed session.
  - a. Public Employment –
    - Title- all positions vs. salary schedules
    - Title Chief Executive Officer
    - Title Chief Operations Officer

**9.0 RECONVENE OPEN SESSION/REPORT OUT AFTER CLOSED SESSION.** At the conclusion of closed session, the Board will reconvene in open session for the purposes of disclosing in public session any actions taken during closed session regarding the outlined scope of closed session.

**10.0 INFORMATION ITEMS.** There are no actions needed for any of these items. These items are presented for informational purposes.

- 10.1 ORAL COMMITTEE REPORT-** Suzanne Cherry
- 10.2 COMPARABLE COMPENSATION CEO-** Denise Griffin
- 10.3 COMPARABLE COMPENSATION COO-** John Griffin

**11.0 ACTION ITEMS.**

- 11.1 Formal adoption of the Organizational Chart for the 2020-2021 school year-In the interest of transparency, Encore releases the forecast organization chart for the coming school year. Executive team recommends approval of this action.**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

- 11.2 Possible approval of Employment Agreement for the Chief Executive Officer. Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Chief Executive Officer.**

**1. Salary: 2. Health benefits: 3. Bonuses: Executive team recommends approval of this action.**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

- 11.3 Possible approval of Employment Agreement for the Chief Operations Officer. Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Chief Operations Officer.**

**1. Salary: 2. Health benefits: 3. Bonuses: Executive team recommends approval of this action**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____	<b>Approved/Denied</b> _____	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

- 12.0 BOARD COMMENTS / REPORTS.** The Governing Board will take comments/updates from fellow board members, and the EEC Executive Administration for future agenda issues.

**13.0 ADJOURNMENT**

<b>MOTION:</b> _____	<b>Second:</b> _____		<b>Vote:</b> _____	<b>Approved/Denied</b> _____
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Mari Miller	___	___	___	___
Glenn Thackeray	___	___	___	___
Kathy Staley	___	___	___	___

The meeting adjourned at \_\_\_\_\_ (time).

The next meeting is **Monday, November 9, 2020 at 6:00 pm.**



# Exhibit 5.1

## October 26, 2020

Encore Education Corporation

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Kathy Staley, Board Member

**INFO:**

**STRS, PERS, 403b Payments**

Hesperia	STRS/PERS							Due Date based on			
Payroll Month	Payment Due Date	Payment Date	PERS Ck Number	Date Cleared	STRS CK Number	Date Cleared	403B Check number	regular rules, not safe harbor	Payment Date	Date Cleared	
July	8/15/20	7/23/20	68749	7/29/20	68749	7/29/20	68740	7/13/20	7/9/20	7/14/20	-4
	8/15/20	8/7/20	68832	8/11/20	68832	8/11/20	68823	7/28/20	7/29/20	8/3/20	1
August	9/15/20	8/21/20	68862	8/25/20	68862	8/25/20	68831	8/13/20	8/7/20	8/14/20	-6
	9/15/20	9/10/20	68929	9/14/20	68929	9/14/20	68860	8/28/20	8/20/20	8/25/20	-8
September	10/15/20	9/24/20	68936	9/28/20	68936	9/28/20	68895	9/13/20	9/9/20	9/15/20	-4
	10/15/20						68935	9/28/20	9/24/20	9/29/20	-4
October	15th of the month										
November	15th of the month										
December	15th of the month										
January	15th of the month										

Hesperia Contributions to PERS & STRS: Due date is the 5th business date of the month

To note, the payroll for 7/24 and 8/10 paid July payroll; 8/25 and 9/10 paid August payroll; 9/25 and 10/9 will pay Sept payroll

Contributions to 403b

The DOL rule is somewhat gray. It states that:

An employer is required to deposit your money into your retirement account as soon as the employee assets, but no later than 15 business days of the month following the month in which the payroll deduction occurred.

Based on fact patterns in DOL plan audits and other published commentary, some considerations are as follows:

- For plans with fewer than 100 participants, the DOL finalized regulations on January 14, 2010 which establishes a "safe harbor" of 7 business days following the payroll deduction date. Depositing employee 401K and 403b payroll deduction funds will be considered timely if this 7 day "safe harbor" test is met; and
- No safe harbor time period exists for plans with 100 or more employee-participants. Commentary does exist that suggests funding the retirement plan by the due date of an employer's Form 941 tax deposit will be considered timely (which for large employers is the next day after payroll).

STRS 95% by 5th business day; remainder by 15th

100% of payroll makes up 95% for charter and districts

PERS - 15 days 95%; remainder by end of month





# Exhibit 5.2

## October 26, 2020

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**INFO:**

**Monthly Fiscal Reports**



# Encore High School for the Arts

**DMS Monthly Update**

**Actuals through: September 30, 2020**

September 2020 financials reflect the 1st quarter actuals for fiscal year 20-21. While it is still early in the year we can see some early trends that provide insight vs. budget. It is important to note that this year has presented various challenges due to the continuing public health crisis. With substantial one time funds from the Federal CARES act in response to the crisis, Encore has a solid budget in place that can help improve the overall financial position of the Hesperia school. The October financial update will include the state mandated 1st interim budget revision and with an additional month of actuals we will confirm the trends we are seeing and reflect these in the budget revision.

Overall employee compensation and benefits are on track with budget, possibly even providing some additional savings. Materials and supplies are also on track with budget. The closing of the Riverside campus allowed the school to move technology and other materials to help keep costs in check and possibly provide savings as well. School management is making a concerted effort to utilize any equipment available to address remote learning as well as using equipment for eventual return of students for on site learning. Outside services are on similar track with budget. These observations are based on the initial 3 months of actuals.

Cash flow will continue to be a challenge, especially given the deferrals of LCFF revenue from February - June of 2021 but overall position can improve at year end due to the additional CARES act funding, along with managements concerted efforts at cost control. The 1st interim budget revision will reflect what we are seeing thru the first 4 months.

# Encore High School - Budget vs Actuals Summary

## As of September 30, 2020

Encore Budget vs Actuals	Original Budget	Actuals 9/30/2020	% of Budget
<b>ADA</b>			
<b>Revenues</b>			
LCFF State Revenue	8,066,503	1,180,606	15%
Federal Revenues	1,289,057	641,891	50%
Other State Revenues	1,622,333	87,471	5%
Local Revenue	56,500	40,626	72%
<b>TTL Revenues</b>	<b>11,034,393</b>	<b>1,950,594</b>	<b>18%</b>
<b>Expenditures</b>			
Certificated Salaries	2,659,493	439,758	17%
Classified Salaries	2,350,215	384,285	16%
Benefits	1,773,078	306,564	17%
Books & Supplies	234,327	11,930	5%
Services & Operations	3,757,790	625,707	17%
Capital Outlay	176,828	0	0%
Other Outgo	3,394	48,090	1417%
<b>Total Expenditures</b>	<b>10,955,124</b>	<b>1,816,335</b>	<b>17%</b>
<b>Operating Income/(Loss)</b>	<b>79,269</b>	<b>134,259</b>	<b>25%</b>

# Encore High School - Budget vs Actuals Detail

## As of September 30, 2020

Encore Actuals vs Budget	Code	Description	Original Budget	Actuals 9/30/2020	% of Budget
<b>Revenue</b>					
LCFF Revenue					
	8011	LCFF General Entitlement	6,553,851	704,180	11%
	8012	EPA Entitlement	1,179,482	476,426	40%
	8096	In-Lieu-Of Property Taxes	333,170	0	0%
Total LCFF Revenue			<b>8,066,503</b>	<b>1,180,606</b>	15%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	138,169	0	0%
	8220	School Nutrition Program-Federal	67,500	0	0%
	8290	Other Federal Revenue	1,083,388	641,891	59%
Total Federal Revenue			<b>1,289,057</b>	<b>641,891</b>	50%
Other State Revenue					
	8311	AB602 State SpEd Revenue	407,422	8,344	2%
	8520	School Nutrition Program-State	9,000	0	0%
	8550	Mandated Cost Reimbursements	31,882	0	0%
	8560	State Lottery Revenue	144,679	0	0%
	8590	Other State Revenue	1,029,350	79,127	8%
Total Other State Revenue			<b>1,622,333</b>	<b>87,471</b>	5%
Local Revenue					
	8634	Student Lunch Fees	6,500	0	0%
	8660	Interest Income	0	16	0%
	8698	Other Revenue (Suspense)	0	2,227	0%
	8699	Other Revenue	50,000	38,383	77%
Total Local Revenue			<b>56,500</b>	<b>40,626</b>	72%
<b>Total Revenue</b>			<b>11,034,393</b>	<b>1,950,594</b>	<b>18%</b>
<b>Expenditures</b>					
Certificated Compensation					
	1100	Teacher Compensation	1,839,626	288,689	16%
	1130	Substitute Teacher Compensation	28,848	1,747	6%
	1150	Teacher Stipends/Extra Duty	21,800	6,382	29%
	1200	Student Support	293,219	58,644	20%
	1300	Certificated Administrators	473,600	84,297	18%
	1350	Administrator Stipends/Extra Duty	2,400	0	0%
Total Certificated Compensation			<b>2,659,493</b>	<b>439,758</b>	17%
Classified Compensation					
	2100	Instructional Aides	272,864	41,927	15%
	2130	Classified Substitutes	22,536	0	0%
	2150	Instructional Aides Stipends	6,200	0	0%
	2160	Electives Instructional Aides	820,593	79,809	10%
	2200	Pupil Support Administration	201,526	54,332	27%
	2250	Pupil Support Stipends	2,220	0	0%
	2300	Classified Administrators	347,400	89,257	26%
	2350	Classified Administrator Stipends	89,580	0	0%
	2400	Clerical & Technical Staff	583,695	118,961	20%
	2450	Clerical & Technical Stipends	3,600	0	0%
Total Classified Compensation			<b>2,350,214</b>	<b>384,285</b>	16%
Employee Benefits					
	3101	STRS Certificated	397,846	66,590	17%
	3102	STRS Classified	44,816	1,353	3%
	3201	PERS Certificated	19,458	2,547	13%
	3202	PERS Classified	417,700	76,287	18%
	3301	OASDI/Medicare	50,654	35,501	70%
	3302	OASDI/Medicare	162,579	0	0%
	3401	Health Care Certificated	332,248	50,869	15%
	3402	Health Care Classified	272,009	62,016	23%
	3501	Unemployment Insurance	1,328	403	30%
	3502	Unemployment Insurance	1,400	0	0%
	3601	Workers' Comp Certificated	35,551	5,064	14%
	3602	Workers' Comp Classified	37,488	4,682	12%
	3901	Other Benefits Cert	0	267	0%
	3902	Other Benefits Class	0	986	0%
Total Employee Benefits			<b>1,773,077</b>	<b>306,564</b>	17%
Books, Materials, & Supplies					
	4100	Textbooks & Core Curriculum	23,103	605	3%

## Encore High School - Budget vs Actuals Detail

Encore Actuals vs Budget	Code	Description	Original Budget	Actuals 9/30/2020	% of Budget
	4310	Materials & Supplies	52,350	8,350	16%
	4320	Office Supplies	26,854	2,403	9%
	4330	Meals & Events	2,538	0	0%
	4350	Other Supplies - Materials & Supplies	5,137	0	0%
	4400	Non-Capitalized Equipment	99,918	573	1%
	4700	School Nutrition Program	24,427	0	0%
Total Books, Materials, & Supplies			<b>234,327</b>	<b>11,930</b>	5%
Outside Services & Other Operating Costs					
	5100	SpEd Consultants and Vendors Subagreements for Service	9,403	0	0%
	5200	Travel & Conferences	7,724	0	0%
	5210	Mileage Reimbursements	18,630	236	1%
	5300	Dues & Memberships	81,486	14,962	18%
	5400	Insurance	231,300	147,715	64%
	5500	Operations & Housekeeping	16,802	2,609	16%
	5510	Utilities (General)	154,090	38,302	25%
	5520	Janitorial Services	11,562	0	0%
	5610	Facility Rents & Leases	1,152,803	194,112	17%
	5620	Equipment Leases	24,096	10,464	43%
	5630	Maintenance & Repair	53,500	6,265	12%
	5800	Professional Services - Non-instructional	85,304	5,451	6%
	5810	Legal	135,642	11,488	8%
	5820	Audit & CPA	15,418	0	0%
	5825	DMS Business Services	192,803	74,148	38%
	5830	Non-Instructional Software Licenses/Fees	22,624	29,819	132%
	5835	Field Trips - Bus Transportations	8,578	0	0%
	5840	Advertising & Recruitment	39,713	0	0%
	5855	Interest Expense - Short Term	240,000	29,854	12%
	5860	Service Fees	195,260	17,901	9%
	5865	General - Bus Transportation	845,000	0	0%
	5870	Livescan Fingerprinting	107	0	0%
	5880	Instructional Vendors & Consultants	23,764	5,216	22%
	5890	Misc Other Outside Services	31,902	3,650	11%
	5900	Communications	2,136	10	0%
	5910	Telephone	23,114	2,378	10%
	5920	Internet	114,894	27,814	24%
	5930	Postage	20,135	3,311	16%
Total Outside Services & Other Operating Costs			<b>3,757,790</b>	<b>625,707</b>	17%
Capital Expenditures					
	6900	Depreciation	176,828	0	0%
Total Capital Expenditures			<b>176,828</b>	<b>0</b>	0%
Other Outgo					
	7438	Interest Expense	3,394	48,090	1417%
Total Other Outgo			<b>3,394</b>	<b>48,090</b>	1417%
<b>Total Expenditures</b>			<b>10,955,123</b>	<b>1,816,335</b>	17%
<b>Operating Income/Loss</b>			<b>79,270</b>	<b>134,259</b>	25%

Year Passed  
25%

**Encore School for the Arts**  
**Balance Sheet**  
**As of September 30, 2020**

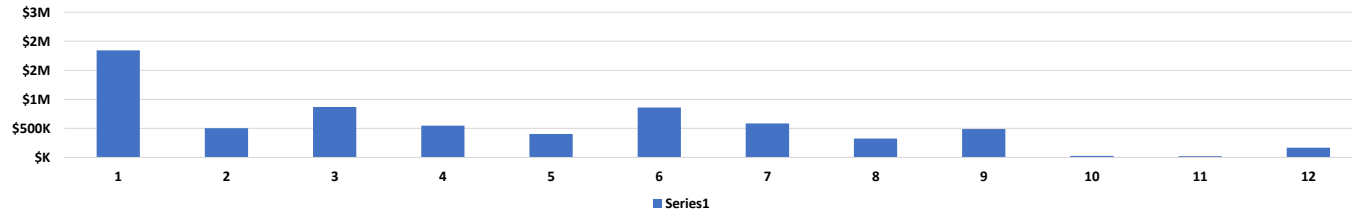
	Beginning Year Balance	Current Year
<b>Assets</b>		
Cash in Banks	575,858	867,732
Cash Awaiting Collection	-	-
<b>Total Cash</b>	<b>575,858</b>	<b>867,732</b>
Accounts Receivable	1,737,529	413,829
Prepaid Expenses	50,186	-
<b>Total Other Current Assets</b>	<b>1,787,715</b>	<b>413,829</b>
Buildings	43,820	43,820
Accumulated Depreciation - Buildings	(5,253)	(5,253)
Equipment	1,964,750	1,964,750
Accumulated Depreciation - Equipment	(1,231,995)	(1,231,995)
Lease Adj for SL Amortization	1,139,271	1,139,271
<b>Total Fixed Assets &amp; Other Assets</b>	<b>1,910,593</b>	<b>1,910,593</b>
<b>Total Assets</b>	<b>\$4,274,166</b>	<b>\$3,192,154</b>
<b>Liabilities</b>		
Accounts Payable	409,020	305,748
Life Insurance	100	452
Medical Benefits	45,419	47,425
State Disability	4,475	726
Medicare	4,552	(6,322)
Vision	258	22
Dental	3,407	4,868
Federal Tax	13,889	(20,293)
State Tax	7,908	(6,027)
OASDI	11,898	(8,773)
Voluntary 403b	920	(925)
Workers Comp	110,627	91,463
Voluntary Insurance	(931)	(509)
Accrued Salary & Wages	87,565	(131,641)
Child Support Garnishment	500	-
EWO	0	0
STRS	(18,485)	(41,888)
PERS	(32,208)	(56,928)
SUI	(10,528)	1,003
Use Tax Payable	-	417
Liability - State-Dated Employee Payables	22	1,705
Liability - State-Dated Vendor Payables	3,264	5,096
Salary/Wage Advance	(1,147)	(1,147)
Health Adjustments	(51,238)	(51,238)
	<b>589,286</b>	<b>133,234</b>
Due to Other Funds	650,000	650,000
Current Loans	1,394,678	1,271,502
Factoring Principal Due	-	945,696
Revolving Fund Loan	1,321,000	-
LaFear Settlement	287,500	37,500





## Encore High School - Cash Flow

BB	Original Budget	July	August	September	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Accruals	Total
<b>Beginning Balance</b>		<b>575,858</b>	<b>1,844,200</b>	<b>502,535</b>	<b>867,731</b>	<b>546,313</b>	<b>403,633</b>	<b>858,770</b>	<b>586,818</b>	<b>324,436</b>	<b>488,086</b>	<b>26,513</b>	<b>22,348</b>		
<b>Revenues</b>															
LCFF State Revenue	-	6,553,851	-	352,090	352,090	633,762	633,762	633,762	633,762	375,320	160,852	160,852	160,852	1,822,985	6,553,851
EPA	-	1,179,482	-	476,426	476,426	-	-	476,426	-	294,871	-	-	294,871	-	1,542,593
In-Lieu Property Taxes	-	333,170	-	-	-	-	26,654	26,654	26,654	46,644	23,322	23,322	23,322	113,278	333,170
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenues	-	1,289,057	-	641,891	641,891	47,973	-	322,264	-	322,264	-	-	294,871	-	1,629,263
Other State Revenues	-	1,622,333	-	87,471	87,471	46,802	-	405,583	-	405,583	-	-	294,871	382,023	1,622,333
Other Local Revenue	-	56,500	16	40,610	40,610	-	4,708	4,708	4,708	4,708	4,708	4,708	4,708	-	78,292
<b>TTL Revenues</b>	-	<b>11,034,393</b>	<b>16</b>	<b>352,090</b>	<b>1,598,488</b>	<b>728,537</b>	<b>665,124</b>	<b>1,869,397</b>	<b>665,124</b>	<b>685,114</b>	<b>1,426,069</b>	<b>188,882</b>	<b>188,882</b>	<b>1,073,494</b>	<b>2,318,286</b>
<b>Expenditures</b>															
Certificated Salaries	-	2,659,493	40,162	154,859	244,737	234,089	234,089	234,089	234,089	234,089	234,089	234,089	234,089	117,044	2,663,601
Classified Salaries	-	2,350,215	47,369	159,656	177,260	172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	86,254	2,023,108
Benefits	-	1,773,078	35,988	116,234	154,342	154,342	154,342	154,342	154,342	154,342	154,342	154,342	154,342	77,171	1,772,810
Books & Supplies	-	234,327	616	925	11,068	24,635	24,635	24,635	24,635	24,635	24,635	24,635	24,635	-	234,327
Services & Operations	-	3,757,790	196,773	215,762	231,490	340,974	340,974	340,974	340,974	340,974	340,974	340,974	340,974	45,000	3,757,790
Capital Outlay	-	176,828	-	-	-	-	-	-	-	-	-	-	-	176,828	176,828
Other Outgo	-	3,394	351	47,440	299	-	-	-	-	-	-	-	-	-	48,090
<b>Total Expenditures</b>	-	<b>10,955,124</b>	<b>321,259</b>	<b>694,877</b>	<b>819,195</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>926,547</b>	<b>502,297</b>	<b>10,676,554</b>
<b>Other Cash Inflows/Outflows</b>															
Accounts Receivable/Other Assets	(1,787,715)	-	1,361,098	-	12,788	206,915	155,186	51,729	-	-	-	-	-	1,787,715	3,575,430
Fixed Assets	(910,852)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable (net change)	625,386	-	(346,025)	44,726	(135,757)	(64,949)	(64,949)	(64,949)	(64,949)	(64,949)	-	-	-	(761,800)	(1,523,600)
Loan Inflows	-	701,576	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000.00	1,000,000	900,000	-	8,201,576	
Loan Outflows	-	(123,176)	(418,691)	(737,189)	(961,408)	(667,500)	(1,170,471)	(643,000)	(656,000)	(1,035,871)	(723,908)	(166,499)	-	(7,303,713)	
Other Liabilities	4,364,242	-	(3,887)	(1,324,913)	(253,939)	(3,966)	(3,994)	(4,022)	(2,580)	-	-	-	-	(2,766,942)	-
<b>Net Inflows/Outflows</b>	<b>3,031,181.11</b>	-	<b>1,589,585</b>	<b>(998,878)</b>	<b>(414,097)</b>	<b>(123,408)</b>	<b>118,743</b>	<b>(487,713)</b>	<b>(10,529)</b>	<b>(20,949)</b>	<b>(335,871)</b>	<b>276,092</b>	<b>733,501</b>	-	<b>2,051,830</b>
<b>ENDING CASH BALANCE</b>			<b>1,844,200</b>	<b>502,535</b>	<b>867,731</b>	<b>546,313</b>	<b>403,633</b>	<b>858,770</b>	<b>586,818</b>	<b>324,436</b>	<b>488,086</b>	<b>26,513</b>	<b>22,348</b>	<b>169,295</b>	
<b>Days Cash on Hand</b>			<b>64.11</b>	<b>17.47</b>	<b>30.16</b>	<b>18.99</b>	<b>14.03</b>	<b>29.85</b>	<b>20.40</b>	<b>11.28</b>	<b>16.97</b>	<b>0.92</b>	<b>0.78</b>	<b>5.89</b>	





# Exhibit 5.3

## October 26, 2020

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President  
Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

**INFO:**

**Attendance Reports**

# Encore High School

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## MONTHLY ATTENDANCE SUMMARY

Month 1 - From 9/14/2020 Through 10/9/2020

### Regular Program

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9 TOTAL	20	0	124	124	1	123	42	85	2480	2353	117.65	96.51%	0	2353	20	117.65
10 TOTAL	20	0	109	109	5	104	94	73	2180	2013	100.65	96.50%	0	2013	20	100.65
11 TOTAL	20	0	98	98	5	93	93	43	1960	1824	91.20	97.70%	0	1824	20	91.20
12 TOTAL	20	0	126	126	9	117	137	51	2520	2332	116.60	97.86%	1	2332	20	116.60
<b>TOTAL 9-12</b>	<b>20</b>	<b>0</b>	<b>457</b>	<b>457</b>	<b>20</b>	<b>437</b>	<b>366</b>	<b>252</b>	<b>9140</b>	<b>8522</b>	<b>426.10</b>	<b>97.13%</b>	<b>1</b>	<b>8522</b>	<b>20</b>	<b>426.10</b>
PROGRAM	20	0	457	457	20	437	366	252	9140	8522	426.10	97.13%	1	8522	20	426.10

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Month 1 - From 9/14/2020 Through 10/9/2020

Program 5 504

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9 TOTAL	20	0	2	2	0	2	0	1	40	39	1.95	97.50%	0	39	20	1.95
10 TOTAL	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00
11 TOTAL	20	0	3	3	0	3	0	1	60	59	2.95	98.33%	0	59	20	2.95
12 TOTAL	20	0	2	2	0	2	0	0	40	40	2.00	100.00%	0	40	20	2.00
<b>TOTAL 9-12</b>	<b>20</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>160</b>	<b>158</b>	<b>7.90</b>	<b>98.75%</b>	<b>0</b>	<b>158</b>	<b>20</b>	<b>7.90</b>
PROGRAM	20	0	8	8	0	8	0	2	160	158	7.90	98.75%	0	158	20	7.90

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Month 1 - From 9/14/2020 Through 10/9/2020

### Program 6 504+Independent Study

Grade Level	A Tchg Days	B Enrollment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A'D)	J Total Apport Attend (A'D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
12 TOTAL	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00
<b>TOTAL 9-12</b>	<b>20</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>1.00</b>
PROGRAM	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00

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Principal Signature

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Date

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

10/14/2020

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## MONTHLY ATTENDANCE SUMMARY

Month 1 - From 9/14/2020 Through 10/9/2020

### Program 7 SAI-Independent Study

Grade Level	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D- E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
12 TOTAL	20	0	3	3	1	2	19	0	60	41	2.05	100.00%	0	41	20	2.05
<b>TOTAL 9-12</b>	<b>20</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>60</b>	<b>41</b>	<b>2.05</b>	<b>100.00%</b>	<b>0</b>	<b>41</b>	<b>20</b>	<b>2.05</b>
PROGRAM	20	0	3	3	1	2	19	0	60	41	2.05	100.00%	0	41	20	2.05

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

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Month 1 - From 9/14/2020 Through 10/9/2020

### Program I Independent Study

Grade Level	A Tchg Days	B Enrollment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9 TOTAL	20	0	10	10	3	7	48	2	200	150	7.50	98.68%	0	150	20	7.50
10 TOTAL	20	0	16	16	3	13	61	7	320	252	12.60	97.30%	0	252	20	12.60
11 TOTAL	20	0	19	19	4	15	76	1	380	303	15.15	99.67%	0	303	20	15.15
12 TOTAL	20	0	19	19	2	17	63	2	380	315	15.75	99.37%	0	315	20	15.75
<b>TOTAL 9-12 PROGRAM</b>	<b>20</b>	<b>0</b>	<b>64</b>	<b>64</b>	<b>12</b>	<b>52</b>	<b>248</b>	<b>12</b>	<b>1280</b>	<b>1020</b>	<b>51.00</b>	<b>98.84%</b>	<b>0</b>	<b>1020</b>	<b>20</b>	<b>51.00</b>

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 6

Month 1 - From 9/14/2020 Through 10/9/2020

### Program S SAI

Grade Level	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D- E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9 TOTAL	20	0	19	19	1	18	19	14	380	347	17.35	96.12%	0	347	20	17.35
10 TOTAL	20	0	15	15	0	15	0	12	300	288	14.40	96.00%	0	288	20	14.40
11 TOTAL	20	0	15	15	1	14	9	16	300	275	13.75	94.50%	0	275	20	13.75
12 TOTAL	20	0	19	19	1	18	18	15	380	347	17.35	95.86%	0	347	20	17.35
<b>TOTAL 9-12</b>	<b>20</b>	<b>0</b>	<b>68</b>	<b>68</b>	<b>3</b>	<b>65</b>	<b>46</b>	<b>57</b>	<b>1360</b>	<b>1257</b>	<b>62.85</b>	<b>95.66%</b>	<b>0</b>	<b>1257</b>	<b>20</b>	<b>62.85</b>
PROGRAM	20	0	68	68	3	65	46	57	1360	1257	62.85	95.66%	0	1257	20	62.85
REPORT	20	0	601	601	36	565	679	323	12020	11018	550.90	97.15%	1	11018	20	550.90

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore Jr. High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 1

Month 1 - From 9/14/2020 Through 10/9/2020

### Regular Program

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7 TOTAL	20	0	125	125	15	110	306	140	2500	2054	102.70	93.62%	0	2054	20	102.70
8 TOTAL	20	0	138	138	2	136	62	154	2760	2544	127.20	94.29%	0	2544	20	127.20
<b>TOTAL 7-8</b>	<b>20</b>	<b>0</b>	<b>263</b>	<b>263</b>	<b>17</b>	<b>246</b>	<b>368</b>	<b>294</b>	<b>5260</b>	<b>4598</b>	<b>229.90</b>	<b>93.99%</b>	<b>0</b>	<b>4598</b>	<b>20</b>	<b>229.90</b>
PROGRAM	20	0	263	263	17	246	368	294	5260	4598	229.90	93.99%	0	4598	20	229.90

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore Jr. High School

10/14/2020

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 2

Month 1 - From 9/14/2020 Through 10/9/2020

Program 5 504

Grade Level	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D- E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
8 TOTAL	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00
TOTAL 7-8	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00
PROGRAM	20	0	1	1	0	1	0	0	20	20	1.00	100.00%	0	20	20	1.00

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore Jr. High School

10/14/2020

10:26 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 3

Month 1 - From 9/14/2020 Through 10/9/2020

### Program 7 SAI-Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
8 TOTAL	20	0	1	1	0	1	0	2	20	18	0.90	90.00%	0	18	20	0.90
<b>TOTAL 7-8</b>	<b>20</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>20</b>	<b>18</b>	<b>0.90</b>	<b>90.00%</b>	<b>0</b>	<b>18</b>	<b>20</b>	<b>0.90</b>
PROGRAM	20	0	1	1	0	1	0	2	20	18	0.90	90.00%	0	18	20	0.90

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore Jr. High School

10/14/2020

10:26 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 4

Month 1 - From 9/14/2020 Through 10/9/2020

### Program I Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7 TOTAL	20	0	10	10	6	4	108	4	200	88	4.40	95.65%	0	88	20	4.40
8 TOTAL	20	0	8	8	3	5	54	9	160	97	4.85	91.51%	0	97	20	4.85
<b>TOTAL 7-8</b>	<b>20</b>	<b>0</b>	<b>18</b>	<b>18</b>	<b>9</b>	<b>9</b>	<b>162</b>	<b>13</b>	<b>360</b>	<b>185</b>	<b>9.25</b>	<b>93.43%</b>	<b>0</b>	<b>185</b>	<b>20</b>	<b>9.25</b>
PROGRAM	20	0	18	18	9	9	162	13	360	185	9.25	93.43%	0	185	20	9.25

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore Jr. High School

10/14/2020

10:26 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 5

Month 1 - From 9/14/2020 Through 10/9/2020

### Program S SAI

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7 TOTAL	20	0	15	15	1	14	19	17	300	264	13.20	93.95%	0	264	20	13.20
8 TOTAL	20	0	27	27	1	26	12	59	540	469	23.45	88.83%	0	469	20	23.45
<b>TOTAL 7-8</b>	<b>20</b>	<b>0</b>	<b>42</b>	<b>42</b>	<b>2</b>	<b>40</b>	<b>31</b>	<b>76</b>	<b>840</b>	<b>733</b>	<b>36.65</b>	<b>90.61%</b>	<b>0</b>	<b>733</b>	<b>20</b>	<b>36.65</b>
PROGRAM	20	0	42	42	2	40	31	76	840	733	36.65	90.61%	0	733	20	36.65
REPORT	20	0	325	325	28	297	561	385	6500	5554	277.70	93.52%	0	5554	20	277.70

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Exhibit 5.4

## October 26, 2020

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

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Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

**INFO:**

**Discipline Report**



**CAMPUS DISCIPLINE REPORT SEPTEMBER 2020**

No Discipline during this period



# Exhibit 5.5

## October 26, 2020

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Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Expense Report**



# JULY 2020

MONTH 1 OF 12

STUDENT SERVICES ACCOUNTING  
2020/2021 SCHOOL YEAR

# RECONCILED BALANCES

**Jul-20**

<b>TEAM BALANCES</b>	<b>\$</b>	<b>133,223.17</b>
SS BANK BALANCE	\$	463.52
<b>TOTAL SS BANK BALANCES</b>	<b>\$</b>	<b>463.52</b>
RESERVE PENDING - new	\$	11,297.03
RESERVE PENDING - aging	\$	<b>168,776.81</b>
RESERVE PAYMENTS	\$	(3,000.00)
<b>TOTAL RESERVE PENDING</b>	<b>\$</b>	<b>177,073.84</b>
PENDING BACKUP - new		
PENDING BACKUP - aging		
FOUND BACKUP		
<b>TOTAL PENDING BACKUP</b>	<b>\$</b>	<b>-</b>
<b>TEAM TOTALS</b>	<b>\$</b>	<b>133,223.17</b>
<b>TOTAL SS BANK BALANCES</b>	<b>\$</b>	<b>463.52</b>
<b>TOTAL RESERVE PENDING</b>	<b>\$</b>	<b>177,073.84</b>
<b>TOTAL PENDING BACKUP</b>	<b>\$</b>	<b>-</b>

DATE	NCR SALES	NCR DEPOSIT TOTAL	BANK DEPOSIT	PEND. REIMBURSE.	OVER/SHORT	MISRINGS/ETC.	Bank Verrified
7/22/2020	OTHER	PayPal Transfer	\$ 154.43				
7/23/2020	OTHER	Deposit	\$ 3,000.00				
7/31/2020	OTHER	Interest Payment	\$ 0.05				
			<b>\$ 3,154.48</b>				

Bank Verrified	\$3,154.48
Deposits	\$3,154.48

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
07/01/2020	Expense		Yes	Facebook	1478	Platinum Business Checking (1118)	Parent Communication H	-401.45
07/02/2020	Expense		Yes	Google	1495	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/02/2020	Expense		Yes	Constant Contact	1541	Platinum Business Checking (1118)	Parent Communication H	-125.00
07/02/2020	Expense		Yes	Amazon	1542	Platinum Business Checking (1118)	Safety - H	-175.63
07/03/2020	Expense		Yes	Box Inc.	1497	Platinum Business Checking (1118)	IT Fee - H	-15.00
07/06/2020	Expense		Yes	Wodu Media	1501	Platinum Business Checking (1118)	Advertising - Hesperia	-407.95
07/06/2020	Expense		Yes	Wix.com	1503	Platinum Business Checking (1118)	Parent Communication H	-59.00
07/06/2020	Expense		Yes	Google	1504	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/07/2020	Expense		Yes	Google	1502	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/09/2020	Expense		Yes	Google	1505	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/10/2020	Expense		Yes	Call-Em-All	1506	Platinum Business Checking (1118)	Parent Communication H	-630.00
07/10/2020	Expense		Yes	MadRooster.com	1488	Platinum Business Checking (1118)	Parent Communication H	-12.49
07/13/2020	Expense		Yes	Google	1510	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/13/2020	Expense		Yes	DMV	1490	Platinum Business Checking (1118)	Advertising - Hesperia	-750.00
07/14/2020	Expense		Yes	Google	1511	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/14/2020	Expense		Yes	Amazon	1540	Platinum Business Checking (1118)	Covid	-137.88
07/15/2020	Expense		Yes	Shop N Go	1535	Platinum Business Checking (1118)	Transportation H	-47.72
07/15/2020	Expense		Yes	Shop N Go	1536	Platinum Business Checking (1118)	Transportation H	-75.77
07/16/2020	Expense		Yes	Google	1512	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/16/2020	Expense		Yes	Costco Gas	1484	Platinum Business Checking (1118)	Transportation H	-57.99
07/17/2020	Expense		Yes	Amazon	1545	Platinum Business Checking (1118)	Office Supplies - Hesperia	-1,922.97
07/20/2020	Expense		Yes	Google	1513	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/20/2020	Expense		Yes	LearnWorlds	1514	Platinum Business Checking (1118)	Class Supplies - Hesperia	-299.00
07/20/2020	Expense		Yes	Google	1515	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/20/2020	Expense		Yes	FastStrip	1494	Platinum Business Checking (1118)	Transportation H	-48.69
07/22/2020	Expense		Yes	Mesquites Supply	1491	Platinum Business Checking (1118)	Maintenance - Hesperia	-265.93
07/22/2020	Expense		Yes	Harbor Freight	1492	Platinum Business Checking (1118)	Maintenance - Hesperia	-36.62
07/23/2020	Expense		Yes	Google	1516	Platinum Business Checking (1118)	Advertising - Hesperia	-500.00
07/27/2020	Expense		Yes	WP Engine	1517	Platinum Business Checking (1118)	Parent Communication H	-115.00
07/27/2020	Expense		Yes	Arco	1485	Platinum Business Checking (1118)	Transportation H	-47.35
07/27/2020	Expense		Yes	Arco	1483	Platinum Business Checking (1118)	Transportation H	-85.34
07/27/2020	Expense		Yes	Walmart	1486	Platinum Business Checking (1118)	Maintenance - Hesperia	-39.78
07/29/2020	Expense		Yes	Shop N Go	1482	Platinum Business Checking (1118)	Transportation H	-38.61
07/29/2020	Expense		Yes	Shop N Go	1481	Platinum Business Checking (1118)	Transportation H	-86.78
07/30/2020	Expense		Yes	Costco Gas	1493	Platinum Business Checking (1118)	Transportation H	-42.01
07/31/2020	Expense		Yes	TeachersPayTeachers	1518	Platinum Business Checking (1118)	Class Supplies - 50/50	-350.00
7/23/2020	Expense		CASH	Staples	1480	Cash	Office Supplies - Hesperia	-23.07
								-11,297.03

GAINS AND LOSS REPORT

DATE	BALANCE	TERMS	ACOUNT
7/11/2020	(\$115.00)	Refund -- Theatre Troupe Fesrival Cancelled	Riv Refund Acct
6/29/2020	(\$650.00)	A Rosebourough Photography - Prom Pics	Riv Refund Acct
6/29/2020	(\$400.00)	K Goleman - Senior Video	riv RefuRnd Acct
4/21/2020	(\$10.00)	Refund Dance	Riv Refund Acct
7/21/2020	(\$28.50)	A Barkdull Accident - Instacart	ASB
7/22/2020	(\$700.00)	E Cherry - Legally Blonde Props & Set	Musical
7/23/2020	(\$1,614.89)	Amazon - Legally Blonde Props	Musical
7/23/2020	(\$188.50)	Amazon - Legally Blonde Props	Musical

## GAINS AND LOSS REPORT

TEAM RECONCILIATION  
19/20 SCHOOL YEAR

TEAM		ADVISER
STUDENT PAYMENT PLAN	\$ -	ASHLIN BARKDULL
RIVERSIDE REFUND ACCT	\$ 40,247.10	ASHLIN BARKDULL
2021	\$ 2,701.87	KELSEY WHITE
2022	\$ 3,809.47	JAYLEEN HILL
2023	\$ 3,296.07	SANDI DEL SOLE
2024	\$ 2,403.67	HALEY SANDERSON
ACADEMIC	\$ 998.25	JORDAN LEVERETTE
AMBASSADORS	\$ 5,931.88	JOHNNA RAE
ART	\$ 5,807.42	RYAN TAYLOR/ALEJANDRA GOMAR
ART CREW	\$ 735.07	ALEJANDRA GOMAR
ASB	\$ 17,921.27	KIKI SAMPSON
BAND	\$ 1,611.58	BRIAN FORBES
BASKETBALL	\$ 1,801.62	JERRY ELIAS
BENEFIT/FUNDRAISING BALL	\$ 120.00	ASHLIN BARKDULL
CHEER	\$ 2,420.80	LEXI LEGUMINA
CHOIR	\$ -	BOB HEKEL
CIRCUS ELITE	\$ -	JOHNNA RAE
CIRQUE	\$ 322.00	WINDI COLLINS
COOKING	\$ 1,406.50	EILEEN RADZICK
COSPLAY	\$ 925.32	CHRISTIE SCOTT
COSTUME DESIGN	\$ 555.11	SANDI DEL SOLE
COSTUME FEES	\$ -	SANDI DEL SOLE
CSF	\$ 251.26	JOHN PARKER
DANCE PRO	\$ -	JAYLEEN HILL
DIRECTOR GRIFFIN	\$ -	DENISE GRIFFIN
DIRECTOR RAE	\$ -	JOHNNA RAE
DRAMA PRO	\$ 958.82	JAYLEEN HILL
EP	\$ -	JOHNNA RAE
FOUNDER	\$ 500.00	ASHLIN BARKDULL
GEN THEATER	\$ -	KELSEY WHITE
HIP HOP	\$ 333.54	TAYLOR KITCHENS
ITS	\$ 1,231.96	JAYLEEN HILL
JHASB	\$ 2,403.68	KELSEY WHITE
JR DANCE	\$ 1,432.13	AL ZORN III
JV DANCE	\$ -	KIRSTEN BANGS
LEGACY BALL BENEFIT	\$ -	ASHLIN BARKDULL
MEDIA TEAM	\$ 2,489.40	JOSH BARKDULL
MOCKTRIAL	\$ 821.50	DYLAN ZAMANIS
MUSIC	\$ 1,193.80	NIKOLA CHEKARDZHNIKOV
MUSICAL PRO	\$ (614.36)	JAYLEEN HILL
NHD	\$ -	JORDAN LEVERETTE
NHS	\$ 138.29	JOHN PARKER
PAC	\$ 493.50	TBD
PHOTO	\$ 1,854.93	JAMES QUIGG
PLAYHOUSE	\$ 1,509.90	CYNTHIA HERNANDEZ
PROD X	\$ -	JAYLEEN HILL
SNOW	\$ 179.04	TBD
SR. PROD	\$ 5,029.51	DENISE GRIFFIN
STAR QUEST	\$ 5.00	JOHNNA RAE
STREET BAND	\$ -	NIKOLA CHEKARDZHNIKOV
TROUPE	\$ 1,079.65	BRANDON HILL
VDANCE	\$ -	HALEY SANDERSON
WORLD	\$ 9,297.93	JOHNNA RAE/JORDAN LEVERETTE
YEARBOOK - H	\$ 5,945.80	JAMES QUIGG
YEARBOOK - R	\$ 3,672.89	KELSEY WHITE
<b>TOTAL TEAM BALANCES</b>	\$ 133,223.17	

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
Yearbook-H	2020 Yearbook		\$80.00	\$80.00	1.00		\$80.00	\$0.00	100.00 %
	<b>Total</b>				<b>1.00</b>		<b>\$80.00</b>	<b>\$0.00</b>	
<b>Total</b>					<b>1.00</b>		<b>\$80.00</b>	<b>\$0.00</b>	







Exhibit  
5.6

October 26, 2020

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Kathy Staley, Board Member

**INFO:**

**AP Payment Reports- Hesperia and Riverside**

**ENCORE HIGH SCHOOLS - ALL SITES**  
**WARRANT REGISTER: September 2020**

Check Number	Check Date	Payee	Reason	Sum of Amount
0920-001	9/30/2020	AT&T	October 2020 Phone Service	\$188.39
			September 2020 Phone Service	\$178.39
<b>0920-001 Total</b>				<b>\$366.78</b>
68962	9/24/2020	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$4,150.90
<b>68962 Total</b>				<b>\$4,150.90</b>
68967	9/24/2020	Klinedinst PC	Feb 2019 Legal services	\$2,660.86
<b>68967 Total</b>				<b>\$2,660.86</b>
68976	9/24/2020	Sadeghian's Rental 9th Street LLC.	September 2020 Rent	\$16,347.23
<b>68976 Total</b>				<b>\$16,347.23</b>
0920-002	9/30/2020	AT&T	7/17-8/16/20 Phone Service	\$70.44
			8/17-9/16/20 Phone Service	\$28.60
<b>0920-002 Total</b>				<b>\$99.04</b>
0920-201	9/10/2020	Garnishment	9-10-20 Garnishment	\$500.00
	9/23/2020	CA SDU - Perez	Child Support Garnishment 9-25-20	\$500.00
<b>0920-201 Total</b>				<b>\$1,000.00</b>
0920-202	9/30/2020	AT&T	AT&T phone payment	\$146.79
<b>0920-202 Total</b>				<b>\$146.79</b>
0920-203	9/1/2020	TEQlease, Inc.	September 2020 Teqlease Lease #410218	\$4,237.53
<b>0920-203 Total</b>				<b>\$4,237.53</b>
0920-204	9/11/2020	Wells Fargo Bank Service Fee	Aug 2020 Client Analysis Service Charge	\$385.89
<b>0920-204 Total</b>				<b>\$385.89</b>
68889	9/9/2020	Aetna Life Insurance Company	August 2020 PR Liabilities - Medical & Dental	\$64,739.39
<b>68889 Total</b>				<b>\$64,739.39</b>
68890	9/9/2020	AMTRUST NORTH AMERICA	August 2020 PR Liabilities - Workers Compensation	\$8,649.00
<b>68890 Total</b>				<b>\$8,649.00</b>
68891	9/9/2020	Gaines & Gaines, APLC, Client's Trust Account	Settlement September 2020 Payment #10	\$62,500.00
<b>68891 Total</b>				<b>\$62,500.00</b>
68892	9/9/2020	MESVision	August 2020 PR Liabilities - Vision	\$945.01
<b>68892 Total</b>				<b>\$945.01</b>
68893	9/9/2020	Metlife	August 2020 PR Liabilities - Life Insurance	\$554.88
<b>68893 Total</b>				<b>\$554.88</b>
68894	9/9/2020	NABCO	August 2020 PR Liabilities - Voluntary Insurance	\$369.61
<b>68894 Total</b>				<b>\$369.61</b>
68895	9/9/2020	National Benefits Services	Sep 10th 2020 403b Contribution	\$1,125.00
<b>68895 Total</b>				<b>\$1,125.00</b>
68896	9/10/2020	Accrediting Commission for Schools	Mid-Cycle Report with 2-Day Visit Fee: 2020-2021	\$725.00
<b>68896 Total</b>				<b>\$725.00</b>
68897	9/10/2020	Advance Disposal Co.	June 2020 Trash Disposal Service	\$1,566.60
<b>68897 Total</b>				<b>\$1,566.60</b>
68898	9/10/2020	Aeries Software, Inc. dba Eagle Software	7/1/20-6/30/21 Aeries Software	\$8,000.00
<b>68898 Total</b>				<b>\$8,000.00</b>
68899	9/10/2020	AT&T	4/17-5/16/20 Service	\$40.29
<b>68899 Total</b>				<b>\$40.29</b>
68900	9/10/2020	AT&T	January & May 2020 Phone Service	\$775.96

**ENCORE HIGH SCHOOLS - ALL SITES**  
**WARRANT REGISTER: September 2020**

Check Number	Check Date	Payee	Reason	Sum of Amount
<b>68900 Total</b>				<b>\$775.96</b>
68901	9/10/2020	AT&T Mobility	4/21-5/20/20 Service	\$1,167.21
<b>68901 Total</b>				<b>\$1,167.21</b>
68902	9/10/2020	Big West Insurance Agency	Sexual Abuse and Molestation Insurance	\$23,785.00
<b>68902 Total</b>				<b>\$23,785.00</b>
68903	9/10/2020	Big West Insurance Agency	Errors and Omission Insurance	\$11,397.00
<b>68903 Total</b>				<b>\$11,397.00</b>
68904	9/10/2020	Car Clinic Inc.	Car Maintanance	\$614.29
<b>68904 Total</b>				<b>\$614.29</b>
68905	9/10/2020	Richard Curtis Peterson	4/14-5/20/20 Expense Reimbursement	\$110.45
<b>68905 Total</b>				<b>\$110.45</b>
68906	9/10/2020	DMV Renewal	VIN 3D6WA26D14G256298	\$1,114.00
<b>68906 Total</b>				<b>\$1,114.00</b>
68907	9/10/2020	FedEx	Shipping	\$88.39
<b>68907 Total</b>				<b>\$88.39</b>
68908	9/10/2020	Frontier	8/12-9/11/20 Service	\$6,610.00
<b>68908 Total</b>				<b>\$6,610.00</b>
68909	9/10/2020	Frontier	8/13-9/12/20 Internet Service	\$89.41
<b>68909 Total</b>				<b>\$89.41</b>
68910	9/10/2020	Frontier	8/13-9/12/20 Service	\$67.65
<b>68910 Total</b>				<b>\$67.65</b>
68911	9/10/2020	Navitas Credit Corp.	Aug 2020 Payment for contract #40295324-1	\$371.19
<b>68911 Total</b>				<b>\$371.19</b>
68912	9/10/2020	Nuso, LLC	9/1-9/30/20 Service	\$262.86
			August 2020 Service	\$267.71
<b>68912 Total</b>				<b>\$530.57</b>
68913	9/10/2020	PayFlex Systems USA, Inc.	June 2020 Service	\$75.00
			August 2020 Service	\$150.00
			July 2020 Service	\$150.00
<b>68913 Total</b>				<b>\$375.00</b>
68914	9/10/2020	Pitney Bowes Global Financial Services LLC	Acct #18223708	\$2,078.04
<b>68914 Total</b>				<b>\$2,078.04</b>
68915	9/10/2020	PresenceLearning, Inc.	April 2020 - Setup Fee Additional Students	\$6,512.58
<b>68915 Total</b>				<b>\$6,512.58</b>
68916	9/10/2020	Quill Corporation	Office Supplies	\$2,031.38
<b>68916 Total</b>				<b>\$2,031.38</b>
68917	9/10/2020	Republic Master Chefs	1/30-3/5/20 Service	\$417.54
			Service till 6/15/20	\$28.38
<b>68917 Total</b>				<b>\$445.92</b>
68918	9/10/2020	Southern California Edison	May 2020 Service Acct #2-30-463-6681	\$6,930.74
<b>68918 Total</b>				<b>\$6,930.74</b>
68919	9/10/2020	Southwest Gas Corporation	May 2020 Service Acct #121-1256974-004	\$62.34
			May 2020 Service Acct #121-1256988-003	\$21.38
<b>68919 Total</b>				<b>\$83.72</b>

**ENCORE HIGH SCHOOLS - ALL SITES**  
**WARRANT REGISTER: September 2020**

Check Number	Check Date	Payee	Reason	Sum of Amount
68920	9/10/2020	Sprint	May 2020 Service	\$423.35
			Jun 2020 Service	\$422.51
<b>68920 Total</b>				<b>\$845.86</b>
68921	9/10/2020	Teacher Synergy LLC dba Teachers Pay Teachers	Spanish Curriculum Bundles	\$604.59
<b>68921 Total</b>				<b>\$604.59</b>
68922	9/10/2020	Terminix Processing Center	April 2020 Pest Control	\$100.00
<b>68922 Total</b>				<b>\$100.00</b>
68923	9/10/2020	The HR Specialist	20-21 Membership Acct #43758770	\$199.00
<b>68923 Total</b>				<b>\$199.00</b>
68924	9/10/2020	Toyota Financial Services	Aug 2020 Acct # 01 0272 WX656	\$637.88
			Aug 2020 Acct # 01 0272 WX722	\$637.32
			Jul 2020 Acct # 01 0272 WX656	\$938.04
			Jul 2020 Acct # 01 0272 WX722	\$937.52
			Sep 2020 Acct # 01 0272 WX656	\$750.44
			Sep 2020 Acct # 01 0272 WX722	\$750.02
<b>68924 Total</b>				<b>\$4,651.22</b>
68925	9/10/2020	US Premium Finance	Insurance installment #1	\$3,511.36
<b>68925 Total</b>				<b>\$3,511.36</b>
68926	9/10/2020	US Premium Finance	Insurance installment #1	\$6,712.64
<b>68926 Total</b>				<b>\$6,712.64</b>
68927	9/10/2020	US Premium Finance	Insurance installment #1	\$5,991.35
<b>68927 Total</b>				<b>\$5,991.35</b>
68928	9/10/2020	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$1,770.00
<b>68928 Total</b>				<b>\$1,770.00</b>
68929	9/10/2020	San Bernardino County Office of Education	September 2020 PERS	\$23,223.44
			September 2020 STRS	\$30,897.58
<b>68929 Total</b>				<b>\$54,121.02</b>
68930	9/15/2020	TCI	Integrated Science Student Subscription (1 Yr)	\$2,025.00
<b>68930 Total</b>				<b>\$2,025.00</b>
68935	9/24/2020	National Benefits Services	Sep 25th 2020 403b Contribution	\$1,125.00
<b>68935 Total</b>				<b>\$1,125.00</b>
68936	9/24/2020	San Bernardino County Office of Education	September 25 2020 PERS	\$26,444.48
			September 25 2020 STRS	\$31,739.38
<b>68936 Total</b>				<b>\$58,183.86</b>
68937	9/24/2020	Accrediting Commission for Schools	Annual Accreditation Membership Fee: 2020-2021	\$1,070.00
<b>68937 Total</b>				<b>\$1,070.00</b>
68938	9/24/2020	Adorama Inc.	POLAROID 16.1MP DIGITAL CAMERA, BLACK	\$528.00
<b>68938 Total</b>				<b>\$528.00</b>
68939	9/24/2020	Advance Disposal Co.	July 2020 Trash Disposal Service	\$1,566.60
<b>68939 Total</b>				<b>\$1,566.60</b>
68940	9/24/2020	APEX Rentals	Equipment Rent	\$1,611.60
<b>68940 Total</b>				<b>\$1,611.60</b>
68941	9/24/2020	AT&T	5/17-6/16/20 Service	\$66.84
			6/17-7/16/20 Phone Service	\$79.95

**ENCORE HIGH SCHOOLS - ALL SITES**  
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Check Number	Check Date	Payee	Reason	Sum of Amount
<b>68941 Total</b>				<b>\$146.79</b>
68942	9/24/2020	AT&T	July 2020 Phone Service	\$392.60
			June 2020 Service	\$385.10
<b>68942 Total</b>				<b>\$777.70</b>
68943	9/24/2020	AT&T Mobility	5/21-6/20/20 Wireless Service	\$1,167.21
			6/21-7/20/20 Wireless Service	\$1,167.21
			7/21-8/20/20 Wireless Service	\$876.13
<b>68943 Total</b>				<b>\$3,210.55</b>
68944	9/24/2020	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	6/1-8/31/20 Fire Alarm Monitoring	\$720.00
<b>68944 Total</b>				<b>\$720.00</b>
68945	9/24/2020	City of Hesperia	Water Service acct #DB0022-002 Late Fee	\$26.79
			Water Service acct #DB0022F-002	\$134.22
			Water Service acct #DB0022F-002 Late Fee	\$2.02
<b>68945 Total</b>				<b>\$163.03</b>
68946	9/24/2020	Countrywide RV and Mini Storage	July 2020 Rent	\$534.00
			August 2020 Rent	\$534.00
<b>68946 Total</b>				<b>\$1,068.00</b>
68947	9/24/2020	CRUSER. MITCHELL.NOVITZ.SANCHEZ.GASTON & ZIMET LLP	Apr 2020 Legal Service	\$1,277.00
			May 2020 Legal Service	\$846.00
<b>68947 Total</b>				<b>\$2,123.00</b>
68948	9/24/2020	Delta Managed Solutions, Inc.	Monthly Fee - July 2020	\$24,716.00
<b>68948 Total</b>				<b>\$24,716.00</b>
68949	9/24/2020	Delta Managed Solutions, Inc.	Monthly Fee - August 2020	\$24,716.00
<b>68949 Total</b>				<b>\$24,716.00</b>
68950	9/24/2020	Delta Managed Solutions, Inc.	Monthly Fee - September 2020	\$24,716.00
<b>68950 Total</b>				<b>\$24,716.00</b>
68951	9/24/2020	Department of Public Health	December 2019 Nursing Services	\$462.28
<b>68951 Total</b>				<b>\$462.28</b>
68952	9/24/2020	DMV Renewal	2019 Toyota REGISTRATION RENEWAL Lic 8NEN281	\$442.00
			2019 Toyota REGISTRATION RENEWAL Lic 8NEN289	\$440.00
			2019 Toyota REGISTRATION RENEWAL Lic 8NEN299	\$442.00
			2019 Toyota REGISTRATION RENEWAL Lic 8NEN304	\$450.00
<b>68952 Total</b>				<b>\$1,774.00</b>
68953	9/24/2020	Ebmeyer Charter	April 2020 School Bus	\$44,144.56
<b>68953 Total</b>				<b>\$44,144.56</b>
68954	9/24/2020	Encore ASB Hesperia	ASB Reim Apr 2020 Misc	\$1,135.49
<b>68954 Total</b>				<b>\$1,135.49</b>
68955	9/24/2020	FedEx	Shipping	\$45.75
			Re-issue ck 64639 (Shipping 5/18/18)	\$13.02
			Re-issue ck 64639 (Shipping 6/1/18)	\$31.89
			Shipping 12/20/19	\$54.67
			Shipping 6/5/20	\$165.04
<b>68955 Total</b>				<b>\$310.37</b>
68956	9/24/2020	Frontier	9/12-10/11/20 Service	\$6,610.00

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: September 2020**

Check Number	Check Date	Payee	Reason	Sum of Amount
<b>68956 Total</b>				<b>\$6,610.00</b>
68957	9/24/2020	Frontier	Sept 2020 Internet Service	\$463.84
<b>68957 Total</b>				<b>\$463.84</b>
68958	9/24/2020	Frontier	9/13-10/12/20 Internet Service	\$90.72
<b>68958 Total</b>				<b>\$90.72</b>
68959	9/24/2020	Frontier	9/16-10/15/20 Internet Service	\$76.46
<b>68959 Total</b>				<b>\$76.46</b>
68960	9/24/2020	Frontier	9/13-10/12/20 Service	\$67.65
<b>68960 Total</b>				<b>\$67.65</b>
68961	9/24/2020	Golden State Fire Protection, Inc.	Fire Protection Inspection	\$3,650.00
<b>68961 Total</b>				<b>\$3,650.00</b>
68963	9/24/2020	Harris Computer Systems/School Solutions	20/21 Attendance Enterprise - August	\$1,407.11
<b>68963 Total</b>				<b>\$1,407.11</b>
68964	9/24/2020	Hesperia Unified School District	19-20 Oversight Fee	\$92,846.79
<b>68964 Total</b>				<b>\$92,846.79</b>
68965	9/24/2020	HRDirect	Poster Guard 1 Year Subscription	\$96.96
<b>68965 Total</b>				<b>\$96.96</b>
68966	9/24/2020	Jordan Leverette	11/14/19-3/3/20 Parking at Riverside	\$236.00
<b>68966 Total</b>				<b>\$236.00</b>
68968	9/24/2020	Language Training Center Inc.	Phone Interpreting for July 2020	\$9.90
<b>68968 Total</b>				<b>\$9.90</b>
68969	9/24/2020	Leonardo C. Rivera	June 2020 Lawn care	\$600.00
<b>68969 Total</b>				<b>\$600.00</b>
68970	9/24/2020	Measure Education Inc.	June 2020 Data Management	\$1,400.94
<b>68970 Total</b>				<b>\$1,400.94</b>
68971	9/24/2020	Navitas Credit Corp.	Sep 2020 Payment for contract #40295324-1	\$418.91
<b>68971 Total</b>				<b>\$418.91</b>
68972	9/24/2020	PresenceLearning, Inc.	June 2020 - Setup Fee Additional Students May 2020 - Setup Fee Additional Students	\$171.58 \$3,527.41
<b>68972 Total</b>				<b>\$3,698.99</b>
68973	9/24/2020	PSAT/NMSQT	PSAT/NMSQT (October 2019 admin)	\$1,152.00
<b>68973 Total</b>				<b>\$1,152.00</b>
68974	9/24/2020	Purchase Power	June 2020 Postage Equipment refill	\$446.40
<b>68974 Total</b>				<b>\$446.40</b>
68975	9/24/2020	Rimrock Telecom Services	Telecom Services	\$55.00
<b>68975 Total</b>				<b>\$55.00</b>
68977	9/24/2020	School Innovations & Achievement	19-20 SARC	\$800.00
<b>68977 Total</b>				<b>\$800.00</b>
68978	9/24/2020	Schola	ScholaBoost subscription	\$2,500.00
<b>68978 Total</b>				<b>\$2,500.00</b>
68979	9/24/2020	School Nurse Supply	Evogen Vending Machine	\$368.74
<b>68979 Total</b>				<b>\$368.74</b>
68980	9/24/2020	Southern California Edison	June 2020 Service Acct #2-30-463-6681	\$11,825.30
<b>68980 Total</b>				<b>\$11,825.30</b>

**ENCORE HIGH SCHOOLS - ALL SITES  
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Check Number	Check Date	Payee	Reason	Sum of Amount
68981	9/24/2020	Southwest Gas Corporation	August 2020 Service Acct #121-1256974-004	\$16.76
			August 2020 Service Acct #121-1256988-003	\$21.37
			August 2020 Service Acct #121-1256993-003	\$11.00
			August 2020 Service Acct #121-1257003-003	\$11.00
			August 2020 Service Acct #121-1257018-003	\$11.00
			August 2020 Service Acct #121-1257315-003	\$29.43
			July 2020 Service Acct #121-1256974-004	\$15.61
			July 2020 Service Acct #121-1256988-003	\$34.05
			July 2020 Service Acct #121-1256993-003	\$11.00
			July 2020 Service Acct #121-1257003-003	\$11.00
			July 2020 Service Acct #121-1257018-003	\$11.00
			July 2020 Service Acct #121-1257315-003	\$35.21
			June 2020 Service Acct #121-1256974-004	\$27.38
			June 2020 Service Acct #121-1256988-003	\$73.01
			June 2020 Service Acct #121-1256993-003	\$11.00
			June 2020 Service Acct #121-1257003-003	\$11.00
			June 2020 Service Acct #121-1257018-003	\$14.51
			June 2020 Service Acct #121-1257315-003	\$40.26
			May 2020 Service Acct #121-1256993-003	\$11.00
			May 2020 Service Acct #121-1257003-003	\$11.00
			May 2020 Service Acct #121-1257018-003	\$81.31
			May 2020 Service Acct #121-1257315-003	\$111.29
			<b>68981 Total</b>	
68982	9/24/2020	Sprint	July 2020 Service	\$426.77
<b>68982 Total</b>				<b>\$426.77</b>
68983	9/24/2020	Staples Technology Solutions	PRINT	\$330.62
<b>68983 Total</b>				<b>\$330.62</b>
68984	9/24/2020	Terminix Processing Center	May 2020 Pest Control	\$113.00
			June 2020 Pest Control	\$113.00
			July 2020 Pest Control	\$113.00
<b>68984 Total</b>				<b>\$339.00</b>
68985	9/24/2020	Timepayment Corp	August 2020 Charges Acct #44712859	\$198.33
			September 2020 Charges Acct #44712859	\$165.46
<b>68985 Total</b>				<b>\$363.79</b>
68986	9/24/2020	Torres Glass	Additional work done mirror cuts	\$150.00
			Glass Replacement	\$3,450.00
			Removal of mirror and installing	\$950.00
<b>68986 Total</b>				<b>\$4,550.00</b>
68987	9/24/2020	Toyota Financial Services	Aug 2020 Acct # 01 0272 WX741	\$637.48
			Aug 2020 Acct # 01 0272 WY302	\$638.01
			Jul 2020 Acct # 01 0272 WX741	\$937.48
			Jul 2020 Acct # 01 0272 WY302	\$938.25
			Sep 2020 Acct # 01 0272 WX741	\$749.98
			Sep 2020 Acct # 01 0272 WY302	\$750.60

**ENCORE HIGH SCHOOLS - ALL SITES  
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Check Number	Check Date	Payee	Reason	Sum of Amount
<b>68987 Total</b>				<b>\$4,651.80</b>
68988	9/24/2020	ULINE	Janitorial Supplies	\$219.93
			Mailing Envelopes	\$103.50
<b>68988 Total</b>				<b>\$323.43</b>
68989	9/24/2020	US Premium Finance	Insurance installment Late Fee	\$190.57
<b>68989 Total</b>				<b>\$190.57</b>
68990	9/24/2020	US Premium Finance	Fee	\$15.00
			Insurance installment #1 Late Fee	\$299.57
<b>68990 Total</b>				<b>\$314.57</b>
68991	9/24/2020	Verizon	7/26-8/25/20 Wireless Service	\$115.59
<b>68991 Total</b>				<b>\$115.59</b>
68992	9/24/2020	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$270.00
<b>68992 Total</b>				<b>\$270.00</b>
68993	9/30/2020	Aetna Life Insurance Company	September 2020 PR Liabilities - Medical & Dental	\$64,768.65
<b>68993 Total</b>				<b>\$64,768.65</b>
68994	9/30/2020	AMTRUST NORTH AMERICA	September 2020 PR Liabilities - Workers Compensation	\$8,664.00
<b>68994 Total</b>				<b>\$8,664.00</b>
68996	9/30/2020	MESVision	September 2020 PR Liabilities - Vision	\$896.58
<b>68996 Total</b>				<b>\$896.58</b>
68997	9/30/2020	Metlife	September 2020 PR Liabilities - Life Insurance	\$554.88
<b>68997 Total</b>				<b>\$554.88</b>
68998	9/30/2020	NABCO	September 2020 PR Liabilities - Voluntary Insurance	\$369.61
<b>68998 Total</b>				<b>\$369.61</b>
<b>Grand Total</b>				<b>\$735,150.93</b>



**ENCORE JUNIOR/SENIOR HIGH SCHOOL - HESPERIA**  
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Check Number	Check Date	School	Payee	Sum of Amount
0920-002	9/30/2020	Hesperia	AT&T	\$99.04
0920-201	9/23/2020	Hesperia	CA SDU - Perez	\$500.00
0920-201	9/10/2020	Hesperia	Garnishment	\$500.00
0920-202	9/30/2020	Hesperia	AT&T	\$146.79
0920-203	9/1/2020	Hesperia	TEQlease, Inc.	\$4,237.53
0920-204	9/11/2020	Hesperia	Wells Fargo Bank Service Fee	\$385.89
68889	9/9/2020	Hesperia	Aetna Life Insurance Company	\$64,739.39
68890	9/9/2020	Hesperia	AMTRUST NORTH AMERICA	\$8,649.00
68891	9/9/2020	Hesperia	Gaines & Gaines, APLC, Client's Trust Account	\$62,500.00
68892	9/9/2020	Hesperia	MESVision	\$945.01
68893	9/9/2020	Hesperia	Metlife	\$554.88
68894	9/9/2020	Hesperia	NABCO	\$369.61
68895	9/9/2020	Hesperia	National Benefits Services	\$1,125.00
68896	9/10/2020	Hesperia	Accrediting Commission for Schools	\$725.00
68897	9/10/2020	Hesperia	Advance Disposal Co.	\$1,566.60
68898	9/10/2020	Hesperia	Aeries Software, Inc. dba Eagle Software	\$8,000.00
68899	9/10/2020	Hesperia	AT&T	\$40.29
68900	9/10/2020	Hesperia	AT&T	\$775.96
68901	9/10/2020	Hesperia	AT&T Mobility	\$1,167.21
68902	9/10/2020	Hesperia	Big West Insurance Agency	\$23,785.00
68903	9/10/2020	Hesperia	Big West Insurance Agency	\$11,397.00
68904	9/10/2020	Hesperia	Car Clinic Inc.	\$614.29
68905	9/10/2020	Hesperia	Richard Curtis Peterson	\$110.45
68906	9/10/2020	Hesperia	DMV Renewal	\$1,114.00
68907	9/10/2020	Hesperia	FedEx	\$88.39
68908	9/10/2020	Hesperia	Frontier	\$6,610.00
68909	9/10/2020	Hesperia	Frontier	\$89.41
68910	9/10/2020	Hesperia	Frontier	\$67.65
68911	9/10/2020	Hesperia	Navitas Credit Corp.	\$371.19
68912	9/10/2020	Hesperia	Nuso, LLC	\$530.57
68913	9/10/2020	Hesperia	PayFlex Systems USA, Inc.	\$375.00
68914	9/10/2020	Hesperia	Pitney Bowes Global Financial Services LLC	\$2,078.04
68915	9/10/2020	Hesperia	PresenceLearning, Inc.	\$6,512.58
68916	9/10/2020	Hesperia	Quill Corporation	\$2,031.38
68917	9/10/2020	Hesperia	Republic Master Chefs	\$445.92
68918	9/10/2020	Hesperia	Southern California Edison	\$6,930.74
68919	9/10/2020	Hesperia	Southwest Gas Corporation	\$83.72
68920	9/10/2020	Hesperia	Sprint	\$845.86
68921	9/10/2020	Hesperia	Teacher Synergy LLC dba Teachers Pay Teachers	\$604.59
68922	9/10/2020	Hesperia	Terminix Processing Center	\$100.00
68923	9/10/2020	Hesperia	The HR Specialist	\$199.00
68924	9/10/2020	Hesperia	Toyota Financial Services	\$4,651.22
68925	9/10/2020	Hesperia	US Premium Finance	\$3,511.36
68926	9/10/2020	Hesperia	US Premium Finance	\$6,712.64
68927	9/10/2020	Hesperia	US Premium Finance	\$5,991.35
68928	9/10/2020	Hesperia	Western NRG, Inc.	\$1,770.00
68929	9/10/2020	Hesperia	San Bernardino County Office of Education	\$54,121.02
68930	9/15/2020	Hesperia	TCl	\$2,025.00
68935	9/24/2020	Hesperia	National Benefits Services	\$1,125.00
68936	9/24/2020	Hesperia	San Bernardino County Office of Education	\$58,183.86
68937	9/24/2020	Hesperia	Accrediting Commission for Schools	\$1,070.00
68938	9/24/2020	Hesperia	Adorama Inc.	\$528.00
68939	9/24/2020	Hesperia	Advance Disposal Co.	\$1,566.60
68940	9/24/2020	Hesperia	APEX Rentals	\$1,611.60
68941	9/24/2020	Hesperia	AT&T	\$146.79
68942	9/24/2020	Hesperia	AT&T	\$777.70
68943	9/24/2020	Hesperia	AT&T Mobility	\$3,210.55
68944	9/24/2020	Hesperia	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	\$720.00
68945	9/24/2020	Hesperia	City of Hesperia	\$163.03
68946	9/24/2020	Hesperia	Countrywide RV and Mini Storage	\$1,068.00
68947	9/24/2020	Hesperia	CRUSER. MITCHELL.NOVITZ.SANCHEZ.GASTON & ZIMET LL	\$2,123.00

**ENCORE JUNIOR/SENIOR HIGH SCHOOL - HESPERIA**  
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Check Number	Check Date	School	Payee	Sum of Amount
68948	9/24/2020	Hesperia	Delta Managed Solutions, Inc.	\$24,716.00
68949	9/24/2020	Hesperia	Delta Managed Solutions, Inc.	\$24,716.00
68950	9/24/2020	Hesperia	Delta Managed Solutions, Inc.	\$24,716.00
68951	9/24/2020	Hesperia	Department of Public Health	\$462.28
68952	9/24/2020	Hesperia	DMV Renewal	\$1,774.00
68953	9/24/2020	Hesperia	Ebmeyer Charter	\$44,144.56
68954	9/24/2020	Hesperia	Encore ASB Hesperia	\$1,135.49
68955	9/24/2020	Hesperia	FedEx	\$310.37
68956	9/24/2020	Hesperia	Frontier	\$6,610.00
68957	9/24/2020	Hesperia	Frontier	\$463.84
68958	9/24/2020	Hesperia	Frontier	\$90.72
68959	9/24/2020	Hesperia	Frontier	\$76.46
68960	9/24/2020	Hesperia	Frontier	\$67.65
68961	9/24/2020	Hesperia	Golden State Fire Protection, Inc.	\$3,650.00
68963	9/24/2020	Hesperia	Harris Computer Systems/School Solutions	\$1,407.11
68964	9/24/2020	Hesperia	Hesperia Unified School District	\$92,846.79
68965	9/24/2020	Hesperia	HRDirect	\$96.96
68966	9/24/2020	Hesperia	Jordan Leverette	\$236.00
68967	9/24/2020	Hesperia	Klinedinst PC	\$3,106.86
68968	9/24/2020	Hesperia	Language Training Center Inc.	\$9.90
68969	9/24/2020	Hesperia	Leonardo C. Rivera	\$600.00
68970	9/24/2020	Hesperia	Measure Education Inc.	\$1,400.94
68971	9/24/2020	Hesperia	Navitas Credit Corp.	\$418.91
68972	9/24/2020	Hesperia	PresenceLearning, Inc.	\$3,698.99
68973	9/24/2020	Hesperia	PSAT/NMSQT	\$1,152.00
68974	9/24/2020	Hesperia	Purchase Power	\$446.40
68975	9/24/2020	Hesperia	Rimrock Telecom Services	\$55.00
68977	9/24/2020	Hesperia	School Innovations & Achievement	\$800.00
68978	9/24/2020	Hesperia	Schola	\$2,500.00
68979	9/24/2020	Hesperia	School Nurse Supply	\$368.74
68980	9/24/2020	Hesperia	Southern California Edison	\$11,825.30
68981	9/24/2020	Hesperia	Southwest Gas Corporation	\$610.19
68982	9/24/2020	Hesperia	Sprint	\$426.77
68983	9/24/2020	Hesperia	Staples Technology Solutions	\$330.62
68984	9/24/2020	Hesperia	Terminix Processing Center	\$339.00
68985	9/24/2020	Hesperia	Timepayment Corp	\$363.79
68986	9/24/2020	Hesperia	Torres Glass	\$4,550.00
68987	9/24/2020	Hesperia	Toyota Financial Services	\$4,651.80
68988	9/24/2020	Hesperia	ULINE	\$323.43
68989	9/24/2020	Hesperia	US Premium Finance	\$190.57
68990	9/24/2020	Hesperia	US Premium Finance	\$314.57
68991	9/24/2020	Hesperia	Verizon	\$115.59
68992	9/24/2020	Hesperia	Western NRG, Inc.	\$270.00
68993	9/30/2020	Hesperia	Aetna Life Insurance Company	\$64,768.65
68994	9/30/2020	Hesperia	AMTRUST NORTH AMERICA	\$8,664.00
68996	9/30/2020	Hesperia	MESVision	\$896.58
68997	9/30/2020	Hesperia	Metlife	\$554.88
68998	9/30/2020	Hesperia	NABCO	\$369.61
<b>Grand Total</b>				<b>\$714,732.02</b>

**ENCORE HIGH SCHOOL FOR THE ARTS - RIVERSIDE**  
**WARRANT REGISTER: September 2020**

<b>Check Number</b>	<b>Check Date</b>	<b>School</b>	<b>Payee</b>	<b>Sum of Amount</b>
0920-001	9/30/2020	Riverside	AT&T	\$366.78
68962	9/24/2020	Riverside	Green Comfort	\$4,150.90
68967	9/24/2020	Riverside	Klinedinst PC	(\$446.00)
68976	9/24/2020	Riverside	Sadeghian's Rental 9th Street LLC.	\$16,347.23
<b>Grand Total</b>				<b>\$20,418.91</b>



# Exhibit 5.7

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

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**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Data Reports**

# CCSA Data Action Plans

Based on the feedback and data from the CCSA, create an action plan that we can implement for the school year in order to improve the key focus areas. If the area does not pertain to your class, then what ways can you provide assistance for that area?

Your email address ([jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Grade Level \*

Your answer

Subject/Program \*

Your answer

What interventions are already in place for your specific grade level and course in order to improve students state assessment scores and students overall academic progress? \*

Your answer

Based on the data that the Data Committee (Mr. Parkers presentation) and the CCSAs information, what new or additional interventions can be implemented in order to show improvement for state assessment scores and or academic improvement for our students? \*

Your answer



What interventions can we provide to our subgroups in order to improve academic and assessment scores (Latinx, African American, Socioeconomically Disadvantaged)? \*

Your answer

What interventions can we provide for our English learners and RFEP subgroups in order to improve academics and assessment scores? \*

Your answer

What interventions can we provide for our Students with Disabilities subgroup in order to improve academics and assessment scores? \*

Your answer

What ideas or plans are already being implemented in order to increase our students college rates? In addition, what additional support can be provided in order to keep this rate moving in a successful direction? \*

Your answer

Submit

Never submit passwords through Google Forms.

This form was created inside of Encore High School. [Report Abuse](#)

Google Forms





Exhibit  
5.8

October 26, 2020

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**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Board Meeting Minutes-09/14/20**



## Board Meeting Minutes

DATE 9/14/2020

6:00 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

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### Board Members:

Suzanne Cherry, Board President  
Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member

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**1.0 CALL TO ORDER.** The meeting was called to order at 6:30 PM (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Suzanne Cherry	<u>X</u>	___
Kelly Ahmed	___	<u>X</u>
Rob Gabler	<u>X</u>	___
Mari Miller	<u>X</u>	___

**3.0 APPROVAL OF THE AGENDA – Approval after moving closed session to the end of the board meeting.**

<b>MOTION: <u>Rob Gabler</u></b>	<b>Second: <u>Mari Miller</u></b>	<b>Vote: <u>3/0</u></b>	<b><u>Approved</u></b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	___	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___

**4.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS.** This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**5.0 ADJOURN TO CLOSED SESSION.** Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items. – **Closed session moved to after 9.13.**

- A. Employee Actions. Any actions that may take place in regards to employees including disciplinary and corrective actions are discussed within closed session.
- a. Public Employment –
- Title- all positions vs. salary schedules
  - Title Chief Executive Officer
  - Title Chief Operations Officer
  - Summer Camp Issue Report

**6.0 RECONVENE OPEN SESSION/REPORT OUT AFTER CLOSED SESSION.** At the conclusion of closed session, the Board will reconvene in open session for the purposes of disclosing in public session any actions taken during closed session regarding the outlined scope of closed session.

**7.0 CONSENT ITEMS.** It is recommended that the board considers approving a number of agenda items as a consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.

**7.1 DOJ REPORT**

**7.2 EXPENSE REPORT**

**7.3 BOARD MEETING WORKSHOP MINUTES-07.13.2020**

**7.4 STAFF CALENDAR UPDATES- ASB, COUNSELING AND TEACHER**

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Rob Gabler</u></b>	<b>Vote: <u>3/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	<u>X</u>	___	___
Kelly Ahmed	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___
Mari Miller	<u>X</u>	___	___

**8.0 INFORMATION ITEMS.** There are no actions needed for any of these items. These items are presented for informational purposes.

- 8.1 WEB SITE UPDATE-** Denise Griffin
- 8.2 CIRRICULUM UPDATE-** Denise Griffin
- 8.3 DATA COMMITTEE UPDATE-** John Parker
- ~~**8.4 CONFLICT OF INTEREST-** Alexandria Legumina~~ **Removed from meeting**

**9.0 ACTION ITEMS.**

**9.1 Installment of the new Encore School Board Member- Glenn Thackeray.** Executive team recommends approval of this action.

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Rob Gabler</u></b>	<b>Vote: <u>3/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	<u>X</u>	___	___
Kelly Ahmed	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___
Mari Miller	<u>X</u>	___	___

**9.2 Installment of the new Encore School Board Member- Kathy Staley.** Executive team recommends approval of this action.

<b>MOTION: <u>Rob Gabler</u></b>	<b>Second: <u>Mari Miller</u></b>	<b>Vote: <u>3/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>
Suzanne Cherry	<u>X</u>	___	___
Kelly Ahmed	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___
Mari Miller	<u>X</u>	___	___

~~**9.3 Formal adoption of the Organizational Chart for the 2020-2021 school year.** In the interest of transparency, Encore releases the forecast organization chart for the coming school year. Executive team recommends approval of this action.~~

~~**9.4 Committee Report.** Oral report of the process for the committee regarding salaries and staffing. Executive team recommends approval of this action.~~

**9.3 and 9.4 Move to October board meeting**

~~9.5 Riverside campus clean-up update— Report reflects the final updates and move out process of the Riverside Encore campus. Executive team recommends approval of this action.~~

**This item is an informational item. No vote needed.**

9.6 Board Adoption of Policy for Repeating Academic Courses. Repeating a course and preconditions for retaking an academic course are outlined. Executive team recommends approval of this action.

<b>MOTION: <u>Rob Gabler</u></b>	<b>Second: <u>Mari Miller</u></b>		<b>Vote: <u>5/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	___	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glen Thackeray	<u>X</u>	___	___	___
Kathy Staley	<u>X</u>	___	___	___

9.7 Board Adoption of Policy for Transcript Revision. Policy regarding revision of transcripts when deemed appropriate. Executive team recommends approval of this action.

<b>MOTION: <u>Rob Gabler</u></b>	<b>Second: <u>Mari Miller</u></b>		<b>Vote: <u>5/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	___	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glen Thackeray	<u>X</u>	___	___	___
Kathy Staley	<u>X</u>	___	___	___

~~9.8 Board on Track Membership Options. A breakdown of key features and rates for Board on Track.~~

~~9.9 Review and possible approval of comparable compensation data for CEO job position.~~

~~9.10 — Review and possible approval of comparable compensation data for COO job position.~~

~~9.11 — Possible approval of Employment Agreement for the Chief Executive Officer. Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Chief Executive Officer.~~

~~—1. Salary: 2. Health benefits: 3. Bonuses: — Executive team recommends approval of this action.~~

~~9.12 Possible approval of Employment Agreement for the Chief Operations Officer. Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Chief Operations Officer.~~

~~—1. Salary: 2. Health benefits: 3. Bonuses: — Executive team recommends approval of this action~~

**9.8, 9.9, 9.10, 9.11 and 9.12 Move to October board meeting**

**9.13 Unaudited Actuals.** Encore financial report representing the unaudited actuals for Encore Riverside and Encore Hesperia. Executive team recommends approval of this action – **Fixed to show as 9.13**

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Rob Gabler</u></b>		<b>Vote: _____</b>	<b>Approved</b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	___	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glen Thackeray	___	___	___	<u>X – kicked out of the zoom</u>
Kathy Staley	<u>X</u>	___	___	___

**10.0 BOARD COMMENTS / REPORTS.** The Governing Board will take comments/updates from fellow board members, and the EEC Executive Administration for future agenda issues.

**11.0 ADJOURN TO CLOSED SESSION.** Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items. – **Closed session moved to after 9.13. Closed session began at 7:31PM**

B. Employee Actions. Any actions that may take place in regards to employees including disciplinary and corrective actions are discussed within closed session.

a. Public Employment –

- ~~Title all positions vs. salary schedules~~
- ~~Title Chief Executive Officer~~
- ~~Title Chief Operations Officer~~
- Summer Camp Issue Report – No further actions taken at this time COVID training was given prior and after the incident that was brought to EHS’s administrations attention as well as the board

**No actions taken all first three items will be moved to the October board meeting.**

## 12.0 ADJOURNMENT

<b>MOTION: _____</b>	<b>Second: _____</b>		<b>Vote: _____</b>	<b>Approved/Denied _____</b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	___	___	___	<u>X</u>
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glen Thackeray	<u>X</u>	___	___	___
Kathy Staley	<u>X</u>	___	___	___

The meeting adjourned at **8:16 PM** (time).

The next meeting is **Monday, October 19, 2020 at 6:00 pm.**



# Exhibit 5.9

## October 26, 2020

Encore Education Corporation

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Fax (760) 956-3338

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Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

Special Board Meeting Minutes-09/28/20



## Special Board Meeting Minutes

**DATE 9/28/2020**

6:30 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
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Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

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**1.0 CALL TO ORDER.** The meeting was called to order at **6:39 PM** (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Suzanne Cherry	<u>X</u>	___
Kelly Ahmed	<u>X</u>	___
Rob Gabler	<u>X</u>	___
Mari Miller	<u>X</u>	___
Glenn Thackeray	<u>X</u>	___
Kathy Staley	<u>X</u>	___

**3.0 APPROVAL OF THE AGENDA**

<b>MOTION: <u>Mari Miller</u></b>		<b>Second: <u>Kelly Ahmed</u></b>	<b>Vote: <u>6/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glenn Thackeray	<u>X</u>	___	___	___
Kathy Staley	<u>X</u>	___	___	___

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**5.0 ACTION ITEM. PRESENTATION**

**5.1 Learning Continuity Plan- The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020-21 school year. The provisions for the plan were approved by the Governor and Legislature in June in SB 98 and can be found in EC Section 43509.**

**6.0 ADJOURNMENT**

<b>MOTION: <u>Mari Miller</u></b>		<b>Second: <u>Glenn Thackeray</u></b>	<b>Vote: <u>5/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___
Glenn Thackeray	<u>X</u>	___	___	___
Kathy Staley	___	___	___	<u>X</u>

The meeting adjourned at **7:24 PM** (time).

The next meeting is **Tuesday, September 29, 2020 at 6:30 pm.**



Exhibit  
5.10

October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

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**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Special Board Meeting Minutes-09/29/20**





## Special Board Meeting Minutes

**DATE 9/29/2020**  
6:30 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

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### Board Members:

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Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

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**1.0 CALL TO ORDER.** The meeting was called to order at 6:34 (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Suzanne Cherry	<u>X</u>	___
Kelly Ahmed	<u>X</u>	___
Rob Gabler	<u>X</u>	___
Mari Miller	___	<u>X</u>
Glenn Thackeray	<u>X</u>	___
Kathy Staley	___	<u>X</u>

**3.0 APPROVAL OF THE AGENDA**

<b>MOTION: <u>Rob Gabler</u></b>		<b>Second: <u>Glenn Thackeray</u></b>	<b>Vote: <u>4/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	___	___	___	<u>X</u>
Glenn Thackeray	<u>X</u>	___	___	___
Kathy Staley	___	___	___	<u>X</u>

**4.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS.** This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**5.0 ACTION ITEMS.**

**5.1 Learning Continuity Plan- The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020-21 school year. The provisions for the plan were approved by the Governor and Legislature in June in SB 98 and can be found in EC Section 43509.**

<b>MOTION: <u>Glenn Thackeray</u></b>		<b>Second: <u>Rob Gabler</u></b>	<b>Vote: <u>4/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Mari Miller	___	___	___	<u>X</u>
Glenn Thackeray	<u>X</u>	___	___	___
Kathy Staley	___	___	___	<u>X</u>

## 6.0 ADJOURNMENT

<b>MOTION: <u>Rob Gabler</u></b>	<b>Second: <u>Kelly Ahmed</u></b>			<b>Vote: <u>4/0</u></b>	<b><u>Approved</u></b>
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>	
Suzanne Cherry	<u>X</u>	---	---	---	
Kelly Ahmed	<u>X</u>	---	---	---	
Rob Gabler	<u>X</u>	---	---	---	
Mari Miller	---	---	---	<u>X</u>	
Glenn Thackeray	<u>X</u>	---	---	---	
Kathy Staley	---	---	---	<u>X</u>	

The meeting adjourned at **6:36** (time).

The next meeting is **Monday, October 19, 2020 at 6:00 pm.**



Exhibit  
5.11

October 26, 2020

Encore Education Corporation

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Fax (760) 956-3338

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Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Committee and Staff Meeting Agendas**

## Welcome 2020 Inservice Schedule

Aug 24th		Aug 25th		Aug 26th		Aug 27th	
New Staff				All Staff			
12-3 pm		9 – 2pm		9 – 3pm		9 – 3pm	
Welcome to Encore! Meeting		9am	<b>Welcome Day 2!</b> <b>(Log into Zoom sessions that will be emailed to you)</b>	9am	<b>Log into Zoom (will email to all staff)</b>	9:00	<b>Log into Zoom (All Staff)</b>
HR Paperwork, Classroom Space, Computers		9:15 am	<u>Teachers/Instructors:</u> Welcome to Encore Presentation  -Review Aeries, Learnworlds, and Cyber High  -Meet staff members online for introductions	9:15am   9:30 am  10:30 am  11:00 am	<b>Welcome to 2020-2021! ALL STAFF Introductions</b>  <b>Overview of Inservice Plan (All Staff)</b>  First Aid Emergencies Training (All Staff)  Back Injury Prevention Training (All Staff)  NFHS COVID-19 Training (All Staff)	9:15 am         9:30 am	NFHS Trainings (All Staff) Log into NFHS and complete all trainings (Save Certificates)  Fire Extinguisher Safety, Slips, Trips Falls Training Ladder Safety, and H1N1 Awareness ( <i>All Staff need to complete. If you have auditions, please go to auditions at this time</i> )  -Continue Learnworlds courses  <b>Arts Teachers/Instructor Course curriculum</b>
School Tour		12pm	Lunch	12pm	Lunch	12pm	Lunch
Meet with Mrs. Dolf (review what next steps are for Tuesdays Inservice)		1pm	Meet with Department Chairs on Zoom	1pm  2pm	<b>Learnworlds Q &amp; A (Any teacher &amp; instructor with a Learnworlds course)</b> Work on Learnworlds Courses	1-3pm	Continue Fire Extinguisher Safety, Slips, Trips Falls Training, Ladder Safety, H1N1 Awareness (All Staff)

## Welcome 2020 Inservice Schedule

Sept 1st	Sept 2nd		Sept 3rd		Sept 4th	
All Staff			All Staff			
9-3 pm	9 – 3pm		9 – 3pm		9 – 3pm	
Welcome to Day 3! Log into Zoom (all staff)	9am	Welcome Day 4! Log into Zoom (all staff)	9am	Welcome Day 5! Log into Zoom (all staff)	9:00	Log into Zoom Day 5! (Staff)
<p><b>Welcome Back Presentation (all staff)</b></p> <p>Work on mandatory trainings and NFHS till 12 pm</p>	<p>9:15 am</p> <p>10:30 am</p> <p>11:00 am</p>	<p><b>Teachers/Instructors:</b> <b>Academic Data Team:</b> <b>Data Presentation</b></p> <p><b>Arts Teachers/Instructors:</b> <b>Learnworlds Professional Courses</b></p> <p><b>Campus Aides: &amp; SPED Aides:</b> <b>COVID-19 Compliance</b></p> <p><b>Mandated Reporter with Ashlin and Curtis (all staff)</b></p> <p><b>Teachers, Instructors &amp; Instructional Aides:</b> <b>Aeries /Attendance</b></p>	<p>10:00am</p> <p>10:30am</p> <p>11:00am</p> <p>11:30 am</p>	<p><b>Hourly Employees:</b> <b>EWS with Ashlin and Curtis</b></p> <p><b>Instructors/Teachers-Salary + OT:</b> <b>EWS with Ashlin and Curtis</b></p> <p><b>Exempt Administration, Teachers and Instructors-Salary:</b> <b>EWS with Ashlin and Curtis</b></p> <p><b>Leave Request with Ashlin (all staff)</b></p>	<p>9:15 am</p> <p>10:30 am</p> <p>11:30 am</p>	<p><b>Teachers, Instructors, Instructional &amp; SPED Aides:</b> <b>SPED Development (M Buries)</b></p> <p><b>Academic Teachers and SPED Aides:</b> <b>Socratic Teaching</b></p> <p><b>Arts Teachers and Instructors:</b> <b>Make-up Auditions</b></p> <p>(All teachers continue trainings and Learnworlds)</p>
Lunch	12pm	Lunch	12pm	Lunch	12pm	Lunch
<p><b>COVID-19 Safety Training with Curtis (all staff)</b></p> <p><b>Social Media/Sexual Harassment Awareness (all staff)</b></p>	1pm	<p><u>Teachers, Instructors, and Instructional Aides</u> Grades</p> <p>(Work on mandatory trainings and NFHS till 3 pm)</p>	1pm	Teacher check in with Dolf via Zoom	1-3pm	<p><b>Teachers and Instructors:</b> <b>Technology in the Classroom and Learnworlds</b></p>

## Welcome 2020 Inservice Schedule

Sept 8th	Sept 9th		Sept 10th		Sept 11th	
All Staff			All Staff			
7:30-3:30 pm	7:30-3:30 pm		7:30-3:30pm		730-3:30pm	
<p>Computer Pick Up!</p> <p><u>(Please see attached list of times to enter campus through the A Building for laptops. Laptops can be picked up in B9 with IT)</u></p>	<p>7:30 am</p> <p>8:00 am</p>	<p>Work on Learnworlds curriculum and or see your supervisor for more details</p> <p><b>Team Advisor Meeting (all Teachers and Arts Instructors)</b></p>	<p>7:30 am</p>	<p>Work on Learnworlds curriculum and or see your supervisor for more details</p>	<p>7:30 am</p> <p>8:00 am</p>	<p>Work on Learnworlds curriculum and or see your supervisor for more details</p> <p><b>Staff Liaison (All Staff) Mr. Waggoner</b></p>
<p><u>Teachers and Instructors</u> Work on creating a welcoming space as your Zoom instruction area free from distractions and clutter.</p> <p>SPED and Instructional Aides: See Mr. Buries for SPED assistance</p> <p>Work with Mr. Buries and SPED team with course accommodations (see schedule)</p> <p><b>Time Management (all staff)</b></p>	<p>10:00-12pm</p>	<p><b>Jumpstart 7th grade</b></p> <p><u>(Please see attached list of times to enter campus through the A Building for laptops. Laptops can be picked up in B9 with IT)</u></p> <p>SPED and Instructional Aides: See Mr. Buries for SPED assistance</p> <p>Work with Mr. Buries and SPED team with course accommodations (see schedule)</p>	<p>10:00-12pm</p>	<p><b>Jumpstart 7th grade</b></p> <p>SPED and Instructional Aides: See Mr. Buries for SPED assistance</p> <p>Work with Mr. Buries and SPED team with course accommodations (see schedule)</p>	<p>10:00 - 12pm</p>	<p><b>Jumpstart 8th-12th grade</b></p> <p>SPED and Instructional Aides: See Mr. Buries for SPED assistance</p> <p>Work with Mr. Buries and SPED team with course accommodations (see schedule)</p>
<p>Lunch</p>	<p>12pm</p>	<p>Lunch</p>	<p>12pm</p>	<p>Lunch</p>	<p>12pm</p>	<p>Lunch</p>

## Welcome 2020 Inservice Schedule

<b>Health and Safety Procedures (all staff)</b>	1pm	Continue to work on Learnworlds and trainings are due on September 11th	1pm	<b><u>Teachers, Instructors, Instructional Aides &amp; SPED Aides</u></b> Learnworlds	1pm	<b><u>Teachers, Instructors, Instructional Aides &amp; S</u></b> <b><u>Aides</u></b> Learnworlds
---	-----	---	-----	--	-----	--



## 2020-2021 Friday Staff Development Meetings

Date	Attendees	Subject	Details
9/14 Monday	All Staff	First Week Wrap-up	Dean of Academics What worked, what needs to be addressed, and how the day went overall.
9/25	Arts: 8:30 Academics: 12:15	Arts: Arts Meeting 9 <sup>th</sup> Period Academics: Meet with Department Chairs	Arts: Mrs. Griffin to discuss 9 <sup>th</sup> period Arts Conservatory Academics: Meet with Department Chairs to review academic needs
10/2	Arts: Auditions Academics: 12:15	CCSA Data Review Action Plans	Dean of Academics Review CCSA Data based on the Encore Data that was presented during the data meeting
10/9	Arts and Academics (Various Times)	Encore Technology	IT and Dean of Academics to review all Encore Technology platforms with students and teachers
10/16	No Meeting due to Holiday on Monday		
10/23	Arts: 8:30 Academics: 12:15	504/RTI	504 Coordinator and Dean of Academics will review 504 documents, students, accommodations, etc. Response to Intervention process, how to identify and who to work with for support.

Monday Morning Meeting  
September 14, 2022

## 14 Sept, 1951 - Seedless Watermelon

1951 : A seedless watermelon has been developed at Purdue University. It is round and will weigh about 8 to 10 pounds, it could well be seen on sale in parts of the country by next year.

- Welcome to the 2020/2021 school year with students!!!
- We will meet Monday Mornings at 7:45 using this Zoom link
- Students will login to the 'First Day of School Zoom' where the class codes will be posted starting at 8:20
- Please assist students if they reach out for assistance. We will need all hands on deck for this.
- Don't forget to take attendance via the Zoom chat with students and save it for each period
- Working with IT and the Encorestudent.com website on how to mass add students
- Arts meeting before lunch and Academics after lunch this Friday 9/18/2020. I will send out the schedule soon
- Check out the email and blog from Mrs. Griffing today. We had an Aeries glitch. Allows students to start in English classes then move to Math until everything is adjusted and corrected.

Monday Morning Meeting Notes  
September 21, 2020 @ 7:45

- On this day in history, 1941, Stephen King was born!
- Teacher Spotlight: Wise, Scott, Zamanis, and Jareno! Thank you for being amazing!
- Big Thanks for those who came out to our Senior Sunrise! KiKi and Kelsey...awesome job!
- Take attendance for each period
- Daily agenda on Google Classroom
- If students need Novels and or Textbooks have them come to the A building, they don't need to email myself or Ms. Kathy. Just come in.
- Team Rush Teaser 4:00, Monday, 9/21 on Twitch. Keep your eye open for details via email and Encore blog.
- Back to School Night 6-9 pm on Thursday, 9/24. Keep your eye open for details via email and Encore blog.
- Don't forget to add the 2020-2021 Encore calendar to your Google Calendar
- Check Aeries for schedule changes. Remind students to do the same please :)
- Don't forget about Mrs. Griffin's Tuesday-Thursdays Morning Meeting
- Please send in your videos to Ms. Kiki ASAP

Monday Morning Meeting  
9/28/2020

On this day in 1892, the first night football game was played in Mansfield, PA

- Back to School on Twitch was a hit! Thank you all for making our students and parents feel welcomed!
- Academic Tutoring starts this week from 7:45-8:15 on Tuesdays-Thursdays
- Couch-cella is this week! Today is PJ day!
- Virtual Team Rush is this week starting at 4:00
- Don't forget to add/drop students on Aeries since student schedules have been adjusted
- Don't forget to save your chats for attendance and make sure you're taking attendance
- Pacing plans are due to Department Chairs by 10/16
- Go ahead and start entering grades into your gradebooks. First grading mark is 10/14
- Remember, students have until the end of the quarter for assignments
- Remind honors and AP students about the grading percentages with their summer assignments
- Complete your Learnworlds courses!
- Movie in rotation was emailed this weekend.

Monday Morning Meeting  
10/5/2020

- Meme Monday! (By request!)
- Just a reminder: Mrs. Griffin's Tuesday-Thursday Morning Meetings are at 7:30 now. Please come at least once a week.
- Virtual Team Auditions are this week starting at 3:00
- Team Advisor Request Forms, deadline is Friday at 3:00
- Academic Teachers: CCSA Actions plans on my Google Classroom are due Wednesday
- Monday is a Holiday! NO SCHOOL!
- Starting October 26th, we starting teaching on campus three days a week (Tuesday through Thursday)
- Extra Furniture on campus. Please ask Johnny or Joe before you take any.
- Per Mrs. Griffin, please turn off automatic replies and check your email signatures.
- Read Mrs. Griffin's email about moving back in procedures.
- Zero Period Google Classroom: you can make one and post announcements
- Please email blast all students your Zoom ID and Google Classrooms. Take a screenshot of the email or add me to the email blast by Tuesday Morning.
- Don't forget that the grading window opens 10/14

Monday (Tuesday) Morning Meeting  
10/12/2020

- End of a three day weekend meme...
- Poetry Slam Submissions are due this week to Ms. Jordan
- Talent Show video submissions are due today, 10/13/2020. The talent show will be Friday, 10/16/2020 from 7-9pm on Twitch
- FAFSA-Cash for College Workshop is this Wednesday, 10/14/2020 from 12:30-2:30
- Evaluate your classwork and homework assignments
- Grading window opens Wednesday, 10/14/2020 and closes Friday, 10/16/2020
  - C- or below (in danger of failing mark)
  - We understand the low grade marking for this period
  - Due dates are fine however, make sure you accept work through the end of the quarter for full credit
  - SPED and 504 students must have comments for all assignments
  - NM (No Marks) for Homeroom classes and 9th period
- Dolf to hold grade submission meeting on Wednesday, 10/14/2020 at 3:15 on Zoom
- Due to the fact that grades are due this week, I've extended the due date for pacing to 10/23/2020
- Thank you Sandi!
  - Sandi put together a great breakdown of grades for each Arts class that goes with students' AME courses. In addition, a pacing guide. I will forward it to everyone after this meeting.
- A follow up email will go out about how to properly request time off or call in sick. Please make sure you 'star' this email.
- Board Meeting is on Monday, 10/19,2020 at 6:00 pm. Just a reminder, you need to attend at least one per year.

Department Chair Meeting  
September 17, 2020 @ 3:00

Attendance: Julia Dolf, Sarah Greene, Kristine Jareno, Sandra Del Sole, Haley Sanderson,  
Nikola Chekardzhikov, Jamie Waggoner, John Parker

-Quarter 1 pacing and emergency sub plans are due October 16th to Department Chairs

-Emergency Sub Plans: Zoom ID, Google Classroom code, announcements/ assignments.

Teacher needs to post on Google Classroom

-Attendance form found at the bottom of [Encorehighschool.com](http://Encorehighschool.com)

-Email Elias an attendance changes if past 24 hours

-Agenda on Google Classroom Daily

-Discipline issues go to Johnny and Joe T. @ [discipline@encorehighschool.com](mailto:discipline@encorehighschool.com)

-Monday Morning Meeting Zoom ID with Dolf 983 1663 1517

-Tuesday-Thursday with Denise ID 970 3919 1418 (Staff needs to login at least once a week)

-Friday meetings: have them reach keep their eye out via email and Google Calendar

-Complete their courses on Learnworlds

-Team would like to know how to complete a weekly attendance. Dolf will speak to Mrs. Griffin  
and Mr. Munoz for assistance

-IS Grading

**Check in with Department Chairs**  
**10/5/2020**

Attendance: Parker, Waggoner, Jareno, Greene, Sanderson, Del Sole. Mr. C, Dolf

**Question:**

Due to the overwhelming amount of emails from students to our teachers, how do you feel I should send out important information such as period subbing, updates, etc... to staff so the emails won't be buried?

**Ideas:**

- 1) Send email plus a Remind message
- 2) Send email plus a Text message





Exhibit  
5.12

October 26, 2020

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Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Department of Justice Update**



## **Human Resources:**

### **D.O.J. Reporting – August - October 16, 2020**

35834 - Cleared - 8/24/2020  
35835 - Cleared - 8/27/2020  
35836 - Cleared - 9/8/2020  
35837 - Cleared - 9/9/2020  
35838 - Cleared - 9/25/2020

Ashlin Barkdull  
Human Resources



# Exhibit 6.1

## October 26, 2020

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Kathy Staley, Board Member

**INFO:**

**ASB Director Report**



## ASB Director Report

October 19, 2020

The beginning of this year has been very different for ASB. We have yet to meet as a full team, but I can already tell this group of students is determined to work hard and bring back the spirit of Encore, even while distanced. This year we are focusing our class time on building and strengthening the skills and knowledge required of a working event planner. The first part of event planning we have been covering is marketing. The Hall-o-freak drive-thru event is coming up soon, so the students have been assigned to create a marketing plan to sell tickets. We're hoping that having this marketing training early in the school year will assist in increasing ticket sales for later events. We have been approved by the CDC to have twelve students at a time on campus to help with setting up the event itself. Students are required to wear masks and stay as distanced as possible while on campus. We are hopeful to see a big turnout at this drive-thru event because if so, it will open the door to hosting similar events later in the year, if restrictions are not yet lifted. Although we are unsure of the months to come and if any changes will be made to our restrictions, ASB is looking for ways to brighten the spirit of students while distanced and increase student involvement during this uncertain time.



# Exhibit 6.2

## October 26, 2020

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Kathy Staley, Board Member

**INFO:**

**ASB Student Report**

## ***ASB REPORT 10/14/2020***

ASB is currently working on setting up Encore's Covid-Friendly Haunted House Drive-Thru Experience " Hall'o'Freak ". Small numbers of students have met on campus to build sets, costumes and anything needed for the attraction to run smoothly. On campus, students are wearing masks and maintaining social distancing guidelines.

2 Weeks ago ASB Hosted a virtual spirit week for students to participate in while at home. The theme was "Couchella". Themes included Band/ Concert Merch, 90's day, Pajama day, Tie Dye day, and Dress like a celebrity day.

ASB Is constantly working during every class to try to think of good ideas on how to make the best of the situation at home by planning virtual, drive-in, and more Covid-Friendly events.



# Exhibit 6.3

## October 26, 2020

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Kathy Staley, Board Member

**INFO:**

Staff Liaison Report



Jamie Waggoner

Staff Liaison

Hesperia Campus

15 October 2020

Re: Monthly Board Report

There have been no rumblings and/or complaints that have come my way during this past month. The biggest reason for this unity that I have seen is because of the very high level of communication that I have seen. The morning meetings with Denise and Julia have been a calming force in my opinion. I have been to most, and I have not seen frustration at the table. I have seen a good many questions being asked and a good many answers being given. Being in sales for many years before I was a teacher, I learned a very important life lesson. "Always treat complaints as requests for more information". This is (in my opinion) the most likely reason that I have seen for the lack of issues/frustration being displayed.





# Exhibit 6.4

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Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Dean of Academics Report**



## Dean of Academics Report

October 19, 2020

Good Evening,

The start of the 2020/2021 school year has been strange and odd however, as Encore Pirates, we always overcome harsh seas and any obstacle. Our Encore teaching staff is not only remarkable when it comes to preparing for the school year in a classroom, but their creative and caring ideas for their students is shown during their online virtual lessons. Our teachers work relentlessly to put our students first and it is an honor to work with these dedicated teachers. It takes a crew in order to make sure our distance learning plan is implemented correctly and for that I want to thank the entire Encore staff when it came to assisting our teachers and students prepare for school at home.

The following items were worked on during the months of August through October:

- We hired three new teachers this year: One math teacher and two middle school teachers.
- We have one math position and one SPED teacher position open (interviews and possible candidates have been interviewed).
- Staff is to return to campus on 10/26/2020 to start teaching from their classrooms.
- Attendance and student participation are improving
- As you saw in the data section, we had three weeks of in-service meetings and planning sessions
- Our weekly staff meetings continue however, we hold those on Fridays going into the 2020/2021 school year. A calendar of the meetings we held in September and October is posted in the data section.
- Department chairs meet with me at least once a month and then with their departments to go over any important details as well as collaborate in departments.
- The Data Committee continues to meet to analyze assessment data. The team just met to discuss new benchmark platforms as Encore is moving to a more cohesive benchmark platform. We took the list from ten platforms down to two.
- Encore has adopted new curriculum for the 2020/2021 school year for middle school science and high school Spanish. TCI Alive: Science covers the NGSS standards and offers students that online platform to engage in science using real world problems on a digital platform. Somos for high school Spanish allows students to be more proficient with communicating in Spanish. The curriculum is comprehension based that is supported with instructional strategies that brings together language and culture.
- The AP courses that we offer at Encore have been audited and approved on College Board
- The first quarter grading report has closed as it opened on 10/14/2020 and closed 10/16/2020
- A schedule training is to take place with the company Learnworlds
- The IT Department and I held a technology meeting on 10/9/2020 with all grade levels to assist students on how to access Google Classroom, Encestudent.com, Cyber High, TCI, and Zoom

Going into next month, our goal is to have all vacancies filled, a new benchmark platform, and our students actively engaging in their academics and arts courses.

Julia Dolf



# Exhibit 6.5

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Williams Act Report**

## Quarterly Report Template for Four Required Areas and Optional Reporting of Uniform Complaints Data

October 19, 2020

Curtis Peterson  
Encore Education Corporation  
16955 Lemon Street, Hesperia, CA 92345

Dear Encore Junior Senior High School Board:

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to your governing board at a regularly scheduled meeting, the first quarterly report for fiscal year 2019/2020 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of my visit and review at Encore Hesperia for the period of August, September, October 2020.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science, and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health.
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2006 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Encore is functioning.

Before proceeding with the report, let me define some basic terms:

- “Sufficient textbooks or instructional materials” means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.”
- “Good Repair” means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in “good repair.”

My findings were as follows:

**Instructional Materials:**

**Hesperia – Sufficient textbooks and instructional materials**

**School Facilities:**

**Hesperia – Good Repair**

**Teacher Misassignments and Teacher Vacancies:**

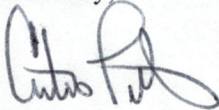
**Hesperia – One Math and Special Education Vacancy**

**Uniform Complaints:**

**Hesperia - No visits or reviews were conducted during this quarter.**

Please extend to your governing board, administration, and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,



Curtis Peterson



# Exhibit 6.6

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

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**Sites:**

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[board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Familial Relation Hiring and Reimbursements Policy-** Attached are the 01/25/2018 meeting minutes for the approval, action item labeled 7.1, as well as the policy.

## **Encore Education Corporation 2018 Action Plan**

Encore is submitting for Encore Board of Directors' approval, an action plan based on an internal investigation as a result of anonymous complaints submitted to a variety of District, County, and State agencies. The executive team recommends approval of this Action Plan.

### **Background:**

As a result of the reorganization of multiple positions within the organization and the removal of the entire Executive Director department (about 38 positions in total were discontinued), Encore had a string of complaints submitted to a variety of agencies with requests for investigations. These complaints included complaints to both Hesperia Unified School District and Riverside Unified School District.

Encore's internal investigation was conducted by the executive team spanning from October through January. There were several hundred documents reviewed and given to agencies at their request. Encore has fully responded to and actively helped agencies complete their investigations while conducting their own internal investigation.

### **Findings:**

At the conclusion of the investigation, there were no findings of intentional misconduct. There were extensive mistakes that were found that will require an action plan to improve Encore as an overall program and organization. There are several policies and procedures that need to be updated and implemented to make sure that Encore can improve transparency to agencies that might receive requests and complaints.

### **The Action Plan:**

#### **1. STAFFING & HUMAN RESOURCES -**

##### **a. Department of Justice Livescan Background Checks – To close the gap of exposure created by the computer glitch in the human resources department, Encore will:**

- i. After investigating the computer glitch and at the recommendation of the DOJ, Encore will redo all Livescans for employees and volunteers as outlined so a printout can be made and stored in a separate secure file. (Prior training had advised not to make a printout of the Livescan results for confidentiality.)
- ii. Encore's on site human resources manager will create a separate secure file of all employees' and appropriate volunteer Livescan results.
- iii. Encore has already completed the Livescan printout results for all employees and volunteers from July of 2017 to present.
- iv. By February 20, 2018 – Encore will have all remaining employees during the time of the computer (June 2015 through June 2017) glitch resubmit for a DOJ Livescan at the expense of Encore Education Corporation. This process has already started.
- v. By June 1, 2018 – All other Encore employees will resubmit for a DOJ Livescan at the expense of Encore Education Corporation.
- vi. Encore will report to the Encore Board of Directors upon completion of each phase of this implementation. This report will be forwarded to both RUSD and HUSD.

- b. **Hiring process – Effective February 1, 2018** – Any candidate employee, regardless of position, that has a conflict of interest with any Chief Officer will interview with a Board member and have the Board vote to hire the candidate. This will not be necessary if the person is already employed by Encore prior to February 1, 2018 OR they become a conflict of interest after they are hired. All relationships will be disclosed as required by Board policy. Prior to the Board member interview, the candidate will have to undergo the same hiring processes as every other candidate employee and be chosen for a final interview.
- c. **STRS, PERS, and 403b payments and reporting** – Encore will add proof of contributions made to STRS, PERS, and 403b in the monthly financial reports given to RUSD, HUSD, and to the Encore Board of Directors.
- d. **Payroll** – Due to the change in statute effective March 2017 (and as a result of mediation), all non exempt employees have been switched to bimonthly payroll effective November 2017. Prior to the end of the current fiscal year, Encore will move all exempt employees to bimonthly payroll as well.
- e. **Human Resources Training** – Beginning June 1, 2018 – Encore Education Corporation will send the on site human resources manager to a minimum of 20 hours of professional human resources training each school year to make sure that Encore stays in compliance. Completion of this training will be shared with stakeholders as an information item in the Board of Director’s meeting.
- f. **Staff Training** –
  - i. Encore will hold organization wide trainings on the complaint process with the updated forms prior to March 1, 2018.
  - ii. Encore will re-establish the annual requirement for all staff members to attend at least one board meeting and one interest meeting each school year. Hourly employees will be paid to attend these meetings
  - iii. Encore will hold an annual staff summit with the staff liaison giving staff members an opportunity to complete a satisfactions survey and be able to talk openly without administration or executives. The liaison will report the results to the Chief Officers.
  - iv. Encore will hold annual sexual harassment training based on the new statute for all staff members including California state based management training.
- g. **Staff Accountability** – For any position that manages one or more staff members, the person in that position will be required to present to Encore’s Board of Directors once per year AND the Advisory Board for their campus once per year. Executive level managers will present at both Advisory Board meetings.
  - i. **Facilities Manager**
  - ii. **Risk Manager**
  - iii. **Department Chairs**
  - iv. **Master Teachers**
  - v. **Executive Support**
  - vi. **Executive Assistant Managers**
  - vii. **Executive Managers**
  - viii. **Kitchen Leads**



- ix. **Psychologist / SPED**
  - x. **Counseling**
  - xi. **College / Careers**
2. **Contracts & Agreements** – Encore will submit all current contracts and agreements to Encore counsel for review and update to stay in compliance. Encore will also build a timeline for when counsel should periodically review all contracts and agreements.
  3. **Textbooks & Resources** – Encore will add to the Board agenda annually prior to the eighth week of school, a report of full textbook and resources used on campus and availability thereof for Williams Act Compliance.
  4. **Facilities** – The Risk / Maintenance Manager already completes facilities reports. Beginning March 2018, this manager will submit a semester report of each campus and formally present updates and actions to the Board.
  5. **On Site Cash Handling** –
    - a. Encore will schedule a full retrain of cash handling procedures for everyone that touches cash prior to March 1, 2018 by financial advisor and based on GAAP.
    - b. Financial advisor will review current cash handling procedures and update according to GAAP.
    - c. Encore will establish a school credit card by December 2018 to minimize reimbursements
    - d. Effective February 1, 2018 – Executive chief officers will no longer submit reimbursements (CEO, COO, CMO)
      - i. Chief Officers will submit an expense report with supporting backup to the Board of Directors. This will be listed in consent items during the Board meeting
      - ii. The Board of Directors will approve all expense reports after review.
      - iii. After the Board of Directors have approved the expense report with supporting backup, Executive chief officers expenses will be approved for reimbursement.
  6. **Parent / Student Resources** –
    - a. Encore will include the updated complaint process that is in line with up to date complaint forms during the parent / student orientation.
    - b. Encore will include information on when the Board meetings happen and how attend a Board meeting during the parent / student orientation.
    - c. Encore will add an overview of what is offered for parents by going to the Encore web site during parent / student orientation.
    - d. ASB Directors on both campuses will be tasked to build a parent team on both campuses that can work to be more involved and build a hardship fund for students.
    - e. Dean of Students will host monthly meetings for parents that want to meet to discuss topics regarding their campus.
    - f. The web site will be updated to reflect any and all prescriptive recommendations and update per Encore’s legal counsel, specifically including updated contracts, forms, agreements, and board policies.
  7. **Encore Education Corporation’s Board of Directors Board Compliance – To make sure that Encore’s Board of Directors is in full compliance, Encore will:**
    - a. Encore will submit all board policies, procedures, and forms to Encore’s legal counsel for a complete audit, overhaul, and update.

- b. Encore will report prescriptive advice made by legal counsel to both HUSD and RUSD and will take action based on prescriptive advice from counsel with complete timelines for completions. Completions will be made no later than June 15, 2018.
- c. Beginning February 1, 2018 – Encore’s Dean of Students will advertise Board Meetings in the weekly All Call to parents and stakeholders.
- d. Encore, working directly with Encore’s legal counsel, will set up a full board training including Brown Act Compliance. Board training will be completed by:
  - i. All Board members
  - ii. All chief officers
  - iii. All Administrators
  - iv. All Executive Managers
  - v. Any other staff and or volunteers recommended by legal counsel to attend
- e. Encore will create an Advisory Board for each separate campus that will meet quarterly with the help of Encore’s legal counsel.
  - i. This board will have three to five members.
  - ii. At least one member of the board will be an active parent from the respective campus.
  - iii. The Advisory Board will review fiscal, operational, and procedural issues that are campus specific.
- f. BOARD CALENDAR – The Executive Board of Directors, under the advice of legal counsel, will create an annual Board calendar of when certain reports will be brought to the Board.
  - i. By the March 2018 Board meeting, Encore will submit an Agenda template that will include anything that will be reported at every Board of Directors meeting. Examples of this include, but are not limited to:
    - 1. Consent Items (Define what a consent item is)
    - 2. Fiscal Reports
    - 3. Legal Briefs
    - 4. Chief Officer Reports
    - 5. Dean of Student Reports
    - 6. Dean of Academics Reports
  - ii. By the May 2018 Board meeting, Encore will submit a board calendar that will include in which month each of the following actions will take place so all necessary annual actions are brought to the board accordingly.
    - 1. 700 forms (annual)
    - 2. 1090 (annual)
    - 3. Brown Act Training (annual)
    - 4. Textbook Adoptions (annual)
    - 5. Williams Act Report (each campus annually)
    - 6. Budgets (three times annually)
    - 7. Salary Schedules
    - 8. Data Reporting / Disaggregation
    - 9. Sexual Harassment Training
    - 10. LCAP

11. SARC
12. Audit
13. Credential Audit
14. Organization Chart
15. Attendance Reports (three times annually)
16. School Division Reports (twice annually)
  - a. Risk Manager
  - b. Facilities Manager
  - c. Transportation / Cafeteria Manager
  - d. Department Chairs
  - e. Master Teachers
  - f. Creative Director of Arts
  - g. Creative Director of Academics
  - h. School Psychologist
  - i. SPED Department
  - j. Counseling
  - k. Kitchen Manager
  - l. Health Technician

Encore Education Corporation will report completion of each item on this action plan to the Board of Directors during a Board meeting.

# ENCORE

## education

corporation

### Special Board Meeting Minutes

January 25, 2018

6:45 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

Sites:  
16955 Lemon Street, Hesperia, CA 92345  
3800 Main Street, 3<sup>rd</sup> Floor, Riverside, CA 92501

Meeting Site Location:  
16955 Lemon Street, Hesperia, CA 92345  
3800 Main Street, 3<sup>rd</sup> Floor, Riverside, CA 92501

Board Members:  
Lenny Esposito, Board President  
Suzanne Cherry, Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Kathy Nielsen, Member  
Rob Gabler, Member

*The Order of Business may be changed without notice: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.*

*Reasonable Limitations May be placed on public testimony: The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.*

*Special Presentation may be made: Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.*

*Reasonable Accommodation for any individual with a Disability: Pursuant to the Rehabilitation Act of 1973, any individual with a disability who requires reasonable accommodation to attend or to participate in this meeting of the Governing board may request assistance by contacting the EEC (760) 949-2036.*

*Public Documents relating to Open Session Agenda items are available for review by the public at the Reception Desk at Encore Education Corporation's Executive office or on the internet at [www.encorehighschool.com](http://www.encorehighschool.com). For more information concerning this agenda, please contact EEC (760) 949-2036.*

1.0 **CALL TO ORDER.** The meeting was called to order at **6:55PM** (time).

2.0 **PLEDGE OF ALLEGIANCE**

3.0 **OPEN GENERAL SESSION**

ROLL CALL	Present	Absent
Lenny Esposito	<u>X</u>	_____
Kelly Ahmed	<u>X</u>	_____
Suzanne Cherry	<u>X</u>	_____
Kathy Nielsen	_____	<u>X</u>
Rob Gabler	<u>X</u>	_____

4.0 **APPROVAL OF THE AGENDA**

**MOTION: Lenny Esposito**      **Second: Suzanne Cherry**      **Vote: 4/0**

ROLL CALL	AYE	NAY	ABSTENTION	ABSENT
Lenny Esposito	<u>X</u>	_____	_____	_____
Kelly Ahmed	<u>X</u>	_____	_____	_____
Suzanne Cherry	<u>X</u>	_____	_____	_____
Kathy Nielsen	_____	_____	_____	<u>X</u>
Rob Gabler	<u>X</u>	_____	_____	_____

5.0 **INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS.** This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

6.0 **CONSENT ITEMS.** It is recommended that the board considers approving a number of agenda items as a consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.

- **No items for consent**

7.0 **ACTION ITEMS.**

7.1 **Vote for Approval – Encore Education Corporation 2018 Action Plan. (Exhibit 7.1)**

**MOTION: Rob Gabler**      **Second: Kelly Ahmed**      **Vote: 4/0**

ROLL CALL	AYE	NAY	ABSTENTION	ABSENT
Lenny Esposito	<u>X</u>	_____	_____	_____
Kelly Ahmed	<u>X</u>	_____	_____	_____
Suzanne Cherry	<u>X</u>	_____	_____	_____
Kathy Nielsen	_____	_____	_____	<u>X</u>
Rob Gabler	<u>X</u>	_____	_____	_____

**8.0 ADJOURN TO CLOSED SESSION.** Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items.

A. Student Discipline appeals. Due to the confidential nature of discipline appeals, all student discipline appeals take place in closed session.

- **No planned student discipline appeals are up for discussion in this meeting.**

B. Pending Litigation. Due to the confidential nature of any litigation that may come against the corporation, issues relating specifically to pending legal issues are orders of closed session.

- **Board will discuss exposure to litigation from the inquiries from RUSD and HUSD.**
- **Board will discuss exposure to litigation from employee in Riverside.**

C. Real Estate Negotiation. In the intent of fair and legal bargaining power, issues related to real estate negotiations are discussed in closed session.

- **No planned discussion in this meeting.**

D. Employee Actions. Any actions that may take place in regards to employees including disciplinary and corrective actions are discussed within closed session.

- **No planned discussion in this meeting.**

**9.0 RECONVENE AFTER CLOSED SESSION.** The meeting reopened at **8:10PM** (time).

At the conclusion of closed session, the Board will reconvene in open session for the purposes of disclosing in public session any actions taken during closed session regarding the outlined scope of closed session.

**Next scheduled Regular board Meeting: February 5, 2018**

**ADJOURNMENT**

<b>MOTION:</b> <u>Suzanne Cherry</u>		<b>Second:</b> <u>Kelly Ahmed</u>		<b>Vote:</b> <u>4/0</u>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>		<b>ABSENT</b>
Lenny Esposito	<u>X</u>	---	---		---
Kelly Ahmed	<u>X</u>	---	---		---
Suzanne Cherry	<u>X</u>	---	---		---
Kathy Nielsen	---	---	---		<u>X</u>
Rob Gabler	<u>X</u>	---	---		---

The meeting adjourned at **8:14PM** (time).

DRAFT ONLY - Not approved by the board



# Exhibit 6.7

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

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**Sites:**

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**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Riverside Closure-** Attached are the 04/30/2020 meeting minutes for the approval, action item labeled 6.1.



## Special Board Meeting Agenda

April 30, 2020

5:30 p.m.

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
[www.encorehighschool.com](http://www.encorehighschool.com)

### Sites:

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

### Board Members:

Suzanne Cherry, Board President  
Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Evelyn Rojas, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Member

*The Order of Business may be changed without notice: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.*

*Reasonable Limitations May be placed on public testimony: The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. For any person requiring a translator, this time will be doubled to account for translation time.*

*Reasonable Accommodation for any individual with a Disability: Pursuant to the Rehabilitation Act of 1973, any individual with a disability who requires reasonable accommodation to attend or to participate in this meeting of the Governing board may request assistance by contacting the EEC (760) 949-2036.*

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*Public comment: Individuals wishing to provide public comment at this Board meeting must send their comments in writing to [board@encoreedcorp.com](mailto:board@encoreedcorp.com) prior to or during the meeting. Comments submitted by email will be read aloud during the Board meeting for up to three minutes. If comments are in Spanish or another language, they will be translated to English and be given up to six minutes. The Board reserves the right to limit the overall time for public comment to a reasonable amount of time.*



**1.0 CALL TO ORDER.** The meeting was called to order at 5:34 PM (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Suzanne Cherry	<u>X</u>	___
Kelly Ahmed	<u>X</u>	___
Rob Gabler	<u>X</u>	___
Paula Gharib	<u>X</u>	___
Evelyn Rojas	<u>X</u>	___
Mari Miller	<u>X</u>	___

**3.0 APPROVAL OF THE AGENDA**

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Paula Gharib</u></b>	<b>Vote: <u>6/0</u></b>	<b>Approved/Denied - <u>Approved</u></b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Paula Gharib	<u>X</u>	___	___	___
Evelyn Rojas	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___

**4.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS.** This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**5.0 CONSENT ITEMS.** It is recommended that the board considers approving a number of agenda items as a consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.

**5.1 MEETING MINUTES - April 27, 2020**

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Paula Gharib</u></b>	<b>Vote: <u>6/0</u></b>	<b>Approved/Denied - <u>Approved</u></b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Paula Gharib	<u>X</u>	___	___	___
Evelyn Rojas	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___

**6.0 ACTION ITEMS.**

**6.1 ACTION- Discussion of and vote on closure of Encore High School for the Arts (“Encore-Riverside”) effective June 30, 2020.** The Board will discuss factors such as low projected attendance for 2020-21 school year, the COVID-19 pandemic, and concerns regarding insurance prior to voting on the potential closure of Encore-Riverside at the end of the school year.

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Rob Gabler</u></b>	<b>Vote: <u>6/0</u></b>	<b>Approved/Denied - <u>Approved</u></b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Paula Gharib	<u>X</u>	___	___	___
Evelyn Rojas	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___

**7.0 BOARD COMMENTS / REPORTS.** The Governing Board will take comments/updates from fellow board members, and the EEC Executive Administration for future agenda issues.

#### 8.0 ADJOURNMENT

<b>MOTION: <u>Mari Miller</u></b>	<b>Second: <u>Paula Gharib</u></b>	<b>Vote: <u>6/0</u></b>	<b>Approved/Denied- <u>Approved</u></b>	
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Suzanne Cherry	<u>X</u>	___	___	___
Kelly Ahmed	<u>X</u>	___	___	___
Rob Gabler	<u>X</u>	___	___	___
Paula Gharib	<u>X</u>	___	___	___
Evelyn Rojas	<u>X</u>	___	___	___
Mari Miller	<u>X</u>	___	___	___

The meeting adjourned at **6:18 PM** (time).

The next meeting will be held, **May 18, 2020** at 6:00 pm



# Exhibit 7.1

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to

[board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Textbook and Resource Adoption**

### Textbook Adoption 2020/2021 School Year

Curriculum	TCI Alive: Science	Somos Spanish
<b>How will the textbook be used?</b>	Middle School: Phenomenon-based storylines that prove real-world problems. Three dimensional learning.	High School: Allows for proficiency with communicative, comprehension-based instructional strategies that bring together language and culture
<b>Does it align to the current standards implemented in the course?</b>	California NGSS standards	Aligns with current standards (proficiency standards) ACTFL Proficiency Benchmarks
<b>Will this be the primary source of content for the course?</b>	Primary source	Primary source with supplemental novels
<b>Does the textbook provide assessments and rubrics or will the school have a common assessment and rubric for students?</b>	Yes, assessments and rubrics are provided (some assignments and assessments are automatically graded)	Examines Grammar in Content Comprehensive Tasks
<b>Does the curriculum activate prior knowledge?</b>	Activates prior knowledge and scaffolds	Activates prior knowledge and scaffolds
<b>Does the curriculum provide content support?</b>	Provides content support for teachers, additional grading support	Provides content support for teachers
<b>Does the curriculum provide ways to differentiate instruction?</b>	Student responses, teacher-led discussion, cooperative learning, free writes, partner activities, small group activities, labs	Student responses, teacher-led discussion, cooperative learning, free writes, partner activities, small group activities
<b>Are alternative levels provided?</b>	ELL and SPED	Yes, two levels
<b>Comprehension review</b>	Investigations, reading notes, and science concepts	Yes, writing and natural output
<b>Strategies for learning and remembering content vocabulary</b>	Challenges and investigations that engage students	Examines grammar in context

<b>Various forms of assessments</b>	Yes, student responses, natural output responses	Yes, student responses, natural output responses
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# Exhibit 7.2

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

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If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to

[board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Desert Mountain Charter SELPA Local Plan for 2020-2021**

**LOCAL PLAN**  
**Section B: Governance and Administration**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

January 2020

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## B. Governance and Administration

California *Education Code (EC)* sections 56195 et seq. and 56205

### Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

### Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan:

The Desert/Mountain Charter Special Education Local Plan Area (Charter SELPA) is composed of participating local education agency (LEA) charter schools and is the governance structure responsible for the implementation of the provisions of the Local Plan. The areas covered by the Desert/Mountain Charter SELPA are any area where an eligible charter LEA resides throughout the State of California requesting membership and obtaining approval into the Desert/Mountain Charter SELPA by the CAHELP JPA Governance Council.

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

The Desert/Mountain Charter SELPA regional governance and administrative structure of the local plan falls under the governance and administrative structure of the California Association of Health and Education Linked Professions (CAHELP) Joint Powers Authority (JPA). CAHELP JPA operates the departments of Desert/Mountain SELPA, Desert/Mountain Charter SELPA and Desert/Mountain Children's Center (DMCC, a mental health component). CAHELP JPA is a consortium of local school districts within our geographical region and charter LEAs throughout the State of California. Participating LEAs of the Desert/Mountain Charter SELPA have joined in a cooperative effort to provide for the coordinated delivery of programs and services, and to assure equal access to such programs and services to eligible individuals with disabilities requiring special education within the Desert/Mountain Charter SELPA. The CAHELP JPA Governance Council is the governing board of the Desert/Mountain Charter SELPA and shall adopt policies for the Desert/Mountain Charter SELPA and participating LEAs. The policies and procedures adopted by the CAHELP JPA Governance Council under the authority of the adopting LEA boards have the same status and authority as other LEA board policies. In adopting the Local Plan, each LEA agrees to carry out the duties and responsibilities assigned to each agency, or which may be designated at a later date through agreement/policy of the participating LEAs to assist one another with meeting the requirements of applicable federal and state law. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law.



The CAHELP JPA Governance Council shall ensure that all Charter LEAs within the Desert/Mountain Charter SELPA shall have full access and opportunity to participate in the coordinated system of services for identified students with disabilities. To ensure that all identified students have access, a Charter LEA with assistance from the Desert/Mountain Charter SELPA office, may enter into a Memorandum of Understanding (MOU) and/or a contractual arrangement with the local SELPA or surrounding SELPAs or other LEAs within close proximity to the Charter LEA, including nonpublic agencies and nonpublic schools, to ensure that students are identified, assessed, receive individualized education program planning, review, and reevaluation. The function of the Desert/Mountain Charter SELPA and participating LEAs is to provide quality educational programs and services appropriate to the needs of each eligible student with a disability who is enrolled within the Desert/Mountain Charter SELPA. The Responsible Local Agency (RLA) Superintendent, and CEOs of the LEA Charters are responsible for the management and supervision of all special education program operations within the Desert/Mountain Charter SELPA. All such programs are to operate in a manner consistent with the funding provisions of the California Education Code, the Individuals with Disabilities Education Act (IDEA), other applicable laws, and Desert/Mountain Charter SELPA policies and procedures.

The San Bernardino County Office of Education (SBCOE) is also known as the Office of the San Bernardino County Superintendent of Schools (SBCSS) and will be referred to in this document as SBCOE. SBCOE is presently designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA, and the CAHELP JPA Governance Council may change the RLA and AU at its discretion and in accordance with California law.

All structural changes within the organization of the Desert/Mountain Charter SELPA, including changes in governance, are decided through deliberations of the CAHELP JPA Governance Council. All conflicts are ultimately resolved through deliberations of the CAHELP JPA Governance Council. However, most concerns are managed within various committee interactions. The Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee examines program issues, staffing needs, fiscal issues and advises the CAHELP JPA Governance Council regarding adoption of the Annual Service Plan and the Annual Budget Plan. If necessary, recommendations regarding policies, procedures, and the implementation of the Local Plan can be given to the CAHELP CEO for ultimate consideration by the CAHELP JPA Governance Council.

The Desert/Mountain Charter SELPA is governed by the CAHELP JPA Governance Council. The CAHELP JPA Governance Council shall be advised by the CAHELP CEO who shall, in turn be advised by the Desert/Mountain Charter SELPA Executive Council, Steering/Finance Committee and the Community Advisory Committee (CAC). The CAHELP CEO is responsible to ensure that all aspects of the approved Desert/Mountain Charter SELPA Local Plan are implemented according to the approved California Department of Education (CDE) Local Plan and by the CAHELP JPA Governance Council.

**CAHELP JPA Governance Council**

The CAHELP Governance Council shall consist of the Superintendent/CEO representing each of the LEA members of the Desert/Mountain SELPA, and two (2) CEO representatives from the Desert/Mountain Charter SELPA. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council may designate, in writing, an alternate representative, including but not limited to, another member of the Governance Council ("proxy") if the Superintendent/CEO is unable to attend a meeting; the designated alternate representative or designee shall have the full authority of the designating Superintendent/CEO for the purpose of decision-making. Such a designation must be received by the CEO prior to the commencement of a scheduled meeting of the Governance Council, and shall be good only for that meeting. One-third (1/3) of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.

The Governance Council is empowered to establish or to participate in the establishment of a system for determining the responsibility of member LEAs for the education of each individual with disabilities. The Governance Council is also empowered to designate an administrative entity to perform such regionalized functions as the receipt and distribution of all Desert/Mountain Charter SELPA funds. This may also include the provisions of administrative support, and coordination of the implementation of the Local Plan for the education of children with disabilities, and to undertake such ancillary and related programs as determined by the Governance Council. The Governance Council shall determine all policy matters for the CAHELP JPA.

Policies governing the Desert/Mountain Charter SELPA shall be adopted by the CAHELP JPA Governance Council and are included as part of the Local Plan. Input may be received from parents, staff, public and nonpublic agencies, and members of the public at large. Individuals wishing an opportunity to address the Desert/Mountain Charter SELPA Executive Council, Steering/Finance Committee and/or the CAHELP JPA Governance Council on a particular agenda item, or have the Executive Council, Steering/Finance Committee and/or the CAHELP Governance Council consider a topic, are invited to complete a Request to Address the Executive Council, Steering/Finance committee and/or the CAHELP JPA Governance Council form.

The CAHELP JPA Governance Council shall review the Desert/Mountain Charter SELPA Local Plan and recommend modifications on an annual basis or as necessary. The CAHELP CEO and Desert/Mountain Charter SELPA Executive Council, and Steering/Finance Committee shall assist the CAHELP JPA Governance Council with these reviews.

The CAHELP JPA Governance Council may initiate and carry on an activity, or may otherwise act in any manner which is not inconsistent with or preempted by law, and which is not in conflict with the purposes for which the Desert/Mountain Charter SELPA is established.

The CAHELP JPA Governance Council shall have responsibility for overall management and direction of the Local Plan development, implementation, and operation. Governance Council

members shall be involved in the budget review and approval process for the Local Plan. SBCOE serves as the current RLA, and any successors or later RLA, shall have responsibility for employing the number and type of Desert/Mountain Charter SELPA staff to meet the program and service requirements necessary for the implementation of the Local Plan as determined by the CAHELP JPA Governance Council.

**Responsibilities of the CAHELP JPA Governance Council**

The CAHELP JPA Governance Council, with direction from the LEA governing boards, shall be responsible for the following areas of Local Plan administration and shall act to:

- A. Establish operational procedures and make decisions on any matters regarding implementation, administration, and operation of special education programs in accordance with the Local Plan;
- B. Review and approve all Desert/Mountain Charter SELPA policies, procedures, standards, and guidelines;
- C. Review, approve, and monitor the allocation of special education funds to LEAs through the Annual Budget Plan process;
- D. Review, approve, and monitor all budgets assigned to the Desert/Mountain Charter SELPA office;
- E. Provide leadership to the Desert/Mountain Charter SELPA regarding the development, revision, implementation, and review of the Local Plan;
- F. Select and recommend to the Superintendent of the RLA, a qualified candidate to be employed as the CAHELP CEO;
- G. Evaluate the performance of the CAHELP CEO;
- H. Determine and provide direction related to the personnel, program, and service requirements necessary for the implementation of the Local Plan and allocation of special education funds;
- I. Meet as often as necessary during the year to implement the business of the Desert/Mountain Charter SELPA and to provide the necessary direction and guidance to the CAHELP CEO;
- J. Provide direction, consultation, and technical assistance to the LEAs and the Superintendent of the RLA;
- K. Provide a consistent forum to develop, review, and approve policy recommendations, which are submitted to the Governance Council for consideration;
- L. Approve interagency agreements;
- M. Designate participants for the Desert/Mountain Charter SELPA Steering/Finance Committee;
- N. Establish and promote a Community Advisory Committee (CAC);
- O. Receive recommendations from the CAC, Executive Council, Desert/Mountain Charter SELPA Steering/Finance Committee, LEA boards, and other concerned agencies and individuals;
- P. Decide disputes, if any, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan and other agreements or policies between or among the LEAs;
- Q. Annually evaluate the Local Plan implementation and operations; and
- R. Undertake such additional activities as permitted under the JPA Agreement and Bylaws, California law, and the Local Plan.

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**Desert/Mountain Charter Executive Council**

The Desert/Mountain Charter SELPA Executive Council is comprised of a representative from each Charter LEA in the Desert/Mountain Charter SELPA at the CEO level. Organizations that operate more than one Charter LEA have a single representative for all Charter LEAs. Each CEO has one vote for the Charter LEA(s) he/she represents. The Desert/Mountain Charter SELPA Executive Council makes recommendations to the CAHELP JPA Governance Council on fiscal and policy matters. This group meets regularly to direct and supervise the implementation of the Local Plan.

**Desert/Mountain Charter SELPA Steering/Finance Committee**

Each participating LEA shall appoint an appropriate administrator of special education programs and an administrator of the LEAs business department to membership of the Desert/Mountain Charter SELPA Steering/Finance Committee. The Desert/Mountain Charter SELPA Steering/Finance Committee may be requested by the CAHELP JPA Governance Council to provide advice or assistance in other areas as needs are identified within the Desert/Mountain Charter SELPA.

The Desert/Mountain Charter SELPA Steering/Finance Committee meets on a regular basis. The CAHELP CEO or designee serves as the Chairperson of the committee and is responsible for providing timely written notice of the meeting and agenda, minutes for the meeting, and additional documentation as needed to provide informed decision-making.

The duties of the Desert/Mountain Charter SELPA Steering /Finance Committee include, but are not limited to, the following:

- A. Provide information and recommendations for the development, modification, and implementation of the Local Plan to the Executive Council and CAHELP JPA Governance Council;
- B. Develop and implement forms and procedures for the identification, referral, assessment, IEP development, and special education service delivery to individuals with disabilities as established by the Local Plan;
- C. Develop procedures and recommendations for programs and services for review, modification, and approval by the CAHELP JPA Governance Council;
- D. Develop, review, and/or modify an annual budget for the Desert/Mountain Charter SELPA operations, including Regional Services, Program Specialists, and other Desert/Mountain Charter SELPA administrative budgets prior to review, modification, and approval by the Executive Council and final approval by the CAHELP JPA Governance Council;
- E. Recommend and monitor staff development training programs, including parent education activities;
- F. Provide recommendations for membership to the CAC;
- G. Develop, review, and/or modify the Annual Service Plan prior to adoption by the Executive Council and final adoption by the CAHELP JPA Governance Council;
- H. Develop, review, and/or modify the Annual Budget Plan prior to adoption by the Executive Council and final adoption by the CAHELP JPA Governance Council;
- I. Provide information and recommendations for the development, modification, and

implementation of the Desert/Mountain Charter SELPA funding allocation plan to the Executive Council and CAHELP JPA Governance Council; and,

J. Review and make recommendations to the Desert/Mountain Charter SELPA Executive Council and CAHELP JPA Governance Council regarding decisions that impact the finances of LEAs.

The Desert/Mountain Charter SELPA shall develop procedures regarding behavioral assessment and intervention to guide all staff members and parents in responding to students with challenging behaviors. Behavioral assessment and intervention plans will be considered when a student's disciplinary actions constitute a "change of placement," when behaviors impede the learning of the student or others, and when behaviors occur that are dangerous to the student and other. (Education Code 3001, 5CCR 3052, CFR 300.346-300.520, 56341(c)(2). Policies of the Desert/Mountain Charter SELPA outline the behavioral interventions for students receiving special education services within the Desert/Mountain Charter SELPA.

The Desert/Mountain Charter SELPA maintains the Management Information System (MIS). The Desert/Mountain Charter SELPA is responsible for effective collection and maintenance of data relevant to program, placement of children, and other data required by state and federal mandates

It shall be the policy of each LEA and the Desert/Mountain Charter SELPA to provide data or information to the California Department of Education (CDE) that may be required by state and/or federal regulations.

The role of the LEAs is for responsible data entry, quality and integrity of information including in each LEAs MIS system. The LEAs will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission as required by the CDE.

The CAHELP CEO shall serve on behalf of the member LEAs and implement the Desert/Mountain Charter SELPA Local Plan including the following regional services and operations in the area of coordination of services to medical facilities.

The role of the individual LEAs is for students with disabilities who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes is the educational responsibility of the LEA in which the hospital or facility is located.

In addition to carrying out the responsibilities identified in the Local Plan, the Desert/Mountain Charter SELPA Steering/Finance Committee may choose to form subcommittees to focus on special issues. Such subcommittees shall report to the Desert/Mountain Charter SELPA Steering/Finance Committee, Executive Council or CAHELP JPA Governance Council, as appropriate.

#### **Distribution of Federal and State Funds**

All federal and state special education funds shall be allocated to the Desert/Mountain Charter SELPA AU for distribution to LEAs according to an approved special education funding allocation plan. Any changes to the allocation of federal and state special education funds shall be made by the CAHELP JPA Governance Council as permitted under the CAHELP JPA

Agreement and Bylaws, and California and federal law.

**Responsibilities for Distribution of Federal and State Funds**

A. The governing boards of the LEAs participating in the Desert/Mountain Charter SELPA have agreed that students with disabilities will be provided with appropriate special education services. The CAHELP JPA Governance Council has been designated the authority to determine the distribution of all federal and state special education funds in order for LEAs to carry out their responsibilities. The AU shall be responsible for the distribution of funds according to an approved special education funding allocation plan. The CAHELP CEO is responsible to ensure that the funds are distributed in accordance with the funding allocation plan.

The Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee shall participate in the development of the Annual Budget Plan for review and approval by the CAHELP JPA Governance Council. The Annual Budget Plan shall be distributed to the LEAs and the CAC upon approval by the CAHELP JPA Governance Council.

State and federal funds are deposited from the San Bernardino County Treasury into the County School Service Fund (AU), unless otherwise directed by the CAHELP JPA Governance Council. The Desert/Mountain Charter SELPA provides an annual allocation plan to SBCOE for distribution of state and federal funds to the LEAs according to the approved schedule of disbursement.

**B. Monitoring the Use of State and Federal Funds**

Funds allocated for special education programs shall be used for services to students with disabilities. Federal funds under Part B of IDEA may be used for the following activities:

1. For the costs of special education and related services and supplementary aids and services provided in a general education class or other education-related setting to a student with a disability in accordance with the IEP for the child, even if one or more non disabled children benefit from these services.
2. The CAHELP CEO, with the assistance of the Desert/Mountain Charter SELPA Executive Council, Steering/Finance Committee, and the AU shall be responsible to monitor on an annual basis the appropriate use of all funds allocated for special education programs. Final determination and action regarding the appropriate use of special education funds shall be made by the CAHELP JPA Governance Council through the Annual Budget Plan process.

The Desert/Mountain Charter SELPA monitors the distribution and appropriate use of funds and shares this information with the Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee. When necessary, meetings are held with individual LEAs for the purpose of monitoring funds.

The Desert/Mountain Charter SELPA is responsible for the preparation of program and fiscal reports requested by the State.

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The CAHELP CEO shall be permitted to monitor the LEAs special education program implementation to ensure compliance in all areas including finance, service delivery, and legal requirements. If the CAHELP CEO or designee determines that an LEA is not compliant and/or not operating in a fiscally responsible manner, the CAHELP CEO may require that the responsibility for resulting costs be borne by the LEA or take such other action as may be required to remedy the matter. The LEA will have the right to appeal any such determination to the CAHELP JPA Governance Council. The decision of the CAHELP JPA Governance Council shall be final.

**Procedures for Changes in Governance Structure**

Any changes in the governance structure of the Desert/Mountain Charter SELPA are subject to specific provisions of California Education Code 56140, 56195, et. seq., 56195.1 et seq., and 56202 et seq.

1. Any LEA may elect to pursue an alternative option from those specified in California Education Code 56195.1 by notifying CDE, Desert/Mountain Charter SELPA, and the County Superintendent at least one year prior to the date the alternative plan would become effective (California Education Code 56195.3(b)).
2. Any alternative plan of an LEA is subject to the approval of the County Superintendent , which would have LEAs as participating agencies in the alternative plan (California Education Code 56195.1).
3. Approval of a proposed alternative plan by the appropriate County Superintendent(s) must be based on the capacity of the LEA(s) to ensure that special education programs and services are provided to all children with disabilities (California Education Code 56140 (b)).
4. If the County Superintendent does not approve an alternative plan, the County Office shall return the plan with comments and recommendations to the LEAs. The LEAs participating in the alternative plan may appeal the decisions to the Superintendent of Public Instruction (California Education Code 56140(b)(2)).
5. Any alternative plan to be submitted by an LEA or group or LEAs currently participating in the Desert/Mountain Charter SELPA must meet the standards established by the State Board of Education.

3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:

The CAHELP JPA Governance Council is the governing board of the Desert/Mountain Charter SELPA and shall adopt policies for the Desert/Mountain Charter SELPA and participating LEAs. The policies and procedures adopted by the CAHELP JPA Governance Council under the authority of the adopting LEA board have the same status and authority as other LEA board policy. All proposed policies are vetted through the Desert/Mountain Charter SELPA Program Team consisting of the administrator, program managers, program specialists, psychologists, and prevention/intervention specialists within the Desert/Mountain Charter SELPA. Policies are

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then taken to the Desert/Mountain Charter SELPA Steering/Finance Committee and Executive Council for review, input and approval. The final phase of the policy making is with the CAHELP JPA Governance Council reviewing, providing input and approval.

Opportunities for parent, community input are made through the Desert/Mountain Charter SELPA Executive Council, Charter Steering/Finance Committee meetings and the CAHELP JPA Governance Council meetings.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:

SBCOE is designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA.

**A. Responsibilities of the RLA**

The RLA shall be responsible for functions as specified under California Education Code 56195.1(c)(2) such as, but not limited to:

1. Receipt and distribution of regionalized services funds as approved by the CAHELP JPA Governance Council. An overall budget for all special education services and programs for the Special Education Local Plan Area shall be prepared under the direction of the CAHELP CEO. The Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee shall also provide assistance in the development of the annual income and expenditure budgets for the Desert/Mountain Charter SELPA. The budget shall be submitted to the CAHELP JPA Governance Council by the CAHELP CEO for review and approval;
2. Provision of administrative support;
3. Coordination and implementation of the Local Plan;
4. Receipt and distribution of special education funds to LEA accounts for the operation of special education programs and services according to the Special Education Funding Allocation Plan approved by the CAHELP JPA Governance Council;
5. Receipt and distribution of special education funds to accounts exclusively designated for the Desert/Mountain Charter SELPA use; and
6. The employment of staff as designated by the CAHELP JPA Governance Council to support the Desert/Mountain Charter SELPA functions.

The Desert/Mountain Charter SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the Desert/Mountain Charter SELPA is in compliance with all applicable laws and regulations.



**B. Selection, Employment, and Evaluation of the SELPA Staff**

The governing boards of each of the participating LEAs agree to invest in the CAHELP JPA Governance Council with the responsibility of designating an appropriate agency as the RLA for the administration of the Local Plan and its implementation. The boards assure that the CAHELP JPA Governance Council shall indemnify the need for and designate the positions necessary for the operation of the Desert/Mountain Charter SELPA functions according to this Local Plan.

The CAHELP CEO shall be responsible for recommending the employment of Desert/Mountain Charter SELPA personnel to carry out those functions described in the Local Plan.

The CAHELP JPA Governance Council shall be responsible for designating the staff to support the functioning of the Desert/Mountain Charter SELPA. In reviewing and approving the Desert/Mountain Charter SELPA budgets on an annual basis, the CAHELP JPA Governance Council designates the staffing for the Desert/Mountain Charter SELPA office upon recommendation of the CAHELP CEO.

Desert/Mountain Charter SELPA staff shall be employed by the RLA and supervised by the CAHELP CEO according to the RLA's policy and practices. The CAHELP CEO shall use a selection process that is in accordance with the law and personnel policies of the RLA.

Desert/Mountain Charter SELPA employed personnel shall be subject to the administrative procedures and policies in operation with the SBCOE including but not limited to, hiring, supervision, evaluation, and discipline. In addition, contract negotiations shall follow County established procedures for all applicable Desert/Mountain Charter SELPA employed personnel.

**C. CAHELP CEO**

The fundamental role of the CAHELP CEO is to provide leadership and facilitate a decision making process regarding the implementation of the Desert/Mountain Charter SELPA Local Plan. The CAHELP CEO's role includes the provision of information, specific services identified by the CAHELP JPA Governance Council, technical assistance, leadership, and arbitration. It is the CAHELP CEO's responsibility to represent the interest of the Desert/Mountain Charter SELPA as a whole without promoting any particular LEAs interest over the interest of any other agency. In the event there are differences of opinions and/or positions on issues, it is the CAHELP CEO's responsibility to mediate a reasonable resolution of the issue(s).

The CAHELP JPA Governance Council shall be responsible for the selection, direction, discipline and evaluation of the CAHELP CEO. The CAHELP JPA Governance Council shall assist in the hiring and selection process by the RLA.

The CAHELP CEO is subject to the RLA's policies and procedures for day-to-day operations, but receives direction from, and is responsible to, the CAHELP JPA Governance Council. The CAHELP CEO is evaluated by a joint committee comprised of the Chair of the CAHELP JPA Governance Council and at least two other superintendents/CEOs from the CAHELP JPA Governance Council. The evaluation is confirmed by a vote of the CAHELP JPA Governance

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Council.

The CAHELP CEO shall have the responsibility for the coordination of all the Desert/Mountain Charter SELPA activities.

**Desert/Mountain Charter SELPA Staff**

The CAHELP JPA Governance Council shall be responsible for designating the employees to support the functioning of the Desert/Mountain Charter SELPA. In reviewing and approving the Desert/Mountain Charter SELPA budgets on an annual basis, the CAHELP JPA Governance Council designates the employees for the Desert/Mountain Charter SELPA office upon recommendation of the CAHELP JPA CEO.

Desert/Mountain Charter SELPA employees shall be employed by the Responsible Local Agency (RLA) and supervised by the CAHELP JPA CEO according to the RLA's policy and practices. The CAHELP CEO shall use a selection process that is in accordance with the law and personnel policies of the RLA.

The supervision of the Desert/Mountain Charter SELPA will be determined by the CAHELP CEO. An organizational chart showing the staff to be supervised by the members of the SELPA management team will be provided to the CAHELP JPA Governance Council annually.

**Program Managers**

The Desert/Mountain Charter SELPA employs Program Managers for various departments within the organization. The departments may include but are not limited to:

- \* Resolution Support Services
- \* Regional Professional Learning
- \* Career Technical Education
- \* Prevention and Intervention
- \* Compliance

Included in the Desert/Mountain Charter SELPA staffing are Program Specialists with areas of expertise to provide professional learning and supports to LEAs.

5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

The function of the Desert/Mountain Charter SELPA and participating LEAs is to provide quality education programs and services appropriate to the needs of each eligible student, within the authorizing LEAs boundaries with a disability who is enrolled within the Desert/Mountain Charter

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SELPA, including charter schools who operate as a school of the district or as a LEA.

The Desert/Mountain Charter SELPA provides supports throughout the State of California for member LEAs. The Desert/Mountain Charter SELPA provides technical assistance in ensuring that all Desert/Mountain Charter SELPA LEAs have the support necessary to fulfill their legal obligations under California Education Code, IDEA, and other applicable laws, and the Desert/Mountain Charter SELPA policies and procedures.

State law provides geographical restrictions on the operations of charter schools. Specifically, the geographic and site limitations of the Charter Schools Act apply to all charter schools, including non-classroom-based programs. Charter schools are prohibited from operating facilities outside of the geographical boundaries of their authorizing LEA, subject to limited exceptions. A charter school must identify a single charter school that will operate within the authorizing LEAs boundaries, and that all locations be identified in the charter petition. Additionally, where a charter school provides a majority of its educational services in, and a majority of its students are residents of the county in which it is authorized, the charter school may establish a resource center, meeting space, or other satellite facility in an adjacent county, provided the facility is used exclusively for educational support of students enrolled in non-classroom-based independent study.

Charters are welcome to apply for membership to the Desert/Mountain Charter SELPA on an annual basis. Notice on our website provides the timeline to submit applications. Once applications are received, the Desert/Mountain Charter SELPA team and at least one CEO from the Desert/Mountain Charter SELPA Executive Council conducts an on-site visit to the Charter LEA. Recommendations are then made to the Desert/Mountain Charter SELPA Executive Council for membership with final approval by the CAHELP JPA Governance Council.

For charter schools applying to the Desert/Mountain Charter SELPA, the charter must be a LEA for special education purposes. Charter schools who wish to be considered as a LEA have the option of joining a multi-district SELPA or a charter-only SELPA. Charter schools that opt for LEA status within a multi-district or charter-only SELPA assume legal responsibility for ensuring that children with disabilities receive special education and related services to which they are entitled under federal law. Desert/Mountain Charter SELPA is a charter-only SELPA. Charter LEAs across the state of California who are members of the Desert/Mountain Charter SELPA typically operate their own special education services by either hiring or contracting with qualified staff. Some Charter LEAs seek economies of scale by forming special education service collaboratives outside of the traditional Charter SELPA structure, either with other charter schools or nearby LEAs.

Charter schools that seek LEA status and membership in a SELPA must notify their current SELPA and the CDE of their intended exit at least one full year before exiting. The charter school shall also ensure that agreements with its authorizer are conducive to membership in a new SELPA. The charter agreement and/or Memorandum of Understanding (MOU) should allow the charter school to seek LEA status and/or change SELPAs.

The Desert/Mountain Charter SELPA Administrator (CAHELP CEO), in coordination with participating Desert/Mountain SELPA Charter LEAs, including those that are out-of-geographic boundaries, implement the Local Plan including the coordination of interagency agreements. Interagency agreements are a mechanism for interagency coordination to ensure services required for Free Appropriate Public Education (FAPE) are provided to eligible children with disabilities. Interagency agreements provide information regarding agency roles, services for children, financial obligations, participating entities, and a process for resolving disagreements among parties to the agreement.

For Charter LEAs located outside of San Bernardino County, the Charter LEA will coordinate service agreements with the County in which the Charter LEA is located, to preserve consistency of procedure among agencies.

Additionally, Title 5 of the California Code of Regulations 3062 requires that a master contract shall be used by a charter LEA when effectuating formal agreements with certified nonpublic agencies and nonpublic schools (NPA/S). The master contract shall specify the administrative and financial agreements between the Charter LEA and the NPA/S. A continuum of placements and services must be available if needed by a child with a disability. The term of the master contract shall not exceed one year.

A MOU is an agreement established with the charter school and its authorizer regarding the format, frequency, and scope of oversight activities. While not required, a MOU between the authorizer and charter school may specify how various aspects related to the charter school's operations will be handled. Some authorizers provide extensive language to be included in the charter petition itself governing these items, others will rely on a separate MOU to provide for areas beyond those covered in the petition. A MOU could include a provision for the educational services for children with disabilities, delineating the entity responsible for providing special education instruction and related services and the process through which such compliance will be achieved. The MOU should describe any anticipated transfer of special education funds between the authorizer and the charter school, or the SELPA and the charter school.

When a child with a disability enrolls in the Charter LEA and he/she needs additional related services, the services will be the responsibility of the Charter LEA. The Desert/Mountain Charter SELPA Administrator (CAHELP CEO) or designee will work collaboratively with the SELPA where the Charter LEA is located to contract with them or locate additional providers from the area. Clearly defined MOUs between the authorizer and the Charter LEA will help minimize and mitigate operational challenges for charter schools, authorizing entities, and the SELPA in which the charter LEA is located.

The Desert/Mountain Charter SELPA as authorized by the California State Board of Education assists California Charter LEAs that have successfully completed the Desert/Mountain Charter SELPA membership process and have signed an Agreement for Participation. Charter LEAs accepted into the Desert/Mountain Charter SELPA are deemed LEAs pursuant to Education

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Code 47641 and are obligated to provide special education and related services to applying or enrolled students actually, or potentially entitled to services under applicable state and federal laws and regulations. The Agreement for Participation details the Charter LEA member, SBCOE, and the Desert/Mountain Charter SELPA's mutual agreement for the provision of services under the Local Plan.

The Desert/Mountain Charter SELPA endeavors that all children with disabilities attending Charter LEA members shall receive appropriate special education services, and that such special education programs and services shall be coordinated and operated in the Desert/Mountain Charter SELPA in accordance with the approved policies and procedures defined in the Agreement for Participation.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan:

Each participating member LEA of the Desert/Mountain Charter SELPA, shall appoint representatives to the CAC for the purpose of:

1. Advising the CAHELP CEO regarding the development, amendment and review of the Local Plan;
2. Recommending annual priorities to be addressed by the plan;
3. Assisting in parent education;
4. Encouraging community involvement;
5. Fulfilling such other responsibilities as designated in the Local Plan.

Each CAC representative shall be responsible to the governing board of their respective LEA. All areas of responsibility related to the Local Plan shall be implemented through regularly scheduled meetings of the CAC. Representatives from out of geographic area LEAs may participate in CAC activities through video or telephone conference.

**Procedures for CAC appointment**

The CAC shall be composed of members approved by their participating LEA governing board. At least fifty-one percent of the members shall be parents of students with disabilities. Members shall include the following:

1. Parents - A majority of the CAC membership is composed of parents of students enrolled in LEAs participating in the Local Plan, including those that are out of geographic boundaries. A majority of these parent members shall be parents of students with disabilities;
2. School Personnel - School related members of the CAC include general education classroom teachers, special education classroom teachers, and other school personnel;
3. Students with disabilities enrolled in special education programs;
4. Representatives of public and private agencies;
5. Others - Persons concerned with students with disabilities; and
6. One member shall be appointed by the Desert/Mountain Charter SELPA Steering/Finance Committee.

**Responsibilities of the CAC**

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The CAC shall serve in an advisory capacity to the Desert/Mountain Charter SELPA and shall act to:

1. Improve communications among students with disabilities, their parents/guardians, and LEA staff;
2. Increase public awareness and understanding of the unique educational needs of students with disabilities by communicating with LEAs, the Desert/Mountain Charter SELPA, and legislative staff members;
3. Advise local, county, and state officials of the development, operation, and review of the Local Plan.
4. Provide a support group and forum for students with disabilities and their parents/guardians where they may express their needs and concerns regarding their children's education;
5. Conduct parent orientation, education training programs for individuals or groups as a means of increasing support for improved educational opportunities for all students;
6. Advise the CAHELP CEO, the Desert/Mountain Charter SELPA Executive Council and Charter SELPA Steering/Finance Committee regarding the development and review of the Local Plan and review of programs under the Local Plan;
7. Make recommendations on annual priorities to be addressed under the Local Plan to the Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee;
8. Assist in parent education and training. Recruit parents and other volunteers who may contribute to the implementation of the Local Plan;
9. Encourage public involvement in the development and review of the Local Plan;
10. Act in support of students with disabilities. Serve as liaison between the CAHELP CEO and the local communities;
11. Encourage regular attendance in all school programs. Assisting in parent awareness of the importance of regular school attendance;
12. Submit an annual written report to the CAHELP CEO and the Desert/Mountain Charter SELPA Executive Council and Desert/Mountain Charter SELPA Steering/Finance Committee regarding progress of CAC projects;
13. Submit an annual written report to the CAHELP JPA Governance Council. Apprise the CAHELP JPA Governance Council, as needed, on matters of community concern;
14. Become familiar with the laws pertaining to special education and students with disabilities; and,
15. Other duties and responsibilities as assigned by the CAHELP JPA Governance Council.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

Policies governing the Desert/Mountain Charter SELPA shall be adopted by the CAHELP JPA Governance Council and are included as part of the Local Plan. Input may be received from parents, staff (general and special education teachers), public and nonpublic agencies, and members of the public at large during the Desert/Mountain Charter SELPA Executive Council,

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Steering/Finance Committee meetings, CAC, and/or the CAHELP JPA Governance Council meetings. Individuals wishing an opportunity to address any committee/council meeting on a particular agenda item, or have the committee/council consider a topic, are invited to complete a Request to Address the particular committee of interest.

The Local Plan is developed and updated by a committee of special and general education teachers and administrators and with participation of parents. Each participating LEA, including those that are out of geographic boundaries, shall appoint representatives to the Community Advisory Committee (CAC) for the purpose of advising the CAHELP CEO regarding the development, amendment and review of the Local Plan, recommending annual priorities to be addressed by the plan; assisting in parent education; encouraging community involvement; and fulfilling such responsibilities as designated in the Local Plan.

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan:

The role of SBCOE is designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA.

**A. Responsibilities of the RLA**

The RLA shall be responsible for functions as specified under California Education Code 56195.1(c)(2) such as, but not limited to:

1. Receipt and distribution of regionalized services funds as approved by the CAHELP JPA Governance Council. An overall budget for all special education services and programs for the Special Education Local Plan Area shall be prepared under the direction of the CAHELP CEO. The Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee shall also provide assistance in the development of the annual income and expenditure budgets for the Desert/Mountain Charter SELPA. The budget shall be submitted to the CAHELP JPA Governance Council by the CAHELP CEO for review and approval;
2. Provision of administrative support;
3. Coordination and implementation of the Desert/Mountain Charter SELPA Local Plan;
4. Receipt and distribution of special education funds to LEA accounts for the operation of special education programs and services according to the Special Education Funding Allocation Plan approved by the CAHELP JPA Governance Council;
5. Receipt and distribution of special education funds to accounts exclusively designated for the Desert/Mountain Charter SELPA use; and
6. The employment of staff as designated by the CAHELP JPA Governance Council to support Desert/Mountain Charter SELPA functions.

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The Desert/Mountain Charter SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the Desert/Mountain Charter SELPA is in compliance with all applicable laws and regulations.

**B. Selection, Employment, and Evaluation of the Charter SELPA Staff**

The governing boards of each of the participating LEAs agree to invest in the CAHELP JPA Governance Council with the responsibility of designating an appropriate agency as the RLA for the administration of the Local Plan and its implementation. The boards assure that the CAHELP JPA Governance Council shall indemnify the need for and designate the positions necessary for the operation of the Desert/Mountain Charter SELPA functions according to this Local Plan.

The CAHELP CEO shall be responsible for recommending the employment of Desert/Mountain Charter SELPA personnel to carry out those functions described in the Local Plan.

The CAHELP JPA Governance Council shall be responsible for designating the staff to support the functioning of the Desert/Mountain Charter SELPA. In reviewing and approving the Desert/Mountain Charter SELPA budgets on an annual basis, the CAHELP JPA Governance Council designates the staffing for the Desert/Mountain Charter SELPA office upon recommendation of the CAHELP CEO.

Desert/Mountain Charter SELPA staff shall be employed by the RLA and supervised by the CAHELP CEO according to the RLA's policy and practices. The CAHELP CEO shall use a selection process that is in accordance with the law and personnel policies of the RLA.

Desert/Mountain Charter SELPA employed personnel shall be subject to the administrative procedures and policies in operation with the SBCOE including but not limited to, hiring, supervision, evaluation, and discipline. In addition, contract negotiations shall follow County established procedures for all applicable Desert/Mountain Charter SELPA employed personnel.

**C. CAHELP CEO**

The fundamental role of the CAHELP CEO is to provide leadership and facilitate decision making processes regarding the implementation of the Local Plan. The CAHELP CEO's role includes the provision of information, specific services identified by the CAHELP JPA Governance Council, technical assistance, leadership and arbitration. It is the CAHELP CEO's responsibility to represent the interest of the Desert/Mountain Charter SELPA as a whole without promoting any particular LEA's interest over the interest of any other agency. In the event there are differences of opinions and/or positions on issues, it is the CAHELP CEO's responsibility to mediate a reasonable resolution of the issue(s).

The CAHELP JPA Governance Council shall be responsible for the selection, direction, discipline and evaluation of the CAHELP CEO. The CAHELP JPA Governance Council shall be assisted in the hiring and selection process by the RLA.

The CAHELP CEO is subject to the RLA's policies and procedures for day-to-day operations.



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The role of SBCOE is designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA.

9. Describe the contractual agreements and the SELPA’s system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan:

The LEAs within the Desert/Mountain Charter SELPA join together pursuant to Sections 56140 and 56195 of the California Education Code to adopt a plan to assure access to special education and services for all eligible individuals with disabilities participating in education within our Desert/Mountain Charter SELPA jurisdiction. In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the plan. Participating LEAs may enter into additional contractual arrangements to meet the requirement of applicable federal and state law.

In adopting the Local Plan, each participating local education agency agrees to carry out the duties and responsibilities assigned to it within the plan. Each agency shall provide special education and services to all eligible students attending their charter schools. In addition, each agency shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who cannot be served in the LEA of residence programs. Such cooperation ensures that a range of program options is available throughout the Desert/Mountain Charter SELPA.

Any participating LEA may provide for the education of special education students in special education programs maintained by other districts or counties and may include with the special education program students who reside in other districts or counties.

Pursuant to the provisions of Education Code Sections 56000 et seq., the Desert/Mountain Charter SELPA shall plan, facilitate, implement, and administer the activities of the Desert/Mountain Charter SELPA as approved by the State Board of Education, and shall perform those services as required to accomplish the elements set forth in the plan as well as those required by state and federal law. Those services include, but are not limited to the following:

1. Coordinate community and state agency resources with those provided by Participating LEAs and the RLA, including initiation of such contractual agreements as may be required.

Each LEA of special education accountability is responsible for the students within their jurisdiction. There are no additional contractual agreements that supersede education code.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

Education Code 56200 (c)(2) requires that the Local Plan "specify the responsibilities of each

participating county office and district governing board in the policy-making process, the responsibilities of the Superintendent of each participating LEA and county in the implementation of the Local Plan, and the responsibilities of the LEA and county administrators of special education in coordinating the administration of the plan." In accordance with this provision, the Desert/Mountain Charter SELPA has developed the following governance structure, policy development, and approval process.

The governing board for each Charter LEA and the San Bernardino County Superintendent approves the Agreement for Participation and the Local Plan for Special Education. As described within those documents, the Boards of Directors of the Charter LEAs delegate the administrative policy-making process and procedures for carrying out that responsibility to the governance structure of the Desert/Mountain Charter SELPA.

- b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

The CAHELP JPA Governance Council and the Desert/Mountain Charter SELPA Executive Council, with direction from the LEA governing boards, shall be responsible for the following areas of Local Plan administration and shall act to:

1. Establish operational procedures and make decisions on any matters regarding implementation, administration, and operation of special education programs in accordance with the Local Plan;
2. Review and approve all Desert/Mountain Charter SELPA policies, procedures, standards and guidelines;
3. Review, approve, and monitor the allocation of special education funds to LEAs through the Annual Budget Plan process;
4. Review, approve, and monitor all budgets assigned to the Desert/Mountain Charter SELPA office;
5. Provide leadership to the Desert/Mountain Charter SELPA regarding the development, revision, implementation, and review of the Local Plan;
6. Select and recommend to the Superintendent of the RLA, a qualified candidate to be employed as the CAHELP CEO;
7. Evaluate the performance of the CAHELP CEO;
8. Determine and provide direction related to the personnel, program, and service requirements necessary for the implementation of the Local Plan and allocation of special education funds;
9. Meet as often as necessary during the year to implement the business of the Desert/Mountain Charter SELPA and to provide the necessary direction and guidance to the CAHELP CEO;
10. Provide direction, consultation, and technical assistance to the LEAs and the Superintendent of the RLA;
11. Provide a consistent forum to develop, review, and approve policy recommendations, which are submitted to the CAHELP JPA Governance Council for consideration;
12. Approve interagency agreements;
13. Designate participants for the Desert/Mountain Charter SELPA Steering/Finance Committee;

- 14. Establish and promote a Community Advisory Committee (CAC);
- 15. Receive recommendations from the Desert/Mountain Charter SELPA Executive Council, CAC, Desert/Mountain Charter SELPA Steering/Finance Committee, LEA boards, and other interested agencies and individuals;
- 16. Decide disputes, if an, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan and other agreements or policies between or among the LEAs;
- 17. Annually evaluate the Local Plan implementation and operations; and
- 18. Undertake such additional activities as permitted under the JPA Agreement and Bylaws, California law, and the Local Plan.

AB1808 requires each LEA, in developing a local plan, to cooperate with the county office of education to assure that the local plan is compatible with the local control and accountability plans adopted for the school district and the county board of education. The bill would require, commencing July 1, 2020, a special education local plan area to review its local plan at least once every three yeas and update as needed to ensure information contained within the plan remains relevant and accurate.

AB1808 requires the superintendent or other chief administrator of a LEA to post on the Internet Web site of the local education agency any local plan, annual budget plan, annual service plan, and annual assurances support plan upon approval of the special education local plan area, and any updates or revisions to the plans upon approval of the special education local plan area.

AB1808 requires a county superintendent of schools to post any local plan, annual budget plan, and annual assurances support plan upon approval of the county office of education, and all local plans submitted by special education local plan areas in the county, on the Internet Web site of the county office of education.

- c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

Charter LEAs, in adopting the completed Local Plan, agree to carry out the duties and responsibilities assigned within the plan, or which may be designated at a later date through agreement of the participating charter LEAs. Participating charter LEAs may also enter into additional contractual arrangements to meet the requirements of applicable federal and state law.

Each charter LEA shall ensure that children with disabilities are educated with children who are non disabled to the maximum extent appropriate. Removal of children with disabilities from the general educational environment shall occur only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. It is recognized, however, that some students have educational needs so unique that it is not possible to meet those needs within their charter LEA. As a result, some students will need to receive services from other LEAs within the Desert/Mountain Charter SELPA, or through additional contractual arrangements with LEAs outside of the Desert/Mountain Charter SELPA. Each charter LEA shall cooperate to the maximum extent possible

with other agencies to serve individuals with disabilities who cannot be served in the LEA of enrollment. Such cooperation ensures that a range of program options is available through the Desert/Mountain Charter SELPA.

Each charter LEA is responsible to participate in regular meetings of the Desert/Mountain Charter Executive Council, Steering/Finance Committee, CAC and CAHELP JPA Governance Council to ensure the administration of the Local Plan.

SELPA Program Specialists provide services to each of our LEAs including but not limited to:

1. Observe, consult with, and assist, in accordance with LEA procedures, special education teachers and support staff..
2. Utilize evidence-based data to plan programs, coordinate curricular resources and share in the evaluation of the effectiveness of programs for students with disabilities.
3. Assist with LEA staff development, program development and innovation of special methods and approaches.
4. Provide coordination, consultation and program development in one or more specialized areas of expertise.
5. Upon request, participate in and/or conduct IEP team meetings where technical assistance is needed.
6. Assist in mediation, due process hearings and compliance proceedings by providing expertise in knowledge of special education law and regulations as well as programs and appropriate interventions available through the Desert/mountain Charter SELPA.
7. Assist in developing training for parents and members of the Community Advisory Committee.
8. Provide professional develop learning and technical assistance for general and special education teachers, administrators, support staff and parents.
9. Assist as a liaison to various community agencies such as the San Bernardino County Department of Behavioral Health, Department of Rehabilitation, Inland Regional Center, California Children's Services, and the Probation Department.
10. Conduct nonpublic school visitations to verify students are making appropriate educational progress in accordance with the IEP.
11. Coordinate the assessment of student needs for assistive technology or specialized in the least restrictive environment.
12. Direct instructional support.

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11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

- a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

The role of SBCOE is designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA.

**A. Responsibilities of the RLA**

The RLA shall be responsible for functions as specified under California Education Code 56195.1(c)(2) such as, but not limited to:

- 1. Receipt and distribution of regionalized services funds as approved by the CAHELP JPA Governance Council. An overall budget for all special education services and programs for the Special Education Local Plan Area shall be prepared under the direction of the CAHELP CEO. The Desert/Mountain Charter SELPA Executive Council, Steering/Finance Committee shall also provide assistance in the development of the annual income and expenditure budgets for the Desert/Mountain Charter SELPA. The budget shall be submitted to the CAHELP JPA Governance Council by the CAHELP CEO for review and approval;
- 2. Provision of administrative support;
- 3. Coordination and implementation of the Local Plan;
- 4. Receipt and distribution of special education funds to LEA accounts for the operation of special education programs and services according to the Special Education Funding Allocation Plan approved by the CAHELP JPA Governance Council;
- 5. Receipt and distribution of special education funds to accounts exclusively designated for the Desert/Mountain Charter SELPA use; and
- 6. The employment of staff as designated by the CAHELP JPA Governance Council to support the Desert/Mountain Charter SELPA functions.

The Desert/Mountain Charter SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the Desert/Mountain Charter SELPA is in compliance with all applicable laws and regulations.

**B. Selection, Employment, and Evaluation of the SELPA Staff**

The governing boards of each of the participating LEAs agree to invest in the CAHELP JPA Governance Council with the responsibility of designating an appropriate agency as the RLA for the administration of the Local Plan and its implementation. The boards assure that the CAHELP JPA Governance Council shall indemnify the need for and designate the positions necessary for the operation of the Desert/Mountain Charter SELPA functions according to this

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Local Plan.

The CAHELP CEO shall be responsible for recommending the employment of Desert/Mountain Charter SELPA personnel to carry out those functions described in the Local Plan.

The CAHELP JPA Governance Council shall be responsible for designating the staff to support the functioning of the Desert/Mountain Charter SELPA. In reviewing and approving the Desert/Mountain Charter SELPA budgets on an annual basis, the CAHELP JPA Governance Council designates the staffing for the Desert/Mountain Charter SELPA office upon recommendation of the CAHELP CEO.

Desert/Mountain Charter SELPA staff shall be employed by the RLA and supervised by the CAHELP CEO according to the RLA's policy and practices. The CAHELP CEO shall use a selection process that is in accordance with the law and personnel policies of the RLA.

Desert/Mountain Charter SELPA employed personnel shall be subject to the administrative procedures and policies in operation with SBCOE including but not limited to, hiring, supervision, evaluation, and discipline. In addition, contract negotiations shall follow County established procedures for all applicable Desert/Mountain Charter SELPA employed personnel.

**C. CAHELP CEO**

The fundamental role of the CAHELP CEO is to provide leadership and facilitate decision making processes regarding the implementation of the Local Plan. The CAHELP CEO's role includes the provision of information, specific services identified by the CAHELP JPA Governance Council, technical assistance, leadership and arbitration. It is the CAHELP CEO's responsibility to represent the interest of the Desert/Mountain Charter SELPA as a whole without promoting any particular LEA's interest over the interest of any other agency. In the event there are differences of opinions and/or positions on issues, it is the CAHELP CEO's responsibility to mediate a reasonable resolution of the issue(s).

The CAHELP JPA Governance Council shall be responsible for the selection, direction, discipline and evaluation of the CAHELP CEO. The CAHELP JPA Governance Council shall be assisted in the hiring and selection process by the RLA.

The CAHELP CEO is subject to the RLA's policies and procedures for day-to-day operations. The role of SBCOE is designated as the Responsible Local Agency (RLA) and Administrative Unit (AU) for the Desert/Mountain Charter SELPA.

- b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

All federal and state special education funds shall be allocated to the Desert/Mountain Charter SELPA AU for distribution to LEAs according to an approved special education funding allocation plan. Any changes to the allocation of federal and state special education funds shall

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be made by the CAHELP JPA Governance Council as permitted under the JPA Agreement and Bylaws, and California and federal law.

1. Responsibilities for Distribution of Federal and State Funds

The governing boards of the LEAs participating in the Desert/Mountain Charter SELPA have agreed that students with disabilities will be provided with appropriate special education services. The CAHELP JPA Governance Council has been designated the authority to determine the distribution of all federal and state special education funds in order for LEAs to carry out their responsibilities. The AU shall be responsible for the distribution of funds according to an approved special education funding allocation plan. The CAHELP CEO is responsible to ensure the funds are distributed in accordance with the funding allocation plan.

The Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee shall participate in the development of the Annual Budget Plan for review and approval by the CAHELP JPA Governance Council. The Annual Budget Plan shall be distributed to LEAs and the CAC upon approval by the CAHELP JPA Governance Council.

State and federal funds are deposited from the San Bernardino County Treasury into the County School Service Fund (AU), unless otherwise directed by the CAHELP JPA Governance Council. The Desert/Mountain Charter SELPA provides an annual allocation plan to SBCOE for distribution of state and federal funds to the LEAs according to the approved schedule of disbursement.

c. The operation of special education programs:

The function of the Desert/Mountain Charter SELPA and participating LEAs is to provide quality educational programs and services appropriate to the needs of each eligible student with a disability who is enrolled within the Desert/Mountain Charter SELPA. The Responsible Local Agency (RLA) Superintendent, and CEOs of the LEA Charters are responsible for the management and supervision of all special education program operations within the Desert/Mountain Charter SELPA. All such programs are to be operated in a manner consistent with the funding provision of the California Education Code, the Individuals with Disabilities Education Act (IDEA), other applicable laws, and Desert/Mountain Charter SELPA policies and procedures.

The Desert/Mountain Charter SELPA will provide technical assistance in ensuring the Charter LEAs have support necessary to fulfill their legal obligations under California Education Code, the Individuals with Disabilities Education Act (IDEA), other applicable laws, and Desert/Mountain Charter SELPA policies and procedures.

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

Funds allocated for special education programs shall be used for services to students with disabilities. Federal funds under Part B of IDEA may be used for the following activities:

1. For the costs of special education and related services and supplementary aids and services provided in a regular class or other education-related setting to a student with a disability in accordance with the IEP for the child, even if one or more non disabled children benefit from these services.

2. To develop and implement a fully integrated and coordinated services system. The CAHELP CEO, with the assistance of the Desert/Mountain Charter SELPA Executive Council, Steering/Finance Committee, and the AU shall be responsible to monitor on an annual basis the appropriate use of all funds allocated for special education programs. Final determination and action regarding the appropriate use of special education funds shall be made by the CAHELP JPA Governance Council through the Annual Budget Plan process.

The Desert/Mountain Charter SELPA monitors the distribution and appropriate use of funds and shares this information with the Desert/Mountain Charter SELPA Executive Council and Steering/Finance Committee. When necessary, meetings are held with individual LEAs for the purpose of monitoring funds.

The Desert/Mountain Charter SELPA is responsible for the preparation of program and fiscal reports requested by the State.

The CAHELP CEO shall be permitted to monitor the LEAs special education program implementation to ensure compliance in all areas including finance, service delivery, and legal requirements. If the CAHELP CEO or designee determines that an LEA is not compliant and/or not operating in a fiscally responsible manner, the CAHELP CEO may require that the responsibility for resulting costs be borne by the LEA or take such other action as may be required to remedy the matter. The LEA will have the right to appeal any such determination to the CAHELP JPA Governance Council. The decision of the CAHELP JPA Governance Council shall be final.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

Both state and federal law provide that students with disabilities are entitled to a free appropriate public education (FAPE) that includes special education and related services to meet their unique needs in the least restrictive environment (LRE). Each Desert/Mountain Charter SELPA member must ensure that all children served under their jurisdiction who have disabilities, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, evaluated, and served. Therefore, a full continuum of services



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are available within the Desert/Mountain Charter SELPA.

Due to the large geographical area of the Desert/Mountain Charter SELPA, the Local Plan provides funding per the Desert/Mountain Charter SELPA Fiscal Allocation Plan to the member LEAs so they may appropriately provide for all students with special education needs attending their schools.

The CAHELP JPA Governance Council has indicated its strong preference for a decentralized structure that would keep as many children as possible appropriately served in their LEA of enrollment. It is felt that only when there is convincing evidence that a service is more economically feasible on a regional level would service be provided outside of the local LEAs. Leaving most programs with local LEAs will ensure their responsiveness to local interests and values; minimize transportation; encourage inclusion; and reduce duplication of administrative and service costs.

**Policies, Procedures, and Programs**

Pursuant to *EC* sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether, or not each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers; the document title; and the physical location where the policy can be found.

**1. Free Appropriate Public Education: 20 USC Section 1412(a)(1)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes  No

**2. Full Educational Opportunity: 20 USC Section 1412(a)(2)**

Policy/Procedure Number:

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Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes  No

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**3. Child Find: 20 USC Section 1412(a)(3)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes  No

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**4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP): 20 USC Section 1412(a)(4)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

Yes  No

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**5. Least Restrictive Environment: USC Section 1412(a)(5)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes  No

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**6. Procedural Safeguards: 20 USC Section 1412(a)(6)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes  No

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**7. Evaluation: 20 USC Section 1412(a)(7)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

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Yes  No

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**8. Confidentiality: 20 USC Section 1412(a)(8)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes  No

---

**9. Part C to Part B Transition: 20 USC Section 1412(a)(9)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 USC Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

Yes  No

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**10. Private Schools: 20 USC Section 1412(a)(10)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to

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LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

Yes  No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

**11. Local Compliance Assurances: 20 USC Section 1412(a)(11)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California EC, Part 30." The policy is adopted by the SELPA as stated:

Yes  No

**12. Interagency: 20 USC Section 1412(a)(12)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

Yes  No

**13. Governance: 20 USC Section 1412(a)(13)**

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Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

Yes  No

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**14. Personnel Qualifications**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

Yes  No

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**15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

Yes  No

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**16. Participation in Assessments: 20 USC Section 1412(a)(16)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

Yes  No

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**17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

Yes  No

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**18. Maintenance of Effort: 20 USC Section 1412(a)(18)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes  No

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**19. Public Participation: 20 USC Section 1412(a)(19)**

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

Yes  No

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**20. Suspension and Expulsion: 20 USC Section 1412(a)(22)**

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

Yes  No

---

**21. Access to Instructional Materials: 20 USC Section 1412(a)(23)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

Yes  No

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**22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

Yes  No

---

**23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

Yes  No

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**Administration of Regionalized Operations and Services**

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. Coordination of the SELPA and the implementation of the local plan:

Reference Number:

Document Title:

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Document Location:

Description:

2. Coordinated system of identification and assessment:

Reference Number:

Document Title:

Document Location:

Description:

3. Coordinated system of procedural safeguards:

Reference Number:

Document Title:

Document Location:

Description:

4. Coordinated system of staff development and parent and guardian education:

Reference Number:

Document Title:

Document Location:

Description:

5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number:

Document Title:

Document Location:

Description:

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6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number:   
Document Title:   
Document Location:   
Description:

7. Coordinated system of data collection and management:

Reference Number:   
Document Title:   
Document Location:   
Description:

8. Coordination of interagency agreements:

Reference Number:   
Document Title:   
Document Location:   
Description:

9. Coordination of services to medical facilities:

Reference Number:   
Document Title:   
Document Location:   
Description:

10. Coordination of services to licensed children's institutions and foster family homes:

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Reference Number:   
Document Title:   
Document Location:   
Description:

11. Preparation and transmission of required special education local plan area reports:

Reference Number:   
Document Title:   
Document Location:   
Description:

12. Fiscal and logistical support of the CAC:

Reference Number:   
Document Title:   
Document Location:   
Description:

13. Coordination of transportation services for individuals with exceptional needs:

Reference Number:   
Document Title:   
Document Location:   
Description:

14. Coordination of career and vocational education and transition services:

Reference Number:   
Document Title:

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Document Location:

Description:

15. Assurance of full educational opportunity:

Reference Number:

Document Title:

Document Location:

Description:

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Reference Number:

Document Title:

Document Location:

Description:

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Reference Number:

Document Title:

Document Location:

Description:

**Special Education Local Plan Area Services**

1. A description of programs for early childhood special education from birth through five years of age:

Reference Number:

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Document Title:

Document Location:

Description:

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Reference Number:

Document Title:

Document Location:

Description:

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Reference Number:

Document Title:

Document Location:

Description:

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Reference Number:

Document Title:

Document Location:

Description:

5. A description of the process being used to oversee and evaluate placements in nonpublic,

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nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Reference Number:	<input type="text" value="N/A"/>
Document Title:	<input type="text" value="Chapter 13"/>
Document Location:	<input type="text" value="Charter SELPA Office/Website"/>
Description:	<input type="text" value="Policies and Procedures"/>

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC Section 56040*)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC Section 56041*)

Reference Number:	<input type="text" value="N/A"/>
Document Title:	<input type="text" value="Chapter 6"/>
Document Location:	<input type="text" value="Charter SELPA Office/Website"/>
Description:	<input type="text" value="Policies and Procedures"/>



# Exhibit 7.3

## October 26, 2020

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

[www.encorehighschool.com](http://www.encorehighschool.com)

**Sites:**

[www.encorehighschool.com](http://www.encorehighschool.com)

If you would like to speak during public comment, please email your full name, the item you would like to comment about, and your comment, to

[board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting. The chance to add public comment through emails will close after the agenda is approved during the meeting.

**Board Members:**

Suzanne Cherry, Board President

Rob Gabler, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Local Education Agency Assurance Statement**



**JENAE HOLTZ, CHIEF EXECUTIVE OFFICER, CAHELP JPA  
DESERT/MOUNTAIN CHARTER SPECIAL EDUCATION LOCAL PLAN AREA  
LOCAL EDUCATION AGENCY (LEA)  
ASSURANCE STATEMENT**

**1. FREE APPROPRIATE PUBLIC EDUCATION, 20 U.S.C. § 1412(a)(1)**

It shall be the policy of this LEA that a free appropriate public education is available to all children residing in the LEA including those that are out of geographic boundaries between the ages of three through 21 inclusive, including students with disabilities who have been suspended or expelled from school. The Charter SELPA will have a policy in place that assures compliance for the out of geographic region charter schools.

**2. FULL EDUCATIONAL OPPORTUNITY, 20 U.S.C. § 1412(a)(2)**

It shall be the policy of this LEA that all students with disabilities have access to educational programs, nonacademic programs, and services available to students without disabilities.

**3. CHILD FIND, 20 U.S.C. § 1412(a)(3)**

It shall be the policy of this LEA that all children with disabilities residing in the state, including children with disabilities who are homeless or are wards of the state and children attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located, and evaluated. A practical method is developed and implemented to determine which students with disabilities are currently receiving needed special education and related services. The Charter SELPA will assure that there is a process in place for the out of geographic region charter schools to be in compliance with this requirement.

**4. INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP), 20 U.S.C. § 1412(a)(4)**

It shall be the policy of this LEA that an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability who requires special education and related services in order to benefit from his/her IEP. It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions. The Charter SELPA will have in place a means of reporting this information for the individual charter schools in the same manner as the other member LEAs.

**5. LEAST RESTRICTIVE ENVIRONMENT, 20 U.S.C. § 1412(a)(5)**

It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special class, separate schooling, or other removal of a student with disabilities from the general educational environment, occurs only when the nature or severity of the disability of the student is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily.

**6. PROCEDURAL SAFEGUARDS, 20 U.S.C. § 1412(a)(6)**

It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards throughout the provision of a free appropriate public education including the identification, evaluation, and placement process. The Charter SELPA will monitor the compliance for the out of geographic region charter schools.

**7. EVALUATION, 20 U.S.C. § 1412(a)(7)**

It shall be the policy of this LEA that a reassessment of a student with a disability shall be conducted at least once every three years or more frequently, if appropriate.

**8. CONFIDENTIALITY, 20 U.S.C. § 1412(a)(8)**

It shall be the policy of this LEA that the confidentiality of personally identifiable data information and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA). The Charter SELPA will monitor the compliance for out of geographic region charter schools.

**9. PART C TRANSITION, 20 U.S.C. § 1412(a)(9)**

It shall be the policy of this LEA that a transition process for a child who is participating in Early Intervention Programs (IDEA, Part C) with an IFSP is begun prior to a toddler's third birthday. The transition process shall be smooth, timely, and effective for the child and family. The Charter SELPA will assure that there is a process in place to comply with this requirement for all out of geographic region charter schools.

**10. PRIVATE SCHOOLS, 20 U.S.C. § 1412(a)(10)**

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private schools by their parents. The Charter SELPA will assure that all out of geographic region charter schools will have a policy in place that complies with this requirement.

**11. LOCAL COMPLIANCE ASSURANCES, 20 U.S.C. § 1412(a)(11)**

It shall be the policy of this LEA that the Local Plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency(ies) herein represented with meet all applicable requirements of state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act (IDEA), the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code, part 30.

**12. INTERAGENCY, 20 U.S.C. § 1412(a)(12)**

It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for FAPE are provided, including the continuation of services during an interagency dispute resolution process.

**13. GOVERNANCE, 20 U.S.C. § 1412(a)(13)**

It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

**14. PERSONNEL QUALIFICATIONS, 20 U.S.C. § 1412(a)(14)**

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, including that those personnel have the content knowledge and skills to serve children with disabilities.

This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly

qualified or to prevent a parent from filing a state complaint with the California Department of Education (CDE) about staff qualifications.

**15. PERFORMANCE GOALS, 20 U.S.C. § 1412(a)(15)**

It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

**16. PARTICIPATION IN ASSESSMENTS, 20 U.S.C. § 1412(a)(16)**

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

**17. SUPPLEMENTATION OF STATE/FEDERAL FUNDS, 20 U.S.C. § 1412(a)(17)**

It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA; will be used to supplement and not to supplant state, local, and other federal funds.

**18. MAINTENANCE OF EFFORT, 20 U.S.C. § 1412(a)(18)**

It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal law and regulations.

**19. PUBLIC PARTICIPATION, 20 U.S.C. § 1412(a)(19)**

It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities are held prior

to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

**20. RULE OF CONSTRUCTION, 20 U.S.C. § 1412(a)(20)**

(Federal requirement for State Education Agency only)

**21. STATE ADVISORY PANEL, 20 U.S.C. § 1412(a)(21)**

(Federal requirement for State Education Agency only)

**22. SUSPENSION/EXPULSION, 20 U.S.C. § 1412(a)(22)**

The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised.

**23. ACCESS TO INSTRUCTIONAL MATERIALS, 20 U.S.C. § 1412(a)(23)**

It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state adopted National Instructional Materials Accessibility Standards.

**24. OVERIDENTIFICATION AND DISPROPORTIONALITY, 20 U.S.C § 1412(a)(24)**

It shall be the policy of this LEA to prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

**25. PROHIBITION ON MANDATORY MEDICINE, 20 U.S.C. § 1412(a)(25)**

It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substance Act as a condition of attending school or receiving a special education assessment and/or services.

**26. DISTRIBUTION OF FUNDS, 20 U.S.C. § 1411(e), (f)(1-3)**

(Federal requirement for State Education Agency only)

**27. DATA, 20 U.S.C. § 1418(a-d)**

It shall be the policy of this LEA to provide data or information to the CDE that may be required by regulations.

**28. READING LITERACY, STATE BOARD REQUIREMENT, 2/99**

It shall be the policy of this LEA that in order to improve the educational results for students with disabilities, SELPA Local Plans shall include specific information to ensure that all students who require special education will participate in the California Reading Initiative.

**29. CHARTER SCHOOLS, CALIFORNIA EDUCATION CODE § 56207.5(a-c)**

It shall be the policy of this LEA that a request by a charter school to participate as a LEA in a special education local plan area may not be treated differently from a similar request made by a school district.

In accordance with federal and state laws and regulations, the Encore Jr/Sr High School certifies that this plan has been adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency herein represented will meet all applicable requirements of state and federal laws, regulations and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq., and implementing regulations under 34 C.F.R., Parts 300 and 303, 29 U.S.C. § 794, 705(20), 794-794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the California Education Code, Part 30 and Chapter 3, Division 1 of Title V of the California Code of Regulations.

Be it further resolved, the LEA Superintendent shall administer local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.

Furthermore, the LEA Superintendent ensures that policies and procedures covered by this assurance statement are on file at the LEA at the SELPA office.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Yeas: \_\_\_\_ Nays: \_\_\_\_

**Signed:**

---

Denise Griffin  
Chief Executive Officer





# Exhibit 7.4

## October 26, 2020

Encore Education Corporation  
Phone: (760) 949-2036  
Fax (760) 956-3338  
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Rob Gabler, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Mari Miller, Board Member  
Glenn Thackeray, Board Member  
Kathy Staley, Board Member

**INFO:**

**Board on Track Membership Options**

	CharterBoardRemote	Essential	Acceleration
--	--------------------	-----------	--------------

### Onboarding and Support

Self-paced onboarding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Live support via email and live chat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on help getting your team started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Coaching and Training

Live group coaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Governance operations coaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic coaching for board and CEO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Online resources & training hub	Limited	Expanded	All Access
<b>BoardOnTrack Academy</b> online courses	<i>Coming Soon</i>		

### Online Governance Platform

Governance team & committee directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central online document storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete suite of tools to run transparent, virtual, paperless meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data-driven board recruiting roadmap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence-based CEO evaluation process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Board goals dashboard & task tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Data-Driven Governance

Board member engagement metrics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Core Operational Board Assessments:</b> Meetings, Structure, Composition, Recruiting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Strategic Board Assessments:</b> Goals, Accountability, Finance, Development, Academic Excellence, Board-CEO partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Individual Trustee Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Annual Membership Rates</b>	\$2,400	\$4,995	\$12,995
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Exhibit  
10.1

October 26, 2020

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Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Oral Committee Report**



Exhibit  
10.2

October 26, 2020

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Kathy Staley, Board Member

**INFO:**

**Comparable Compensation- CEO**

**Encore Education Corporation Governing Board  
Summary of Compensation and Benefits Survey Data for  
Chief Executive Officer**

**August 2020**

Prior to any Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including the Chief Executive Officer (“CEO”) of Encore Education Corporation. The Board’s review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer’s compensation is modified.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers “compensation” broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings, subsequent to a review and comparison of a sampling of total compensation levels received by public school leaders in Southern California. Compensation figures are from the State Controller’s Office for the 2018 calendar year (the most recent available). Student enrollment figures are from the California Department of Education for the 2019-20 school year. The CEO of Encore Education Corporation oversees one charter school in San Bernardino County with a total population of approximately 1,017 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The three charter schools and three traditional public schools surveyed in this summary have an average population of 1,270 students.

Of the schools sampled, the average total compensation package (base salary plus other compensation) for school leaders is approximately \$213,000. The average base salary is approximately \$175,000. The range for base salary is \$147,622 to \$219,932. This salary range is determined on factors such as educational and administrative experience, tenure, and organizational support. These salaries are based on the 2018 calendar year, so a reasonable increase of 3% to 5% a year can be included, making the average base salary between \$185,500 and \$193,00 for calendar year 2020.

<b>Santa Rosa Academy (Riverside County)</b>	<b>1,556 Students</b>
Executive Director	
<b>Total Compensation Package</b>	<b>\$247,339</b>
Base Salary	\$195,463
Other compensation (benefits and retirement)	\$51,876
<b>Cedar Middle School (San Bernardino County)</b>	<b>1,162 Students</b>
Principal	
<b>Total Compensation Package</b>	<b>\$170,693</b>
Base Salary	\$147,622
Other Compensation (benefits and retirement)	\$23,071
<b>Rubidoux High School (Riverside County)</b>	<b>1,546 Students</b>
Principal	
<b>Total Compensation Package</b>	<b>\$191,129</b>
Base Salary	\$156,711
Other Compensation (benefits and retirement)	\$34,418
<b>Cathedral City High School (Riverside County)</b>	<b>1,660 Students</b>
Principal	
<b>Total Compensation Package</b>	<b>\$201,968</b>
Base Salary	\$162,960
Other compensation (benefits and retirement)	\$39,008
<b>George Washington Charter School (Riverside County)</b>	<b>836 Students</b>
Principal	
<b>Total Compensation Package</b>	<b>\$202,976</b>
Base Salary	\$168,286
Other compensation (benefits and retirement)	\$34,690
<b>Los Angeles Leadership Academy (2 schools) (Los Angeles County)</b>	<b>861 Students</b>
CEO	
<b>Total Compensation Package</b>	<b>\$262,102</b>
Base Salary	\$219,932
Other compensation (benefits and retirement)	\$42,170



Exhibit  
10.3

October 26, 2020

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Kathy Staley, Board Member

**INFO:**

**Comparable Compensation- COO**

**Encore Education Corporation Governing Board  
Summary of Compensation and Benefits Survey Data for  
Chief Operating Officer**

**August 2020**

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In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers “compensation” broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings, subsequent to a review and comparison of a sampling of total compensation levels received by public school leaders in Southern California. Compensation figures are from the State Controller’s Office for the 2018 calendar year (the most recent available). Student enrollment figures are from the California Department of Education for the 2019-20 school year. The COO of Encore Education Corporation manages operations of one charter school in San Bernardino County with a total population of approximately 1,017 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The four school districts and two charter schools surveyed in this summary have an average population of 1,450 students.

Of the schools sampled, the average total compensation package (base salary plus other compensation) for similar school leaders is approximately \$202,000. The average base salary is approximately \$166,500. The range for base salary is \$151,835 to \$179,523. This salary range is determined on factors such as educational and administrative experience, tenure, and organizational support. These salaries are based on the 2018 calendar year, so a reasonable increase of 3% to 5% a year can be included, making the average base salary between \$176,500 and \$183,500 for calendar year 2020.



<b>Valle Lindo Elementary School District (Los Angeles County)</b>	1,087 Students
Assistant Superintendent of Education Services	
<b>Total Compensation Package</b>	<b>\$215,326</b>
Base Salary	\$178,160
Other compensation (benefits and retirement)	\$37,166
<b>Life Source International (Los Angeles County)</b>	439 Students
Director	
<b>Total Compensation Package</b>	<b>\$183,413</b>
Base Salary	\$151,835
Other Compensation (benefits and retirement)	\$31,578
<b>Palmdale Aerospace Academy (Los Angeles County)</b>	1,634 Students
Headmaster	
<b>Total Compensation Package</b>	<b>\$221,518</b>
Base Salary	\$179,523
Other Compensation (benefits and retirement)	\$41,995
<b>Silver Valley Unified School District (San Bernardino County)</b>	2,167 Students
Assistant Superintendent	
<b>Total Compensation Package</b>	<b>\$182,687</b>
Base Salary	\$162,179
Other compensation (benefits and retirement)	\$20,508
<b>Needles Unified School District (San Bernardino County)</b>	993 Students
Superintendent	
<b>Total Compensation Package</b>	<b>\$219,081</b>
Base Salary	\$175,196
Other compensation (benefits and retirement)	\$43,885
<b>Cucamonga Elementary Unified School District (San Bernardino County)</b>	2,431 Students
Assistant Superintendent	
<b>Total Compensation Package</b>	<b>\$189,931</b>
Base Salary	\$153,676
Other compensation (benefits and retirement)	\$36,255



Exhibit  
11.1

October 26, 2020

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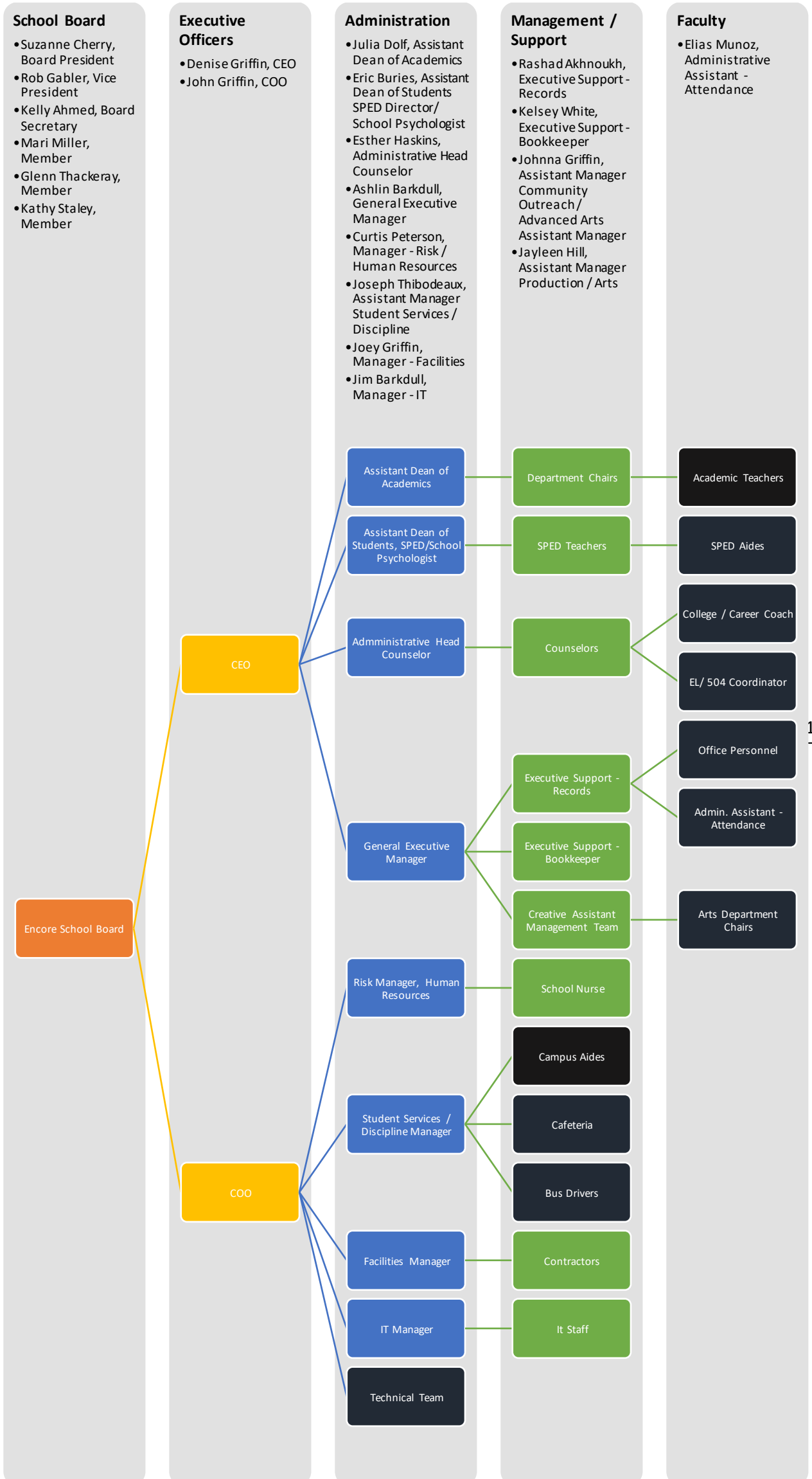
Mari Miller, Board Member

Glenn Thackeray, Board Member

Kathy Staley, Board Member

**INFO:**

**Organization Chart for the 2020-2021 school year**



## BASIC JOB DUTIES

**Encore School Board** – Volunteer Board that oversees all operations of Encore Education Corporation. Meets for a public meeting monthly and serve two year terms.

**Executive Officers** – Manage and execute all operations of the organization. Report to the Board monthly and throughout the month. Executive Officers’ direct report is the School Board.

- **Chief Executive Officer (CEO)** – Writes policy, logistics, reports, finance, plans. Deals with all professional development, training, marketing, enrollment, and coordination of curriculum and arts programs. Creates annual calendars and sets all special events, arts programs, academic contests.
- **Chief Operations Officer (COO)** – Oversees campus operations and discipline. Manages Public Relations, District Communication, Facility Maintenance, and day to day on campus operations. This role has changed this year because it has absorbed the role of Dean of Students as the organization reduced campuses.

**Administration** – Works directly with the Executive Officers to help operate and manage school operations in a specific department.

- **Assistant Dean of Students – Academics** - Oversees all professional development, curriculum, academic testing, benchmarks, and academic teachers. Their direct report is the CEO.
- **Assistant Dean of Students – SPED/Psychologist** – Oversees all aspects of the SPED Department including SPED teachers, SPED Administrative Assistant, and SPED Aides. They are also responsible for communication between Encore and SELPA. Their direct report is the CEO.
- **Administrative Head Counselor** – Oversees all aspects of master scheduling, CALPADS reporting, counseling, college and career readiness, course approvals, PSAT and SAT testing, ASVAB, a mental health awareness. Their direct report is the CEO.
- **General Executive Manager** – This position works closely with the CEO and the COO to manage all calendars, the classified office staff, accounts payable reporting to the backoffice provider, marketing/enrollment, special events, and the logistics of the arts programs. This position will be transitioning in the 20/21 school year and will be spending a lot of time in training to help train Human Resources. Their direct report is the CEO.
- **Manager – Risk/Human Resources** – This position works closely with the COO, CEO, and the General Executive Manager. They are responsible for overseeing the health and safety plans, completing and overseeing the campus risk assessments, the updates and implementation of the IIPP, professional development for CPR/First Aid, and general human resources. This position will be transitioning in the 20/21 school year and will be spending a lot of time in training to help learn Human Resources. Their direct report is the COO.
- **Assistant Manager – Students Services/Discipline** – This position oversees the management of transportation and food services. They also work directly with the COO for student discipline. Their direct report is the COO.
- **Manager - Facilities** – This position is responsible for the maintenance, remodel, and construction of the campus facility. They work directly with the COO and the COO is their direct report.
- **Manager – IT** – This position is responsible for the implementation, upkeep, and troubleshooting of technology on the campus for staff and students. Their direct report is the COO.

**Management** – Works with the Executive and Administrative team in specific areas of the organization operations.

- **Department Chairs** – Work directly with the Dean of Academics and the General Executive Manager to help complete personnel reviews, train, and oversee departments. They manage the teachers in their department.
- **SPED Teachers** – Manage their caseload of students and support them in a full inclusion environment. They work together to manage the SPED Aides. Their direct report is the SPED Director.
- **Counselors** – Are responsible for meeting with students and managing scheduling, college/career planning, and mental health. They manager the College/ Career Coach and the 504/EL Coordinator. Their direct report is the Administrative Head Counselor.
- **Administrative Assistant - Attendance** – Is responsible for all things attendance. Their direct report is the General Executive Manager.
- **Executive Support – Records/Office Personnel** – Is responsible for all things student / staff records. They are also responsible for managing the office personnel for weekly meetings, staff attendance, and lunches/breaks. This will be a transition year for this position because the intake of staff records for this department is new this year. Their direct report is the General Executive Manager.
- **Executive Support - Bookkeeper** – Is responsible for cash handling and recording/accounting for cash and money that comes on campus. They report monthly to the school board. In the 20/21 school year, they will also act as the ASB Assistant. Their direct report is the General Executive Manager.
- **Creative Assistant Management Team** – Is responsible for Encore’s special advanced arts programs. The oversee, produce, and implement these programs.
  - **Assistant Manager - Community Outreach / Advanced Arts** – Is responsible for the creation and implementation of the annual school tours, the international and domestic student travel tours, and the implementation of the advanced career technical education for professional artist development. Their direct report is the General Executive Manager.
  - **Assistant Manager Production / Arts** – Is responsible for overseeing the management and implementation of all competition teams, shows, productions, and assessments. They also teach a couple classes. Their direct report is the General Executive Manager.
- **School Nurse** – Works closely with the Risk Manager to help implement all health and safety measures on campus. They also work directly with students, staff, and parents to triage students. Their direct report is the Risk Manager.



Exhibit  
11.2

October 26, 2020

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**INFO:**

Comparable compensation data for CEO job position



Exhibit  
11.3

October 26, 2020

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**INFO:**

**Comparable compensation data for COO job position**