



Encore JR/SR High School

Regular Encore Board of Directors Meeting - February 2021

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

Amended on February 5, 2021 at 5:14 PM PST

Date and Time

Monday February 8, 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,	1 m

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

The Board minutes for approval are from Encore's January 11, 2021 regular Encore Board of Directors meeting.

Approve minutes for Regular Encore Board of Directors Meeting - January 2021 on January 11, 2021

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 - Student Government President Report	FYI	Dean Griffin, Student Government President	5 m
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Each month, Encore's ESG 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. Counseling Report	FYI	Esther Haskins	5 m
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	Purpose	Presenter	Time
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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 purposes only.

D. EL Class Report	FYI	Dylan Zamanis	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 purposes only.

E. Information Items - Academic Excellence	FYI	Julia Dolf	3 m
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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 and Professional Development Meetings that took place in the month of January.

F. NWEA Contract	Vote	Julia Dolf	5 m
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This action item is to implement a new Benchmark program with the use of the Northwest Evaluation Association. These tools ensure a precise way of measuring the students of Encore High School's academic level and growth. Encore staff recommends approval of this action.

G. Academic Excellence Committee Approval of Mission and Description	Vote	Denise Griffin	3 m
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As part of the update and formalization of processes that Encore Education Corporation is currently implementing, the Description of the Academic Excellence Committee including objectives is requested for Board adoption. Encore staff recommends approval of this action.

III. Governance

6:38 PM

A. Board Meeting Calendar	Vote	Ashlin Barkdull	5 m
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Encore staff is suggesting the revision of Encore's Board Meeting Calendar to allow for greater flexibility for Encore staff. It is also proposed that the start time of the Board meeting is moved to 6:30 pm to accommodate the Board.

	Purpose	Presenter	Time
B. Staff Liaison Report	Discuss	Jamie Waggoner	3 m

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.

C. COVID-19 Reopening Plan	Vote	Curtis Peterson	5 m
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In conjunction with County Department of Public Health (CDPH) and Center for Disease Control (CDC), Risk management presents the revised COVID-19 reopening schools plan.

D. New Position - Fiscal Controller	Vote	Denise Griffin	10 m
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As a condition of the charter renewal petition with Hesperia Unified School District, Encore staff is proposing a new position to be added to the executive team. The Fiscal Controller will be paid at the Executive Manager salary schedule, will be a full time position, and will commence March 1, 2021.

E. Approval of updated Employee Handbook	Vote	Ashlin Barkdull	3 m
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This handbook has been reviewed by YMC, DMS, and Encore's Human Resources, and CEO. Encore's staff recommends approval of this action.

IV. Development

7:04 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 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.

In this month's meeting we will discuss the creation of the Academic Excellence Committee, call for a Board Member to be involved in the

	Purpose	Presenter	Time
Academic Committee, and discuss the timelines for the Academic Excellence Committee to complete the annual LCAP.			

B. Recommended approval of the name change from Associated Student Body to Encore Student Government	Vote	Denise Griffin	3 m
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Encore Education Corporation does not have an organized Associated Student Body (ASB) as designated by California Education Code. Encore does have a Student Government that develops events and activities through an event management career technical education class. Encore staff recommends the formal change of the titling for this course and anything that uses the language "ASB" or "Associated Student Body" to be changed to "Encore Student Government" and "ESG". This change will solidify that Encore does not have an organized Associated Student Body. This action was recommended by Encore's third party bookkeeper and staff approves of this action.

V. Finance

7:17 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
- November 2020 Fiscal Report
- January 2020 Warrant Report Detail
- Attendance Report

B. Student Services Account Summary	Vote	Denise Griffin	5 m
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This action is to vote on the approval of the Student Services Reconciliation Summaries for November 2020 and December 2020. Generally, the Board will see one month of account summary per month. Due to COVID-19, there have been delays in this reporting for the 20-21 school year. The reporting of this summary usually runs one full month after the closure of the fiscal month.

	Purpose	Presenter	Time
C. Finance Internal Controls Action Plan	FYI	Denise Griffin	5 m

In January of 2018, Encore Education Corporation adopted an Action Plan to improve fiscal controls and improve overall fiscal solvency within the organization. As a replacement of the 2018 Action Plan, Encore is proposing the following Finance Internal Controls Action Plan for 2020. This Action Plan will continue to follow the actions implemented in the 2018 Action Plan and then add actions based on the needs for 2020.

VI. Adjourn to closed session

7:32 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.

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
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After the closed session is complete, the Board will reconvene and report any action taken on closed session.

VII. Closing Items

7:35 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.