



Encore JR/SR High School

Regular Encore Board of Directors Meeting - January 2021

Complied by Joelle Schwarck and Reviewed by Wayne Strumpfer
YM&C

Amended on January 9, 2021 at 9:21 AM PST

Date and Time

Monday January 11, 2021 at 6:00 PM PST

Location

This meeting is being held virtually in compliance with the Governor's Executive order N-29-20.

Website: 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. 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 public comment agenda item is completed.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Suzanne Cherry, Board President	
B. Record Attendance		Suzanne Cherry, Board President	1 m

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes	Ashlin Barkdull, General Executive Manager	1 m

The Board minutes for approval are from Encore's December 14, 2020 regular Encore Board of Directors meeting.

D. Invitation for public to address the Board, open session items	Discuss	Ashlin Barkdull	5 m
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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. Public comments can be related to agenda items or non-agenda items. 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.

II. Academic Excellence

6:07 PM

A. Academic Excellence - Associated Student Body (ASB) President Report	FYI	Dean Griffin, ASB President	5 m
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Each month, Encore's ASB Director or the ASB President routinely reports on the academic operations on campus to the Encore Board of Directors. This is for information purposes only.

B. Assistant Dean of Academics Report	FYI	Julia Dolf	5 m
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Each month, Encore's Assistant Dean of Academics routinely reports on the academic operations on campus to the Encore Board of Directors. This is for information purposes only.

C. Theatre and Vocal Music Department Excellence Report	FYI	Nikola Chekardzhikov	5 m
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Over the course of the school year, each department chair will report to the Encore Board of Directors to talk about achievements, special events, and happenings within their department on campus. This report is for information only.

	Purpose	Presenter	Time
D. Information Items - Academic Excellence	FYI	Julia Dolf	3 m

Each month, Encore's administrative team updates the Encore Board of Directors on professional development, data, and other events that help drive student success. These items are submitted as a group of data materials and will be summarized monthly. No action is needed. Included in these reported notes are agendas and notes from Monday Morning Meetings, Department Chair meetings, and Independent Study meetings that took place in the month of December.

E. ACTION - Approval of Independent Study Program	Vote	Denise Griffin	5 m
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Each year, Encore approves the Independent Study Program for the school year. Staff recommends approval of this action

F. WASC Mid-Cycle Report	FYI	Julia Dolf	3 m
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As part of Encore's six year accreditation, WASC holds a mid-cycle visit. This visit will take place virtually in February due to COVID-19. This report was created with the help of many stakeholders in the organization and was compiled by Encore's Assistant Dean of Academics, Julia Dolf.

III. Governance

6:33 PM

A. Staff Liaison Report	Discuss	Jamie Waggoner	3 m
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Encore High School has a staff elected liaison that makes themselves available to the staff for questions, comments, and concerns throughout the school year. The liaison also meets each semester with the staff and reports monthly to the Encore Board of Directors.

B. Cafeteria/Transportation Report	Discuss	Joseph Thibodeaux	5 m
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Over the course of the school year, each department lead will report to the Encore Board of Directors to talk about updates and happenings within their department on campus. This report is for information only.

C. Facilities Manager Report/COVID Update	Discuss	Curtis Peterson	5 m
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Over the course of the school year, the facilities manager will report to the Encore Board of Directors to talk about updates and happenings within their department on campus. This report is for information only.

	Purpose	Presenter	Time
D. Charter Renewal Petition Progress	FYI	Denise Griffin	5 m

Encore Jr./Sr. High School for the Performing & Visual Arts is currently in the process of Charter Renewal with Hesperia Unified School District. Encore's Board will review and move to adopt the changes to the charter petition in next month's meeting. This item is to discuss progress only.

E. Training Policy	Vote	Denise Griffin	5 m
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As part of the charter renewal process, Encore is updating the training and procedures manuals that help with the operation of Encore Education Corporation. This document provides clarity on the policy of Training and how Encore will stay in compliance with state requirements. Staff recommends approval of this action.

IV. Operations

6:56 PM

This section will cover specific items that refer directly to how the campus operates. This includes human resources, student services, discipline, and facilities.

A. Department of Justice Livescan Report	FYI	Curtis Peterson	1 m
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The Department of Justice Livescan Report will list clearance dates for employees. With the new format, Human Resources will supply this report.

B. Universal Complaint Process & Procedures	Vote	Denise Griffin	5 m
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This policy has been reviewed and updated by Encore's Legal Counsel YM&C. With the new adoption of the revised policy, all current policies on websites and documents will be updated and Encore will name the Student Services Manager as the Compliance Officer for complaints (formerly General Executive Manager.) All Universal Complaint Forms will be uploaded to the new platform, "Board on Track" starting January 2021 to digitize the process. Encore staff recommends approval of the revised policy.

V. Development

7:02 PM

A. Board On Track - Board Training	Discuss	Denise Griffin	10 m
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Encore has contracted with Board on Track to help formalize and normalize Board meetings and engagement with staff. Each month, a

	Purpose	Presenter	Time
<p>small training piece will be presented to the Board to help train the platform. In January's Board meeting, the entire Board will be shown how to complete the skills reporting for yourself. The purpose of this report is to help Encore build the makeup of Encore's Board of Directors.</p>			

In this month's meeting we will discuss the Board procedures that were developed as part of the renewal process and the onboarding process for Board on Track.

VI. Finance 7:12 PM

A. Finance Consent Items	Vote	Denise Griffin	5 m
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It is recommended that the board considers approving a number of agenda items as a finance 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. Included in this list:

- STRS payment report
- PERS payment report
- 403B payment report
- December 2020 Warrant Report Detail
- Attendance Report

B. Teacher Computer Purchases	Vote	Jim Barkdull	10 m
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This action item is to replace all teacher computers with Learning Loss Mitigation Funds due to COVID-19. The last update to teacher computers was three years ago. With the extra burden of technology needed to operate Distance Learning effectively, Encore needs to update all teacher computers. These computers will be purchased with LLMF. Encore staff recommends approval of this action.

VII. Adjourn to closed session 7:27 PM

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.

Conference with Legal Counsel- Anticipated Litigation.

	Purpose	Presenter	Time
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).			

A. Reconvene from Closed Session	Discuss	Suzanne Cherry	3 m
After the closed session is complete, the Board will reconvene and report any action taken in closed session.			

VIII. Closing Items 7:30 PM

A. Adjourn Meeting	Vote
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A copy of the agenda will be posted at least 72 hours before such meeting. A copy of the written materials which will be submitted to the School Board Directors is available along with this agenda following the posting of the agenda by emailing abarkdull@encorehighschool.com.

Requests for disability-related modifications or accommodations to participate in this public meeting shall be made 24 hours prior to the meeting by calling (760) 956-2632 or emailing abarkdull@encorehighschool.com. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.