



## Encore JR/SR High School

### Minutes

#### Regular Encore Board of Directors Meeting - September 2021

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**Date and Time**

Monday September 20, 2021 at 6:30 PM

**Location**

This meeting is being held virtually in compliance with the Governor's Executive order N-29-20. The public can access this meeting live on our website:

Website: [www.encorehighschool.com](http://www.encorehighschool.com) If you would like to speak during public comment, please email your name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting for up to three (3) minutes. The chance to add public comment through emails will close after the public comment agenda item is completed.

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

The Order of Business may be changed without notice: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. Reasonable Limitations May be placed on public testimony: The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. For any person requiring a translator, this time will be doubled to account for translation time. Reasonable Accommodation for any individual with a Disability: Pursuant to the Rehabilitation Act of 1973, any individual with a disability who requires reasonable accommodation to attend or to participate in this meeting of the Governing board may request assistance by contacting the EEC (760) 949-2036. Public Documents relating to Open Session Agenda items are available for review by the public at the Reception Desk at Encore Education Corporation's Executive office or on the internet at [www.encorehighschool.com](http://www.encorehighschool.com). For more information concerning this agenda, please contact EEC (760) 949-2036.

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**Directors Present**

G. Thackeray (remote), K. Ahmed (remote), K. Staley (remote), R. Gabler (remote)

**Directors Absent**

C. Sutton

**Guests Present**

A. Barkdull (remote), C. Walker (remote), D. Griffin (remote), J. Barkdull (remote), J. Dolf (remote), J. Simmons (remote), J. Thibodeaux (remote), Karl Yoder (remote), anabel Estrada (remote)

**I. Opening Items**

**A. Call the Meeting to Order**

R. Gabler called a meeting of the board of directors of Encore JR/SR High School to order on Monday Sep 20, 2021 at 6:32 PM.

**B. Record Attendance**

**C. Approve Minutes**

G. Thackeray made a motion to approve the minutes from Special Board Meeting-September 9, 2021 on 09-09-21.

K. Staley seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

C. Sutton Absent  
K. Staley Aye  
K. Ahmed Aye  
G. Thackeray Aye  
R. Gabler Aye

G. Thackeray made a motion to approve the minutes from Special Board Meeting-August 30, 2021 on 08-30-21.

K. Staley seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

R. Gabler Aye  
G. Thackeray Aye  
K. Staley Aye  
K. Ahmed Aye  
C. Sutton Absent

G. Thackeray made a motion to approve the minutes from Regular Encore Board of Directors Meeting - August 23, 2021 on 08-23-21.

K. Staley seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

G. Thackeray Aye  
K. Ahmed Aye  
R. Gabler Aye  
C. Sutton Absent  
K. Staley Aye

**D. Invitation for public to address the Board, open session items**

Anabel Estrada, ESG President update.

**II. Operations**

**A. Janitorial Bids**

G. Thackeray made a motion to Approve janitorial Bid by Green Team.

K. Ahmed seconded the motion.

Deep cleaning of entire school buildings The board **VOTED** to approve the motion.

**Roll Call**

- C. Sutton Absent
- K. Staley Aye
- R. Gabler Aye
- G. Thackeray Aye
- K. Ahmed Aye

**B. Encore's Pandemic Addendum**

K. Staley made a motion to Pandemic Addendum for the CDPH updates and changes in the guidelines.

G. Thackeray seconded the motion.

- Supply of masks, and the proper way to distribute them.
- What is the plan on how often it is being looked at and revised?

The board **VOTED** to approve the motion.

**Roll Call**

- G. Thackeray Aye
- K. Ahmed Aye
- R. Gabler Aye
- K. Staley Aye
- C. Sutton Absent

**C. Board Calendar for 2022**

G. Thackeray made a motion to approve the board calendar for 2022; January to June 2022.

K. Ahmed seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

- G. Thackeray Aye
- R. Gabler Aye
- K. Staley Aye
- K. Ahmed Aye
- C. Sutton Absent

**III. Finance**

**A. Finance Consent Items**

K. Ahmed made a motion to approve Finance Consent Items.

K. Staley seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

- G. Thackeray Aye
- K. Staley Aye
- R. Gabler Aye
- C. Sutton Absent

**Roll Call**

K. Ahmed Aye

**B. Employee Reimbursement**

K. Staley made a motion to approve Employee Reimbursement for John Griffin.

K. Ahmed seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

R. Gabler Aye

K. Staley Aye

K. Ahmed Aye

G. Thackeray Aye

C. Sutton Absent

**C. Salvage Items for Sale**

G. Thackeray made a motion to approve the selling of Encore working and non working technology/non technology equipment to staff, staff friends and family and non technology as surplus items.

K. Staley seconded the motion.

- Items are to be sold at fair market value.
- Paperwork is maintained to insure the back for items sold properly.
- costume design non technology items to be sold and the funds will be returned back to the general funds
- Macs and sewing machines will be offered in house first then after the sale is over will be offered on public surplus.
- the salvage items of items will be brought to the beoard for apporval before it is

The board **VOTED** to approve the motion.

**Roll Call**

G. Thackeray Aye

R. Gabler Aye

C. Sutton Absent

K. Staley Aye

K. Ahmed Aye

**D. Emburse Certify Credit Card & Expense Management Platform**

G. Thackeray made a motion to approve Emburse Certified Credit credit & Expense Management Platform.

K. Staley seconded the motion.

- Emburse is a certified credit cards
- Sets controls on types of purchases a particular purchases can make.
- Training for the platform is forth coming
- online monitoring by Carol Walker
- Carol Walker and Denise Griffin is not familiar with the platform, but Chandale has been using this program at other organizations. It comes highly recommended.

The board **VOTED** to approve the motion.

**Roll Call**

K. Ahmed Aye

C. Sutton Absent

R. Gabler Aye

K. Staley Aye

**Roll Call**

G. Thackeray Aye

**IV. Adjourn to closed session**

**A. Reconvene from closed session**

No action taken during Closed session.

**V. Closing Items**

**A. Adjourn Meeting**

K. Staley made a motion to close Board Meeting.

K. Ahmed seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

C. Sutton Absent

K. Staley Aye

G. Thackeray Aye

K. Ahmed Aye

R. Gabler Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

J. Thibodeaux

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**Documents used during the meeting**

- 2021\_08\_23\_board\_meeting\_minutes (2).pdf
- 2021\_08\_30\_board\_meeting\_minutes.pdf
- 2021\_09\_09\_board\_meeting\_minutes.pdf
- Janitorial Bid- Aladdin.pdf
- Janitorial Bid- All American.pdf
- Janitorial Bid- Green Team.pdf
- Encore's Pandemic Addendum 2021-2022.docx-1.pdf
- Encore Board Meeting Dates 2022.pdf
- ENC 21-22 -Monthly Payroll Retirement Contributions.xlsx - Sheet1.pdf
- ENCORE August 2021 Warrant Report Details.pdf
- ENCORE August 2021 Warrant Report Summary.pdf
- Reimbursement Field Trip Parking 061021.pdf
- Reimbursement Staff Lunch Meeting 081121.pdf
- Board approval to sell nontech items.pdf
- 20.CER.PRD\_Emburse-Cards\_Datasheet-UPDATE.pdf

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