



Meeting Minutes

June 26

2017

Encore Education Corporation Executive Office
3800 Main Street, 3rd floor
Riverside, CA 92501

EXECUTIVE
BOARD OF
DIRECTORS

Reasonable Accommodation for any individual with a Disability: In compliance with the American with Disabilities Act, any individual with a disability who requires reasonable accommodation in order to participate in the public meetings of the corporation's board may request assistance by contacting the office (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 Executive office.

Denise Griffin, CEO
Chairman of the Board

Phone: (760) 949-2036
Fax (760) 956-3338
www.encorehighschool.com

ENCORE EDUCATION CORPORATION BOARD OF DIRECTORS MEETING
AGENDA

Monday, June 26th, 2017

5:30 pm

Encore Education Corporation Executive Office

16955 Lemon St. Hesperia, CA

POSTED: Friday, June 23, 2017

**1.0 CALL TO ORDER – Board and Cabinet Member Roll Call 5:51 pm Lenny, Suzanne,
 Johnny, Denise**

2.0 PUBLIC PARTICIPATION

This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. State law prohibits the Board from addressing any issue not previously included on the Agenda. The Board may receive testimony and set the matter for a subsequent meeting. Comments are limited to five minutes per individual.

The Board respects the right of members of the public to speak to the Board regarding matters on the agenda and other matters within the jurisdiction of the Board. Derogatory comments made at a Board meeting, which are repeated outside of the context of a Board meeting, may be actionable as defamation.

In addition, the Board wishes to make clear that it is bound by the limitations set forth in Government Code Section 54957, which states that when specific complaints or charges are to be made against an Encore employee, such employee has the right to have such complaints heard in closed session and to be given prior notice that such complaints shall be heard by the board.

3.0 CONSENT ITEMS

It is recommended that the Encore Education Corporation Board of Directors consider approving a number of Agenda items as a Consent list. Consent 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.

BE IT RESOLVED that the following Consent Items in a group be approved as presented in a single motion:

- 3.1 Approve Agenda Minutes – April 24th, 2017
- 3.2 May 2017 Warrant Report
- 3.3 Update master student calendar
- 3.4 Update administration calendar
- 3.5 Update classified calendar
- 3.6 Update counselor calendar

- 3.7 Update teacher/instructor calendar
- 3.8 Update Aide/bus/cafeteria calendar
- 3.9 Update bell schedule – Total annual instructional minutes 65,952 (requirement grades 7-8 is 54,000. Requirement grades 9 – 12 is 64,800.)
- 3.10 Update to Salary Schedules- Executive, Certificated Teacher, Classified Instructor, Administrative, Hourly, and Day Rate Salary Schedules.
- 3.11 Executive Board Meetings for 17/18 school year –
Every other month meetings
 - June 26, 2017 – Riverside
 - August 14, 2017 – Hesperia
 - October 16, 2017 – Riverside
 - December 11, 2017 – Hesperia
 - February 12, 2018 – Riverside
 - April 9, 2018 – Hesperia
 - June 11, 2018 – Riverside
- 3.12 Encore Hesperia School Board Meetings for 17/18 school year –
 - July 24, 2017 – Hesperia
 - September 11, 2017 – Hesperia
 - November 13, 2017 – Hesperia
 - January 15, 2018 – Hesperia
 - March 12, 2018 – Hesperia
 - May 14, 2018 – Hesperia

Motion: Suzanne

2nd.: Lenny

Ayes: 2

No: 0

4.0 ENCORE Executive information items

- 4.1 **Recycled items**- IT has put together a list of electronic items they have recycled due to the items no longer working and/or already having been scrapped for working parts. Lenny suggest that we get an IT policy for upgrades. He recommends 3-4 year life before we sell them to students.
- 4.2 **CEO Report** – Goals for the coming school year 17/18.
- 4.3 **COO Report** – Temporary facilities improvements for Riverside

5.0 ENCORE EXECUTIVE ACTION ITEMS

- 5.1 **Hansberger & Klein, retainer Agreement- Borrowers Counsel** – Hansberger & Klein is the organization legal representation. This addendum changes pay per service to retainer. The cabinet recommends approval of this action.

Motion: Suzanne

2nd.: Lenny

Ayes: 2

No: 0

- 5.2 **2017-2018 Charter School Budget** – As part of routine reporting, Encore presents the forecast budget for the 17/18 school year as prepared by Delta Managed Solutions Inc. for approval by the board. The cabinet recommends approval of this action.
- Motion: Suzanne
2nd.: Lenny
Ayes: 2
No: 0
- 5.3 **Hesperia LCAP** – As part of routine reporting, Encore works with multiple stakeholders over the course of the year to create goals for the 8 standards tied in with LCAP and funding. The cabinet recommends approval of this action.
- Motion: Suzanne
2nd.: Lenny
Ayes: 2
No: 0
- 5.4 **Riverside LCAP** - As part of routine reporting, Encore works with multiple stakeholders over the course of the year to create goals for the 8 standards tied in with LCAP and funding. The cabinet recommends approval of this action.
- Motion: Suzanne
2nd.: Lenny
Ayes: 2
No: 0
- 5.5 **Riverside P3 report** – As part of routine reporting, the closing attendance reports are disclosed and placed for board approval. These reports are created by the attendance clerk for Riverside after all teachers have signed affidavits for their electronic attendance taken with final reports run by DMS. The cabinet recommends approval of this action.
- Motion: Lenny
2nd.: Suzanne
Ayes: 2
No: 0
- 5.6 **Hesperia P3 report** - As part of routine reporting, the closing attendance reports are disclosed and placed for board approval. These reports are created by the attendance clerk for Hesperia after all teachers have signed affidavits for their electronic attendance taken with final reports run by DMS. The cabinet recommends approval of this action.
- Motion: Lenny
2nd.: Suzanne
Ayes: 2
No: 0

5.7 **Form 700 completion** - All board members, Chief Officers, and Executive Directors must complete this form in accordance with Conflict of Interest Policies.

Need the forms to be filled out by next Board Meeting.

5.8 **Hesperia transportation, change of services** - Ebmeyer bid – Encore has looked at bids from busing companies – First Student, Transportation of America, and Ebmeyer. Encore currently runs transportation internally and leases buses from First Student in the Hesperia location. The buses frequently break down and many of the complaints taken by the Hesperia campus have to do with bus break downs. This proposal is to move the Hesperia campus transportation services out of house to the subcontractor Ebmeyer transportation. The cost per bus would be about \$460 per day. It is estimated that Encore will save about \$100,000 per year by making this transportation change plus will reduce complaints to the front desk. Current bus drivers would have the opportunity to apply to Ebmeyer to become drivers for them. Ebmeyer’s bid was the lowest bid. The cabinet recommends approval of this action.

Denise would like to start with just the 1 year contract to make sure we are making the right choice. If it works well we will extend in the future.

Motion: Suzane

2nd.: Lenny

Ayes: 2

No: 0

5.9 **Hesperia Paint and roof repair** – Encore has received three bids to repaint the campus as part of the bond closing. The cost to repaint the campus is \$150,000 from Landry Commercial Painting. The highest bid came in at \$400,000. We received three bids and priced out doing the walls internally, but the best price is this bid. The work would be completed before school starts. Funding for this upgrade would come from the private bond secured in October of 2016 for purchase of the campus and campus upgrades. The cabinet recommends approval of this action.

Motion: Lenny

2nd.: Suzanne

Ayes: 2

No: 0

6.0 **PUBLIC COMMENT SESSION – BOARD MEMBER APPOINTMENT** – The terms for all board members for the Executive Board Members end at the next board meeting. At the next board meeting, the current board will appoint the new board member. The cabinet would like to propose for the following board members to be appointed at the next board meeting for a two year term expiring in June of 2019 –

- a. Lenny Esposito, Current president, Riverside Business Man
- b. Suzanne Cherry, Current secretary, Apple Valley retail manager, Encore parent
- c. Kelly Ahmed, Current board member, Medical Doctor, Alumni parent
- d. PROPOSED Rob Gabler, Riverside fire officer, Alumni parent
- e. PROPOSED VACANT – one additional candidate (Riverside Encore parent), needs to confirm first.

7.0 MEMBER COMMENTS / REPORTS

This is the time when the board members can comment on visits made to the campuses and / or request for items to be added to subsequent meetings.

Stipulation to the board members that if they miss a certain amount of meetings they will be excused.

8.0 ADJOURN TO CLOSED SESSION: 7:06

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 the 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.
 - i. No student discipline appeals have been identified for this board 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.
 - i. No Pending Litigation
- C. Real Estate Negotiations. In the intent of fair and legal bargaining power, issues related to real estate negotiations are discussed in closed session.
 - i. Real estate negotiations regarding Riverside properties will be discussed.
- D. Employee Actions. Any actions that may take place in regards to employees including disciplinary and corrective actions are discussed within closed session.
 - i. Multiple employee actions dealing with end of year rollover will be discussed.

9.0 RECONVENE AFTER CLOSED SESSION

At the conclusion of closed session, the Encore Education Corporation Board of Directors will reconvene in open session for the purposes of disclosing in public session any actions taken during closed session regarding the outlined scope of closed session. **7:28pm**

9.0 ADJOURNMENT

Encore High School's next Executive board meeting will be held on August 14th, 2017 in Hesperia.

Motion: Suzanne

2nd.: Lenny

Ayes: 2

No: 0

7:29PM