



## Board Meeting Agenda

January 14, 2019

6:00 p.m.

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

Sites:

**Hesperia**

MEETING AT: 16955 Lemon Street, Hesperia, CA  
92345 – CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street,  
Riverside, CA 92501 – CLASSROOM H1

**Board Members:**

Lenny Esposito, Board President  
Suzanne Cherry, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

*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.*

*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 \_\_\_\_\_ (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Lenny Esposito	_____	_____
Kelly Ahmed	_____	_____
Suzanne Cherry	_____	_____
Rob Gabler	_____	_____
Paula Gharib	_____	_____
Mari Miller	_____	_____
Kathy Nielsen	_____	_____

**3.0 APPROVAL OF THE AGENDA**

**MOTION:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	___	___	___	___
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Paula Gharib	___	___	___	___
Mari Miller*	___	___	___	___
Kathy Nielsen*	___	___	___	___

**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 Report
- 5.3** 12.10.18 Board Meeting Minutes
- 5.4** 1.4.19 Special Board Meeting Minutes - reflects all changes needed for the salary schedules
- 5.5** CEO Expense Report – Denise Griffin
- 5.6** DOJ Report – Ashlin Barkdull
- 5.7** Monthly Reports – Fiscal and Attendance

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

- 6.1 ASB PRESIDENT REPORT** – Nathan Zini, ASB President Hesperia
- 6.2 ASB PRESIDENT REPORT** – Sophia Wolfe, ASB President Riverside
- 6.3 STAFF LIAISON REPORT** – Jamie Waggoner, Hesperia
- 6.4 STAFF LIAISON REPORT** – Ramsey Hassen, Riverside
- 6.5 DEAN OF ACADEMICS REPORT** – Cindy Roach and Jessica Meyer
- 6.6 DEAN OF STUDENTS REPORT** – Steve Nutter, Hesperia
- 6.7 DEAN OF STUDENTS REPORT** – John Griffin, Riverside
- 6.8 CEO Verbal Report** – Denise Griffin
- 6.9 COO Verbal Report** – John Griffin

- 6.10 Kitchen Lead Report – Zachary Caines
- 6.11 Facilities Manager Report – Curtis Peterson
- 6.12 Theater and Vocal Music Department Chair Report – Hesperia, Michael Nevarez. Riverside, Danielle Pahmeier.
- 6.13 Encore Pirate Questionnaire – Hesperia and Riverside
- 6.14 Encore Parent Advisory Committee Minutes
- 6.15 Encore ASB Letterman Achievements
- 6.16 Parent Advisory Committee Update
- 6.17 Enrollment – Jenna Snowball, Riverside, Lin Ahmed, Hesperia

**7.0 ACTION ITEMS.**

**7.1 Vote for Approval – ANNUAL AUDIT.** Year end June 30, 2018 – Clifton Larson Allen. (Exhibit 7.1)

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____		
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	___	___	___	___
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Paula Gharib	___	___	___	___
Mari Miller*	___	___	___	___
Kathy Nielsen*	___	___	___	___

**7.2 Vote for Approval – DESERT MOUNTAIN SPECIAL EDUCATION LOCAL PLAN AREA (DM SELPA) – Riverside and Hesperia Campus** – The Desert/Mountain Charter Special Education Local Plan Area (SELPA) as authorized by the California State Board of Education assists California charter schools that have successfully completed the SELPA membership process and have signed this Agreement for Participation (Agreement) which are deemed Local Education Agencies pursuant to the Education code §47641, in meeting their obligations to provide special education and related services (each term as defined in Title 20 of the United States Code §1401 and the applicable rules, regulations, and actually or potentially entitled to Services under applicable state and federal laws and regulations (Student). Charter SELPA membership also ensures compliance with the LEA member’s obligations under Education Code § 56195, et seq. It is the goal of the Desert/Mountain SELPA that all Students with exceptional needs within the Charter SELPA receive appropriate special education programs. It is the intent of the Charter SELPA that special education programs be coordinated and operated in accordance with the governance structure.

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____		
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	___	___	___	___
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Paula Gharib	___	___	___	___
Mari Miller*	___	___	___	___
Kathy Nielsen*	___	___	___	___

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

**9.0 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.

***Parent letter of student #9090 - Riverside***

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.

***Update on Rodriguez vs Encore.***

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

***There are no updates at this time.***

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

***Employee # 649***

**10.0 RECONVENE 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.

**11.0 ADJOURNMENT**

<b>MOTION:</b> _____	<b>Second:</b> _____	<b>Vote:</b> _____		
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	___	___	___	___
Suzanne Cherry	___	___	___	___
Kelly Ahmed	___	___	___	___
Rob Gabler	___	___	___	___
Paula Gharib	___	___	___	___
Mari Miller*	___	___	___	___
Kathy Nielsen*	___	___	___	___

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

The next meeting will be held, Monday, February 11 at 6:00 pm





Exhibit  
5.1

January 14, 2019

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– CLASSROOM F 29

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– CLASSROOM H1

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Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**STRS, PERS, 403B PAYMENTS.**



Exhibit  
5.2

January 14, 2019

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Rob Gabler, Board Member

Paula Gharib, Board Member

Mari Miller, Board Alternate\*

Kathy Nielson, Board Alternate\*

**INFO:**

**MONTHLY FISCAL REPORT**



Exhibit  
5.3

January 14, 2019

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Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**12.10.18 BOARD MEETING MINUTES**

# **ENCORE**

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## **education**

**c o r p o r a t i o n**

## Board Meeting Minutes

**December 10, 2018**

6:00 p.m.

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

**Sites:**

**Hesperia**

MEETING AT: 16955 Lemon Street,  
Hesperia, CA 92345 – CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street,  
Riverside, CA 92501 – CLASSROOM H1

**Board Members:**

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Suzanne Cherry, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

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**1.0 CALL TO ORDER.** The meeting was called to order at  6:18  (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Lenny Esposito	X	_____
Kelly Ahmed	X	_____
Suzanne Cherry	X	_____
Rob Gabler	X	_____
Paula Gharib	X	_____
Mari Miller	X	_____
Kathy Nielsen	_____	X

**3.0 APPROVAL OF THE AGENDA**

**MOTION:**  SC  **Second:**  KA  **Vote:**  6/0

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	X	_____	_____	_____
Suzanne Cherry	X	_____	_____	_____
Kelly Ahmed	X	_____	_____	_____
Rob Gabler	X	_____	_____	_____
Paula Gharib	X	_____	_____	_____
Mari Miller*	X	_____	_____	_____
Kathy Nielsen*	_____	_____	_____	X

**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 - DMS

**5.2** DOJ Report – Ashlin Barkdull

**5.3** ASB Financial Report – Joanne Pino

**MOTION:**  RG  **Second:**  PG  **Vote:**  6/0

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	X	_____	_____	_____
Suzanne Cherry	X	_____	_____	_____
Kelly Ahmed	X	_____	_____	_____
Rob Gabler	X	_____	_____	_____
Paula Gharib	X	_____	_____	_____
Mari Miller*	X	_____	_____	_____
Kathy Nielsen*	_____	_____	_____	X

**6.0 INFORMATION ITEMS. 6.00 ASB Reports-Nathan Zini and Sophia Wolfe**

- 6.1** Staff Liaison reports – Each campus liaison will report on staff relations. – Jamie Waggoner, Hesperia and Ramsey Hassen, Riverside **VERBAL REPORT, NO MATERIALS PROVIDED**  
**Waggoner – staff was worried about the meeting and when it came to head they were calmed by the fact that it wasn't as bad as they initially thought.**
- 6.2** Dean of Students reports – Each campus Dean will cover overall operations, parent & student meetings held. – Stephen Nutter, Hesperia and John Griffin, Riverside **VERBAL REPORT, NO MATERIALS PROVIDED**
- 6.3** Dean of Academics reports – Each campus Dean will report on academics – Cynthia Roach, Hesperia and Jessica Meyer, Riverside **VERBAL REPORT, NO MATERIALS PROVIDED**
- 6.4** Special Education Department report – **VERBAL REPORT, NO MATERIALS PROVIDED**
- 6.5** Science/Math Department Chair Report – Kristal McMillan, Riverside. Kristine Jareño is out on leave no report from Hesperia. – **VERBAL REPORT, NO MATERIALS PROVIDED**

**7.0 ACTION ITEMS.**

- 7.1** **Vote for Approval – AUDIT AGREEMENTS WITH CLIFTON LARSON ALLEN.** Prepare the organization's federal form 990 and applicable state filings. Audit the consolidated financial statements of the organization, which comprise the consolidated statement of financial position as of June 30, 2018. **(Exhibit 7.1)**

**MOTION: RG Second: SC Vote: 6/0**

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	X	—	—	—
Suzanne Cherry	X	—	—	—
Kelly Ahmed	X	—	—	—
Rob Gabler	X	—	—	—
Paula Gharib	X	—	—	—
Mari Miller*	X	—	—	—
Kathy Nielsen*	—	—	—	X

- 7.2** **Vote for Approval – TEMPORARY WAGE REDUCTION FOR THE CORPORATION.** Agreement to reduce wages by 4% for Encore Education Corporation – all employees. Signature required upon board approval. Notice to employees attached. **(Exhibit 7.2)**

**MOTION: SC Second: PG Vote: 6/0**

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	X	—	—	—
Suzanne Cherry	X	—	—	—
Kelly Ahmed	X	—	—	—
Rob Gabler	X	—	—	—
Paula Gharib	X	—	—	—
Mari Miller*	X	—	—	—
Kathy Nielsen*	—	—	—	X

**7.3 Vote for Approval – 2018-19 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT.** Hesperia and Riverside Campus reports. Must be signed by CEO upon board approval. (Exhibit 7.3)

<b>MOTION: RG</b>	<b>Second: KA</b>	<b>Vote: 6/0</b>			
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>	
Lenny Esposito	X	---	---	---	
Suzanne Cherry	X	---	---	---	
Kelly Ahmed	X	---	---	---	
Rob Gabler	X	---	---	---	
Paula Gharib	X	---	---	---	
Mari Miller*	X	---	---	---	
Kathy Nielsen*	---	---	---	X	

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

**ADD PAC Report to next meeting – R.G.**

**9.0 ADJOURN TO CLOSED SESSION**

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

***There are no student discipline appeals scheduled for 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.

***a. Rodriguez vs. Encore Education Corporation - Mediation***

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

***There are no real estate negotiations scheduled for 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.

***Discussions about specific employees terminated and future resignations at the Riverside location.***

**10.0 RECONVENE 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.

**11.0 ADJOURNMENT –**

<b>MOTION: SC</b>	<b>Second: KA</b>	<b>Vote: 6/0</b>			
<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>	
Lenny Esposito	X	---	---	---	
Suzanne Cherry	X	---	---	---	
Kelly Ahmed	X	---	---	---	
Rob Gabler	X	---	---	---	
Paula Gharib	X	---	---	---	
Mari Miller*	X	---	---	---	
Kathy Nielsen*	---	---	---	X	

The meeting adjourned at 8:00 (time).

The next meeting will be held, Monday, January 14, 2019 at 6:00 pm



Exhibit  
5.4

January 14, 2019

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Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**1.4.19 SPECIAL BOARD MEETING MINUTES**





## Special Board Meeting Minutes

January 4, 2019

1:30 p.m.

Encore Education Corporation

Phone: (760) 949-2036

Fax (760) 956-3338

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

Sites:

**Hesperia**

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92345 – CLASSROOM F 29

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Kelly Ahmed, Board Secretary/Treasurer

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Paula Gharib, Board Member

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**1.0 CALL TO ORDER.** The meeting was called to order at   1:43 PM   (time).

**2.0 OPEN GENERAL SESSION**

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
Lenny Esposito	<u>      </u>	<u>  X  </u>
Kelly Ahmed	<u>  X  </u>	<u>      </u>
Suzanne Cherry	<u>  X  </u>	<u>      </u>
Rob Gabler	<u>  X  </u>	<u>      </u>
Paula Gharib	<u>  X  </u>	<u>      </u>
Mari Miller	<u>      </u>	<u>  X  </u>
Kathy Nielsen	<u>      </u>	<u>  X  </u>

**3.0 APPROVAL OF THE AGENDA**

**MOTION:**   Kelly Ahmed        **Second:**   Paula Gharib        **Vote:**   4/0  

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
Suzanne Cherry	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Kelly Ahmed	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Rob Gabler	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Paula Gharib	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Mari Miller*	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
Kathy Nielsen*	<u>      </u>	<u>      </u>	<u>      </u>	<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.

None

**6.0 INFORMATION ITEMS.**

None

**7.0 ACTION ITEMS.**

**7.1 Vote for Approval – SALARY SCHEDULES.** Reduction in wages by 4% for Encore Education Corporation – All Employees. Temporary Salary Schedule changes to reflect the reduction. **(Exhibit 7.1)**

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

<b>ROLL CALL</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTENTION</b>	<b>ABSENT</b>
Lenny Esposito	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
Suzanne Cherry	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Kelly Ahmed	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Rob Gabler	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Paula Gharib	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Mari Miller*	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
Kathy Nielsen*	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>

**Corrections must be made to the following:**

**CEO Step 11-12 \$200,000.00 not \$2,000.000.00**

**Correct the first Classified Instructor Salary Schedule title changed to Certificated Teacher Salary Schedule**

**Reflect changes in the minutes**

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

**9.0 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.

***There are no student discipline appeals scheduled for 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.

***There are no pending litigation discussions scheduled for this meeting.***

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

***There are no updates at this time.***

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

***There are no actions at this time.***

**10.0 RECONVENE 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.

**11.0 ADJOURNMENT**

**MOTION:**    Kelly Ahmed    **Second:**    Paula Gharib    **Vote:**    4/0   

**ROLL CALL**                      **AYE**                      **NAY**                      **ABSTENTION**                      **ABSENT**

Lenny Esposito                                                                                                   X  

Suzanne Cherry                        X                                                                             

Kelly Ahmed                        X                                                                             

Rob Gabler                        X                                                                             

Paula Gharib                        X                                                                             

Mari Miller\*                                                                                                   X  

Kathy Nielsen\*                                                                                                   X  

The meeting adjourned at    1:47 PM    (time).

The next meeting will be held, Monday, January 14 at 6:00 pm



**Administrative Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

Dean of Students				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1	\$ 110,000.00	\$ 4,400.00	\$ 105,600.00	\$ 9,600.00
2	\$ 114,000.00	\$ 4,560.00	\$ 109,440.00	\$ 9,949.09
3	\$ 118,000.00	\$ 4,720.00	\$ 113,280.00	\$ 10,298.18
4	\$ 123,000.00	\$ 4,920.00	\$ 118,080.00	\$ 10,734.55
5	\$ 128,000.00	\$ 5,120.00	\$ 122,880.00	\$ 11,170.91
6	\$ 131,000.00	\$ 5,240.00	\$ 125,760.00	\$ 11,432.73

Assistant Dean of Students				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1	\$ 95,000.00	\$ 3,800.00	\$ 91,200.00	\$ 8,290.91
2	\$ 99,000.00	\$ 3,960.00	\$ 95,040.00	\$ 8,640.00
3	\$ 102,000.00	\$ 4,080.00	\$ 97,920.00	\$ 8,901.82
4	\$ 106,000.00	\$ 4,240.00	\$ 101,760.00	\$ 9,250.91
5	\$ 111,000.00	\$ 4,440.00	\$ 106,560.00	\$ 9,687.27
6	\$ 114,000.00	\$ 4,560.00	\$ 109,440.00	\$ 9,949.09

School Counselor				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1	\$ 82,000.00	\$ 3,280.00	\$ 78,720.00	\$ 7,156.36
2	\$ 85,000.00	\$ 3,400.00	\$ 81,600.00	\$ 7,418.18
3	\$ 88,000.00	\$ 3,520.00	\$ 84,480.00	\$ 7,680.00
4	\$ 91,000.00	\$ 3,640.00	\$ 87,360.00	\$ 7,941.82
5	\$ 93,000.00	\$ 3,720.00	\$ 89,280.00	\$ 8,116.36
6	\$ 95,000.00	\$ 3,800.00	\$ 91,200.00	\$ 8,290.91

Administrator				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1	\$ 70,000.00	\$ 2,800.00	\$ 67,200.00	\$ 6,109.09
2	\$ 72,000.00	\$ 2,880.00	\$ 69,120.00	\$ 6,283.64
3	\$ 74,000.00	\$ 2,960.00	\$ 71,040.00	\$ 6,458.18
4	\$ 76,000.00	\$ 3,040.00	\$ 72,960.00	\$ 6,632.73
5	\$ 78,000.00	\$ 3,120.00	\$ 74,880.00	\$ 6,807.27
6	\$ 80,000.00	\$ 3,200.00	\$ 76,800.00	\$ 6,981.82

In order to be considered for a step increase, the employee has to work 110 or more days during the regular administration calendar.

Administration is eligible for full employee benefits, including holiday pay, sick time accrual and personal leave days, and employer contribution up to \$15,000 per year for employee benefits.

Employees will have 30 days from the date of hire to enroll in any benefit programs.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

This salary schedule includes a 2.5% COLA after completing a year of Step 6.

Board Approved on January 4, 2019



**Certificated Teacher Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

CTE/BA to 44				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 49,000.00	\$ 1,960.00	\$ 47,040.00	\$ 4,276.36
1	\$ 52,000.00	\$ 2,080.00	\$ 49,920.00	\$ 4,538.18
2	\$ 53,000.00	\$ 2,120.00	\$ 50,880.00	\$ 4,625.45
3	\$ 54,000.00	\$ 2,160.00	\$ 51,840.00	\$ 4,712.73
4	\$ 56,000.00	\$ 2,240.00	\$ 53,760.00	\$ 4,887.27
5	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
6	\$ 60,000.00	\$ 2,400.00	\$ 57,600.00	\$ 5,236.36
7	\$ 62,000.00	\$ 2,480.00	\$ 59,520.00	\$ 5,410.91
8	\$ 64,000.00	\$ 2,560.00	\$ 61,440.00	\$ 5,585.45
9	\$ 65,600.00	\$ 2,624.00	\$ 62,976.00	\$ 5,725.09
10	\$ 67,240.00	\$ 2,689.60	\$ 64,550.40	\$ 5,868.22
11	\$ 68,921.00	\$ 2,756.84	\$ 66,164.16	\$ 6,014.92
12	\$ 71,644.02	\$ 2,865.76	\$ 68,778.26	\$ 6,252.57
13	\$ 72,410.12	\$ 2,896.40	\$ 69,513.72	\$ 6,319.43
14	\$ 74,220.37	\$ 2,968.81	\$ 71,251.56	\$ 6,477.41
15	\$ 76,075.88	\$ 3,043.04	\$ 73,032.84	\$ 6,639.35

MA or BA+45-59				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 50,000.00	\$ 2,000.00	\$ 48,000.00	\$ 4,363.64
1	\$ 53,000.00	\$ 2,120.00	\$ 50,880.00	\$ 4,625.45
2	\$ 55,000.00	\$ 2,200.00	\$ 52,800.00	\$ 4,800.00
3	\$ 57,000.00	\$ 2,280.00	\$ 54,720.00	\$ 4,974.55
4	\$ 59,000.00	\$ 2,360.00	\$ 56,640.00	\$ 5,149.09
5	\$ 61,000.00	\$ 2,440.00	\$ 58,560.00	\$ 5,323.64
6	\$ 63,000.00	\$ 2,520.00	\$ 60,480.00	\$ 5,498.18
7	\$ 66,000.00	\$ 2,640.00	\$ 63,360.00	\$ 5,760.00
8	\$ 68,000.00	\$ 2,720.00	\$ 65,280.00	\$ 5,934.55
9	\$ 70,000.00	\$ 2,800.00	\$ 67,200.00	\$ 6,109.09
10	\$ 73,000.00	\$ 2,920.00	\$ 70,080.00	\$ 6,370.91
11	\$ 76,000.00	\$ 3,040.00	\$ 72,960.00	\$ 6,632.73
12	\$ 79,000.00	\$ 3,160.00	\$ 75,840.00	\$ 6,894.55
13	\$ 80,975.00	\$ 3,239.00	\$ 77,736.00	\$ 7,066.91
14	\$ 82,999.37	\$ 3,319.97	\$ 79,679.40	\$ 7,243.58
15	\$ 85,074.35	\$ 3,402.97	\$ 81,671.38	\$ 7,424.67

MA+15 or BA+60				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 51,000.00	\$ 2,040.00	\$ 48,960.00	\$ 4,450.91
1	\$ 55,000.00	\$ 2,200.00	\$ 52,800.00	\$ 4,800.00
2	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
3	\$ 60,000.00	\$ 2,400.00	\$ 57,600.00	\$ 5,236.36
4	\$ 62,000.00	\$ 2,480.00	\$ 59,520.00	\$ 5,410.91
5	\$ 64,000.00	\$ 2,560.00	\$ 61,440.00	\$ 5,585.45
6	\$ 66,000.00	\$ 2,640.00	\$ 63,360.00	\$ 5,760.00
7	\$ 69,000.00	\$ 2,760.00	\$ 66,240.00	\$ 6,021.82
8	\$ 72,000.00	\$ 2,880.00	\$ 69,120.00	\$ 6,283.64
9	\$ 74,000.00	\$ 2,960.00	\$ 71,040.00	\$ 6,458.18
10	\$ 77,000.00	\$ 3,080.00	\$ 73,920.00	\$ 6,720.00
11	\$ 80,000.00	\$ 3,200.00	\$ 76,800.00	\$ 6,981.82
12	\$ 82,000.00	\$ 3,280.00	\$ 78,720.00	\$ 7,156.36
13	\$ 86,000.00	\$ 3,440.00	\$ 82,560.00	\$ 7,505.45
14	\$ 88,000.00	\$ 3,520.00	\$ 84,480.00	\$ 7,680.00
15	\$ 90,000.00	\$ 3,600.00	\$ 86,400.00	\$ 7,854.55

MA+30 or BA+75				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 55,000.00	\$ 2,200.00	\$ 52,800.00	\$ 4,800.00
1	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
2	\$ 60,000.00	\$ 2,400.00	\$ 57,600.00	\$ 5,236.36
3	\$ 62,000.00	\$ 2,480.00	\$ 59,520.00	\$ 5,410.91
4	\$ 65,000.00	\$ 2,600.00	\$ 62,400.00	\$ 5,672.73
5	\$ 67,000.00	\$ 2,680.00	\$ 64,320.00	\$ 5,847.27
6	\$ 70,000.00	\$ 2,800.00	\$ 67,200.00	\$ 6,109.09
7	\$ 72,000.00	\$ 2,880.00	\$ 69,120.00	\$ 6,283.64
8	\$ 75,000.00	\$ 3,000.00	\$ 72,000.00	\$ 6,545.45
9	\$ 78,000.00	\$ 3,120.00	\$ 74,880.00	\$ 6,807.27
10	\$ 80,000.00	\$ 3,200.00	\$ 76,800.00	\$ 6,981.82
11	\$ 84,000.00	\$ 3,360.00	\$ 80,640.00	\$ 7,330.91
12	\$ 87,000.00	\$ 3,480.00	\$ 83,520.00	\$ 7,592.73
13	\$ 90,000.00	\$ 3,600.00	\$ 86,400.00	\$ 7,854.55
14	\$ 94,000.00	\$ 3,760.00	\$ 90,240.00	\$ 8,203.64
15	\$ 96,000.00	\$ 3,840.00	\$ 92,160.00	\$ 8,378.18

This salary schedule is for full time credentialed teachers only. These employees follow the Teacher / Instructor work calendar.

Teachers holding an internship or emergency credential cannot go beyond step 0. This salary schedule includes a 2.5% COLA.

This employee is eligible for full employee benefits, including holiday pay and sick time accrual, personal leave accrual and health benefits not to exceed \$12,000 per year total employer contribution.

Teachers and Instructors with 7 years plus of service credit to Encore Education Corporation will receive up to \$14,000 per year in employer contributions for health benefits.

Employees will have 30 days from the date of hire to enroll in any benefit programs.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

Board Approved on January 4, 2019



**Classified Instructor Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

Industry Only				
Step	Current	4%	Temporary Annual Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 42,000.00	\$ 1,680.00	\$ 40,320.00	\$ 3,665.45
1	\$ 46,000.00	\$ 1,840.00	\$ 44,160.00	\$ 4,014.55
2	\$ 48,000.00	\$ 1,920.00	\$ 46,080.00	\$ 4,189.09
3	\$ 50,000.00	\$ 2,000.00	\$ 48,000.00	\$ 4,363.64
4	\$ 52,000.00	\$ 2,080.00	\$ 49,920.00	\$ 4,538.18
5	\$ 54,000.00	\$ 2,160.00	\$ 51,840.00	\$ 4,712.73
6	\$ 56,000.00	\$ 2,240.00	\$ 53,760.00	\$ 4,887.27
7	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
8	\$ 59,450.00	\$ 2,378.00	\$ 57,072.00	\$ 5,188.36
9	\$ 60,936.25	\$ 2,437.45	\$ 58,498.80	\$ 5,318.07
10	\$ 62,459.41	\$ 2,498.38	\$ 59,961.03	\$ 5,451.00
11	\$ 64,020.90	\$ 2,560.84	\$ 61,460.06	\$ 5,587.28
12	\$ 65,621.42	\$ 2,624.86	\$ 62,996.57	\$ 5,726.96
13	\$ 67,261.96	\$ 2,690.48	\$ 64,571.48	\$ 5,870.13
14	\$ 68,943.51	\$ 2,757.74	\$ 66,185.77	\$ 6,016.89
15	\$ 70,667.10	\$ 2,826.68	\$ 67,840.41	\$ 6,167.31

BA to 59				
Step	Current	4%	Temporary Annual Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 44,000.00	\$ 1,760.00	\$ 42,240.00	\$ 3,840.00
1	\$ 49,000.00	\$ 1,960.00	\$ 47,040.00	\$ 4,276.36
2	\$ 51,000.00	\$ 2,040.00	\$ 48,960.00	\$ 4,450.91
3	\$ 53,000.00	\$ 2,120.00	\$ 50,880.00	\$ 4,625.45
4	\$ 55,000.00	\$ 2,200.00	\$ 52,800.00	\$ 4,800.00
5	\$ 57,000.00	\$ 2,280.00	\$ 54,720.00	\$ 4,974.55
6	\$ 59,000.00	\$ 2,360.00	\$ 56,640.00	\$ 5,149.09
7	\$ 61,000.00	\$ 2,440.00	\$ 58,560.00	\$ 5,323.64
8	\$ 63,000.00	\$ 2,520.00	\$ 60,480.00	\$ 5,498.18
9	\$ 65,000.00	\$ 2,600.00	\$ 62,400.00	\$ 5,672.73
10	\$ 67,000.00	\$ 2,680.00	\$ 64,320.00	\$ 5,847.27
11	\$ 68,675.00	\$ 2,747.00	\$ 65,928.00	\$ 5,993.45
12	\$ 70,391.88	\$ 2,815.68	\$ 67,576.20	\$ 6,143.29
13	\$ 72,151.68	\$ 2,886.07	\$ 69,265.61	\$ 6,296.87
14	\$ 73,955.47	\$ 2,958.22	\$ 70,997.25	\$ 6,454.30
15	\$ 75,804.36	\$ 3,032.17	\$ 72,772.18	\$ 6,615.65

Continued to next page

Board Approved on January 4, 2019



**Classified Instructor Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

MA or BA+ 60-74				
Step	Current	4%	Temporary Annual Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 46,000.00	\$ 1,840.00	\$ 44,160.00	\$ 4,014.55
1	\$ 50,000.00	\$ 2,000.00	\$ 48,000.00	\$ 4,363.64
2	\$ 52,000.00	\$ 2,080.00	\$ 49,920.00	\$ 4,538.18
3	\$ 54,000.00	\$ 2,160.00	\$ 51,840.00	\$ 4,712.73
4	\$ 56,000.00	\$ 2,240.00	\$ 53,760.00	\$ 4,887.27
5	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
6	\$ 60,000.00	\$ 2,400.00	\$ 57,600.00	\$ 5,236.36
7	\$ 62,000.00	\$ 2,480.00	\$ 59,520.00	\$ 5,410.91
8	\$ 64,000.00	\$ 2,560.00	\$ 61,440.00	\$ 5,585.45
9	\$ 66,000.00	\$ 2,640.00	\$ 63,360.00	\$ 5,760.00
10	\$ 68,000.00	\$ 2,720.00	\$ 65,280.00	\$ 5,934.55
11	\$ 69,700.00	\$ 2,788.00	\$ 66,912.00	\$ 6,082.91
12	\$ 71,442.50	\$ 2,857.70	\$ 68,584.80	\$ 6,234.98
13	\$ 73,228.56	\$ 2,929.14	\$ 70,299.42	\$ 6,390.86
14	\$ 75,059.27	\$ 3,002.37	\$ 72,056.90	\$ 6,550.63
15	\$ 76,935.75175	\$ 3,077.43	\$ 73,858.32	\$ 6,714.39

MA+30 or BA+75				
Step	Current	4%	Temporary Annual Wage Reduction	Temporary Monthly Wage Reduction
0	\$ 47,000.00	\$ 1,880.00	\$ 45,120.00	\$ 4,101.82
1	\$ 53,000.00	\$ 2,120.00	\$ 50,880.00	\$ 4,625.45
2	\$ 56,000.00	\$ 2,240.00	\$ 53,760.00	\$ 4,887.27
3	\$ 59,000.00	\$ 2,360.00	\$ 56,640.00	\$ 5,149.09
4	\$ 62,000.00	\$ 2,480.00	\$ 59,520.00	\$ 5,410.91
5	\$ 65,000.00	\$ 2,600.00	\$ 62,400.00	\$ 5,672.73
6	\$ 68,000.00	\$ 2,720.00	\$ 65,280.00	\$ 5,934.55
7	\$ 71,000.00	\$ 2,840.00	\$ 68,160.00	\$ 6,196.36
8	\$ 74,000.00	\$ 2,960.00	\$ 71,040.00	\$ 6,458.18
9	\$ 77,000.00	\$ 3,080.00	\$ 73,920.00	\$ 6,720.00
10	\$ 80,000.00	\$ 3,200.00	\$ 76,800.00	\$ 6,981.82
11	\$ 82,000.00	\$ 3,280.00	\$ 78,720.00	\$ 7,156.36
12	\$ 86,000.00	\$ 3,440.00	\$ 82,560.00	\$ 7,505.45
13	\$ 89,000.00	\$ 3,560.00	\$ 85,440.00	\$ 7,767.27
14	\$ 92,000.00	\$ 3,680.00	\$ 88,320.00	\$ 8,029.09
15	\$ 95,000.00	\$ 3,800.00	\$ 91,200.00	\$ 8,290.91

Step with the grey highlight are subject to overtime at an hourly rate and are required to keep a timesheet.

This salary schedule is for full time instructors that have been hired based on industry experience. These employees follow the Teacher / Instructor work calendar.

A Classified instructor that completes the State of California credentialing program will roll over into the certificated teacher pay scale.

This employee is eligible for full employee benefits, including holiday pay and sick time accrual, personal leave accrual and health benefits not to exceed \$12,000 per year total employer contribution.

Employees will have 30 days from the date of hire to enroll in any benefit programs.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

This salary schedule includes a 2.5% COLA.

Board Approved on January 4, 2019



**Day Rate Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

Daily Sub				
Step	Current	4%	Temporary Wage Reduction	Hourly
1	\$ 140.00	\$ 5.60	\$ 134.40	\$ 16.80
2	\$ 145.00	\$ 5.80	\$ 139.20	\$ 17.40
3	\$ 150.00	\$ 6.00	\$ 144.00	\$ 18.00
4	\$ 150.00	\$ 6.00	\$ 144.00	\$ 18.00
5	\$ 150.00	\$ 6.00	\$ 144.00	\$ 18.00
6	\$ 150.00	\$ 6.00	\$ 144.00	\$ 18.00

Long Term Substitute				
Step	Current	4%	Temporary Wage Reduction	Hourly
1	\$ 160.00	\$ 6.40	\$ 153.60	\$ 19.20
2	\$ 165.00	\$ 6.60	\$ 158.40	\$ 19.80
3	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40
4	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40
5	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40
6	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40

Daily Classified Instructor				
Step	Current	4%	Temporary Wage Reduction	Hourly
1	\$ 140.00	\$ 5.60	\$ 134.40	\$ 16.80
2	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40
3	\$ 175.00	\$ 7.00	\$ 168.00	\$ 21.00
4	\$ 180.00	\$ 7.20	\$ 172.80	\$ 21.60
5	\$ 180.00	\$ 7.20	\$ 172.80	\$ 21.60
6	\$ 180.00	\$ 7.20	\$ 172.80	\$ 21.60

Daily Certified Teacher				
Step	Current	4%	Temporary Wage Reduction	Hourly
1	\$ 140.00	\$ 5.60	\$ 134.40	\$ 16.80
2	\$ 170.00	\$ 6.80	\$ 163.20	\$ 20.40
3	\$ 180.00	\$ 7.20	\$ 172.80	\$ 21.60
4	\$ 185.00	\$ 7.40	\$ 177.60	\$ 22.20
5	\$ 190.00	\$ 7.60	\$ 182.40	\$ 22.80
6	\$ 190.00	\$ 7.60	\$ 182.40	\$ 22.80

**TIME SHEET POSITION**

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

Board Approved on January 4, 2019





**Executive Salary Schedule 2018 – 2019 Fiscal year**

**Temporary Wage Reduction**

CEO				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 160,000.00	\$ 6,400.00	\$ 153,600.00	\$ 13,963.64
3 - 4	\$ 170,000.00	\$ 6,800.00	\$ 163,200.00	\$ 14,836.36
5 - 6	\$ 180,000.00	\$ 7,200.00	\$ 172,800.00	\$ 15,709.09
7 - 8	\$ 190,000.00	\$ 7,600.00	\$ 182,400.00	\$ 16,581.82
9 - 10	\$ 195,000.00	\$ 7,800.00	\$ 187,200.00	\$ 17,018.18
11 - 12	\$ 200,000.00	\$ 8,000.00	\$ 192,000.00	\$ 17,454.55

COO/CMO				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 150,000.00	\$ 6,000.00	\$ 144,000.00	\$ 13,090.91
3 - 4	\$ 160,000.00	\$ 6,400.00	\$ 153,600.00	\$ 13,963.64
5 - 6	\$ 170,000.00	\$ 6,800.00	\$ 163,200.00	\$ 14,836.36
7 - 8	\$ 180,000.00	\$ 7,200.00	\$ 172,800.00	\$ 15,709.09
9 - 10	\$ 185,000.00	\$ 7,400.00	\$ 177,600.00	\$ 16,145.45
11 - 12	\$ 190,000.00	\$ 7,600.00	\$ 182,400.00	\$ 16,581.82

Officer				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 115,000.00	\$ 4,600.00	\$ 110,400.00	\$ 10,036.36
3 - 4	\$ 120,000.00	\$ 4,800.00	\$ 115,200.00	\$ 10,472.73
5 - 6	\$ 126,000.00	\$ 5,040.00	\$ 120,960.00	\$ 10,996.36
7 - 8	\$ 131,000.00	\$ 5,240.00	\$ 125,760.00	\$ 11,432.73
9 - 10	\$ 137,000.00	\$ 5,480.00	\$ 131,520.00	\$ 11,956.36
11 - 12	\$ 140,000.00	\$ 5,600.00	\$ 134,400.00	\$ 12,218.18

Director				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 105,000.00	\$ 4,200.00	\$ 100,800.00	\$ 9,163.64
3 - 4	\$ 110,000.00	\$ 4,400.00	\$ 105,600.00	\$ 9,600.00
5 - 6	\$ 116,000.00	\$ 4,640.00	\$ 111,360.00	\$ 10,123.64
7 - 8	\$ 121,000.00	\$ 4,840.00	\$ 116,160.00	\$ 10,560.00
9 - 10	\$ 127,000.00	\$ 5,080.00	\$ 121,920.00	\$ 11,083.64
11 - 12	\$ 130,000.00	\$ 5,200.00	\$ 124,800.00	\$ 11,345.45

In order to be considered for a step increase, the employee has to work 110 or more days during the regular administration calendar.

Administration is eligible for full employee benefits, including holiday pay, sick time accrual and personal leave days, and employer contribution up to \$15,000 per year for employee benefits.

Employees will have 30 days from the date of hire to enroll in any benefit programs.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day



of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

This salary schedule includes a 2.5% COLA after completing a year of Step 12 with your position.

Board Approved on January 4, 2019

### Executive Salary Schedule 2018 – 2019 Fiscal year

#### Temporary Wage Reduction

Manager				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 78,000.00	\$ 3,120.00	\$ 74,880.00	\$ 6,807.27
3 - 4	\$ 82,000.00	\$ 3,280.00	\$ 78,720.00	\$ 7,156.36
5 - 6	\$ 84,000.00	\$ 3,360.00	\$ 80,640.00	\$ 7,330.91
7 - 8	\$ 87,000.00	\$ 3,480.00	\$ 83,520.00	\$ 7,592.73
9 - 10	\$ 90,000.00	\$ 3,600.00	\$ 86,400.00	\$ 7,854.55
11 - 12	\$ 92,000.00	\$ 3,680.00	\$ 88,320.00	\$ 8,029.09

Assistant Manager				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 65,000.00	\$ 2,600.00	\$ 62,400.00	\$ 5,672.73
3 - 4	\$ 68,000.00	\$ 2,720.00	\$ 65,280.00	\$ 5,934.55
5 - 6	\$ 70,000.00	\$ 2,800.00	\$ 67,200.00	\$ 6,109.09
7 - 8	\$ 72,000.00	\$ 2,880.00	\$ 69,120.00	\$ 6,283.64
9 - 10	\$ 74,000.00	\$ 2,960.00	\$ 71,040.00	\$ 6,458.18
11 - 12	\$ 76,000.00	\$ 3,040.00	\$ 72,960.00	\$ 6,632.73

Support				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 50,000.00	\$ 2,000.00	\$ 48,000.00	\$ 4,363.64
3 - 4	\$ 52,000.00	\$ 2,080.00	\$ 49,920.00	\$ 4,538.18
5 - 6	\$ 54,000.00	\$ 2,160.00	\$ 51,840.00	\$ 4,712.73
7 - 8	\$ 56,000.00	\$ 2,240.00	\$ 53,760.00	\$ 4,887.27
9 - 10	\$ 58,000.00	\$ 2,320.00	\$ 55,680.00	\$ 5,061.82
11 - 12	\$ 60,000.00	\$ 2,400.00	\$ 57,600.00	\$ 5,236.36

Assistant				
Step	Current	4%	Temporary Wage Reduction	Temporary Monthly Wage Reduction
1 - 2	\$ 35,000.00	\$ 1,400.00	\$ 33,600.00	\$ 3,054.55
3 - 4	\$ 37,000.00	\$ 1,480.00	\$ 35,520.00	\$ 3,229.09
5 - 6	\$ 39,000.00	\$ 1,560.00	\$ 37,440.00	\$ 3,403.64
7 - 8	\$ 41,000.00	\$ 1,640.00	\$ 39,360.00	\$ 3,578.18
9 - 10	\$ 43,000.00	\$ 1,720.00	\$ 41,280.00	\$ 3,752.73
11 - 12	\$ 45,000.00	\$ 1,800.00	\$ 43,200.00	\$ 3,927.27

In order to be considered for a step increase, the employee has to work 110 or more days during the regular administration calendar.

Administration is eligible for full employee benefits, including holiday pay, sick time accrual and personal leave days, and employer contribution up to \$15,000 per year for employee benefits.

Employees will have 30 days from the date of hire to enroll in any benefit programs.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day



of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

This salary schedule includes a 2.5% COLA after completing a year of Step 12 with your position.

Board Approved on January 4, 2019



**Hourly Salary Schedule 2018 – 2019 Fiscal Year**

**Temporary Wage Reduction**

Cafeteria/ Bus Driver / Aide		
Current	4%	Temporary Wage Reduction
\$ 15.00	\$0.60	\$ <b>14.40</b>
\$ 17.00	\$0.68	\$ <b>16.32</b>
\$ 18.00	\$0.72	\$ <b>17.28</b>
\$ 19.00	\$0.76	\$ <b>18.24</b>
\$ 20.00	\$0.80	\$ <b>19.20</b>
\$ 20.00	\$0.80	\$ <b>19.20</b>
\$ 21.00	\$0.84	\$ <b>20.16</b>
\$ 22.00	\$0.88	\$ <b>21.12</b>
\$ 23.00	\$0.92	\$ <b>22.08</b>
\$ 24.00	\$0.96	\$ <b>23.04</b>
\$ 25.00	\$1.00	\$ <b>24.00</b>
\$ 26.00	\$1.04	\$ <b>24.96</b>
\$ 27.00	\$1.08	\$ <b>25.92</b>
\$ 28.00	\$1.12	\$ <b>26.88</b>
\$ 29.00	\$1.16	\$ <b>27.84</b>
\$ 29.00	\$1.16	\$ <b>27.84</b>

Administrative		
Current	4%	Temporary Wage Reduction
\$ 14.00	\$0.56	\$ <b>13.44</b>
\$ 16.00	\$0.64	\$ <b>15.36</b>
\$ 17.00	\$0.68	\$ <b>16.32</b>
\$ 17.00	\$0.68	\$ <b>16.32</b>
\$ 18.00	\$0.72	\$ <b>17.28</b>
\$ 19.00	\$0.76	\$ <b>18.24</b>
\$ 20.00	\$0.80	\$ <b>19.20</b>
\$ 21.00	\$0.84	\$ <b>20.16</b>
\$ 22.00	\$0.88	\$ <b>21.12</b>
\$ 22.00	\$0.88	\$ <b>21.12</b>
\$ 23.00	\$0.92	\$ <b>22.08</b>
\$ 24.00	\$0.96	\$ <b>23.04</b>
\$ 25.00	\$1.00	\$ <b>24.00</b>
\$ 26.00	\$1.04	\$ <b>24.96</b>
\$ 27.00	\$1.08	\$ <b>25.92</b>
\$ 27.00	\$1.08	\$ <b>25.92</b>

Campus Aide		
Current	4%	Temporary Wage Reduction
\$ 14.00	\$0.56	\$ <b>13.44</b>
\$ 15.00	\$0.60	\$ <b>14.40</b>
\$ 16.00	\$0.64	\$ <b>15.36</b>
\$ 17.00	\$0.68	\$ <b>16.32</b>
\$ 18.00	\$0.72	\$ <b>17.28</b>
\$ 18.00	\$0.72	\$ <b>17.28</b>
\$ 19.00	\$0.76	\$ <b>18.24</b>
\$ 20.00	\$0.80	\$ <b>19.20</b>
\$ 21.00	\$0.84	\$ <b>20.16</b>
\$ 22.00	\$0.88	\$ <b>21.12</b>
\$ 22.00	\$0.88	\$ <b>21.12</b>
\$ 23.00	\$0.92	\$ <b>22.08</b>
\$ 24.00	\$0.96	\$ <b>23.04</b>
\$ 25.00	\$1.00	\$ <b>24.00</b>
\$ 26.00	\$1.04	\$ <b>24.96</b>
\$ 27.00	\$1.08	\$ <b>25.92</b>

This salary schedule includes a 2.5 COLA.

This salary schedule is for hourly paid employees, Part Time and Full Time. Part Time employees are classified as anyone that works less than 30 hours per week.

Employees must follow time sheet regulations as described during their training period and/or in the employee handbook. Timesheet pay, is calculated from the 1<sup>st</sup> to the 15<sup>th</sup> paid on the 25<sup>th</sup> and the 16<sup>th</sup> to the 30<sup>th</sup> or 31<sup>st</sup> (last day of the month) paid on the 10<sup>th</sup> day of the following month or the immediately preceding business day if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

40 hour plus employees are eligible for full employee benefits, including holiday pay and sick time accrual, and health benefits not to exceed \$10,000 per year maximum school payout Employees working 30-39 hours a week are eligible for employee benefits, including holiday pay and sick time accrual at a pro-rated amount and health benefits not to exceed \$7,000 per year maximum. Eligible employees will have 30 days from date of hire to enroll in any benefit programs.

This salary schedule will be reviewed, edited and adopted by the School Board every 5 years.

This salary schedule includes a 2.5% COLA after completing a year of Step 15 with your position.

Board Approved on January 4, 2019



Exhibit  
5.5

January 14, 2019

Encore Education Corporation

Phone: (760) 949-2036

Fax: (760) 956-3338

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

**Sites:**

**Hesperia**

MEETING AT: 16955 Lemon Street, Hesperia, CA 92345

– CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street, Riverside, CA 92501

– CLASSROOM H1

**Board Members:**

Lenny Esposito, Board President

Suzanne Cherry, Board Vice President

Kelly Ahmed, Board Secretary/Treasurer

Rob Gabler, Board Member

Paula Gharib, Board Member

Mari Miller, Board Alternate\*

Kathy Nielson, Board Alternate\*

**INFO:**

**CEO EXPENSE REPORT**

# EXPENSE REPORT

Executive Name: Denise Griffin

Date: October 2, 2018

Date	Vendor	Expense	Amount
11/8/2018	Shop n Go	Transportation 50/50	\$ 76.15
10/15/2018	Republic parking	Transportation 50/50	\$ 8.00
10/11/2018	Lowes	Maintenance Hesperia	\$ 207.53
10/10/2018	Osh	Maintenance Hesperia	\$ 71.61
10/3/2018	Republic parking	Transportation 50/50	\$ 8.00
10/25/2018	Smart n Final	Hesperia Class Supplies	\$ 68.67
10/19/2018	Republic parking	Transportation 50/50	\$ 8.00
10/18/2018	Republic parking	Transportation 50/50	\$ 8.00
10/15/2018	Old Spaghetti Factory	Riverside Staff Meeting	\$ 41.56
10/23/2018	Harbor Freight	Maintenance Hesperia	\$ 51.69
10/25/2018	Lowes	Maintenance Hesperia	\$ 50.51
<del>11/14/2018</del>	<del>CVS Pharmacy</del>	<del>Class Supplies Riverside</del>	<del>\$ 12.58</del>
10/26/2018	Lowes	Maintenance Hesperia	\$ 80.78
10/26/2018	Home Depot	Maintenance Hesperia	\$ 159.24
10/26/2018	Smart n Final	Hesperia Class Supplies	\$ 35.56
11/9/2018	Republic parking	Transportation 50/50	\$ 5.00
10/23/2018	Republic parking	Transportation 50/50	\$ 2.00
11/7/2018	Main Street 76	Transportation 50/50	\$ 65.12
11/10/2018	Main Street 76	Transportation 50/50	\$ 65.60
11/14/2018	Del Taco	Student Field Trip Hesperia	\$ 68.90
10/25/2018	99 Cents Only	Hesperia Class Supplies	\$ 16.15
10/23/2018	Republic parking	Transportation 50/50	\$ 2.00
11/9/2018	Imperial Stations	Transportation 50/50	\$ 75.00
11/9/2018	Imperial Stations	Transportation 50/50	\$ 75.00
Total Expenses			\$ 1,262.65

All Chief Officer Expenses must be board approved in open session. This expense report signed by a member of Encore's Board of Directors certifies that this expense report, and accompanying backup has been reviewed by the Board and has been Approved by majority vote in a Board Meeting.

Date of Board Meeting

10-Dec-18

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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- NO STAPLES

SHOP N GO  
 FG06145364001  
 11254 I AVE  
 HESPERIA , CA  
 92345  
 11/08/2018 359922439  
 07:28:54 AM

XXXXXXXXXXXXXXXX9372  
 Visa  
 INVOICE 053756  
 AUTH 008915

PUMP# 11  
 Diesel 2 CR 19.04  
 PRICE/GAL \$3.949

FUEL TOTAL \$ 76.15

CREDIT \$ 76.15

=====  
 Customer-activated Purchase/Capture  
 Site #: 0000000000923392  
 Shift Number 1  
 Sequence Number 44852  
 Swiped  
 APPROVED 008915  
 =====

Tell us about  
 your visit!  
 myexxonmobilvisit  
 .com

Store:

Shop N GO

Date:

11-08-18

Amount:

\$ 76.15

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

*[Signature]* Jan. 14, 2019



PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

REPUBLIC PARKING SYSTEM  
3851 ORANGE STREET  
RIVERSIDE, CA 92501  
Rcpt# 11416  
10/15/18 16:18 LH 1 A# 15 Tnn#179870  
10/15/18 08:20 In 10/15/18 16:18 Out  
Tkt# 423099  
MAIN FEE \$ 8.00  
Total Fee \$ 8.00  
CASH PAID \$ 8.00-  
Cash Tender \$ 10.00  
Change Due \$ 2.00  
THANK YOU

Store:

Republic Parking System

Date:

10-15-18

Amount:

\$ 8.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50 Tu

Expense:

Transportation

Approval:

Jan. 14, 2019  
Board Meeting





TAPE RECEI

TAPLES

LOVE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 961-3000

Store:

Lowe's

- SALE -

SALES#: S25280V1 182019 TRANS#: 88276222 10-11-18

Date:

10-11-18

75637 SIGMA 3/8-IN NM CLAMP CON 2.77  
 2.98 DISCOUNT EACH -0.21  
 757223 UT 500W WORK LIGHT(-32077) 66.88  
 17.98 DISCOUNT EACH -1.26  
 4 @ 16.72  
 753667 TRK STEM MOUNT PHOTO CTRL 46.40  
 9.98 DISCOUNT EACH -0.70  
 5 @ 9.28  
 7832 SS 5-CT WHITE SHELF+ROD B 76.65  
 16.48 DISCOUNT EACH -1.15  
 5 @ 15.33

Amount:

\$ 207.63

SUBTOTAL: 192.70  
 TAX: 14.93  
 INVOICE 01769 TOTAL: 207.63  
 M/C: 207.63

Reimbursed To:

Denise Griffin

TOTAL DISCOUNT: 14.50  
 M/C:XXXXXXXXXXXX5900 AMOUNT:207.63 AUTHCD:024752

**ADMIN APPROVAL ONLY**

CHIP REFID:252801053691 10/11/18 09:44:00  
 APL: CAPITAL ONE TUR: 0000008000  
 AID: A000000041010 ISI: E800  
 STORE: 2528 TERMINAL: 01 10/11/18 09:44:22

Location:

Hesperia  
SEP 30

# OF ITEMS PURCHASED: 15  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



Expense:

Maintenance

THANK YOU FOR SHOPPING LOVE'S.  
 SEE REVERSE SIDE FOR RETURN POLICY.  
 STORE MANAGER: TREVOR ANEZCUA

LOVE'S PRICE MATCH GUARANTEE  
 FOR MORE DETAILS, VISIT [LOVES.COM/PRICEHATCH](http://LOVES.COM/PRICEHATCH)

Approval:

Jan. 14, 2019  
Board meeting

\*\*\*\*\*  
 \* YOUR OPINIONS COUNT! \*  
 \* REGISTER FOR A CHANCE TO BE \*  
 \* ONE OF FIVE US\$300 WINNERS DRAWN MONTHLY! \*  
 \* iREGISTRESE EN EL SORTEO MENSUAL \*  
 \* PARA SER UNO DE LOS CINCO GANADORES DE US\$300! \*  
 \* \*  
 \* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY \*  
 \* WITHIN ONE WEEK AT: [www.Loves.com/survey](http://www.Loves.com/survey) \*  
 \* YOUR ID # 01769 2528 284 \*  
 \*\*\*\*\*

NO PURCHASE NECESSARY TO ENTER OR WIN.  
 D WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.  
 FICTIAL RULES & WINNERS AT: [www.Loves.com/survey](http://www.Loves.com/survey)

\*\*\*\*\*  
 STORE: 2528 TERMINAL: 01 10/11/18 09:44:22

Orchard  
SUPPLY HARDWARE

**ENCORE**  
JUNIOR | SENIOR  
HIGH SCHOOL ARTS  
FOR THE

TAPI

ALL SALES FINAL \*  
Orchard Supply  
Hardware  
16824 Main Street  
Hesperia, CA 92345  
\*\*760-947-1742

3 - NO STAPLES

0521 015 824 3015 10/10/18 08:39:33

NORMAL SALE

*0000078477276556	1-GANG PLATE LT AL		
	1@ 0.48	0.48	T
*0000078477276556	1-GANG PLATE LT AL		
	1@ 0.48	0.48	T
*0000050169562505	2 LAMPHOLDER GREY		
	1@ 5.50	5.50	T
*0000092326110273	LAMPHOLDER BRNZ		
	1@ 5.00	5.00	T
*0000092326110273	LAMPHOLDER BRNZ		
	1@ 5.00	5.00	T
*0000092326110273	LAMPHOLDER BRNZ		
	1@ 5.00	5.00	T
*0000092326110273	LAMPHOLDER BRNZ		
	1@ 5.00	5.00	T
*0000092326110266	LAMPHOLDER GRAY		
	1@ 5.00	5.00	T
*0000092326110266	LAMPHOLDER GRAY		
	1@ 5.00	5.00	T
*0000092326110280	LAMPHOLDER WHITE		
	1@ 5.00	5.00	T
*0000092326110280	LAMPHOLDER WHITE		
	1@ 5.00	5.00	T
*0000092326110280	LAMPHOLDER WHITE		
	1@ 5.00	5.00	T
*0000092326110280	LAMPHOLDER WHITE		
	1@ 5.00	5.00	T
*0000092326110273	LAMPHOLDER BRNZ		
	1@ 5.00	5.00	T

SUBTOTAL	66.46
TAX @ 7.750%	5.15
TOTAL	71.61
DEBIT NO: XXXXXXXXXXXXX2816	71.61

CTROUTD: 9476  
Result: APPROVAL  
Card entry mode: Chip Read  
AID: A0000000980840  
US DEBIT  
ARC: 00

TVF 000048000  
IAD 10A03602000  
Mdr: JSUER

CVM: PIN  
AUTH WP: 280153 CRD AUTH: 00000000

CHANGED 0.00

Orchard  
SUPPLY HARDWARE

Orchard  
SUPPLY HARDWARE

Store:

*Orchard Supply*

Date:

*10-10-18*

Amount:

*\$71.61*

Reimbursed To:

*Denise Griffin*

ADMIN APPROVAL ONLY

Location:

*Hesperia*

Expense:

*Maintenance*

*Jan. 14, 2019  
Board Mtg*

Approval:

ALL SALES FINAL \*



Your Receipt Number is:  
15102018



PLACE RECEIPT HERE

TAPE RECEIPT FL

RECEIPTS - NO STAPLES

RIVERSIDE PARKIN  
2750 MARKET STREET  
RIVERSIDE, CA. 92501  
951-682-3167

**Sale**

XXXXXXXXXXXX0436  
VISA

Entry Method: Chip

**Total: \$ 8.00**

10/03/18 14:45:44  
Inv #: 000000006 Appr Code: 063314  
Apprvd: Online

CHASE VISA  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: 02 00

Customer Copy

Store:

RPS Riverside Parking

Date:

10-03-18

Amount:

\$8.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14 - Board Meeting



\*\* Welcome To Our Hesperia Store \*\*  
Store #354

\*\*\*\*\*  
See Us On WEB [www.smartandfinal.com](http://www.smartandfinal.com)

Cashier: DIANA

DATE 10/25/18 TIME 15:08:55

10.99 lb @ \$ 1.49 / lb		
Penguin Dry Ice	16.38	T
10.93 lb @ \$ 1.49 / lb		
Penguin Dry Ice	16.29	T
10.78 lb @ \$ 1.49 / lb		
Penguin Dry Ice	16.06	T
10.07 lb @ \$ 1.49 / lb		
Penguin Dry Ice	15.00	T
SUBTOTAL	63.73	
Sales Tax	4.94	

TOTAL 68.67

Debit	TENDER	68.67
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 4

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
10/25/2018 15:10:10  
US DEBIT Entry Method: Chip  
CARD #: XXXXXXXXXXXX2816  
PURCHASE - APPROVED  
AUTH CODE:450239

Mode:	Issuer
AID:	A0000000980840
TVR:	8000048000
IAD:	06010A03A02000
TSI:	6800
ARC:	00
TC:	571094ED63498B2F
MID: 287992 TID:	001 SEQ: 031851
Total:	USD\$ 68.67

PIN VERIFIED

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*

15:10:14 OP# 810017894 10/25/18  
Term:3 Trans # 131 Store # 354

THANK YOU FOR SHOPPING  
YOUR HESPERIA SMART AND FINAL  
STORE MANAGER: Robert Winter

RE  
CEIPTS - NO STAPLES

Store:

Smart & final

Date:

10-25-18

Amount:

\$ 68.67

Reimbursed To:

Danise Griffin

ADMIN APPROVAL ONLY

Location:

Hesperia

Expense:

Class Supplies

\*\*\*\*\*

We want to know your thoughts  
so we can serve you better.

Complete our customer survey  
and be entered for a chance  
to win one of five

\$100 SmartCash Cards

Please visit  
[www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop!

Approval:

Jan. 14  
Board  
Meeting

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

RPS RIVERSIDE PARKIN  
3750 MARKET STREET  
RIVERSIDE, CA. 92501  
951 682-3167

**Sale**

xxxxxxxxxxxx2816

VISA

Entry Method: Chip

**Total: \$**

**8.00**

10/19/18

13:23:40

Inv #: 000000009

Appr Code: 002316

Apprvd: Online

VISA DEBIT

AID: A000000031010

TVR: 80 80 00 80 00

TSI: 68 00

Customer Copy

Store:

RPS Riverside Parking

Date:

10-19-18

Amount:

\$ 8.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14, 2019

Board Meeting

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

REPUBLIC PARKING SYSTEM  
3851 ORANGE STREET  
RIVERSIDE, CA 92501  
Rcpt# 11440  
10/18/18 15:37 LH : AM 15 Txx#160304  
10/18/18 08:06 In 10/18/18 15:37 Out  
Tkt# 423687  
HAIR FEE \$ 8.00  
Total Fee \$ 8.00  
CASH PAID \$ 8.00-  
Cash Tender \$ 10.00  
Change Due \$ 2.00  
THANK YOU

Store:

Republic Parking System

Date:

10-18-18

Amount:

\$ 8.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14, 2019  
Board Meeting



PLACE RECEIPT HERE

TAPE REC

STAPLES

*ASB / Board Meeting*

Welcome to the  
Old Spaghetti Factory  
3191 Mission Inn Ave.

Server: Kenneth                      DOB: 10/15/2018  
05:10 PM                                      10/15, 2018  
Table 73/1                                      5/50004

SALE

Visa    5242885  
Card #XXXXXXXXXXXX1484  
Magnetic card present: GRIFFIN JOHN  
Card Entry Method: S

Approval: 015263

Amount:                      \$41.56

+ Tip: \_\_\_\_\_

= Total: \_\_\_\_\_

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_

\*\*Guest Copy\*\*

Store:

*Old Spaghetti Factory*

Date:

*10-15-18*

Amount:

*\$41.56*

Reimbursed To:

*Denise Griffin*

**ADMIN APPROVAL ONLY**

Location:

*Riverside*

Expense:

*Staff Meeting*

Approval:

*Jan. 14, 2019*  
*Board Meeting*

**HARBOR FREIGHT TOOLS**

Quality Tools at Ridiculously Low Prices

TAF

HESPERIA CA #00006  
11940 HESPERIA RD  
HESPERIA, CA 92345  
Telephone: (760) 949-0558

TS - NO STAPLES

**SALE**

60496 30IN X 18IN 1000LB WOOD D \$15.99  
60496 30IN X 18IN 1000LB WOOD D \$15.99  
60496 30IN X 18IN 1000LB WOOD D \$15.99

Subtotal \$47.97  
Sales Tax 7.7500% \$3.72  
**Total \$51.69**  
Visa \$51.69

Card No. XXXXXXXXXXXX0436  
Expiration Date XX/XX  
Auth. No. 09862A  
CHASE VISA  
Chip Read  
Signature Verified  
Mode: Issuer  
AID: A0000000031010  
TVR: 0000008000  
IAD: 06010A03A02002  
TSI: F800  
ARC: 00

Please Retain for Your Records

Store: 00006 Reg: 02 Tran: 554719  
Date: 10/23/2018 4:03:49 PM Assoc: XXXXXX  
Ticket: 02554719

Item(s) Sold: 3  
Item(s) Returned: 0

KYLA served you today.  
Thank you for shopping at  
HESPERIA CA #00006

Proof of Purchase Required for Returns/  
Exchanges Within 90 Days of Purchase



Store:

*Harbor Freight Tools*

Date:

*10-23-18*

Amount:

*\$51.69*

Reimbursed To:

*Denise Griffin*

**ADMIN APPROVAL ONLY**

Location:

*Hesperia*

Expense:

*Maintenance*

**GET MORE COUPONS**

Text TOOLS1 to 222377  
for Coupons and Sale Alerts

Upto 4 coupon messages per month, message  
and data rates may apply, consent not  
required for purchase, text TEXTSTOP to  
cancel.

Or signup at  
[www.harborfreight.com](http://www.harborfreight.com)



00000602554719

*Jan. 14 2019*  
approval:  
*Board Meeting*





TAPE REC

O STAPLES

LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 961-3000

- SALE -

SALES#: S2528RR2 1444958 TRANS#: 20500150 10-25-18

40529	4-INX8-FT FOIL TRNSTN DCT	20.96
2 @		10.46
433665	4-IN DRVNT CAP PFRD/3-IN	15.96
2 @		7.98
1021708	58 COMMANDER SHAP LID TUT	9.96
2 @		4.98
SUBTOTAL:		46.88
TAX:		3.63
INVOICE 20586	TOTAL:	50.51
DEBIT:		50.51

E:XXXXXXXXXXXX2816 AMOUNT:50.51 AUTHCD:044316  
 WIPED REFID:252820228211 10/25/18 13:42:52  
 TRACE:00243041  
 PURCHASE CASH BACK TOTAL DEBIT  
 50.51 0.00 50.51

STORE: 2528 TERMINAL: 20 10/25/18 13:43:16  
 # OF ITEMS PURCHASED:  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
 SEE REVERSE SIDE FOR RETURN POLICY.  
 STORE MANAGER: TREVOR AMEZCUA

LOWE'S PRICE MATCH GUARANTEE  
 FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

\*\*\*\*\*  
 \* YOUR OPINIONS COUNT! \*  
 \* REGISTER FOR A CHANCE TO BE \*  
 \* ONE OF FIVE US\$300 WINNERS DRAWN MONTHLY! \*  
 \* REGISTRARSE EN EL SORTEO MENSUAL \*  
 \* PARA SER UNO DE LOS CINCO GANADORES DE US\$300! \*  
 \* \*  
 \* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY \*  
 \* WITHIN ONE WEEK AT: [www.lowes.com/survey](http://www.lowes.com/survey) \*  
 \* YOUR ID # 20586 2528 298 \*  
 \* \*  
 \* NO PURCHASE NECESSARY TO ENTER OR WIN. \*  
 \* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. \*  
 \* OFFICIAL RULES & WINNERS AT: [www.lowes.com/survey](http://www.lowes.com/survey) \*  
 \*\*\*\*\*

STORE: 2528

Store:

Lowe's

Date:

10-25-18

Amount:

\$50.51

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

Heppia

Expense:

Maintenance

Approval:

Jan. 14, 2019  
Board Meeting

PLACE RECEIPT HERE

TAPE REC

) STAPLES



3361 MARKET ST  
RIVERSIDE, CA 92501  
951.680.1145

REG#03 TRN#9312 CSHR#1394177 STR#8897

Helped by: SONIA

ExtraCare Card #: \*\*\*\*\*9916

1	CVS ALCH 70% 16OZ	16Z	2.49T
1	B360 NL REMOVR NOR	10Z	2.79T
1	CVS ALLG NSL SPRY	1Z	6.29T

ITEMS

Survey ID #

0517 9395 / 0261 771 64

SUBTOTAL	11.57
CA 8.75% TAX	1.01
<b>TOTAL</b>	<b>12.58</b>
CHARGE	12.58

\*\*\*\*\*2005 CH  
\*\*\*\*\*2005

CVS EXPRESS \*\*\*\*\*2005  
APPROVED# 819856

033124

TYPE: SALE

AID: A00000025010801

TC: 77624AB07650FA47

TERMINAL# 82269888

NO SIGNATURE REQUIRED

CVM: 5E0300

TVR(95): 0000008000

TSI(9B): E800

CHANGE .00



3508 8978 3189 3120 38

Returns with receipt, subject to  
CVS Return Policy, thru 01/13/2019  
Refund amount is based on price  
after all coupons and discounts.

Store:

CVS Pharmacy

Date:

Amount:

\$12.58

Reimbursed To:

Denise Griffin

ADMIN APPROVAL ONLY

Location:

Expense:

Approval:



TAPE RECE



STAPLES

LOWE'S HOME CENTERS, LLC  
 14333 BEAR VALLEY ROAD  
 VICTORVILLE, CA 92392 (760) 949-9565

- SALE -

SALESH: FSTLANE1 13 TRANSH: 7588747 10-26-18

137 HGC 4-FTX100-FT ORANGE S	28.97
293566 1.88-IN X 35-YD GORILLA	26.94
3 @ 8.98	
147179 S 8-PC ADJUSTABLE TOGGLE	12.96
2 @ 6.48	
65511 ARW 1250-CT 5/16-IN T50	2.88
91428 ARW 1250-CT 3/8-IN T50 S	3.22

SUBTOTAL: 74.97

TAX: 5.81

INVOICE 7989 TOTAL: 80.78

DEBIT: 80.78

BIT:XXXXXXXXXXXX2816 AMOUNT:80.78 AUTHCD:05191

SWIPED REFID:100107140091 10/26/18 14:19:29

TRACE: 00095416

PURCHASE	CASH BACK	TOTAL DEBIT
80.78	0.00	80.78

STORE: 1001 TERMINAL: 7 10/26/18 14:19:07  
 # OF ITEMS PURCHASED: 8  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
 SEE REVERSE SIDE FOR RETURN POLICY.  
 STORE MANAGER: TINO MARINO

LOWE'S PRICE MATCH GUARANTEE  
 FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

\*\*\*\*\*  
 \* YOUR OPINIONS COUNT! \*  
 \* REGISTER FOR A CHANCE TO BE \*  
 \* ONE OF FIVE US\$300 WINNERS DRAWN MONTHLY! \*  
 \* ¡REGISTRESE EN EL SORTEO MENSUAL \*  
 \* PARA SER UNO DE LOS CINCO GANADORES DE US\$300! \*  
 \* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY \*  
 \* WITHIN ONE WEEK AT: www.lowes.com/survey \*  
 \* Y O U R I D #07989 1001 299 \*  
 \* NO PURCHASE NECESSARY TO ENTER OR WIN. \*  
 \* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. \*  
 \* OFFICIAL RULES & WINNERS AT: www.lowes.com/survey \*  
 \*\*\*\*\*

STORE: 1001

10/26/18 14:19:07

Store:

Lowe's

Date:

10-26-18

Amount:

\$ 80.78

Reimbursed To:

Denise Griffin

ADMIN APPROVAL ONLY

Location:

Hezpendi

Expense:

Maintenance

Approval:

Jan. 14, 2019  
Board Meeting

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES



More saving.  
 More doing.™

STORE MANAGER DANA\_HOFFMAN@HOMEDEPOT.COM  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00058 44386 10/26/18 02:44 PM  
 SELF CHECK OUT

817086020583 14/3 50' HSKY <A>	
14/3 50' HUSKY EXTENSION CORD	
5025.97	129.85
6970670970221 POWER STRIP <A>	
2 PACK 6 OUTLET POWER STRIP 4' CORD	
208.97	17.94

SUBTOTAL	147.79
SALES TAX	11.45
TOTAL	\$159.24

XXXXXXXXXXXX2816 DEBIT USD\$ 159.24  
 AUTH CODE 770158 US DEBIT  
 AID A0000000980840



0665 58 44386 10/26/2018 7714

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	01/24/2019

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
 \$100 HOME DEPOT GIFT CARD

Store:

The Home Depot

Date:

10-26-18

Amount:

\$159.24

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

Hesperia

Expense:

Maintenance

Approval:

Jan. 14, 2019  
Board Meeting

PLACE RECEIPT HERE

TAPE RECE

STAPLES



\*\* Welcome To Our Hesperia Store \*\*  
Store #354

\*\*\*\*\*  
See Us On WEB www.smartandfinal.com

Cashier: Carlos

DATE 10/26/18 TIME 14:57:24

11.04 lb @ \$ 1.49 / lb		
Penguin Dry Ice	16.45	T
11.05 lb @ \$ 1.49 / lb		
Penguin Dry Ice	16.46	T
Checkstand Bags	.10	tx
SUBTOTAL	33.01	
Sales Tax	2.55	
TOTAL	35.56	
Debit	TENDER	35.56
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 2

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
10/26/2018 14:58:23  
US DEBIT Entry Method: Chip  
CARD #: XXXXXXXXXXXXX2816  
PURCHASE - APPROVED  
AUTH CODE:585212

Mode: Issuer  
AID: A0000000980840  
TVR: 8000048000  
IAD: 06010A03A02000  
TSI: 6800  
ARC: 00  
TC: E68B96E1D524D6B9  
MID: 287992 TID: 001 SEQ: 031922  
Total: USD\$ 35.56

PIN VERIFIED  
\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*

14:58:28 OP# 810097639 10/26/18  
Term:3 Trans # 120 Store # 354

THANK YOU FOR SHOPPING  
AT HESPERIA  
STORE MANAGER

Store:

Smart & Final  
1

Date:

10-26-18

Amount:

\$ 35.56

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

Hesperia

Expense:

Class Supplies

Approval:

Jan. 14, 2019  
Board Meeting



PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

NPS RIVERSIDE PARKIN  
3750 MARKET STREET  
RIVERSIDE, CA. 92501  
TEL 642 3167

Sale

XXXXXXXXXXXX3532  
VISA Entry Method: Chip

Total: \$ 5.00

11/09/18 14:41:25  
Inv #: 000000008 Appr Code: 054117  
Apprvd: Online

VISA EFRIT  
AID: A0000000001010  
TVR: 80 80 00 80 00  
TSI: 68 00

Customer

Store:

Riverside Parking

Date:

11-09-18

Amount:

\$5.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

30/50

Expense:

Transportation

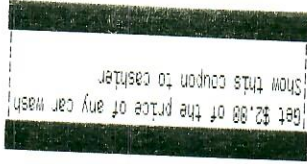
Approval:

Jan. 14, 2019  
Board Meeting

PL

TAPE RECEIPT FLAT,I

STAPLES



Show this coupon to cashier  
Get \$2.00 off the price of any car wash  
new use only

Main Street 76  
2278 N. Main St.  
Riverside, Ca. 92501

MAIN ST 76  
00010133270  
2278 MAIN ST  
RIVERSIDE , CA  
11/10/2018 344528888  
09:53:15 PM

2816  
VISA

INVOICE 214742  
AUTH 00-446274  
REF260351110102147

PUMP# 4  
REGULAR CR 17.269G  
PRICE/GAL \$3.796

FUEL TOTAL \$ 65.60

CREDIT \$ 65.60

COMPLETION  
SWIPE Exp. Date: \*\*/\*\*  
Batch: 26 Seq Num: 35  
Term ID: 4  
ZIP ENTERED  
Workstation ID: 00  
Your opinion  
counts! Enter to  
Win 1 of 60 \$25  
gas gift cards!!!  
Provide feedback  
www.gasvisit.com

Complete A Survey  
www.gasvisit.com  
Register To Win

Store:

Main St. 76

Date:

11-10-18

Amount:

\$ 65.60

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14, 2019  
Bard Mtg.

Welcome To  
Del Taco #0347  
17292 Main St  
Store # (760) 244-8262  
www.deltaco.com/contactus

**DENISE**

Host: CATHY  
Cashier: CONNIE  
DENISE

11/14/2018

8:11 AM  
40028

Order Type: Dine In

Epic Chorizo & Egg	4.19
Simply Orange (4 @2.59)	10.36
Bacon Breakfast Burrito (3 @3.59)	10.77
Grande Scrambler Meal	5.49
Epic Chorizo & Egg	
Macho Drink	0.49
Self Serv	
Small Hashbrown Sticks (4 @0.89)	3.56
Meal 15 Carne Asada	5.49
Carne Asada Breakfast Bur	
Small Hashbrown Sticks	
Simply Orange	0.60
Sm Fry	1.99
Strawberry Lemonade	1.00
4-Donut Bite (2 @1.00)	2.00
1/2lb Red	1.09
Bacon Breakfast Roller	1.00
Breakfast Taco	0.89
Med Drink (2 @2.19)	4.38
(2)Self Serv	
Egg & Chz Breakfast Burr (2 @2.89)	5.78
Value Taco (3 @0.79)	2.37
Macho Drink	2.49
Self Serv	

NOT HERE  
D RECEIPTS - NO STAPLES

2) Take the quick survey and write the  
validation code HERE:  
Coupon expires 60 days from receipt date  
Not valid with any coupons or discounts

Subtotal	63.94
7.50% Tax	4.96
<b>Dine In Total</b>	<b>68.90</b>
MasterCard #XXXXXXXXXXXX7929	68.90
Auth:548781	

WE ARE HIRING FOR ALL POSITIONS!  
We offer a work environment that is  
Team-Oriented, Fast-Paced, and Fun!  
Flexible Scheduling, Great Pay  
Meal Discounts  
Growth & Advancements  
To Apply: Text DelTaco to 242424  
or visit Deltaco.com/Careers

--- Check Closed ---

Store:

Del Taco

Date:

11-14-18

Amount:

\$ 68.90

Reimbursed To:

Denise Griffin

**APPROVAL ONLY**

Location:

Wespeira

Expense:

Field Trip

Approval:

Jan. 14  
2019

Board Meeting



198786856925

\*\*\*\*\*  
\*\*\*\*\*

\*\*\*\*\*Get \$1 OFF\*\*\*\*\*  
Just a few minutes and you get \$1 off  
your next visit on purchases of \$3 or  
more (coupon #104) from THIS Del Taco  
\*\*\* NEW SURVEY!!! \*\*\*  
1) Visit <http://myopinion.deltaco.com> or  
call 949 299 1033 and enter this code:

| 087 231 000 144 105 |



TAPE RECEIPT

COPIES - NO STAPLES

Show this coupon to cashier  
 Get \$2.00 off the price of any car wash  
 when you use this coupon

Main Street 76  
 2278 N. Main St.  
 Riverside, Ca. 92501

MAIN ST 76  
 00010133270  
 2278 MAIN ST  
 RIVERSIDE, CA  
 11/07/2018 3445283  
 08:31:09 PM

7929  
 DEBIT

INVOICE 202815  
 AUTH 00-845130  
 REF540061107182020

PUMP# 12  
 REGULAR CR 16.2836  
 PRICE/GAL \$3.999

FUEL TOTAL \$ 65.12

DEBIT \$ 65.12

Debit NW ID: 02  
 DOA  
 Terminal Seq Num: 963124  
 COMPLETION  
 SWIPE Exp.Date: \*\*/\*\*  
 Batch: 54 Seq Num: 6  
 Term ID: 12  
 Workstation ID: 00  
 Your opinion  
 counts! Enter to  
 Win 1 of 60 \$25  
 gas gift cards!!!  
 Provide feedback  
 www.gasvisit.com

Complete A Survey  
 www.gasvisit.com  
 Register To Win

Store:

Main St. 76

Date:

11-07-18

Amount:

\$ 65.12

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan 14, 2019  
Board Meeting

TAPE RECEIPT



APPLES

St: 254 Apple Valley  
APPLE VALLEY ROAD  
.9201 Bear Valley Road  
Apple Valley CA 92308

Store:

99c Stone

Date:

10-25-18

Amount:

\$16.15

Reimbursed To:

Denise Griffin

ADMIN APPROVAL ONLY

Location:

Hesperia

Expense:

Class Supplies

Approval:

Jan. 14, 2019  
Board Meeting

HalloweenPorchLightCover14.9x	1 @	.9999	0.9999	T
HalloweenPorchLightCover14.9x	1 @	.9999	0.9999	T
HalloweenFlockedLaserCutMaskAss	1 @	.9999	0.9999	T
HalloweenPolystBlickWtchHatw/Rose	1 @	1.99	1.9900	T
HalloweenPVCScaryMaskAsst#703	1 @	.9999	0.9999	T
HalloweenPVCScaryMaskAsst#703	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T
HalloweenP1stcSkul1BttmHalfMask/	1 @	.9999	0.9999	T

\$14.99  
\$1.16  
\$16.15  
\$16.15

IL  
ARD

IE \*\*\*\*\*7929 MC \$16.15  
18 09:02:51 AM 254 1 109485 4041  
174735 Approved

MASTERCARD  
AID: A0000000041010

Exchange or Store Credit  
Within 9 days of purchase  
Up to 9 Items with receipt  
Seasonal items are final sale  
Thanks for Shopping!



990254011094854041178293

ILD 14  
18 09:02AM 0254 01 4041 Su1na

Tell us how we're doing!  
Visit WWW.TELL99.COM and  
complete a quick survey for a  
chance to win a \$100 gift card  
Thanks for Shopping!

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

REPUBLIC PARKING SYSTEM  
3851 ORANGE STREET  
RIVERSIDE, CA 92501  
Rcpt# 11455  
10/23/18 10:54 In LA 1 00 15 Tkn#180600  
10/23/18 09:34 In 10/23/18 10:54 Out  
Tkt# 424231  
MAIN FEE \$ 2.00  
Total Fee \$ 2.00  
CASH PAID \$ 2.00-  
Cash Tender \$ 5.00  
Change Due \$ 3.00  
THANK YOU

Store:

*Republic Parking System*

Date:

*10-23-18*

Amount:

*\$ 2.00*

Reimbursed To:

*Denise Griffin*

**ADMIN APPROVAL ONLY**

Location:

*50/50*

Expense:

*Transportation*

Approval:

*Jan. 14, 2019  
Board Mtg.*

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

IMPERIAL STATIONS #3  
L306365737001  
3315 14TH ST  
RIVERSIDE , CA  
92501  
11/09/2018 366258213  
10:18:16 AM

XXXX XXXX XXXX 3532  
Debit  
INVOICE 080930  
AUTH 277650

PUMP# 7  
DIESEL 18.944G  
PRICE/GAL \$3.959  
FUEL TOTAL \$ 75.00  
DEBIT \$ 75.00

=====  
Customer-activated Purchase/Capture  
Sequence Number 51421  
Swiped  
APPROVED 277650  
=====

Store:

Imperial Stations

Date:

11-09-18

Amount:

\$ 75.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14, 2019  
Board Meeting



PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES

IMPERIAL STATIONS #3  
L306365737001  
3315 14TH ST  
RIVERSIDE , CA  
92501  
11/09/2018 366258221  
10:23:08 AM

XXXX XXXX XXXX 3532  
Debit  
INVOICE 080932  
AUTH 306038

PUMP# 7	
DIESEL	18.944G
PRICE/GAL	\$3.959
FUEL TOTAL	\$ 75.00
DEBIT	\$ 75.00

Customer-activated Purchase/Capture  
Sequence Number 51423  
Swiped  
APPROVED 306038

Store:

Imperial Stations

Date:

11-09-18

Amount:

\$ 75.00

Reimbursed To:

Denise Griffin

**ADMIN APPROVAL ONLY**

Location:

50/50

Expense:

Transportation

Approval:

Jan. 14, 2019  
Board Meeting



Exhibit  
5.6

January 14, 2019

Encore Education Corporation  
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– CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street, Riverside, CA 92501  
– CLASSROOM H1

**Board Members:**

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Kelly Ahmed, Board Secretary/Treasurer  
Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**DOJ REPORT**



## **Human Resources:**

### **D.O.J. Reporting – January 11 – 2019**

All new hires have been cleared through the DOJ. Nothing new to report.

Ashlin Barkdull  
Human Resources



Exhibit  
5.7

January 14, 2019

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**INFO:**

**MONTHLY REPORTS - ATTENDANCE**





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6.10

January 14, 2019

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Kathy Nielson, Board Alternate\*

**INFO:**

**KITCHEN LEAD REPORT – ZACHARY CAINES**



**NUMBER OF LABOR HOURS USED:**

Employee Name	Weekly Hours
Zach Caines	50
Tammy Sullivan	50
Cindy Barnes	30
Desiree Huffine	30
<b>Total Labor Hours</b>	<b>160</b>

**WEEKLY MATERIAL EXPENSES:**

Date	Vendor	Amount
12/5/2018	Preferred Meals	\$33.60
12/6/2018	Preferred Meals	\$6,296.40
12/7/2018	Preferred Meals	\$
12/9/2018	Preferred Meals	\$
12/10/2018	Preferred Meals	\$
12/11/2018	Preferred Meals	\$100.80
12/12/2018	Preferred Meals	\$33.60
12/13/2018	Preferred Meals	\$5,689.60
12/14/2018	Preferred Meals	\$
<b>Total</b>	<b>Preferred Meals</b>	<b>\$ 12,154</b>

Data compiled by: Joseph Thibodeaux  
Reviewed by:  
Date: 12/14/2018

**WEEKLY WASTE OF PRODUCT ON CAMPUS:**

<b>Date</b>	<b>Item Description</b>	<b># of Units Discarded</b>	<b>Cost per unit</b>	<b>Total Cost Waste</b>
12/3/2018	Southwest black bean & cheese burrito	2	\$2.80	\$5.60
12/3/2018	Teriyaki Chicken & Brown Rice	5	\$2.80	\$14.00
12/4/2018	Chicken Nuggets W/Potato Rounds	1	\$2.80	\$2.80
12/4/2018	BBQ Chicken W/Carrots	10	\$2.80	\$28.00
12/4/2018	Veggie Burger	13	\$2.80	\$36.40
12/5/2018	Beef Chili Dog	32	\$2.80	\$89.60
12/5/2018	Wheat Alfredo	2	\$2.80	\$5.60
12/12/2018	Cheese Lasagna	26	\$2.80	\$72.80
<b>Totals</b>				<b>\$254.80</b>

**MONTHLY INVENTORY OF PRODUCT ON CAMPUS:**

Inventory on separate Correspondence.

Data compiled by: Joseph Thibodeaux  
Reviewed by:  
Date: 12/14/2018



Exhibit  
6.11

January 14, 2019

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Kathy Nielson, Board Alternate\*

**INFO:**

**FACILITIES MANAGER REPORT – CURTIS PETERSON**

## Maintenance Report for Hesperia & Riverside Campus

- Keeping up on yearly and safety maintenance as of 2-14-19 all fire extinguishers are due for service and have been scheduled for maintenance.
  - The Student Union Boys restroom door has been repaired as well as the Boys restroom door at the 9th St. property.
  - All the vinyl letter and numbers have been installed on the Hesperia campus noticing about 5 classrooms in the direct sun will need replacing about every 6 months.
  - I was also able to complete the flickering fluorescent lights at the 9<sup>th</sup> St. building.
  - I have a replacement water faucet on order for our Hesperia Campus located at the C building.
  - Continuing to replace rain damaged ceiling tile in the F building since the last rain.
  - I was able to repair the handicap bar for the water faucet at the Roosevelt Building on the Riverside Campus.
  - Installed a combination door lock on Pirate Radio door for a more secured entry to the Radio Station.
  - Also did touch up painting in the Arts Building on the Riverside Campus.
  - We also put locks on the Photo Class in the Arts building to better secure all photo equipment.
  - Also continuing to replace rain damaged ceiling tiles in the Arts Building since the last rain on the Riverside Campus.
- Curtis Peterson



## Risk management Report

There was one training classes this Quarter First Aid/CPR/AED. Training done on the Riverside Campus there were 6 team members certified the Riverside Campus training was held on 11-29-18.

There were 6 training classes this quarter First Aid/CPR/AED training on the Hesperia Campus. Training was held on 11-6-18, 11-13-18, 12-4-18, 12-5-18, 12-11-18, 1-8-19, 38 team members attended the training and are all certified on their mandatory training.

There will be continued weekly training until all team members are certified.

- Curtis Peterson



Exhibit  
6.12

January 14, 2019

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**INFO:**

**THEATER AND VOCAL MUSIC DEPARTMENT CHAIR REPORT – MICHAEL  
NEVAREZ, HESPERIA AND DANIELLE PAHMEIER, RIVERSIDE**



## THEATRE/ VOCAL DEPARTMENT - HESPERIA

- We kicked off the year with a fun Carnival with new fundraisers and activities, such as the “Raveyard” Laser Maze
- Theatre Troupe and Junior High Playhouse teams participated at the Fall DTASC Festival in October with Encore Riverside, and had a fun time competing and supporting each other. Encore won the Spirit Award and placed in several categories.
- The Theatre Troupe also attended the RoleAbout Theatre Festival in Irvine, for the first time.
- Over 20 students inducted into the International Thespian Society on November 15<sup>th</sup>
- Senior director Hunter Hobson’s original play *Azura* had a successful run November 29<sup>th</sup>-December 1<sup>st</sup>, with a student show added the following week. The production involved over 30 students from Drama, Acting, Musical Theatre, Stage Tech, and collaboration with the Crique Department. The Costume Design students that designed the costumes for the show were also thrilled to be invited to the added student show to see their costumes in action on stage.
- Theatre Troupe, Jr. High Playhouse, Jr. Choir, and Madrigals performed at the Barne’s & Noble fundraiser on December 8<sup>th</sup>, 2018. Costume Design provided costumes for the Theatre and Ballet performances.
- Theatre Conservatory students from both campuses attended a field trip to the Ahmanson Theatre in LA to see the musical *Come From Away*, and got to stay for a Q&A with the cast and crew of the show.
- Costume Design kids in levels 2, 3, 4, & 5 are currently cranking out costumes for the Ambassador production *Around the World in 90 Minutes*, which opens next week.
  - They also made costumes for the following productions this semester: *The Wiz*, *Michael Jackson*, *Jungle Book*, *Azura*, *Happily Ever After*, *Gilligan’s Island*, *The Brothers Grimm Tale Spectaculathon*, and *Macbeth of the Caribbean*.
- Mr. Nevarez and Mrs. Gibson swapped classes for a week to give each other’s classes Audition monologue/song workshops and technique training, to prepare them for the Semester 2 Auditions on November 8<sup>th</sup>
- Productions that are currently in rehearsal are: *Peter and the Star Catcher* (Nevarez), *Sweeney Todd* (Gibson), *Charlie Brown* (Merket)
- Students in the Stage Tech class have been assigned to the second semester productions and are collaborating with the directors.
- All classes are beginning their finals on Monday 1/14
  - All choir classes are learning how to sight read
  - All Drama/Acting student’s finals are a mini mock assessment to prepare them for the Spring
- Ms. Hope’s Madrigals and Women’s Chorus, Gibson’s Musical Theatre and Voice Tech, and Mr. Nevarez’s Acting classes are working on their performances for the International Fair on 1/19.
- As a department we are working together to build excitement for the pre-conservatory students to assess into the Conservatory
  
- Mr. Nevarez



Here's what my kids are working on:

Jr High Playhouse - researching fundraisers, finding material for Spring DTASC (which will be in April) It's all Shakespeare, so we're giving the kids plenty of time to focus on the language.

Musical Theatre I is working on a compilation of songs from the musical West Side Story for Festival.

Musical Theatre II is working on a piece from Will Rogers Follies for Festival.

Musical Theatre III is working on a piece from Come From Away.

Mr. Brando and I, along with Ms. Taira Kendricks just completed preliminary auditions for the Spring musical, Hairspray. Callbacks will take place on Monday. This show is going to be BIG. We're already so excited!

I hope this information is helpful. Please let me know I can help with anything else.

Happy Friday!!!

Kind regards,

***Rachele Barton***

Certificated Teacher, Musical Theatre



This year, so far, we have performed for many community events, including--

Madrigals:

Mission Inn Run--National Anthem

Palm Springs Aerial Tramway--Holiday Choral Pieces

Riverside Festival of Lights--Holiday Choral Pieces

Palm Springs Rotary Club--Holiday Choral Pieces (this performance included a \$250 honorarium for the choral account)

Women's Choir: Dales Senior Center--Holiday Choral Pieces.

In addition, Madrigals and Women's Choir performed at both Carnivals and at the Riverside Barnes & Noble Fundraiser. Concert Choir also performed at the Riverside Carnival. Madrigals performed at an on-campus rally in December. There is another one scheduled for March. Madrigals, Women's Choir, Concert Choir and Jr. Choir II will be performing at the Encore Arts Festival on January 19.

This year's SCVA spring festivals, as well as the Music in the Parks festivals and competitions have not yet been scheduled. I'm waiting for approval and the official calendar notice for two SCVA festivals--Madrigals on May 20; Women's Choir on March 28. The Music in the Parks festivals have not been scheduled yet.

Awards

Since 2016-2017, the first year we had multiple choirs, the choirs have won many awards. We have earned six Superior Ratings--the highest rating possible, and four first place trophies. In addition, at the 2017 Music in the Parks festival, we took home for Encore the coveted Esprit de Corps trophy, given to the best school represented at the festival.--This included competing with over 30 choirs and bands.

Highlights of our awards broken down by year:

2016-2017

SCVA Festival: Jr. Choir II--Superior

Music in the Parks Festival: Madrigals--Superior and 1st place; Concert Choir--Superior and 1st place; Madrigals and Concert Choir--Esprit de Corps Trophy.

2017-2018

SCVA Festival: Madrigals--Superior

Music in the Parks Festival: Madrigals--Superior and 1st place; Women's Choir--Superior and 1st place.

The 2018 and 2019 festivals take place this spring.

Thank you so much!!

Bob

Robert W. Hekel, M.A.

Certificated Teacher

Director of the Choirs, Riverside Campus

Encore Education Corporation

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6.13

January 14, 2019

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Kathy Nielson, Board Alternate\*

**INFO:**

**ENCORE PIRATES QUESTIONNAIRE – HESPERIA AND RIVERSIDE**

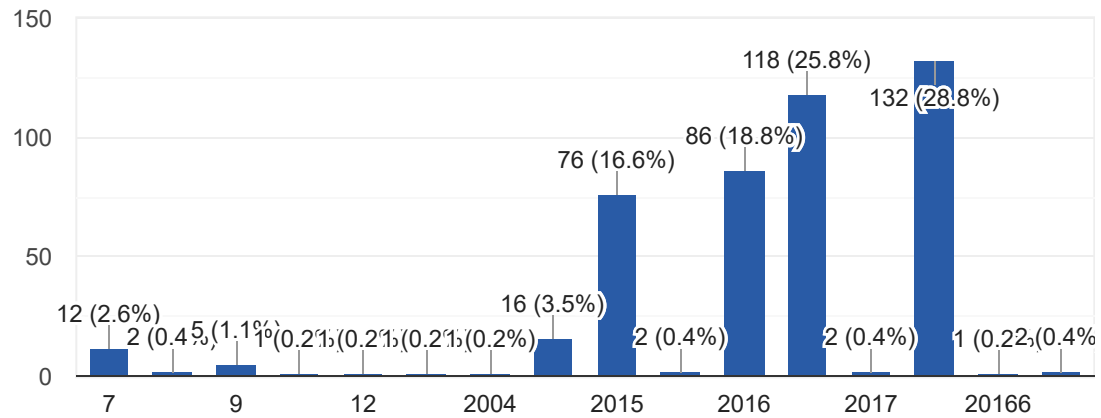


# Encore Pirate Questionnaire

458 responses

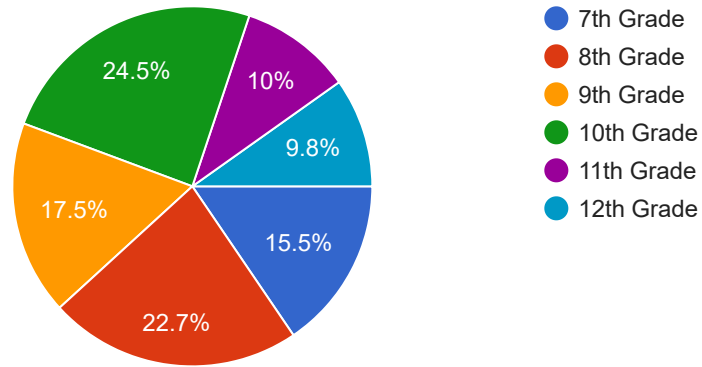
When year did you start at Encore? (Please write the year you started)

458 responses



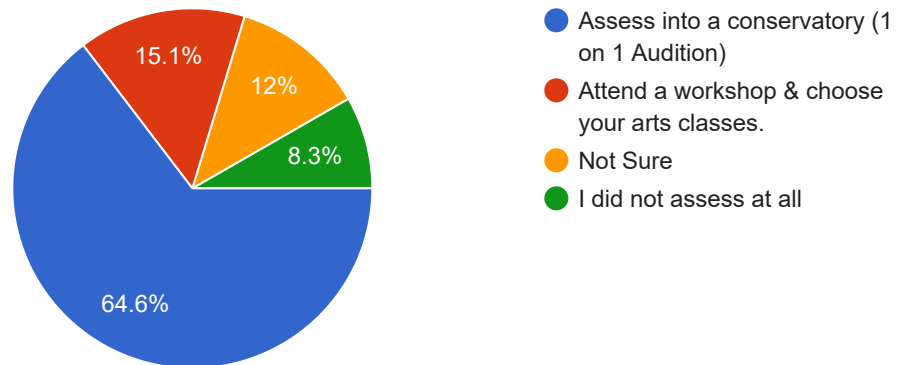
## What grade are you in NOW?

458 responses



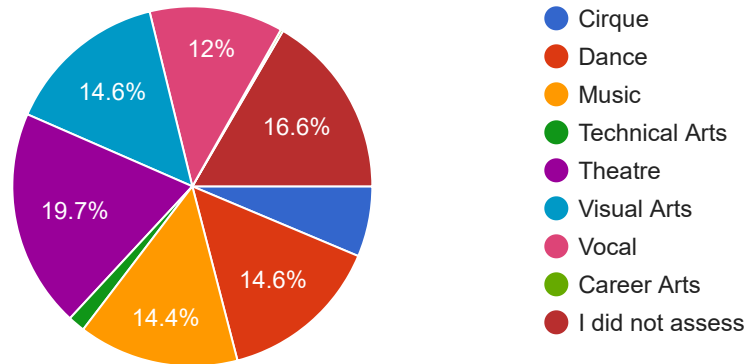
## After enrolling did you...

458 responses



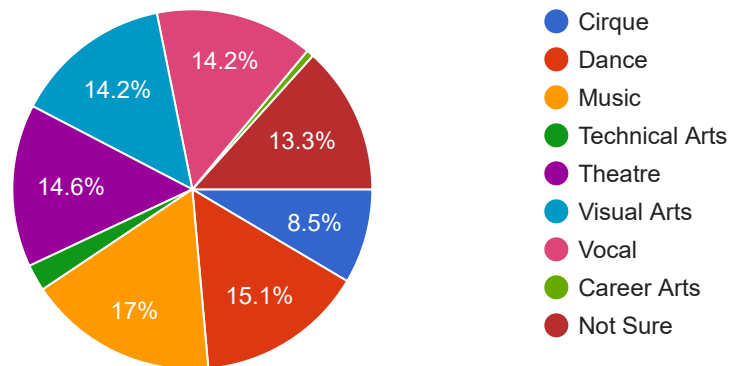
## If you did assess, which conservatory were you placed in?

458 responses



## What conservatory are you currently in?

458 responses

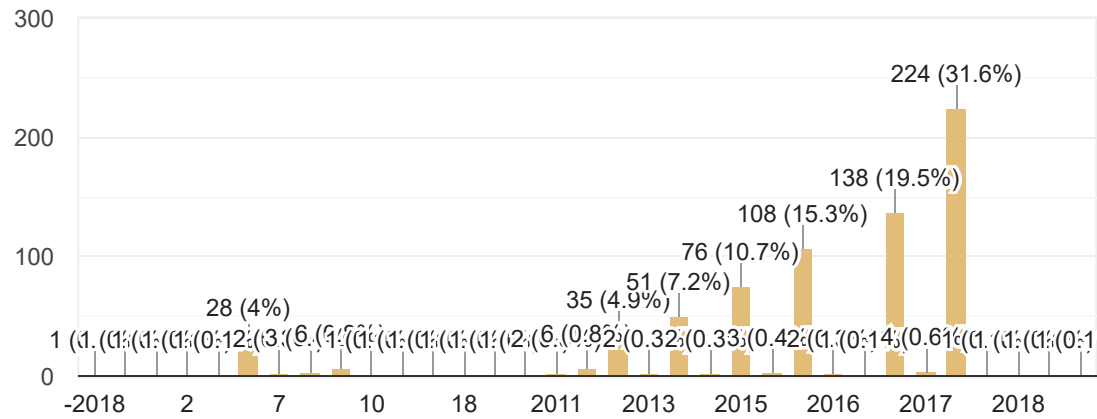


# Encore Pirate Questionnaire

708 responses

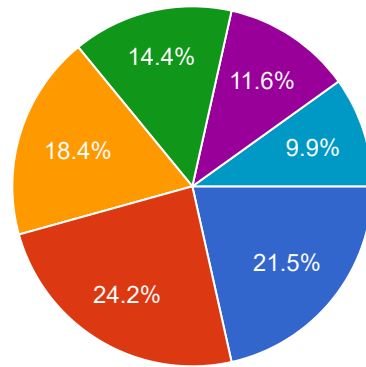
When year did you start at Encore? (Please write the year you started)

708 responses



## What grade are you in NOW?

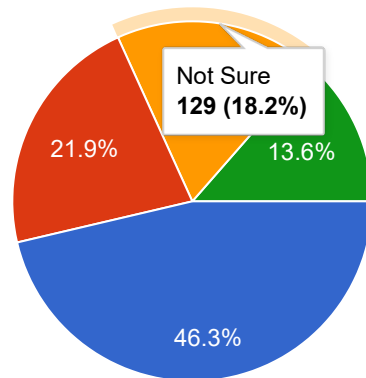
707 responses



- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

## After enrolling did you...

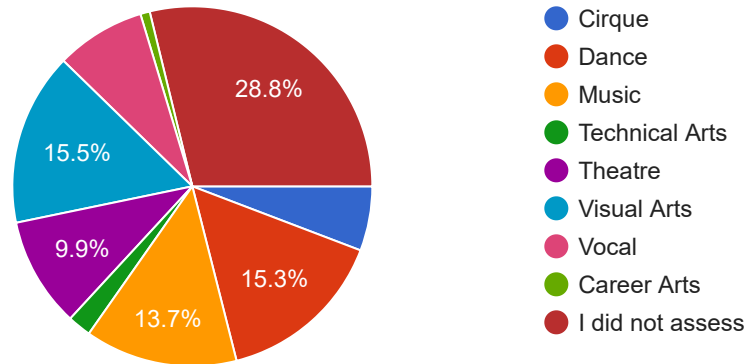
708 responses



- Assess into a conservatory (1 on 1 Audition)
- Attend a workshop & choose your arts classes.
- Not Sure
- I did not assess at all

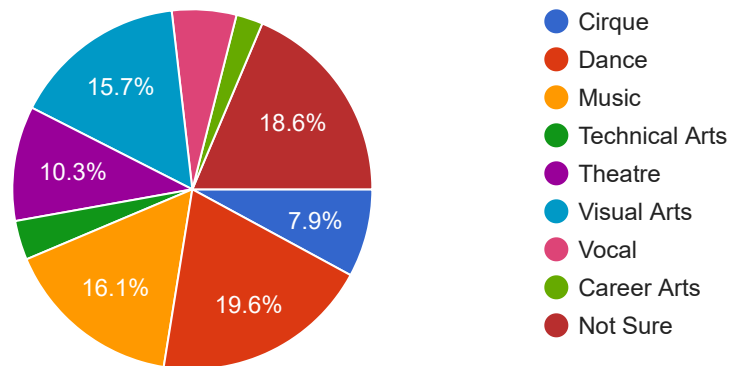
## If you did assess, which conservatory were you placed in?

708 responses



## What conservatory are you currently in?

708 responses





## Full Name

708 responses

Dillon Kirschbaum

Trinity King

Emma Jean Holman

Stephanie Eriksen

Ajeng Maya Safitri

Angelina Galvez (I am also in the visual arts conservatory)

Daniel Julian Patterson

Leah Basnight... I'm in level 4 for both Dance & Vocal

Emily Gabler

Kaylee Forbes

Makayla cammack

Jordan Nathaniel Gibson

Isabel Gilman

Erica Serene Gilman

Raquel Estrada

Jennah Bennett.

Camille Wilkin



Exhibit  
6.14

January 14, 2019

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**INFO:**

**ENCORE PARENT ADVISORY COMMITTEE MINUTES – HESPERIA AND RIVERSIDE**



PARENT ADVISORY Committee

AGENDA FOR 9/27/2018 5:00 PM

1. Dean of Students introductions (5 minutes)
2. Go over the purpose of the PAC (5 minutes)
3. Call for people that would like to run for office (5 minutes)
  - a. President
  - b. Vice President
  - c. Secretary
4. DISCUSSION – (10 minutes)
  - a. Each person interested in being a part of the Officers for the Parent Advisory Committee can talk about who they are and why they would like to be a part of the officers.
  - b. For any office that has more than one person running, the parents at the meeting will vote to see who will be the officers.
5. Once officers are chosen, they will run the meeting. The Dean of Student and the Department Chair present will help.
6. EVENTS - THIS MONTH – CARNIVAL – (15 minutes)
  - a. Call for parents to help get more parent volunteers and participation this year to help with booths.
  - b. What can be done? How can the PAC help us get parents involved.
  - c. Donations and working the booths
7. ACADEMICS – THE SPSA – (20 minutes)
  - a. If enough parents are present, divide into 6 groups one for each goal for the SPSA.
    - i. Have them make a list of things that they have seen as parents for that goal.
    - ii. Have parents make a list of ideas that could help us reach our goals
8. PHILANTHROPY – PARENT FUND (10 minutes)
  - a. Ideas on how parents can help raise money for a fund to help kids that can't afford high school to get the extras that make high school special (prom tickets, caps/gown, etc.)
9. ADJOURNMENT – Next meeting October 25 at 5:00 pm



Denise Griffin <ceo@officerteam.com>

---

## Encore Parent Advisory Committee Minutes - Don't miss out!

---

Encore High School/ Encore Education Corp. <info@encorehighschool.com>  
Reply-To: info@encorehighschool.com  
To: ceo@officerteam.com

Sat, Sep 29, 2018 at 1:30 PM

September 29, 2018



## PARENT ADVISORY COMMITTEE

Hello Parents/Guardians,

We held our PAC meeting last night and I am happy to say we had a really good meeting. There were lots of good ideas and we elected our PAC Board members.

**Our Next Meeting Is October 25, 2018 in Room F29 at 5 PM**

### Meet our Parent Advisory Committee Board

**PAC President – Lisa Fox**

Lisa Fox is proud to be an Encore parent. Her children are very involved in the performing, visual and musical arts programs that are provided by Encore. Therefore, continuing these programs at Encore is very important to her. She has been an educator for 18 years with two master's degrees in education: Reading and Mathematics, Instruction and Curriculum. She also works as a Reflective Coach for new teachers and Positive Behavior Support Coach at her school. She is excited to volunteer her time to help support the students, parents, and staff at Encore.

**PAC Vice President - Christa Banton, EdD, MS, MSP, LMFT**

Dr. Christa Banton is an Encore parent to a lively 7<sup>th</sup> grader. She has a doctorate degree in Educational Leadership and two masters degrees in psychology. She currently works for the County of San Bernardino as a supervisor. She also teaches psychology courses at the university level mostly online. She is also a writer, researcher, and a Licensed Marriage and Family Therapist.

**PAC Secretary – Elena Jacobo-Soria**

My name is Elena Jacobo-Soria, I have a bachelors in Sociology and I am a stay at home mom. I have a seventh grader daughter attending Encore and she loves it. I love volunteering and helping at my daughter's school because is a way for me to say thank you to the school and her teachers. Being involved in my daughter's school education is very important to myself and family. It is an honor to serve

the PAC as the secretary of the board.

## **Parent Advisory Committee Board Minutes Meeting Held 9/27/18**

Encore staff present: Stephen Nutter, Dean of Students  
Cynthia Roach, Dean of Academics  
John Parker, RLA Department Lead/Teacher  
Jim Barkdull, Executive Manager of Information Technology

The meeting started around 5:15 pm and it started with the introduction of Mr. Nutter.

With the help of Mr. Nutter, the Dean of Students, a professor, and the few parents(6) presents at the meeting we were able to establish our parent advisory committee.

Elected PAC Board Members: President- Lisa Fox  
Vice President- Dr. Christa Banton  
Secretary- Elena Jacobo

Once the officers were chosen, the board took over the meeting.

### **Carnival**

1. Largest fundraiser of the year
2. October 27, 2018
3. We need parents to volunteer to help out the team booths.
4. Mr. Nutter will send the booth list

### **How to bring more parents to the Advisory Committee**

1. Pass Out flyers to the students to pass to their parents
2. Get a banner that lets parents know about the meetings
3. Pass out flyers at the pick-up/drop-off line
4. Keep putting the announcement on the school website, Facebook, and Instagram
5. Try signing up at [signupgenius.com](http://signupgenius.com)(free site)
6. Mr. Nutter would look into it and show it to the board

The board decided to talk about academics after the carnival

1. One of the parents at the meeting asked about the deadline for SIPSA.

### **Funding**

1. How to raise money for our group?
2. Business sponsorship
3. Have a booth at the carnival?
4. Mr. Nutter would look into it

Next meeting is October 25 at 5:00 PM

President adjourned the meeting around 6:30 PM and vice president second adjourn.

**Our Next Meeting Is October 25, 2018 in Room F29 at 5 PM  
Don't Miss It!**

Jenna Snowball | Encore High School | (951)824-1358 | [jsnowball@encorehighschool.com](mailto:jsnowball@encorehighschool.com) | [www.encorehighschool.com](http://www.encorehighschool.com)

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PARENT ADVISORY COMMITTEE

AGENDA FOR 11/29/2018 6:00 PM

1. Introductions
2. Approve 10/25/18 Minutes
3. Fundraising for PAC
4. Dec 8 Barnes and Noble Book Fair
5. January 12th Encore Social Dance
6. January 19th International Festival
7. Academics
8. PAC SCOTTY Awards
9. ADJOURNMENT – Next meeting November 29 at 5:00 pm

## Minutes 11-29-18

All PAC members are present.

Item #1: President Lisa Fox and Vice-president Christa Banton started the meeting with the LCAP goals

--Mr. Nutter initiated by giving the members a copy of the LPAC goals.

The members started to give feedback on each of the following goals.

- Hire & retain highly qualified, credentialed teachers within the scope of subject area of instruction for all core instruction.
  - Create a working climate where all teachers/staff members feel valued to increase longevity in order reduce turn over. Keeping our great teachers happy would prevent them from leaving the school and at the same time other teachers that get hired would want to teach at Encore.
  - Consider adopting a teacher evaluation program that other school districts follow in order to keep great teachers at Encore. Where teachers are evaluated in a matter time of every year and after the fifth year every five years.
  - Consider hiring new teachers for the next school year by May in order to have positions filled and ready to go at the start of a new school year to reduce the number of classes that start out with a sub. In order for our students to have the best education in the begging of the school year and not risk losing students to other schools in the area.
  - Evaluate and adjust teacher pay yearly in order to compete with nearby districts so Encore is recruiting the best teachers who want to stay at Encore.
- Engage a variety of methods to deliver adopted academic content and performance standards as adopted by the state boards for all pupils including English Learners.
  - All teachers should be trained to provide instruction on Smarter Balance and SAT preparation grades 7-12 in all English and math classes.
  - Create unit assessments and finals that resemble the Smarter Balanced summative and performance tasks and SATs.
  - All students should be taught to mastery writing in the three genres tested: Narrative, Expository, and Argumentative. Including citing, quoting, paraphrasing, etc.
  - All students should be taught to mastery short response writing (1 to 3 paragraph responses). See Smarter Balanced links below for sample questions.
  - Utilize the Smarter Balanced website resources for grades 7-11 in order to properly prepare students and inform teachers.
  - All English and math teachers should teach the required academic vocabulary to mastery in order to increase student understanding, achievement, and college preparation. Students should be assessed on the required academic language for



both Smarter Balance and SATs. \*Students will not do well if they are not familiar with these terms.

- Consider eliminating coloring worksheets in math (homework/extra credit) and replace with real world problems that students need to draw/create/model and solve.
- Consider eliminating “Read page - and write a one page summary” and replace with annotating articles, citing sources, paraphrasing, writing quality introductions, body paragraphs, and conclusions, form quality arguments, and write creative high quality narratives.
- Offer a wide variety of classes that enhance inclusion, engagement in school activities, student appeal, and provides tools for college/university application.
  - Continue to provide a high quality arts program
  - Add additional arts programs not yet offered or ones previously offered
  - Continue to provide AP and honors courses
  - Add additional AP courses in other academic areas not yet offered
  - Incorporate semester awards for academic excellence (honors) in order to honor and motivate students in their academic areas.
  - Continue to provide summer school courses.
  - Provide SAT prep classes and/or have SAT prep built into all English and math courses in high school.
- Continue to improve and maintain school facilities to create an improved school climate.
- Increase parental involvement and input in decision-making and participation in programs.
  - More advertisement for the PAC meetings
- Work to increase student achievement by filling in gaps in fundamental knowledge.
  - Consider reviewing in coming state test scores or giving new students an assessment that will provide teachers with the information needed to group students according to their needs at the beginning of year school year...
  - Use beginning year, midyear, and end of year data to drive instruction.

Item #2: Add a goal number 7 to the six goals that the school already has.

Goal number 7 would had to do with, How to maintain students from leaving Encore. Find ways on keeping the students at Encore and also on bringing new students to the school.

Item #3: Mr. Nutter offered the parents of the board to come and see the classrooms during school hours.

By doing this us parents would have a better view of what really is going on in the classrooms. He mentioned that at times certain students are not even paying attention of what going on in the classroom or what the teacher is doing for the lesson. He said we are welcome to go and see following Thursday with an email reminder.

Item #4: Our vice-president Christa, would rewrite the LCAP goals.

Item #5: Email Mr. Nutter for the fliers so we could invite parents to the PAC meetings.

#### Closing Items

--Next meeting scheduled for Thursday, December 13 at 5pm.

--Meeting adjourned at 7:10.

## Minutes 12-13-18

All PAC members are present.

**Item #1: President Lisa Fox and Vice-president Christa Banton started the meeting by reviewing the LCAP goals that were talked about in the last meeting.**

The members started to review each of the goals action steps and for some goals, there were some actions added to the draft.

- Goal #1-
  - April- job fair to hire new teachers
- Goal #2-
  - 21<sup>st</sup> Century skills
- Goal #3-
  - Robotics Programs
  - Summer workshops
  - Not limiting students to other arts
- Goal #4-
  - Some non-renovated classrooms are not well taken care
    - Renovations need to be done and finish
    - The new renovated classrooms are very nice
  - Restrooms need some help
  - A lot of trash after lunch
  - Streamlining for safety on campus
  - There should be more TEAM work
    - Mr. Nutter cannot do everything
  - Inspect the facilities
  - Radios for staff
- Goal #5-
  - Mid-year/End-year surveys
  - Letter from the board to invite parents to the PAC meetings and/or Board meetings
  - Increase the communication to Art teachers
- Goal #6-
  - Scheduling is a big problem due to higher levels of certain Art classes.

The final draft of the LCAP goals should be ready and email to Mr. Nutter before the next meeting.

## **Item #2: Scottie Awards**

Mr. Nutter asked if we could start the awards once again at the campus. These awards would be for achievements that the students complete. The award would be given as a certificate, medal, or trophies.

**Item #3: Mr. Nutter offered the parents of the PAC to go to the Board meetings**

The meetings are held every 2<sup>nd</sup> Monday of the month on campus in room F29. The actual dates are on the school website. For the next meeting, we would see who might be able to go.

**Item #4: Our vice-president Christa, was able to take a tour and check out the campus with Mr. Nutter.**

She gave her feedback on what the campus needs and she was very amazed by the wonderful job Mr. Nutter does to the school.

**Item #5: Mr. Nutter has the PAC email ready for us.**

**Closing Items**

--Next meeting scheduled for Thursday, January 31, 2019, at 5 pm.

--Meeting adjourned at 6:06.





Exhibit  
6.15

January 14, 2019

Encore Education Corporation  
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**Sites:**

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– CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street, Riverside, CA 92501  
– CLASSROOM H1

**Board Members:**

Lenny Esposito, Board President  
Suzanne Cherry, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**LETTERMAN ACHIEVEMENTS POLICY**



## Letterman Achievements

### JUNIOR HIGH –

Students will be given awards at rallies, parties, special events or classes that can coincide with a Letterman's sweater for the following achievements:

Perfect Attendance

Honor Roll

High Honor Roll

Dean's Honor Roll

Conservatory Participation

Team Participation

Junior High students earning the Letterman achievement will receive a small Letter "E" that is three inches tall. This letter is meant to be smaller than the high school letter, but can still be used to adorn the high school jacket once the student gets to high school.

After a Junior High Student receives a letter for their achievement every achievement award after that they will receive a pin that coincides with the achievement. Students can have multiples of the same pins, but can only receive one of each color letter.

### HIGH SCHOOL –

Students will be given awards at rallies, parties, special events or classes that can coincide with a Letterman's Jacket for the following achievements:

Perfect Attendance

Honor Roll

High Honor Roll

Dean's Honor Roll

Conservatory Participation

Team Participation

High school students earning the Letterman achievement will receive a Varsity sized Letter "E". This letter is meant to be placed on a Letterman's sweater or jacket.

After a High Student receives a letter for their achievement every achievement award after that they will receive a patch insert that coincides with the achievement that can be added to the letterman's sweater or jacket. Students can have multiples of the same insert patches, but can only receive one of each color letter.

**While attending Encore each student can earn up to six letters, one of each letter color for junior high and then high school.**



## LETTER COLORS AND THEIR SIGNIFICANCE

**RED LETTER** – Signifies achievement in academics. Students receive a red letter for perfect attendance and/or honor roll cumulative 3.0 or higher.

**WHITE LETTER** – Signifies achievement in arts conservatories. Students receive a white letter for completion of advanced conservatory classes with a letter grade of “A”. This is for any student that is in two or more conservatory classes within a single conservatory for a complete school year.

**BLACK LETTER** – Signifies achievement in spirit on campus. Students receive a black letter for successfully being a part of a team, completing participation in a major production or art show, completing a screenwriting short, and other achievements that are not directly tied to a team.

**A student can receive a maximum of one of each color junior high letter and then one of each color in high school.**

A student can purchase a letterman’s sweater or jacket. They can purchase these with cash, check or credit card in full, or place them on lay away where parents can make bimonthly or monthly payments of \$20 until the item is paid in full.

### Letterman’s Qualifiers for each category:

#### RED LETTERS

**Perfect Attendance** – No tardies or absences for a full semester

**Honor Roll** – Cumulative GPA of 3.0 to 3.49 for the semester

**High Honor Roll** – Cumulative GPA of 3.5 – 3.99 for the semester

**Dean’s Honor Roll** – Cumulative GPA of 4.0 or higher for the semester

#### WHITE LETTERS

**Dance Conservatory** – Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.

**Cirque Acrobatics Conservatory** – Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.

**Instrumental Music Conservatory** – Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.

**Technical/Visual Arts conservatory** - Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.

**Theater Arts Conservatory** - Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.

**Vocal Music Conservatory** - Enrollment in two or more conservatory classes and earning an “A” grade on the semester report card.



## **BLACK LETTERS**

**ASB:** Must earn an "A" in the course for the semester, have worked at least one student store shift per week, have participated in a minimum of 40 hours of work time outside of the regularly scheduled class time.

**JR. HIGH ASB:** Must earn an "A" in the course for the semester, have worked at least one student store shift per week, have participated in a minimum of 40 hours of work time outside of the regularly scheduled class time.

**COSTUME DESIGN:** Must have an "A" in the lab class and the lab study hall. Must have participated in a minimum of 40 hours of work time outside of the regularly scheduled class time.

**MOCK TRIAL:** Must be an active participant and be signed off as a participant by the advisor of the team and start and complete a competition season.

**AMBASSADORS:** Must be enrolled in the Ambassador study hall class and receive an "A" in the class. Must attend after school rehearsals. Must have participated in a minimum of 40 hours of after school rehearsal time and complete all requirements for Ambassadors for at least one semester.

**PIRATE RADIO/MEDIA:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have completed one full school year in class and participated in a minimum of 40 hours of work time outside of the regularly scheduled class time.

**PIRATE SERVING CREW:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in a minimum of 40 hours of work time outside of the regularly scheduled class time and completed one full year of service.

**NATIONAL HONOR SOCIETY:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**CALIFORNIA SCHOLASTIC FEDERATION:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**MADRIGALS:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**PIRATE DRUMLINE:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**THESPIANS:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.



## **BLACK LETTERS (CONTINUED)**

**EVENT PHOTOGRAPHY:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**MAJOR PRODUCTION PARTICIPATION:** Student must have been an active part of the entire production process as either a tech or performer from beginning to end. Directors should turn in cast lists upon completion of each show. Productions must have a two week blackout to be eligible for a Letter. Must have participated in one complete season and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**YEARBOOK:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year of service or one full year in the class and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**SCREENWRITING:** Must be an active participant and be signed off as a participant by the advisor. Must have participated in one full school year in class and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**COSPLAY:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**BASKETBALL:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**BOWLING:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**HIP HOP TEAM:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**SNOWBOARDING TEAM:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**THEATER TROUPE:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**PRODUCTION X:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.



### **BLACK LETTERS (CONTINUED)**

**VARSITY DANCE TEAM:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**JR. HIGH DANCE TEAM:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.

**WORLD SCHOLARS:** Must be an active participant and be signed off as a participant by the advisor of the team. Must have participated in one full year and a minimum of 40 hours of work time outside of the regularly scheduled class time.



Exhibit  
6.17

January 14, 2019

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Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**ENROLLMENT – JENNA SNOWBALL, RIVERSIDE AND LIN AHMED, HESPERIA**





## December Projected Enrollments – Riverside

NEW enrollments for 2018/2019 school year as of December 31, 2017 and then a comparison of the amount of new enrollments we have for the 2019/2020 school year.

New Enrollments	As of 12/31/2017	As of 12/31/2018
7th Grade	41	28
8th Grade	2	1
9th Grade	6	8
10th Grade	0	0
11th Grade	0	0
12th Grade	0	0

*Jenna Snowball*

**Enrollment/Marketing Manager**

**Encore Education Corporation**

3800 Main St.

Riverside, CA 92501

(951)824-1358

New Enrollments	As of 12/31/2017	As of 12/31/2018
7th	6	17
8th		
9th		2
10th		
11th		
12th		

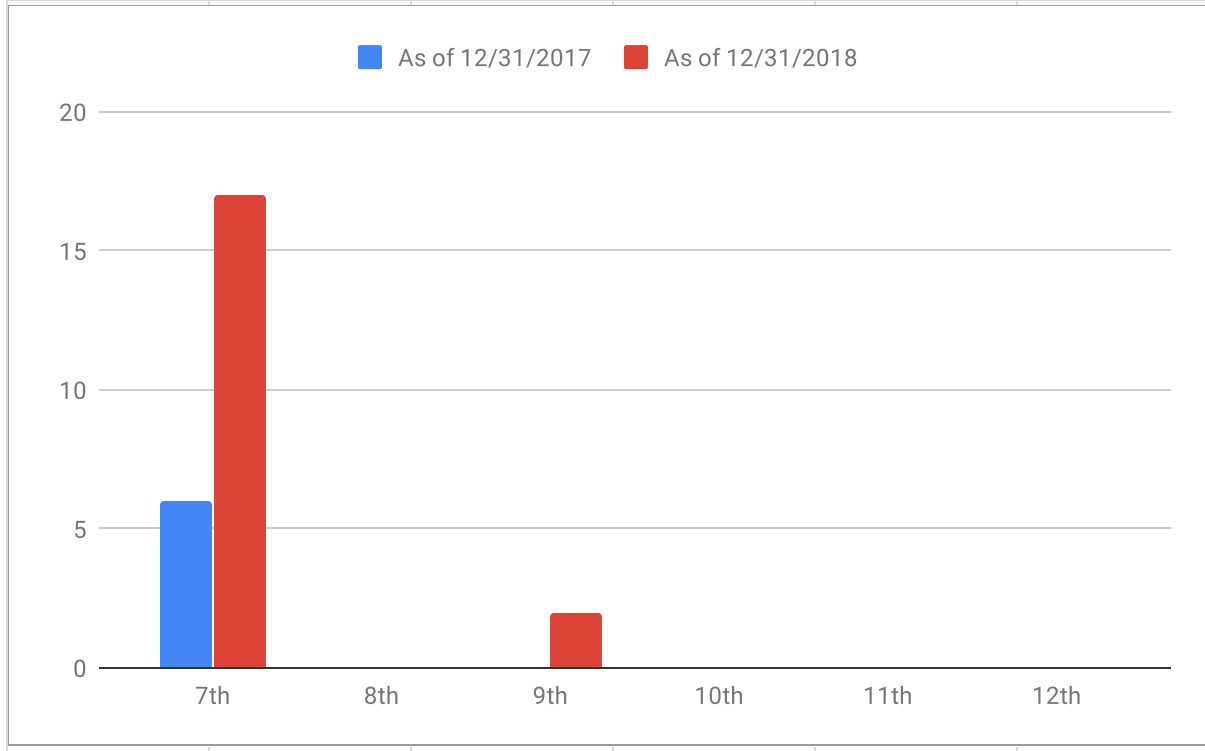




Exhibit  
7.1

January 14, 2019

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Kathy Nielson, Board Alternate\*

**INFO:**

**ANNUAL AUDIT** – Year end June 30, 2018 – Clifton Larsen Allen

**ENCORE EDUCATION CORPORATION**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEAR ENDED JUNE 30, 2018**

**ENCORE EDUCATION CORPORATION  
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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Encore Education Corporation  
Hesperia, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Encore Education Corporation (the Organization), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to on page 1 present fairly, in all material respects, the financial position of the Organization as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the Organization's financial statements as a whole. The accompanying supplementary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated December 15, 2018 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness on the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Glendora, California  
December 15, 2018



**ENCORE EDUCATION CORPORATION**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2018**

<b>ASSETS</b>	<b>Encore Jr. Sr. High School for the Performing and Visual Arts</b>	<b>Encore High School for the Arts - Riverside</b>	<b>Eliminations</b>	<b>Total</b>
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	\$ 2,288,921	\$ 1,562,856	\$ -	\$ 3,851,777
Accounts Receivable - Federal and State	812,529	927,238	-	1,739,767
Intracompany Receivable	205,500	-	(205,500)	-
Prepaid Expenses and Other Assets	29,941	27,348	-	57,289
Total Current Assets	<u>3,336,891</u>	<u>2,517,442</u>	<u>(205,500)</u>	<u>5,648,833</u>
<b>LONG-TERM ASSETS</b>				
Deferred Rent Asset	596,945	-	-	596,945
Property, Plant, and Equipment, Net	746,187	1,393,846	-	2,140,033
Total Long-Term Assets	<u>1,343,132</u>	<u>1,393,846</u>	<u>-</u>	<u>2,736,978</u>
Total Assets	<u>\$ 4,680,023</u>	<u>\$ 3,911,288</u>	<u>\$ (205,500)</u>	<u>\$ 8,385,811</u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable and Accrued Liabilities	\$ 693,601	\$ 439,996	\$ -	\$ 1,133,597
Intercompany Payable	-	205,500	(205,500)	-
Capital Lease, Current Portion	66,231	46,494	-	112,725
Revolving Loan Payable, Current Portion	4,579,060	3,945,622	-	8,524,682
Total Current Liabilities	<u>5,338,892</u>	<u>4,637,612</u>	<u>(205,500)</u>	<u>9,771,004</u>
<b>LONG-TERM LIABILITIES</b>				
Revolving Loan Payable	35,098	121,064	-	156,162
Total Long-Term Liabilities	<u>35,098</u>	<u>121,064</u>	<u>-</u>	<u>156,162</u>
<b>NET ASSETS</b>				
Unrestricted	(795,561)	(847,388)	-	(1,642,949)
Temporarily Restricted	101,594	-	-	101,594
Total Net Assets	<u>(693,967)</u>	<u>(847,388)</u>	<u>-</u>	<u>(1,541,355)</u>
Total Liabilities and Net Assets	<u>\$ 4,680,023</u>	<u>\$ 3,911,288</u>	<u>\$ (205,500)</u>	<u>\$ 8,385,811</u>

See accompanying Notes to Financial Statements.

**ENCORE EDUCATION CORPORATION  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2018**

	<b>Encore Jr. Sr. High School for the Performing and Visual Arts</b>	<b>Encore High School for the Arts - Riverside</b>	<b>Total</b>
<b>UNRESTRICTED REVENUES</b>			
State Revenue:			
State Aid	\$ 8,215,967	\$ 5,256,501	\$ 13,472,468
Other State Revenue	1,987,085	1,425,611	3,412,696
Federal Revenue:			
Grants and Entitlements	635,276	201,914	837,190
Local Revenue:			
In-Lieu Property Tax Revenue	338,016	1,354,567	1,692,583
Other Revenue	165,843	40,089	205,932
Total Revenues	11,342,187	8,278,682	19,620,869
<b>EXPENSES</b>			
Program Services	8,752,776	7,257,218	16,009,994
Management and General	3,341,915	1,821,269	5,163,184
Total Expenses	12,094,691	9,078,487	21,173,178
<b>CHANGE IN UNRESTRICTED NET ASSETS</b>	(752,504)	(799,805)	(1,552,309)
Net Unrestricted Assets - Beginning of Year	58,537	(47,583)	10,954
<b>NET UNRESTRICTED ASSETS - END OF YEAR</b>	\$ (693,967)	\$ (847,388)	\$ (1,541,355)

See accompanying Notes to Financial Statements.

**ENCORE EDUCATION CORPORATION**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2018**

	<b>Encore Jr. Sr. High School for the Performing and Visual Arts</b>	<b>Encore High School for the Arts - Riverside</b>	<b>Total</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Change in Net Assets	\$ (752,504)	\$ (799,805)	\$ (1,552,309)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:			
Depreciation	153,032	112,454	265,486
Change in Operating Assets:			
Accounts Receivable - Federal and State	429,030	737,855	1,166,885
Intracompany Receivable	2,494,500	-	2,494,500
Prepaid Expenses and Other Assets	1,572	117,160	118,732
Deferred Rent Asset	(596,945)	-	(596,945)
Change in Operating Liabilities:			
Accounts Payable and Accrued Liabilities	(69,154)	(76,154)	(145,308)
Intercompany Payable	-	(2,494,500)	(2,494,500)
Net Cash Provided (Used) by Operating Activities	<u>1,659,531</u>	<u>(2,402,990)</u>	<u>(743,459)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of Property, Plant, and Equipment	<u>(137,525)</u>	<u>(176,893)</u>	<u>(314,418)</u>
Net Cash Used by Investing Activities	(137,525)	(176,893)	(314,418)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayments on Capital Lease	(74,949)	(49,966)	(124,915)
Proceeds from Notes Payable	5,429,060	6,408,126	11,837,186
Repayments of Notes Payable	<u>(4,850,000)</u>	<u>(2,562,500)</u>	<u>(7,412,500)</u>
Net Cash Provided by Financing Activities	<u>504,111</u>	<u>3,795,660</u>	<u>4,299,771</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	2,026,117	1,215,777	3,241,894
Cash and Cash Equivalents - Beginning of Year	<u>262,804</u>	<u>347,079</u>	<u>609,883</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 2,288,921</u>	<u>\$ 1,562,856</u>	<u>\$ 3,851,777</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>			
Cash Paid for Interest	<u>\$ 138,065</u>	<u>\$ 112,454</u>	<u>\$ 250,519</u>

See accompanying Notes to Financial Statements.

**ENCORE EDUCATION CORPORATION**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2018**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total Expenses</u>
Salaries and Wages	\$ 8,366,741	\$ 1,772,516	\$ 10,139,257
Pension Expense	1,725,825	378,626	2,104,451
Other Employee Benefits	717,445	128,990	846,435
Payroll Taxes	313,433	162,024	475,457
Management Fees	-	141,864	141,864
Legal Expenses	-	1,076,892	1,076,892
Accounting Expenses	-	337,867	337,867
Instructional Materials	452,280	-	452,280
Other Fees for Services	1,600,657	338,621	1,939,278
Advertising and Promotion Expenses	-	18,359	18,359
Office Expenses	-	62,751	62,751
Occupancy Expenses	2,411,993	-	2,411,993
Travel Expenses	-	114,752	114,752
Interest Expense	-	250,519	250,519
Depreciation Expense	248,209	-	248,209
Insurance Expense	-	354,833	354,833
Other Expenses	173,411	24,570	197,981
<b>Total</b>	<b><u>\$ 16,009,994</u></b>	<b><u>\$ 5,163,184</u></b>	<b><u>\$ 21,173,178</u></b>

See accompanying Notes to Financial Statements.

**ENCORE EDUCATION CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

Encore Education Corporation (the Organization) is a California nonprofit public benefit corporation and is organized to manage and operate a public charter school. For the year ended June 30, 2018, the Organization operated two public charter schools: Encore Jr./Sr. High School for the Performing and Visual Arts and Encore High School for the Arts – Riverside (the Schools). The mission of the Schools is to provide a creative, challenging, and nurturing environment that offers students innovative preparation for a university education and pursuit of the arts.

On October 22, 2007, the Hesperia Unified School District (HUSD) (Sponsor) approved the petition of a charter for the establishment and operation of Encore Jr./Sr. High School for the Performing and Visual Arts (Hesperia). Hesperia's current charter granted is for the term of five years beginning July 1, 2016 through June 30, 2021. Hesperia is a site-based, traditional calendar charter school, serving students in seventh through twelfth grades.

On December 8, 2014, the Riverside Unified School District (RUSD) (Sponsor) approved the petition of a charter for the establishment and operation of Encore High School for the Arts – Riverside (Riverside). Riverside's current charter granted is for the term of five years beginning July 1, 2015 through June 30, 2020. Riverside is a site-based, traditional calendar charter school, serving students in seventh through tenth grades. Riverside will expand its program to eventually serve students in seventh through twelfth grades over the next two years.

The Schools are charter schools organized and existing under the laws of the state of California. The Schools receive most of their funding from both state sources and local taxes through the state of California general-purpose entitlement funding system. Charters may be revoked by the sponsoring district for material violations of the charter, failure to meet student goals identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

**Cash and Cash Equivalents**

The Organization defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

**Basis of Accounting**

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

**ENCORE EDUCATION CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Functional Allocation of Expenses**

Costs of providing the Organization's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit.

**Basis of Presentation**

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States as prescribed by the Financial Accounting Standards Board.

**Net Asset Classes**

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. Net assets of the Organization are defined as:

**Unrestricted**

All resources over which the governing board has discretionary control to use in carrying on the general operations of the Organization.

**Temporarily Restricted**

These net assets are restricted by donors to be used for specific purposes. The Organization currently has \$60,936 of unspent Clean Energy and Educator Effectiveness funds of temporarily restricted net assets.

**Permanently Restricted**

These net assets are permanently restricted by donors and cannot be used by the Organization. The Organization does not currently have any permanently restricted net assets.

**Receivables**

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2018. Management believes that all receivables are fully collectible; therefore, no provisions for uncollectible accounts were recorded.



**ENCORE EDUCATION CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Property and Equipment**

Property and equipment are recorded at cost when purchased. Donated fixed assets are recorded at fair value on the date of donation. Purchases and donations greater than \$5,000 are capitalized. Contributions of donated property and equipment are reported as increases to unrestricted net assets unless the donor has stipulated that the donation has a specific purpose. Expenditures for repairs and maintenance are charged to expense as incurred, whereas renewals and betterments that extend the lives of property are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the assets. The Schools are both in the progress of renovating facilities used for instructional purposes. Amounts paid to contractors and costs associated with the renovation have been recorded as construction in progress in the accompanying statement of financial position.

**Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the Organization is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

**Revenue Recognition**

Amounts received from the California Department of Education are recognized as revenue by the Organization based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

**Contributions**

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as temporarily restricted. Restricted contributions that are received and released in the same period are reported as unrestricted revenue. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair market value at the date of the promise. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

**ENCORE EDUCATION CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Income Taxes**

The Academy is a nonprofit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The Organization files informational returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state purposes is generally three and four years, respectively.

**Subsequent Events**

The Organization has evaluated subsequent events through December 15, 2018, the date these financial statements were available to be issued.

**NOTE 2 CONCENTRATION OF CREDIT RISK**

The Organization maintains cash balances held in banks which are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). At times, cash in this account exceeds the maximum insured amount. The Organization has not experienced any losses regarding this account and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

**NOTE 3 PROPERTY, PLANT, AND EQUIPMENT**

Property, plant, and equipment in the accompanying financial statements are presented net of accumulated depreciation. The Organization capitalizes all expenditures for land, buildings, and equipment in excess of \$5,000. Depreciation expense for the year ended June 30, 2018 was 248,209.

The components of property, plant, and equipment as of June 30, 2018 are as follows:

Construction in Progress	\$ 119,778
Building	1,206,991
Furniture, Fixtures, and Equipment	1,824,850
Less: Accumulated Depreciation and Amortization	<u>(1,011,586)</u>
Property, Plant, and Equipment, Net	<u>\$ 2,140,033</u>

**ENCORE EDUCATION CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4 LONG-TERM DEBT**

**Charter School Revolving Loan**

Charter School Revolving Loan Fund Program approved by the California School Finance Authority in the amount of \$250,000. The note is dated August 12, 2015, with principal payment offsets occurring six times annually for five years with final payment in March 2021, and bears an interest rate of .035%.

The schedule of repayment is as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 106,158
2020	50,000
Total	<u>\$ 156,158</u>

**NOTE 5 RELATED PARTIES**

The chief operating officer is the husband of the chief executive officer. Both have extensive backgrounds in business operations and management, and the chief operating officer is a veteran certificated teacher. There are other related parties that are employed by the School. However, pursuant to Encore Education policy, no such relationship exists between any employee of the school and a member of the board. Moreover, the board and unrelated employee supervisors oversee all such related employees, and all decisions related to their employment and compensation.

**Bonds Payable –Western Encore Properties**

On November 1, 2016, Western Encore Properties Incorporated, a California nonprofit public benefit corporation (the Borrower), borrowed a total of \$17,440,000 by issuing Charter School Revenue Bonds (the 2016 Revenue Bonds) through the California School Finance Authority.

The Borrower established 16955 Lemon Street, LLC (the LLC), a wholly owned subsidiary of the Borrower, to act as the holder of the Organization’s main school campus located at 16955 Lemon Street in Hesperia, California (the Encore Facility). The LLC has no other activities. The LLC is expected to have no assets, other than holding title to the Encore Facility, and is expected to have no revenue other than payments received pursuant to the Lease Agreement described below.

**ENCORE EDUCATION CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 5 RELATED PARTIES (CONTINUED)**

At issuance, the entire proceeds of the 2016 Revenue Bonds were loaned to the LLC to i) finance certain costs of the acquisition, construction, improvement, equipping, and furnishing of the Encore Facility at 16955 Lemon Street, ii) fund a debt service reserve account, and iii) pay the costs of issuance for the 2016 Revenue Bonds.

Under the terms of the 2016 Revenue Bonds, the LLC then leased the campus to the Corporation pursuant to a Lease Agreement, dated November 1, 2016. The payments under this Lease Agreement match the principal and interest payments on the 2016 Revenue Bonds, and are automatically intercepted by the California School Finance Authority on a quarterly basis and transferred to US Bank Trust Company, the trustee for the 2016 Revenue Bonds. The trustee then applies all such payments semiannually to make the principal and interest payments to holders of the 2016 Revenue Bonds.

The Corporation has pledged all assets and revenues of its Hesperia campus towards payment of these lease payments. The Corporation's Riverside campus is not a member of the "obligated group" of these 2016 Revenue Bonds, which were used solely by the Hesperia campus and are paid from the Hesperia campus' revenues each year.

Future maturities of the bonds are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 455,000
2020	500,000
2021	355,000
2022	215,000
2023	225,000
Thereafter	14,865,000
Total	<u>\$ 16,615,000</u>

**NOTE 6 EMPLOYEE RETIREMENT**

**Multi-Employer Defined Benefit Pension Plan**

Qualified employees are covered under multi-employer defined benefit pension plans maintained by agencies of the state of California.

The risks of participating in these multi-employer defined benefit pension plans are different from single-employer plans because: (a) assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if the Organization chooses to stop participating in the multi-employer plan, it may be required to pay a withdrawal liability to the plan. The Organization has no plans to withdraw from this multi-employer plan.

**ENCORE EDUCATION CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6 EMPLOYEE RETIREMENT (CONTINUED)**

**State Teachers' Retirement System (STRS)**

Plan Description

The Organization contributes to the State Teachers' Retirement System (STRS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by STRS. Plan information for STRS is not publicly available. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2017, total STRS plan net assets are \$210 billion, the total actuarial present value of accumulated plan benefits is \$362 billion, contributions from all employers totaled \$4.2 billion, and the plan is 62.6% funded. The Organization did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826 and [www.calstrs.com](http://www.calstrs.com).

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 9.205% of their salary. The Organization is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. Under the 2014 funding plan, employer contributions on compensation creditable to the program will increase every year for the next seven years, up to 19.10% in 2020–21. The required employer contribution rate for year ended June 30, 2018 was 14.43% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

The Organization's contributions to STRS for the past three years are as follows:

<u>Year Ending June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2016	\$ 276,122	100 %
2017	\$ 527,029	100 %
2018	\$ 685,076	100 %

**ENCORE EDUCATION CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6 EMPLOYEE RETIREMENT (CONTINUED)**

**Public Employees' Retirement System (PERS)**

Plan Description

The Organization contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by CalPERS. Plan information for PERS is not publicly available. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. According to the most recently available Actuarial Valuation Report for the year ended June 30, 2017, the School Employer Pool total plan assets are \$61 billion, the total pension liability is \$84.9 billion, contributions from all employers totaled \$1.8 billion, and the plan is 72.1% funded. The Organization did not contribute more than 5% of the total contributions to the plan.

Copies of the CalPERS' annual financial reports may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814 and [www.calpers.ca.gov](http://www.calpers.ca.gov).

Funding Policy

Active plan members brought into PERS membership prior to January 1, 2013 are required to contribute 7.0% of their salary while new members after January 1, 2013 are required to contribute 6.0% of their salary. The Organization is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for year ended June 30, 2018 was 15.531%. The contribution requirements of the plan members are established and may be amended by state statute.

The Organization's contributions to PERS for each of the last three years are as follows:

<u>Year Ending June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2016	\$ 320,136	100 %
2017	\$ 701,109	100 %
2018	\$ 769,089	100 %

**ENCORE EDUCATION CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7 OPERATING LEASES**

The Organization occupies office and classroom space for its operations and educational programs under separate operating leases. Total expense for rental of space under operating leases was \$1,504,625 for the year ended June 30, 2018.

Future minimum annual lease payments remaining under the lease terms outstanding are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 2,452,999
2020	2,442,572
2021	1,569,989
2022	1,027,557
2023	987,670
Thereafter	29,571,616
Total	<u>\$ 38,052,403</u>

**NOTE 8 MANAGEMENT'S PLANS**

The Organization's negative ending balance and low cash reserves require that budget cuts be made to ensure budget solvency and return to positive fund balances by fiscal year-end and restoration of minimum reserve levels by the following year.

In response to this need, the Organization's staff and management have worked collaboratively to make a series of budget cuts, the most important being an across-the-board 4% pay cut. Specifically, the intended surplus should bring the Organization from a negative ending balance of \$1,541,355 to a positive ending balance at the end of the 18-19 fiscal year.

**NOTE 9 CONTINGENCIES**

The Organization has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.



**SUPPLEMENTARY INFORMATION**

**ENCORE EDUCATION CORPORATION  
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE  
YEAR ENDED JUNE 30, 2018**

Encore Education Corporation (the Organization) was established in 2007 and is a nonprofit public benefit corporation organized to manage and operate public charter schools. For the year ended June 30, 2018, the Organization operated two public charter schools: Encore Jr./Sr. High School for the Performing & Visual Arts and Encore High School for the Arts – Riverside.

Encore Jr./Sr. High School for the Performing & Visual Arts began serving students in August 2008. The charter has been renewed for a term of five years beginning July 1, 2016 through June 30, 2021 and is sponsored by the Hesperia Unified School District. The charter number authorized by the state of California is 971.

Encore High School for the Arts – Riverside began serving students in August 2015. The charter was granted on December 8, 2014 by the Riverside Unified School District for a term of five years beginning July 1, 2015 through June 30, 2020. The charter number authorized by the state of California is 1747.

The board of directors and the administrators as of the year ended June 30, 2018 were as follows:

**BOARD OF DIRECTORS**

<u>Member</u>	<u>Office</u>	<u>2-Year Term Expires</u>
Lenny Esposito	President	September 30, 2019
Suzanne Cherry	Vice President	September 30, 2019
Kelly Ahmed	Member	September 30, 2019
Kathy Nielsen	Member	September 30, 2019
Rob Gabler	Member	September 30, 2019

**ADMINISTRATORS**

Denise Griffin	Chief Executive Officer
John Griffin	Chief Operations Officer
Steve Dekany	Executive Officer of Enrollment/Marketing

**ENCORE EDUCATION CORPORATION  
SCHEDULE OF INSTRUCTIONAL TIME  
YEAR ENDED JUNE 30, 2018**

**Encore Jr. Sr. High School for the Performing and Visual Arts**

	<u>Instructional Minutes</u>		<u>Traditional Instructional Days</u>	<u>Status</u>
	Requirement	Actual		
Grade 7	50,400	71,252	179	In compliance
Grade 8	54,000	71,252	179	In compliance
Grade 9	54,000	71,252	179	In compliance
Grade 10	54,000	71,252	179	In compliance
Grade 11	54,000	71,252	179	In compliance
Grade 12	54,000	71,252	179	In compliance

**Encore High School for the Arts – Riverside**

	<u>Instructional Minutes</u>		<u>Traditional Instructional Days</u>	<u>Status</u>
	Requirement	Actual		
Grade 7	50,400	71,252	179	In compliance
Grade 8	54,000	71,252	179	In compliance
Grade 9	54,000	71,252	179	In compliance
Grade 10	54,000	71,252	179	In compliance
Grade 11	54,000	71,252	179	In compliance
Grade 12	54,000	71,252	179	In compliance

**ENCORE EDUCATION CORPORATION  
SCHEDULE OF AVERAGE DAILY ATTENDANCE  
YEAR ENDED JUNE 30, 2018**

**Encore Jr. Sr. High School for the Performing and Visual Arts**

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Classroom Based</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Total</u>
Grades 7-8	354.16	354.16	351.47	351.47
Grades 9-12	602.64	602.76	594.20	594.53
ADA Totals	<u>956.80</u>	<u>956.92</u>	<u>945.67</u>	<u>946.00</u>

**Encore High School for the Arts – Riverside**

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Classroom Based</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Total</u>
Grades 7-8	343.34	428.21	341.14	341.14
Grades 9-12	343.34	428.21	420.97	420.97
ADA Totals	<u>686.68</u>	<u>856.42</u>	<u>762.11</u>	<u>762.11</u>

**ENCORE EDUCATION CORPORATION  
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH  
AUDITED FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2018**

	<b>Encore Jr. Sr. High School for the Performing and Visual Arts</b>	<b>Encore High School for the Arts - Riverside</b>
June 30, 2018 Annual Financial Report Fund Balances (Net Assets)	\$ (674,407)	\$ (799,463)
Adjustments and Reclassifications:		
Increase (Decrease) of Fund Balance (Net Assets):		
Cash and Cash Equivalents	847,014	517,945
Accounts Receivable - Federal and State	(1,202,514)	(517,945)
Interfund Accounts Receivable	205,500	-
Accounts Payable and Accrued Liabilities	-	495,000
Interfund Accounts Payable	-	(205,500)
Notes Payable	130,440	(337,425)
Net Adjustments and Reclassifications	(19,560)	(47,925)
June 30, 2018 Audited Financial Statement Fund Balances (Net Assets)	\$ (693,967)	\$ (847,388)

*See accompanying Auditors' Report and Notes to Supplementary Information*

**ENCORE EDUCATION CORPORATION  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2018**

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Encore Jr. Sr. High School for the Performing and Visual Arts</u>	<u>Encore High School for the Arts - Riverside</u>	<u>Total Federal Expenditures</u>
<b>U.S. Department of Education</b>					
Pass-Through Program from California Department of Education:					
Every Student Succeeds Act					
Title I, Part A, Basic Grants - Low-Income and Neglected	84.010	14329	\$ 248,437	\$ -	\$ 248,437
Title II, Part A, Teacher Quality	84.367	14341	24,788	-	24,788
Charter School Cluster:					
Public Charter Schools Grant Program	84.282A	14941	-	92,929	92,929
Special Education Cluster:					
Special Ed: IDEA	84.027	13379	110,265	108,985	219,250
Total U. S. Department of Education			<u>383,490</u>	<u>201,914</u>	<u>585,404</u>
<b>U.S. Department of Agriculture</b>					
Pass-Through Program from California Department of Education:					
Child Nutrition Programs	10.555	N/A	251,786	-	251,786
Total U.S. Department of Agriculture			<u>251,786</u>	<u>-</u>	<u>251,786</u>
Total Expenditures of Federal Awards			<u>\$ 635,276</u>	<u>\$ 201,914</u>	<u>\$ 837,190</u>

N/A - Pass-through entity number not readily available or not applicable.

See accompanying Auditors' Report and Notes to Supplementary Information

**ENCORE EDUCATION CORPORATION  
NOTES TO SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2018**

**PURPOSE OF SCHEDULES**

**NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME**

This schedule presents information on the amount of instructional time offered by the Organization and whether the Organization complied with the provisions of California Education Code.

**NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE**

Average daily attendance is a measurement of the number of pupils attending classes of the Organization. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

**NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS**

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

**NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Corporation under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Corporation, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Encore Education Corporation.

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 5 INDIRECT COSTS**

Encore Education Corporation has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance, but has used the California Department of Education approved indirect cost rate of 5.11%.





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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Encore Education Corporation  
Hesperia, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Encore Education Corporation (the Organization), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows, and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated December 15, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.


Board of Directors  
Encore Education Corporation

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Glendora, California  
December 15, 2018



CliftonLarsonAllen

CliftonLarsonAllen LLP  
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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM, AND REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Encore Education Corporation  
Hesperia, California

We have audited the compliance of Encore Education Corporation (the Organization) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and terms and conditions of federal awards applicable to its federal program.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

***Report on Internal Control Over Compliance***

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance such that there is a reasonable possibility, that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Purpose of this Report***

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Glendora, California  
December 15, 2018

**INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE**

Board of Directors  
 Encore Education Corporation  
 Hesperia, California

We have audited Encore Education Corporation's (the Organization) compliance with the types of compliance requirements described in the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2018. The Organization's state compliance requirements are identified in the table below.

**Management's Responsibility**

Management is responsible for the compliance with the state laws and regulations as identified below.

**Auditors' Responsibility**

Our responsibility is to express an opinion on the Organization's compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. Our audit does not provide a legal determination of the Organization's compliance.

**Compliance Requirements Tested**

In connection with the audit referred to above, we selected and tested transactions and records to determine the Organization's compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
Before and After School Education and Safety Program	Not applicable
Proper Expenditure of Education Protection Account Funds	Yes

Board of Directors  
Encore Education Corporation

<u>Description</u>	<u>Procedures Performed</u>
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-based instructional/independent study	No <sup>1</sup>
Determination of funding for nonclassroom-based instruction	Not applicable
Annual instructional minutes – classroom based	Yes
Charter School Facility Grant Program	Not applicable

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<sup>1</sup> Nonclassroom ADA was under the threshold that required testing.

**Opinion on State Compliance**

In our opinion, the Organization complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2018.

**Purpose of this Report**

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Glendora, California  
December 15, 2018

**ENCORE EDUCATION CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

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**Section I – Summary of Auditors' Results**

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**Financial Statements**

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? \_\_\_\_\_ yes      x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes      x   none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes      x   no

**Federal Awards**

1. Internal control over major federal programs:
- Material weakness(es) identified? \_\_\_\_\_ yes      x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes      x   none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes      x   no

**Identification of Major Federal Programs**

<b>CFDA Number(s)</b>	<b>Name of Federal Program or Cluster</b>
84.027	Special Ed: IDEA
Dollar threshold used to distinguish between Type A and Type B programs:	\$ <u>  750,000  </u>
Auditee qualified as low-risk auditee?	<u>  x  </u> yes    _____ no



**ENCORE EDUCATION CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2018**

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Federal Findings***

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Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

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***State Compliance Findings***

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Our audit did not disclose any matters required to be reported in accordance with the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

**ENCORE EDUCATION CORPORATION  
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

There were no findings in the prior year.



# Exhibit 7.2

## January 14, 2019

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

**Sites:**

**Hesperia**

MEETING AT: 16955 Lemon Street, Hesperia, CA 92345  
– CLASSROOM F 29

**Riverside**

MEETING AT: 3460 Orange Street, Riverside, CA 92501  
– CLASSROOM H1

**Board Members:**

Lenny Esposito, Board President  
Suzanne Cherry, Board Vice President  
Kelly Ahmed, Board Secretary/Treasurer  
Rob Gabler, Board Member  
Paula Gharib, Board Member  
Mari Miller, Board Alternate\*  
Kathy Nielson, Board Alternate\*

**INFO:**

**Desert Mountain Special Education Local Plan Area (DM SELPA) Agreement –  
Riverside and Hesperia -**

Charter SELPA membership also ensures compliance with the LEA member's obligations under Education Code § 56195, et seq. It is the goal of the Desert/Mountain SELPA that all Students with exceptional needs within the Charter SELPA receive appropriate special education programs. It is the intent of the Charter SELPA that special education programs be coordinated and operated in accordance with the governance structure.

## AGREEMENT FOR PARTICIPATION

The Desert/Mountain Charter Special Education Local Plan Area (SELPA) as authorized by the California State Board of Education assists California charter schools that have successfully completed the SELPA membership process and have signed this Agreement for Participation (Agreement) which are deemed Local Education Agencies pursuant to Education Code § 47641, in meeting their obligations to provide special education and related services (each term as defined in Title 20 of the United States Code § 1401 and the applicable rules, regulations, and interpretive guidance issued thereunder and collectively referred to as Services) to applying or enrolled students actually or potentially entitled to Services under applicable state and federal laws and regulations (Students). Charter SELPA membership also ensures compliance with the LEA member's obligations under Education Code § 56195, et seq.

It is the goal of the Desert/Mountain Charter SELPA that all Students with exceptional needs within the Charter SELPA receive appropriate special education programs. It is the intent of the Charter SELPA that special education programs be coordinated and operated in accordance with the governance structure.

The respective Charter Schools who are signatories hereto, the Office of the San Bernardino County Superintendent of Schools (SBCSS), and the Desert/Mountain Charter SELPA, mutually agree as follows:

### DEFINITIONS

**LEA:** As described in Education Code § 56026.3, a Local Education Agency is a school district, a county office of education, a nonprofit charter school participating as a member of a special education local plan area, or a special education local plan area.

**RLA:** As described in Education Code § 56030, a Responsible Local Agency is a school district or county office of education designated in the Local Plan as the administrative entity the duties of which shall include, but are not limited to, receiving and distributing regionalized services funds, providing administrative support, and coordinating the implementation of the Local Plan.

Federal regulations use the term "Administrative Unit" or "AU." For purposes of this agreement, the Office of the San Bernardino County Superintendent of Schools (SBCSS) shall be the RLA or AU for the Charter SELPA, subject to change at the discretion of the California Association of Health and Education Linked Professions Joint Powers Authority (CAHELP JPA) Governance Council.

**CAHELP JPA Governance Council:** This group is comprised of the Superintendent/Chief Executive Officer (CEO) representing each of the LEA members of the Desert/Mountain SELPA, and two (2) CEO representatives from the Charter SELPA. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council shall have one vote. 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 or CEO is unable to attend a meeting, which designated alternate representative or designee shall have the full authority of the designating Superintendent/CEO or CEO for the purpose of decision-making. Such 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 of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.

Efforts will be made to ensure the committee has representation in a variety of areas, e.g., various geographical areas of the Charter SELPA, single charter, large charter, small charter, original founding members, or new members.

**Charter Executive Council:** The Charter Executive Council is comprised of a representative from each Charter LEA in the 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 he/she represents. The Charter Executive Council makes recommendations to the CAHELP JPA Governance Council on fiscal and policy matters.

**Charter Special Education Steering Committee:** This Steering Committee serves in an advisory capacity to the Charter SELPA Administrator. Each Charter School is entitled to select one representative for this committee - either a teacher or an administrator. Representatives commit to a full year of service, which would include meeting regularly for the purpose of advising the CAHELP JPA CEO and receiving and disseminating direct program/instructional information.

**Special Education Community Advisory Committee (CAC):** Each Charter LEA shall select a representative to participate in the Special Education Community Advisory Committee to serve staggered terms in accordance with Education Code § 56191 for a period of at least two years. Selected parents will be the parent of a child with a disability. CAC representative must be approved by the Charter SELPA governing board. The CAC will advise the Charter SELPA charter schools ("Local Plan") as well as provide local parent training options in accordance with the duties, responsibilities, and requirements of Education Code §§ 56190-56194.

Because of the geographic diversity within the Charter SELPA, meetings may be conducted using available technology.

**Charter Finance Committee:** Each Charter LEA shall appoint an appropriate administrator of special education programs and/or administrator who is knowledgeable in the area of special education finance to the Charter SELPA Finance Committee. The Charter SELPA Finance Committee meets on a regular basis. The CAHELP CEO serves as the Chairperson of the committee and is responsible for providing timely written notice of the meeting and agenda, minutes, and additional documentation as needed to provide for informed decision-making.

**Individualized Education Program (IEP):** A plan that describes the child's current abilities, sets annual goals, and describes the education services needed to implement their goals in accordance with Education Code § 56032. Charter LEAs will use the IEP documents in Web IEP for this plan.

**IEP Team:** A group of team members as defined in Education Code § 56341, who meet for the purpose of determining eligibility for special education and developing, reviewing, or revising a child's IEP and recommendations for special education services.

## **LEA MEMBER RESPONSIBILITIES AND DUTIES**

Each Charter LEA member agrees that it is subject to the following nondelegable responsibilities and duties under this Agreement, all adopted Charter SELPA policies and procedures, the Local Plan, and governing federal and state laws and regulations (collectively, LEA Member Obligations), compliance with which is a condition precedent to membership, and continuing membership, in the Charter SELPA. The Charter LEA member as a participant in the Local Plan shall perform the following and be exclusively responsible for all costs, charges, claims, and demands arising out of, or related to, its own students and its respective programs operated by the Charter LEA member:

1. Adhere to the Local Plan and policies and procedures as adopted by the CAHELP JPA Governance Council;

DESERT/MOUNTAIN CHARTER SPECIAL EDUCATION LOCAL PLAN AREA  
17800 Highway 18 • Apple Valley, CA 92307 • (760) 552-6700 • (760) 242-5363 FAX

2. Select, compensate, and determine the duties of special education teachers, paraeducators, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates; charter schools may contract for those services;
3. Conduct and/or contract those programs operated by the Charter LEA member in conformance with the Local Plan and the state and federal mandates;
4. Organize and administer the activities of IEP teams, including the selection of Charter LEA member staff and who will serve as members of the IEP team in conformance with the Education Code § 56341 and in compliance with the Local Plan;
5. Organize and maintain the activities of the Resource Specialist Program in conformance with Education Code § 56362; Designated Instruction and Services in conformance with Education Code § 56363; and Special Classes and Centers in conformance with Education Code §§ 56364.1 and 56364.2; and in compliance with the Local Plan;
6. Provide facilities as required to house the programs conducted by the Charter LEA member;
7. Provide for the acquisition and distribution of supplies and equipment for the programs conducted by the Charter LEA member;
8. Provide and/or arrange for such transportation services as may be required to provide special education programs specified that are conducted by the Charter LEA member;
9. Cooperate in the development of curricula for classes and the development of program objectives with the AU. Cooperate in the evaluation of programs as specified in the Local Plan, with the AU;
10. Cooperate in the development of the procedures and methods for communicating with parents and/or legal guardians of individuals served in conformance with the provisions of the Local Plan, with the AU;
11. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof. Provide for the continuous review of placements and assessment procedures employed to insure their effectiveness and applicability, and insure the continued implementation and compliance with eligibility criteria;
12. Provide for the integration of individuals educated under this Agreement into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan;
13. Conduct the review of individual placements requested by parents and/or legal guardians of the individual in accordance with the Local Plan;
14. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation;
15. Designate a person to represent the Charter LEA member on the Charter Special Education Steering Committee to monitor the implementation of the Local Plan and make necessary recommendations for changes and/or modifications;
16. Designate a representative for the Charter LEA member to serve on the Charter Special Education Community Advisory Committee, in accordance with Education Code §§ 56192-56193 and pursuant to the procedures established in the Local Plan;
17. Designate a representative for the Charter LEA member to serve on the Charter Finance Committee, who is knowledgeable in the area of special education finance;



18. Designate the Charter LEA Superintendent/CEO or designee to represent the Charter LEA member on the CAHELP JPA Governance Council to supervise and direct the implementation of the Local Plan;
19. Receive special education funding from Charter SELPA in accordance with the allocation and budget plan;
20. It is understood that except as otherwise specifically agreed upon, from time to time, the RLA shall have no responsibility for the operation of any direct education program or service of any kind;
21. Provide the RLA with the Charter LEA member's annual audit report, as conducted according to Education Code § 47605(b)(5)(1). Annual submission shall be made no later than January 31<sup>st</sup>. Charter LEA member further agrees to forward to the RLA copies of State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should a Charter LEA member be the subject of a Fiscal Crisis and Management Assistant Team (FCMAT) report or other agency review that indicates concerns with the inappropriate use of funds, financial solvency concerns, or programmatic or operational concerns, the Charter LEA member shall provide written notification to the RLA and the Charter SELPA Administrator;
22. A Charter LEA member contracting for external services, consistent with definitions included herein, shall do so only with a duly licensed and authorized entity or individual. The contract for services executed by the Charter LEA member and the external consultant or contractor shall include a clause stating the contracting or consultant agrees to defend and indemnify the Charter LEA member, Charter SELPA, RLA, and other indemnified parties in response to any claim arising from the contractor's or consultant's actual or alleged failure to provide services in conformity with contract obligations. To access special education funding, the Charter LEA member must contract with CDE-certified nonpublic agencies/schools (NPA/S).

With respect to external services and/or student placements, the Charter LEA member shall affirmatively monitor, assess, and to the extent necessary, intervene or manage such external placements or services in conformity to ensure that the Charter LEA member's obligations to the student are still being met.

## **AU/RLA DUTIES AND RESPONSIBILITIES**

Pursuant to the provisions of Education Code § 56030 et seq., the RLA/AU, LEA, or county office of education designated in the Local Plan as the administrative entity the duties of which shall include, but are not limited to, receiving and distributing Regionalized Services funds, providing administrative support, and coordinating the implementation of the Local Plan. In addition, the RLA/AU shall perform such services and functions that may include, but are not limited to the following:

1. Act as agent for charters participating in the Local Plan as specified in the Local Plan. Receive, compile, and submit required enrollment reports and compute all special education apportionments as authorized under Education Code § 56836 et seq. Receive data from each Charter LEA member to compile and submit budgets for programs and monitor the fiscal aspects of the programs conducted. Receive the special education apportionments of Regionalized Services as authorized under Education Code § 56836.02;
2. Coordinate with Charter LEA members in the development and implementation of a systematic method for referring and placing children with disabilities who reside in the Charter SELPA, including the methods and procedures for communication with parents and/or legal guardians of children with disabilities according to the procedures in the Local Plan;



3. Assist Charter LEA members in assessing data and reviewing interventions prior to a referral to assess for special education. Review implementation of standards-based curriculum and provide for continuous evaluation of special education programs in accordance with the Local Plan;
4. Coordinate the organization and maintenance of the Charter Special Education Community Advisory Committee as part of the responsibility of the AU to coordinate the implementation of the Local Plan pursuant to Education Code § 56030. Provide for the attendance of designated members of the AU's staff at all regularly scheduled Charter Special Education Community Advisory Committee meetings;
5. Coordinate community resources with those provided by the Charter LEA members and the AU, including providing such contractual agreements as may be required;
6. Organize and maintain the Charter Special Education Steering Committee to monitor the operations of the Local Plan and make recommendations for necessary revisions, including, but not limited to:
  - a. Monitoring the application eligibility criteria throughout the Local Plan area;
  - b. Coordinating the implementation of the transportation for special education students;
  - c. Coordinating the system of data collection, management, and evaluation;
  - d. Coordinating personnel development and curriculum development for special education, including alternative dispute resolution;
  - e. Coordinating the identification, referral, assessment, instructional planning, and review procedures, including communication with parents and/or legal guardians regarding rights and responsibilities for special education;
  - f. Developing interagency referral and placement procedures; and
  - g. Evaluating the effectiveness of special education programs.
7. Support the CAHELP JPA Governance Council by attendance and participation of the County Superintendent and/or designee at meetings;
8. Provide for regular inservice training for AU and Charter LEA member staff responsible for the operation and conduct of the Local Plan. Regular inservice training may also be provided to CAC representatives;
9. Provide the method and forms to enable Charter LEA members to report to the AU on student enrollment and program expenditures. Establish and maintain a student information system;
10. Provide reasonable assistance to the Charter LEA member upon request from the Charter LEA member administration, or individual cases, including, but not limited to:
  - a. Complaint issues;
  - b. Hearing issues; and
  - c. Identification of appropriate programs for specific students.
11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan;
12. Receive special education funding and distribute funds in accordance with the Charter SELPA fiscal allocation and budget plan; and
13. Schedule a public hearing for purposes of adopting the Annual Service Plan and Annual Budget Plan.

Notwithstanding the participation in SELPA dispute resolution procedures, the county office of education has the responsibility to coordinate all local plans to ensure that all individuals residing within the county, including those enrolled in programs including, but not limited to charter schools, have appropriate access to

special education programs and related services. In instances where a charter school serves children residing in a county that is different from the county of the LEA that authorizes the charter, the county office of education where the LEA that authorized the charter is located, is responsible for ensuring that those charter school children have appropriate access to special education programs and related services.

## PROVISIONS OF THE AGREEMENT

1. Consistent with this Agreement, each Charter LEA member shall full and exclusive authority and responsibility for classifying employment positions within their respective Charter LEA member;
2. No Charter LEA member may enter into any agreement, Memorandum of Understanding (MOU), or other undertaking that would bind or limit independent decision-making on the same or similar matters by any other Charter LEA member;
3. The managerial prerogatives of any participating Charter LEA member shall not be infringed upon by any other participating Charter LEA member except upon mutual consent of an affected Charter LEA member(s), or unless as otherwise set forth by this Agreement;
4. Any Charter LEA member may terminate its Charter SELPA membership at the end of the fiscal year next occurring after having provided 12 months' prior written notice as follows:
  - a. Prior initial written notice of intended termination to the RLA of at least one year; and
  - b. Final written notice of termination to the RLA no more than six months after the Charter LEA member's initial notice of intended termination.

The RLA County Superintendent of Schools may terminate any Charter LEA member's membership at the end of the fiscal year next occurring after having provided 12 months' prior written notice as follows:

- a. Prior initial written notice of intended termination to the Charter LEA member of at least one year; and
  - b. Final written notice of termination to the Charter LEA member no more than six months after the RLA's initial notice of intended termination.
5. Funding received by a Charter LEA member is subject to the elements of the allocation plan. The allocation plan is updated on an annual basis and approved by the CAHELP JPA Governance Council. Funding is subject to administrative fees, set-aside provisions, differentiated funding in year one and year two, and the potential recapture provisions if funds are not spent. These details are outlined in the allocation plan;
  6. The Charter LEA members and the AU shall continue to manage and operate programs in their respective Charter LEAs in accordance with Education Code § 56172;
  7. The Charter Executive Council shall have the responsibility and right to monitor and correct any special education matter that affects the special education local plan area. AU staff shall be responsible for coordinating and informing the governance structure on any such matter;
  8. The Charter LEA members and the AU will maintain responsibility for program administration for the service they provide. All administrative requirements that govern the unit will be in effect regarding special education services. The Superintendent, and/or Administrators of Special Education in each Charter LEA member and in the AU will be responsible for the daily operation of their respective programs.

9. The student program placement is and shall remain the responsibility of the respective Charter LEA member. Student admission and transfer shall be determined in accordance with the Charter LEA, Charter SELPA, and CAHELP JPA Governance Council policies and procedures established in accordance with the identification, assessment, instructional planning, and placement set forth in the Local Plan. Nothing contained herein shall be interpreted as providing automatic transfer rights to parents or students. The charter enrolling any student shall have the exclusive right to approve placement in any other agency. Each Charter LEA of service shall have the right to determine if such Charter LEA is able to provide a free appropriate public education for the student.
10. Supervision and other incidence of employment of special education staff will be the responsibility of the respective Charter LEA member or AU. Each Charter LEA member and the RLA shall have full exclusive and independent control over the development, change, implementation, and application of all evaluation procedures of their LEA member or in the RLA as the case may be. Charter LEA members shall have the full exclusive authority to recruit, interview, and hire special education staff as needed by such Charter LEA member to provide continuity and service to their special education students.
11. The Charter Executive Council shall review and make allocation plan recommendations. The allocation plan defines the distribution of state and federal funds within the Charter SELPA for the costs of providing special education programs. The CAHELP JPA Governance Council shall approve all changes. There is a legal requirement for a public hearing and adoption of an annual service and budget plan. This shall be done annually by the CAHELP JPA Governance Council. This Charter SELPA will not have any property tax allocations.

## **WARRANTIES AND REPRESENTATIONS**

As a condition of membership, each Charter LEA member warrants and represents that at no time during such Charter LEA member's membership in the Charter SELPA shall any such Charter LEA member, directly or indirectly, provide special education funding for the benefit for a for-profit entity. All funding provided through the Charter SELPA shall be treated as a restricted funding source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any Charter LEA member from expending funds for nonpublic agency or nonpublic school purposes for the benefit of children served. There shall not be a conflict of interest between the Charter LEA member and the Charter Management Organization (CMO).

## **STANDARD OF CONDUCT**

Each Charter LEA member, at all times, shall conduct itself in such a manner as to act in the best interests of all other Charter SELPA members. Charter LEA members shall not engage in any activity or enterprise which would tend to injure or expose the Charter SELPA or any of its members to any significant risk of injury of any kind. No Charter LEA member shall undertake to independently act on behalf of the Charter SELPA or any of its members without express written authorization of the Charter SELPA.

## **RESERVATION OF RIGHTS**

The RLA shall not be responsible for any Charter LEA member or Charter SELPA obligations or duties of any kind or nature except as explicitly set forth in this Agreement.

## **INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent allowed by law, each Charter LEA member agrees to defend, indemnify, and hold harmless the Charter SELPA and other Charter SELPA LEA members, the Office of the San Bernardino County Superintendent of Schools, and each of their respective directors, officers, agency, employees, and volunteers (the Indemnified Parties), from any claim or, demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by a Charter LEA member to fulfill one or more of the Charter LEA member's obligations except to the extent that such suit arises from the RLA's negligence.

Further, the Charter SELPA shall be responsible for holding harmless and indemnifying the RLA for any costs of any kind or nature arising out of, or related to, this Agreement other than as specifically contemplated herein, except to the extent that such cost arises from the RLA's negligence.

### FULL DISCLOSURE

Except as otherwise prohibited by law, upon request by the Charter SELPA or any of its members, a Charter SELPA member shall provide any requested information, documents, writings, or information of any sort requested without delay.

**This agreement is entered into for the 2018-19 fiscal year and, absent a new agreement or termination, continues each year thereafter. Executed on this 2 day of 10, 2018.**

### CHARTER LOCAL EDUCATION AGENCY (LEA) APPROVAL

Charter LEA Name:

Encore Jr/Sr High School

Authorized Agent/Representative Name / Title:

Denise Griffin, Chief Executive Officer

Signature:



Date signed:

10/2/2018

### DESERT/MOUNTAIN CHARTER SELPA APPROVAL

CAHELP JPA Governance Council Authorized Agent/Representative Name / Title:

Jenae Holtz, Chief Executive Officer

Signature:

Date signed:





## AGREEMENT FOR PARTICIPATION

The Desert/Mountain Charter Special Education Local Plan Area (SELPA) as authorized by the California State Board of Education assists California charter schools that have successfully completed the SELPA membership process and have signed this Agreement for Participation (Agreement) which are deemed Local Education Agencies pursuant to Education Code § 47641, in meeting their obligations to provide special education and related services (each term as defined in Title 20 of the United States Code § 1401 and the applicable rules, regulations, and interpretive guidance issued thereunder and collectively referred to as Services) to applying or enrolled students actually or potentially entitled to Services under applicable state and federal laws and regulations (Students). Charter SELPA membership also ensures compliance with the LEA member's obligations under Education Code § 56195, et seq.

It is the goal of the Desert/Mountain Charter SELPA that all Students with exceptional needs within the Charter SELPA receive appropriate special education programs. It is the intent of the Charter SELPA that special education programs be coordinated and operated in accordance with the governance structure.

The respective Charter Schools who are signatories hereto, the Office of the San Bernardino County Superintendent of Schools (SBCSS), and the Desert/Mountain Charter SELPA, mutually agree as follows:

### DEFINITIONS

**LEA:** As described in Education Code § 56026.3, a Local Education Agency is a school district, a county office of education, a nonprofit charter school participating as a member of a special education local plan area, or a special education local plan area.

**RLA:** As described in Education Code § 56030, a Responsible Local Agency is a school district or county office of education designated in the Local Plan as the administrative entity the duties of which shall include, but are not limited to, receiving and distributing regionalized services funds, providing administrative support, and coordinating the implementation of the Local Plan.

Federal regulations use the term "Administrative Unit" or "AU." For purposes of this agreement, the Office of the San Bernardino County Superintendent of Schools (SBCSS) shall be the RLA or AU for the Charter SELPA, subject to change at the discretion of the California Association of Health and Education Linked Professions Joint Powers Authority (CAHELP JPA) Governance Council.

**CAHELP JPA Governance Council:** This group is comprised of the Superintendent/Chief Executive Officer (CEO) representing each of the LEA members of the Desert/Mountain SELPA, and two (2) CEO representatives from the Charter SELPA. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council shall have one vote. 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 or CEO is unable to attend a meeting, which designated alternate representative or designee shall have the full authority of the designating Superintendent/CEO or CEO for the purpose of decision-making. Such 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 of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.

Efforts will be made to ensure the committee has representation in a variety of areas, e.g., various geographical areas of the Charter SELPA, single charter, large charter, small charter, original founding members, or new members.

**Charter Executive Council:** The Charter Executive Council is comprised of a representative from each Charter LEA in the 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 he/she represents. The Charter Executive Council makes recommendations to the CAHELP JPA Governance Council on fiscal and policy matters.

**Charter Special Education Steering Committee:** This Steering Committee serves in an advisory capacity to the Charter SELPA Administrator. Each Charter School is entitled to select one representative for this committee - either a teacher or an administrator. Representatives commit to a full year of service, which would include meeting regularly for the purpose of advising the CAHELP JPA CEO and receiving and disseminating direct program/instructional information.

**Special Education Community Advisory Committee (CAC):** Each Charter LEA shall select a representative to participate in the Special Education Community Advisory Committee to serve staggered terms in accordance with Education Code § 56191 for a period of at least two years. Selected parents will be the parent of a child with a disability. CAC representative must be approved by the Charter SELPA governing board. The CAC will advise the Charter SELPA charter schools ("Local Plan") as well as provide local parent training options in accordance with the duties, responsibilities, and requirements of Education Code §§ 56190-56194.

Because of the geographic diversity within the Charter SELPA, meetings may be conducted using available technology.

**Charter Finance Committee:** Each Charter LEA shall appoint an appropriate administrator of special education programs and/or administrator who is knowledgeable in the area of special education finance to the Charter SELPA Finance Committee. The Charter SELPA Finance Committee meets on a regular basis. The CAHELP CEO serves as the Chairperson of the committee and is responsible for providing timely written notice of the meeting and agenda, minutes, and additional documentation as needed to provide for informed decision-making.

**Individualized Education Program (IEP):** A plan that describes the child's current abilities, sets annual goals, and describes the education services needed to implement their goals in accordance with Education Code § 56032. Charter LEAs will use the IEP documents in Web IEP for this plan.

**IEP Team:** A group of team members as defined in Education Code § 56341, who meet for the purpose of determining eligibility for special education and developing, reviewing, or revising a child's IEP and recommendations for special education services.

## **LEA MEMBER RESPONSIBILITIES AND DUTIES**

Each Charter LEA member agrees that it is subject to the following nondelegable responsibilities and duties under this Agreement, all adopted Charter SELPA policies and procedures, the Local Plan, and governing federal and state laws and regulations (collectively, LEA Member Obligations), compliance with which is a condition precedent to membership, and continuing membership, in the Charter SELPA. The Charter LEA member as a participant in the Local Plan shall perform the following and be exclusively responsible for all costs, charges, claims, and demands arising out of, or related to, its own students and its respective programs operated by the Charter LEA member:

1. Adhere to the Local Plan and policies and procedures as adopted by the CAHELP JPA Governance Council;



DESERT/MOUNTAIN CHARTER SPECIAL EDUCATION LOCAL PLAN AREA  
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2. Select, compensate, and determine the duties of special education teachers, paraeducators, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates; charter schools may contract for those services;
3. Conduct and/or contract those programs operated by the Charter LEA member in conformance with the Local Plan and the state and federal mandates;
4. Organize and administer the activities of IEP teams, including the selection of Charter LEA member staff and who will serve as members of the IEP team in conformance with the Education Code § 56341 and in compliance with the Local Plan;
5. Organize and maintain the activities of the Resource Specialist Program in conformance with Education Code § 56362; Designated Instruction and Services in conformance with Education Code § 56363; and Special Classes and Centers in conformance with Education Code §§ 56364.1 and 56364.2; and in compliance with the Local Plan;
6. Provide facilities as required to house the programs conducted by the Charter LEA member;
7. Provide for the acquisition and distribution of supplies and equipment for the programs conducted by the Charter LEA member;
8. Provide and/or arrange for such transportation services as may be required to provide special education programs specified that are conducted by the Charter LEA member;
9. Cooperate in the development of curricula for classes and the development of program objectives with the AU. Cooperate in the evaluation of programs as specified in the Local Plan, with the AU;
10. Cooperate in the development of the procedures and methods for communicating with parents and/or legal guardians of individuals served in conformance with the provisions of the Local Plan, with the AU;
11. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof. Provide for the continuous review of placements and assessment procedures employed to insure their effectiveness and applicability, and insure the continued implementation and compliance with eligibility criteria;
12. Provide for the integration of individuals educated under this Agreement into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan;
13. Conduct the review of individual placements requested by parents and/or legal guardians of the individual in accordance with the Local Plan;
14. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation;
15. Designate a person to represent the Charter LEA member on the Charter Special Education Steering Committee to monitor the implementation of the Local Plan and make necessary recommendations for changes and/or modifications;
16. Designate a representative for the Charter LEA member to serve on the Charter Special Education Community Advisory Committee, in accordance with Education Code §§ 56192-56193 and pursuant to the procedures established in the Local Plan;
17. Designate a representative for the Charter LEA member to serve on the Charter Finance Committee, who is knowledgeable in the area of special education finance;

18. Designate the Charter LEA Superintendent/CEO or designee to represent the Charter LEA member on the CAHELP JPA Governance Council to supervise and direct the implementation of the Local Plan;
19. Receive special education funding from Charter SELPA in accordance with the allocation and budget plan;
20. It is understood that except as otherwise specifically agreed upon, from time to time, the RLA shall have no responsibility for the operation of any direct education program or service of any kind;
21. Provide the RLA with the Charter LEA member's annual audit report, as conducted according to Education Code § 47605(b)(5)(1). Annual submission shall be made no later than January 31<sup>st</sup>. Charter LEA member further agrees to forward to the RLA copies of State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should a Charter LEA member be the subject of a Fiscal Crisis and Management Assistant Team (FCMAT) report or other agency review that indicates concerns with the inappropriate use of funds, financial solvency concerns, or programmatic or operational concerns, the Charter LEA member shall provide written notification to the RLA and the Charter SELPA Administrator;
22. A Charter LEA member contracting for external services, consistent with definitions included herein, shall do so only with a duly licensed and authorized entity or individual. The contract for services executed by the Charter LEA member and the external consultant or contractor shall include a clause stating the contracting or consultant agrees to defend and indemnify the Charter LEA member, Charter SELPA, RLA, and other indemnified parties in response to any claim arising from the contractor's or consultant's actual or alleged failure to provide services in conformity with contract obligations. To access special education funding, the Charter LEA member must contract with CDE-certified nonpublic agencies/schools (NPA/S).

With respect to external services and/or student placements, the Charter LEA member shall affirmatively monitor, assess, and to the extent necessary, intervene or manage such external placements or services in conformity to ensure that the Charter LEA member's obligations to the student are still being met.

## **AU/RLA DUTIES AND RESPONSIBILITIES**

Pursuant to the provisions of Education Code § 56030 et seq., the RLA/AU, LEA, or county office of education designated in the Local Plan as the administrative entity the duties of which shall include, but are not limited to, receiving and distributing Regionalized Services funds, providing administrative support, and coordinating the implementation of the Local Plan. In addition, the RLA/AU shall perform such services and functions that may include, but are not limited to the following:

1. Act as agent for charters participating in the Local Plan as specified in the Local Plan. Receive, compile, and submit required enrollment reports and compute all special education apportionments as authorized under Education Code § 56836 et seq. Receive data from each Charter LEA member to compile and submit budgets for programs and monitor the fiscal aspects of the programs conducted. Receive the special education apportionments of Regionalized Services as authorized under Education Code § 56836.02;
2. Coordinate with Charter LEA members in the development and implementation of a systematic method for referring and placing children with disabilities who reside in the Charter SELPA, including the methods and procedures for communication with parents and/or legal guardians of children with disabilities according to the procedures in the Local Plan;

3. Assist Charter LEA members in assessing data and reviewing interventions prior to a referral to assess for special education. Review implementation of standards-based curriculum and provide for continuous evaluation of special education programs in accordance with the Local Plan;
4. Coordinate the organization and maintenance of the Charter Special Education Community Advisory Committee as part of the responsibility of the AU to coordinate the implementation of the Local Plan pursuant to Education Code § 56030. Provide for the attendance of designated members of the AU's staff at all regularly scheduled Charter Special Education Community Advisory Committee meetings;
5. Coordinate community resources with those provided by the Charter LEA members and the AU, including providing such contractual agreements as may be required;
6. Organize and maintain the Charter Special Education Steering Committee to monitor the operations of the Local Plan and make recommendations for necessary revisions, including, but not limited to:
  - a. Monitoring the application eligibility criteria throughout the Local Plan area;
  - b. Coordinating the implementation of the transportation for special education students;
  - c. Coordinating the system of data collection, management, and evaluation;
  - d. Coordinating personnel development and curriculum development for special education, including alternative dispute resolution;
  - e. Coordinating the identification, referral, assessment, instructional planning, and review procedures, including communication with parents and/or legal guardians regarding rights and responsibilities for special education;
  - f. Developing interagency referral and placement procedures; and
  - g. Evaluating the effectiveness of special education programs.
7. Support the CAHELP JPA Governance Council by attendance and participation of the County Superintendent and/or designee at meetings;
8. Provide for regular inservice training for AU and Charter LEA member staff responsible for the operation and conduct of the Local Plan. Regular inservice training may also be provided to CAC representatives;
9. Provide the method and forms to enable Charter LEA members to report to the AU on student enrollment and program expenditures. Establish and maintain a student information system;
10. Provide reasonable assistance to the Charter LEA member upon request from the Charter LEA member administration, or individual cases, including, but not limited to:
  - a. Complaint issues;
  - b. Hearing issues; and
  - c. Identification of appropriate programs for specific students.
11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan;
12. Receive special education funding and distribute funds in accordance with the Charter SELPA fiscal allocation and budget plan; and
13. Schedule a public hearing for purposes of adopting the Annual Service Plan and Annual Budget Plan.

Notwithstanding the participation in SELPA dispute resolution procedures, the county office of education has the responsibility to coordinate all local plans to ensure that all individuals residing within the county, including those enrolled in programs including, but not limited to charter schools, have appropriate access to

special education programs and related services. In instances where a charter school serves children residing in a county that is different from the county of the LEA that authorizes the charter, the county office of education where the LEA that authorized the charter is located, is responsible for ensuring that those charter school children have appropriate access to special education programs and related services.

## PROVISIONS OF THE AGREEMENT

1. Consistent with this Agreement, each Charter LEA member shall full and exclusive authority and responsibility for classifying employment positions within their respective Charter LEA member;
2. No Charter LEA member may enter into any agreement, Memorandum of Understanding (MOU), or other undertaking that would bind or limit independent decision-making on the same or similar matters by any other Charter LEA member;
3. The managerial prerogatives of any participating Charter LEA member shall not be infringed upon by any other participating Charter LEA member except upon mutual consent of an affected Charter LEA member(s), or unless as otherwise set forth by this Agreement;
4. Any Charter LEA member may terminate its Charter SELPA membership at the end of the fiscal year next occurring after having provided 12 months' prior written notice as follows:
  - a. Prior initial written notice of intended termination to the RLA of at least one year; and
  - b. Final written notice of termination to the RLA no more than six months after the Charter LEA member's initial notice of intended termination.

The RLA County Superintendent of Schools may terminate any Charter LEA member's membership at the end of the fiscal year next occurring after having provided 12 months' prior written notice as follows:

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Further, the Charter SELPA shall be responsible for holding harmless and indemnifying the RLA for any costs of any kind or nature arising out of, or related to, this Agreement other than as specifically contemplated herein, except to the extent that such cost arises from the RLA's negligence.

### **FULL DISCLOSURE**

Except as otherwise prohibited by law, upon request by the Charter SELPA or any of its members, a Charter SELPA member shall provide any requested information, documents, writings, or information of any sort requested without delay.

**This agreement is entered into for the 2018-19 fiscal year and, absent a new agreement or termination, continues each year thereafter. Executed on this \_\_\_\_ day of \_\_\_\_, 20\_\_.**

### **CHARTER LOCAL EDUCATION AGENCY (LEA) APPROVAL**

Charter LEA Name:

Encore Riverside

Authorized Agent/Representative Name / Title:

Denise Griffin / Chief Executive Officer

Signature:



Date signed:

### **DESERT/MOUNTAIN CHARTER SELPA APPROVAL**

CAHELP JPA Governance Council Authorized Agent/Representative Name / Title:

Jenae Holtz, Chief Executive Officer

Signature:

Date signed:

