



## Encore JR/SR High School

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

Amended on June 21, 2021 at 11:56 AM PDT

#### Date and Time

Monday June 21, 2021 at 6:30 PM PDT

#### 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.

#### Agenda

|   | Purpose         | Presenter                                     | Time           |
|---|-----------------|---|----------------|
| <b>I. Opening Items</b>   |                 |   | <b>6:30 PM</b> |
| <b>A. Call the Meeting to Order</b>   |                 | Suzanne Cherry,<br>Board President            |                |
| <b>B. Record Attendance</b>   |                 | Suzanne Cherry,<br>Board President            | 1 m            |
| <b>C. Approve Minutes</b>   | Approve Minutes | Ashlin Barkdull,<br>General Executive Manager | 1 m            |
| The Board minutes for approval are from Encore's June 02, 2021 Special Encore Board of Directors meeting. |                 |   |                |
| Approve minutes for Special Board Meeting- June 2, 2021 on June 2, 2021                                   |                 |   |                |
| <b>D. Invitation for public to address the Board, open session items</b>                                  | Discuss         | Ashlin Barkdull                               | 5 m            |

**Purpose    Presenter    Time**

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 three (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 6:37 PM**

**A. Academic Director Report** FYI    Julia Dolf    2 m

Each month, Encore's Academic Director routinely reports on the academic operations on campus to the Encore Board of Directors. This is for information purposes only.

**B. Information Items- Academic Excellence** FYI    Julia Dolf    3 m

No discussion planned. 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 data reports for Tutor.com and State Summative Assessment Completion Rates, as well as agendas and notes from Professional Development and Evaluations that took place in the month of May and June 2021.

**C. MOU with Victor Valley College** Vote    Esther Haskins    5 m

Memorandum of Understanding for College and Careers Access Pathways Partnership Agreement between Victor Valley College and Encore Education Corporation for the term of July 1,2021-June 30, 2024. This agreement outlines the procedures and conditions of governing student enrollment, support and monitoring, and withdrawal.

**III. Governance 6:47 PM**

**A. 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.

**B. DOJ Report** FYI    Ashlin Barkdull    2 m

Report outlining background checks from the Department of Justice.

**C. Concrete Bid** Vote    Joey Griffin    5 m

Bid to replace the concrete slab in the Big Top. This will allow for proper drainage when it rains, cleaning in general and COVID cleaning.

**IV. Operations 6:57 PM**

**A. Discipline Report** FYI    Johnny Griffin    3 m

|  | Purpose | Presenter | Time |
|--|---------|-----------|------|
| Over the course of the school year, Encore's Dean of Students will report to the Encore Board of Directors to discuss events and happenings within their department on campus. This report is for information purposes only. |         |           |      |

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| <b>B. Local Control and Accountability Plan</b> | Vote | Denise Griffin | 5 m |
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Tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes.

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| <b>C. Board Calendar for 2021-2022 School Year</b> | Vote | Ashlin Barkdull | 5 m |
|--|------|-----------------|-----|

The list of dates for the board meetings for the remainder of the 2021 year.

|                            |      |                |     |
|----------------------------|------|----------------|-----|
| <b>D. New Board Member</b> | Vote | Suzanne Cherry | 2 m |
|----------------------------|------|----------------|-----|

Installation of the new Encore Board Member, Chandale Sutton.

## **V. Development**

**7:12 PM**

|                                   |      |            |     |
|-----------------------------------|------|------------|-----|
| <b>A. New Curriculum Adoption</b> | Vote | Julia Dolf | 5 m |
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Math and English Curriculum Adoption beginning the 2021 school year.

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| <b>B. Board and Administrative Training Policy</b> | Vote | Denise Griffin | 2 m |
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In order to create high standards and operate at a high level of competence and effectiveness, the EEC adopts this Training Policy for all Board members and Charter School administrators.

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| <b>C. Policy Update-Universal Complaint Procedures</b> | Vote | Denise Griffin | 5 m |
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Under the advice of Encore's third party consultant, Encore's School Board is reviewing all current board policies and updating all policies to uniformly concur with the Small School District Association's recommendations. These policies have also been reviewed by Encore's legal counsel, YMC. Encore's staff recommends approval of this policy.

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| <b>D. Policy Update-Course of Study</b> | Vote | Denise Griffin | 5 m |
|---|------|----------------|-----|

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| <b>E. Policy Update- School Site Councils and Site Planning</b> | Vote | Denise Griffin | 5 m |
|---|------|----------------|-----|

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| <b>F. Policy Update- Prohibition of Sexual Harassment</b> | Vote | Denise Griffin | 5 m |
|---|------|----------------|-----|

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|   | Purpose | Presenter | Time |
|---|---------|-----------|------|
| District Association's recommendations. These policies have also been reviewed by Encore's legal counsel, YMC. Encore's staff recommends approval of this policy. |         |           |      |

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| <b>G. Policy Update-Parent Involvement</b> | Vote | Denise<br>Griffin | 5 m |
|--|------|-------------------|-----|

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| <b>H. Policy Update-Student Discipline</b> | Vote | Denise<br>Griffin | 5 m |
|--|------|-------------------|-----|

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| <b>I. Policy Update- Leave of Absence for Certified and Classified Employees</b> | Vote | Denise<br>Griffin | 5 m |
|--|------|-------------------|-----|

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| <b>J. Policy Update- Pupil Attendance</b> | Vote | Denise<br>Griffin | 5 m |
|---|------|-------------------|-----|

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| <b>K. Policy Update- Contracts for Digital Storage, Management, and Retrieval of Student Records</b> | Vote | Denise<br>Griffin | 5 m |
|--|------|-------------------|-----|

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|--|------|-------------------|-----|
| <b>L. Policy Update- Parent Involvement: Mutually Supportive Partnership for Improving Student Success</b> | Vote | Denise<br>Griffin | 5 m |
|--|------|-------------------|-----|

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**VI. Finance**

**8:09 PM**

|                                 |      |                   |     |
|---------------------------------|------|-------------------|-----|
| <b>A. Finance Consent Items</b> | Vote | Denise<br>Griffin | 5 m |
|---------------------------------|------|-------------------|-----|

It is recommended that the board considers approving a number of agenda items as a finance consent list. These items 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

- |   | Purpose | Presenter | Time |
|---|---------|-----------|------|
| <ul style="list-style-type: none"> <li>• May 2021 Warrant Report Detail, May 2021 Warrant Report Summary for Hesperia, May 2021 Warrant Report Summary for Riverside</li> <li>• March 2021 Financial Report</li> <li>• April 2021 Student Services Reconciliation Summary</li> <li>• Jr. High and High School Attendance Reports</li> </ul> |         |           |      |

|                                  |      |                 |     |
|----------------------------------|------|-----------------|-----|
| <b>B. Salvage Items for Sale</b> | Vote | Jim<br>Barkdull | 5 m |
|----------------------------------|------|-----------------|-----|

On behalf of Encore Education Corporation the IT department will price and make available for purchase to Encore staff, staff friends and family, any working or nonworking equipment that no longer has any production value to Encore Education Corporation. Items include laptops, desktops, projectors, and other miscellaneous electronic items.

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| <b>C. Teacher/Management COVID Duty Bonus</b> | Vote | Denise<br>Griffin | 5 m |
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For the extra work that has been completed by teachers and management over the course of the 19/20 and 20/21 school year, the executive team is presenting a Teacher/Management one time COVID Bonus to be paid in August to all teaching and management staff that has contributed in all two years affected by COVID-19. The bonus presented will equal 3% of the annual salary in the 20/21 school year and would be paid out of funds made available to Encore Education Corporation through various COVID funding. This is an extra duty bonus based on the myriad of extra assignments for teachers and management during the pandemic shutdown. The executive team recommends approval of this action.

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| <b>D. Eide Bailly Examination Contract</b> | FYI | Denise<br>Griffin | 2 m |
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Scope of Engagement for services provided by Eide Bailly in regards to the audit of pupil fees.

|                                 |      |                |     |
|---------------------------------|------|----------------|-----|
| <b>E. 2021-2022 July Budget</b> | Vote | Paul<br>Khoury | 2 m |
|---------------------------------|------|----------------|-----|

Budget detail and prior year comparison.

|                           |      |                    |     |
|---------------------------|------|--------------------|-----|
| <b>F. Salary Schedule</b> | Vote | Ashlin<br>Barkdull | 2 m |
|---------------------------|------|--------------------|-----|

Hourly rate employees salary schedule.

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|---|-----|-------------------|-----|
| <b>G. March 2021 Encore Student Debit Account</b> | FYI | Denise<br>Griffin | 2 m |
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Letter from H&R Block referring to the Encore Student Debit Account for the month of March 2021.

**VII. Adjourn to closed session**

**8:32 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).

***Conference with Labor Negotiator- Agency Designated Representative: Board Chair***  
Unrepresented Employee: CEO

Purpose      Presenter      Time

**Conference with Labor Negotiator- Agency Designated Representative: Board Chair**  
 Unrepresented Employee: COO

**Public Employee Performance Evaluation**  
 Title: CEO

**Public Employee Performance Evaluation**  
 Title: COO

|                                  |         |                   |     |
|----------------------------------|---------|-------------------|-----|
| A. Reconvene from closed session | Discuss | Suzanne<br>Cherry | 3 m |
|----------------------------------|---------|-------------------|-----|

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

**VIII. Finance** **8:35 PM**

|   |      |                   |     |
|---|------|-------------------|-----|
| A. CEO and COO Compensation Comparability Study | Vote | Denise<br>Griffin | 5 m |
|---|------|-------------------|-----|

Board Approval/Ratification of Compensation Comparability Study for Chief Executive Officer and Chief Operations Officer Positions.

|  |         |                   |     |
|--|---------|-------------------|-----|
| B. CEO and COO Compensation Increase Oral Report | Discuss | Suzanne<br>Cherry | 5 m |
|--|---------|-------------------|-----|

Required Oral Report Regarding Board Approval of CEO and COO compensation increase.

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|---------------------|------|-------------------|-----|
| C. CEO Compensation | Vote | Denise<br>Griffin | 2 m |
|---------------------|------|-------------------|-----|

Board Ratification/Approval of CEO Compensation.

|                     |      |                   |     |
|---------------------|------|-------------------|-----|
| D. COO Compensation | Vote | Denise<br>Griffin | 2 m |
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Board Ratification/Approval of COO Compensation.

**IX. Closing Items** **8:49 PM**

|                    |      |
|--------------------|------|
| A. Adjourn Meeting | Vote |
|--------------------|------|

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](mailto: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](mailto: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.