



## 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

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### 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](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. The chance to add public comment through emails will close after the public comment agenda item is completed.

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### Agenda

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

	Purpose	Presenter	Time
		Board President	
<b>C. Approve Minutes</b>	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

<b>D. Invitation for public to address the Board, open session items</b>	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**

<b>A. Academic Excellence - Student Government President Report</b>	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>B. Assistant Dean of Academics Report</b>	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.

<b>C. Counseling Report</b>	FYI	Esther Haskins	5 m
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	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<p>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.</p>			

<p><b>D. EL Class Report</b></p>	<p>FYI</p>	<p>Dylan Zamanis</p>	<p>5 m</p>
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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.

<p><b>E. Information Items - Academic Excellence</b></p>	<p>FYI</p>	<p>Julia Dolf</p>	<p>3 m</p>
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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.

<p><b>F. NWEA Contract</b></p>	<p>Vote</p>	<p>Julia Dolf</p>	<p>5 m</p>
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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.

<p><b>G. Academic Excellence Committee Approval of Mission and Description</b></p>	<p>Vote</p>	<p>Denise Griffin</p>	<p>3 m</p>
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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**

<p><b>A. Board Meeting Calendar</b></p>	<p>Vote</p>	<p>Ashlin Barkdull</p>	<p>5 m</p>
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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>B. Staff Liaison Report</b>	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>C. COVID-19 Reopening Plan</b>	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.

<b>D. New Position - Fiscal Controller</b>	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.

<b>E. Approval of updated Employee Handbook</b>	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**

<b>A. Board On Track - Board Training</b>	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>B.</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**

<b>A.</b> 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>B.</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
<b>C. Finance Internal Controls Action Plan</b>	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).

<b>A. Reconvene from closed session</b>	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**

<b>A. Adjourn Meeting</b>	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](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.

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:** Ashlin Barkdull  
**Related Material:**  
Minutes for Regular Encore Board of Directors Meeting - January 2021 on January 11, 2021

**BACKGROUND:**

Board minutes from Regular Board Meeting, Encore Board of Directors, 01/11/2021

**RECOMMENDATION:**

Encore staff recommends approval of these minutes.





## Encore JR/SR High School

### Minutes

Regular Encore Board of Directors Meeting - January 2021

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

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#### **Date and Time**

Monday January 11, 2021 at 6:00 PM

#### **Location**

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#### **Directors Present**

K. Staley (remote), R. Gabler (remote), S. Cherry (remote)

#### **Directors Absent**

G. Thackeray, K. Ahmed

#### **Guests Present**

A. Barkdull (remote), C. Peterson (remote), D. Griffin (remote), J. Dolf (remote), J. Griffin (remote), Jamie Waggoner (remote), Joseph Thibodeaux (remote), Nikola Chekardzhikov (remote), W. Strumpfer (remote)

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

S. Cherry called a meeting of the board of directors of Encore JR/SR High School to order on Monday Jan 11, 2021 @ 6:05 PM.

**B. Record Attendance**

**C. Approve Minutes**

R. Gabler made a motion to approve the minutes from Regular Encore Board of Directors Meeting - December 2020 on 12-14-20.

K. Staley seconded the motion.

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

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

Parent email. Sylvia Ostolava

**II. Academic Excellence**

**A. Academic Excellence - Associated Student Body (ASB) President Report**

Dean Griffin presented what ASB is covering due to COVID-19 distance learning.

**B. Assistant Dean of Academics Report**

Julia Dolf reported.

**C. Theatre and Vocal Music Department Excellence Report**

Nikola Chekardzhikov presented.

**D. Information Items - Academic Excellence**

Julia Dolf - Discusses Monday Morning Meeting Notes, Data Team, and Friday Professional Development Schedule overview.

**E. ACTION - Approval of Independent Study Program**

R. Gabler made a motion to To approve the IS Program.

K. Staley seconded the motion.

On page 9 strike any instance of the 2nd campus. The board **VOTED** unanimously to approve the motion.

**F. WASC Mid-Cycle Report**

Julia Dolf update on the upcoming WASC visit.

**III. Governance**

**A. Staff Liaison Report**

Jamie Waggoner has nothing to report.

**B. Cafeteria/Transportation Report**

Joseph Thibodeaux

**C. Facilities Manager Report/COVID Update**

Curtis Peterson

**D. Charter Renewal Petition Progress**

Denise Griffin

**E. Training Policy**

K. Staley made a motion to To approve the Training Policy.

R. Gabler seconded the motion.

The title under the Logo needs to be added. The board **VOTED** unanimously to approve the motion.

#### **IV. Operations**

##### **A. Department of Justice Livescan Report**

Ashlin Barkdull-Nothing to report.

##### **B. Universal Complaint Process & Procedures**

R. Gabler made a motion to Approve the updated Universal Complaint Process & Procedures.

K. Staley seconded the motion.

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

#### **V. Development**

##### **A. Board On Track - Board Training**

Denise Griffin

#### **VI. Finance**

##### **A. Finance Consent Items**

R. Gabler made a motion to Approve Consent Items.

K. Staley seconded the motion.

Denise - Consent items covered monthly. The board **VOTED** unanimously to approve the motion.

##### **B. Teacher Computer Purchases**

R. Gabler made a motion to Approve Computer Purchases.

K. Staley seconded the motion.

Jim Barkdull - LLMF Funding. The board **VOTED** unanimously to approve the motion.

#### **VII. Closing Items**

##### **A. Adjourn Meeting**

K. Staley made a motion to Adjourn Meeting.

R. Gabler seconded the motion.

February 8, 2021 The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51 PM.

Respectfully Submitted,

A. Barkdull

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#### **Documents used during the meeting**

- 2020\_12\_14\_board\_meeting\_minutes.pdf
- ASB President Report Jan 2021.pdf
- Assistant Dean of Academics Report.pdf
- Music & Theatre Department Report January 2021.pdf

- BM Monday Morning Meeting Notes January 2021.pdf
- Curriculum Assessment Data.pdf
- Nov-Jan Meetings.pdf
- IS 20 21 full document.pdf
- WASC Mid Cycle Report 2020.doc.pdf
- Staff Liaison Report Jan 2021.pdf
- CAFETERIA REPORT December 2020 updated.pdf
- Transportation Report for Encore Hesperia - December 2020 updated.pdf
- Facilities Report and COVID 19 Update 12-16-20 (1).pdf
- BROWN ACT TRAINING 2021.docx.pdf
- DOJ Report Ashlin-11.11.2020.pdf
- ucp 2021.pdf
- BOARD ON TRACK.docx.pdf
- Attendance Dec .pdf
- ENC 20-21 -Monthly Payroll Retirement Contributions (1) Jan .pdf
- ENCORE December 2020 Warrant Report Detail.pdf
- LLMFPurchase.pdf

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## Cover Sheet

### Academic Excellence - Student Government President Report

**Section:** II. Academic Excellence  
**Item:** A. Academic Excellence - Student Government President Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** ESG President FEBRUARY updated.pdf

**BACKGROUND:**

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

**RECOMMENDATION:**

There is no action required for this report.

# ENCORE



## Junior & Senior High School for the Arts

ESG PRESIDENT REPORT  
FEBRUARY 2ND

### **In Honor of Black History Month.**

We are going to be making daily social media posts that highlight the accomplishments of black students, leaders, small businesses, creators, fun facts, and more.

On February 26th. Special Guest speaker, a Direct descendant of Fredrick Douglass (Kenneth Morris jr.)

We are emailing out resources and information to all staff and students - including books written by black authors, movies directed by black directors or starring black actors and movies about historical events, how everyone can help make a change, and much more

-Videos of our own students performing and speaking about what makes them special and what they love about being black.

-Poetry - poetry by famous black poets read by students and/ or written by students

We are also striving for representation amongst the black students at Encore to show diversity and equality by working together with students of all races and backgrounds to celebrate black history month.

### **Other things happening this month**

Also, Picture days for 7th -11th graders are on the 10th and 11th and make-up pictures for seniors are on the 16th and 17th

We are also planning on streaming a couple of virtual rallies this month to raise the level of involvement as the end of the year and graduation approach us.

# Cover Sheet

## Assistant Dean of Academics Report

**Section:** II. Academic Excellence  
**Item:** B. Assistant Dean of Academics Report  
**Purpose:** FYI  
**Submitted by:** Julia Dolf  
**Related Material:** Dean of Academics Report Feb 2021.pdf

**BACKGROUND:**

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.

**RECOMMENDATION:**

There is no action required for this report.



## Assistant Dean of Academics Report

February 2021

Encore staff is ready for the second semester. We hope that all parents, guardians, and students know how much we miss having students on campus and we are here to always support them. I want to thank the staff for all their hard work, their willingness to try anything for our students, and for their support during our renewal process with Hesperia Unified School District.

- Second semester starts February 8, 2021.
- WASC to visit February 8-9, 2021 for our mid-cycle visit.
- Assistant Dean of Academics, counseling, and Independent Study Coordinators are ready for our second semester with reviewing and adjusting (if needed) our IS list to ensure that all students have a credentialed teacher for grading and that students know their progress for second semester.
- ELL Coordinator has analyzed formative assessment data for this semester in comparison to last school year during the first semester.
- Credit recovery packets for first semester are due by March 5, 2021.
- Staff met in departments on February 5, 2021 to discuss curriculum adjustments for instruction based on first semester formative assessments.
- Implementation of new benchmark platform NWEA.
- NWEA to beginning training staff (once board approved) so we can have students take benchmarks in February of 2021.
- No new or additional information for state summative assessments (CAASPP).
- January-February professional Development schedule provided.
- Department Chair meeting is scheduled for later this week.
- Student recognition for second quarter is due by February 12, 2021.
- Second semester novel drop off/pick up is scheduled for February 22-26, 2021.



# Cover Sheet

## Counseling Report

**Section:** II. Academic Excellence  
**Item:** C. Counseling Report  
**Purpose:** FYI  
**Submitted by:** Esther Haskins  
**Related Material:** Board Meeting - Counseling Report 02-01-2021 corrected.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

There is no action required for this report.

Board Meeting

Prepared on 02/01/2021

**Counseling Department/College & Career**

Academic Domain:

- 1) 9<sup>th</sup> grade 4 year plans are in progress
- 2) Senior grad checks are ongoing
  - Credit Recovery List
- 3) Daily conversations via phone, Zoom or emails with students and parents about students' academic progress or academic struggles
  - Email follow-ups with teachers
  - Help parents with Aeries, viewing gradebook, parenting strategies
  - Helping students to plan out a routine, a strategy to accomplish their work
- 4) Summer School needs list based on current grades for the summer of 2021
  - Credit Recovery List
- 5) Collaborating with Independent Study Coaches about I.S. students' progress and needs
  - Follow-up conversation with I.S. students
  - I.S. Agreements
- 6) Schedule Changes – Updates and requests for changes
  - Students currently requesting for changes to their schedule for the Spring semester
  - New Students to Encore
  - Foreign Exchange Students
- 7) Early Graduation students – Meetings to review their status and eligibility for Early Graduation
  - 5 Seniors graduating at the end of the Fall semester – Achievement
  - 9 Juniors graduating at the end of this school year in June of 2021 – Achievement
  - Some of these Early Grads have received acceptance letters to colleges - Achievement
- 8) Attend/facilitate Staffing and IEP Meetings – LEA representatives
- 9) RTI Meetings
- 10) Friday College Prep Zoom Session
- 11) College related
  - Letters of Recommendations
    - Common App
    - SendU
    - Brag Sheets
  - VVC Concurrent Enrollment – Advising and signing for Spring Semester
  - Tracking College Acceptance

Personal/Social Domain:

- 1) Social-emotional counseling
  - with students
  - with parents
- 2) Collaborate with DMCC
- 3) Referring students to Care Solace

College and Career Domain:

- 1) College Prep Friday Zoom Sessions
- 2) Certification and College Information Friday Zoom Sessions
- 3) Distance Learning Inventor's Competition – launched 2/1/2021 – Special Event
- 4) Construction Technology presentation by VVC –Special Event
- 5) Financial Literacy Workshop in January for Juniors and Seniors

Other Miscellaneous Items:

- 1) Aeries/Course Update – Course titles, State Course Codes, CTE pathways
- 2) CALPADS Reporting – Course Updates and Master Schedule sections
- 3) Postsecondary Survey – gathering data for reporting
- 4) National Student Clearinghouse - initial student data file
- 5) Victor Valley College -
  - Bridge Program - graduating seniors to apply and register.
  - Concurrent Enrollment for our high school students
  - Working on Dual Enrollment for 2021-2022 School Year
- 6) Counseling Intern working with our students
- 7) Bitmoji Classroom was created for 7<sup>th</sup>-9<sup>th</sup> graders, engaging activities and find resources.

# Cover Sheet

## EL Class Report

**Section:** II. Academic Excellence  
**Item:** D. EL Class Report  
**Purpose:** FYI  
**Submitted by:** Dylan Zamanis  
**Related Material:** EL\_Class\_Report\_.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

There is no action required for this report.

## EL Class Report

Attendance, Placement, and Assessment .....	1
Effects of Distance Learning .....	2
Participation.....	3
Student Profiles and Proficiency Progress.....	4
Guardian Communication.....	6
Curriculum Design .....	7
Material Covered Thus Far .....	11
Unit Samples.....	13

## Attendance, Placement, and Assessment

Student attendance at the onset of the school year was sparse and sporadic at best. This was due to the ELPAC not being administered to students in the spring because of the COVID closure. Without the 2019-20 ELPAC scores, ELs could not be directly placed in the EL course. As a result the EL Coordinator placed students into the course using past ELPAC scores, EL status, grades, home surveys, and other indicators for language needs. Upon entering the course students were administered a simplified version of the ELPAC by the EL instructor to informally assess their EL level and language proficiency.

The placing of students occupied the first month of the school year. Having students regularly attend the course with promptings, phone calls, emails, and reminders after placement took another two weeks. Within that two week time frame students were informally assessed by the EL instructor. Within that time the class numbers fluctuated.

Once schedules were solidified with students, and students became accustomed to their schedule, the class began in earnest with 5 students. One student is chronically absent and has yet to attend any class sessions. Attendance by the other four students has been continuous with few exceptions.

## Effects of Distance Learning

Distance learning has created many challenges for students and teachers alike, especially within the EL classroom. Ideal instruction strategies for ELs is direct instruction in reading, writing, listening, and speaking skills. Though in person direct instruction is not possible at the time, the small class size allows for virtual “direct” instruction. For example, when a task is assigned, the EL instructor speaks to each student individually about the assignment and makes any necessary accommodations and modifications

## Participation

Given the small class size and nature of the material (i.e. speaking and listening) a lack of participation has not been an issue, save for the one student who has yet to attend class as of 2/2/21. Students actively participate, answer questions, and complete work in class. There is no homework in the EL course. To ensure that students are completing work in class, I ask students to share their assignments with me via Google Docs so that I can monitor their progress in real time. Khan Academy, which we utilize for grammar, allows me to monitor student progress in the same manner.



## Student Profiles and Proficiency Progress

11208

11208 is in 12th grade, and though verbally fluent in English, struggles with writing and listening. 11208's areas of growth are paragraph formation, flow of ideas, continuity of those ideas, subject-verb agreement, grade appropriate vocabulary, and syntax. Student's verbal communication has shown improvement over the semester with front loaded questions for content questions, especially with our TED Talk quizzes. Student has shown steady improvement with grammar as evidenced by Khan Academy and student's writing has shown modest improvements as well. 11208 is Hispanic in a bilingual household. English is the dominant language spoken in the household.

10560

10560 has yet to attend class.

11593

11593 is a 9th grade Chinese citizen living with her mother in both Walnut and the High Desert area. 11593 has had extensive training in English which is evident in her sentence structure, vocabulary, and retention. This is especially impressive given the vastly different grammatical, atonal, and semantical structure between Mandarin and English. However, student still has some difficulty with syntax, subject-verb agreement, and clause structure. Student continues to expand her vocabulary by seeking out 11th-12th grade reading material on her own. Student has completed a substantial amount of Khan Academy in her previous school settings. Student is bilingual. Mandarin is the primary language spoken at home.

11470

11470 is in 9th grade and is SPED and an EL. Because of this, nailing down this student's understanding of course material can be difficult. Without providing specifics, student has difficulties forming letters into words, though phonics is not an area of concern. Thus, the student struggles with language acquisition and comprehension on multiple levels. Student's writing, however, is far better than student's reading. With guidance and verbal cues from the instructor, the student is able to persevere through assignments and tasks. Student has excellent listening comprehension, though student's speaking can need prompting as well. Grammar, syntax, comprehension, and idea cohesion are areas of growth for 11470. Student is Hispanic in a bilingual household in which Spanish is the primary language spoken.

11532

11532 is in 11th grade and is SPED and an EL. Like 11470, identifying the student's exact understanding is difficult because 11532's learning needs and language acquisition are entwined. Student struggles with decoding and reading comprehension and in writing grammatically sound sentences. Student also has difficulty in listening for meaning as well and conveying that meaning verbally. Student is Hispanic and bilingual. Primary language spoken in the household is unknown.

## Guardian Communication

Continuous communication with guardians has been sparse because of language barriers, and emails and phone calls not being returned. Despite this, I have spoken to the guardians of the four students that attend class regularly on at least two occasions each with the student acting as translator. All parents share a concern for their student's learning during these trying times.

## Curriculum Design

### **Reclassifying Support**

#### Overview

Reclassifying support for ELs is accomplished through a rigorous and inclusive curriculum that can be adjusted and accommodated to meet the needs of those students. The goal of Encore's EL course is to provide students the tools and foundation necessary to advance students across the EL levels, whatever their entry level may be. This is accomplished by closely aligning the contents of the ELPAC (i.e. listening, speaking, reading, and writing) with the 9-12th ELD standards, while making accommodations for assignments and assessments for emerging, bridging, and expanding.

Given that Encore's EL program incorporates the ELPAC, ELD, and the bands of the emerging, bridging, and expanding, no single unit, strategy, tool, or assessment can accurately represent how these are combined and implemented. Below I will elaborate on our curriculum to illustrate how these three elements work together.

The first step in meeting the needs of our EL students was identifying areas of knowledge and skills that can help insure EL growth and academic success.

#### Areas of Knowledge and Skills

When considering the diverse needs for academic success among ELs, one must consider not only a student's EL level, but also their course load and the skills required to succeed in those courses. Thus, Encore's EL course content must be varied so that it can enforce skills required for academic success while fostering language acquisition and knowledge.

Thus the course has been built around several thematic units that focus on areas of knowledge and skills that can be scaled up or down according to level and bands of each EL. Below is a list of such units. They are presented here in no particular order:

- Problem-Solution Unit
- TED Talks and Speech Delivery Unit
- Continuous Vocabulary Unit
- Role Model Unit
- Writing Emails and Letters Unit
- Literature Unit
- Interacting with Grammar Unit
- Grammar Unit
- History of English Unit

Each of these units focuses on several overlapping skills that are “spiraled” rather than scaffolded for student learning (i.e. content is continually revisited and reinforced). Below is a list of content skills with each unit:

- Problem-Solution Unit
  - Annotating
  - Connecting ideas
  - Researching
  - Critical thinking
  - Class debate
  - Identifying causal relationships
  - Peer review
  - Presenting
- TED Talks and Speech Delivery Unit
  - Actively listening
  - Collaboration
  - Delivering speeches
  - Applying rhetorical terms
  - Persuasive, narrative, and informative writing and speaking
- Continuous Vocabulary Unit
  - Language acquisition
  - Applying vocabulary
- Role Model Unit
  - Nonfiction reading
  - Correspondence Norms
- Writing Emails and Letters Unit
  - Rhetoric
- Literature Unit:
  - Literary analysis (graphic novels, audiobooks, or Lexile score specific texts)
- Interacting with Grammar Unit
  - Applied grammar
  - Elements of grammar
- History of English Unit
  - Basic etymology.

The skills in these units are built with assignments and assessments that meet the elements of the ELPAC and the ELD standards 9-12. Several unit guides that specify the ELPAC and ELD application in building these skills can be found at the end of this document.

### Structural Course Elements

Like other courses, warmups and exit activities are beneficial for student learning. Such activities, however, are essential for ELs benefit from being primed for their day's activities and by being provided time to reflect on their learning. Other than warmups that pertain to the specific unit content, warm ups also include MadLibs, Cloze passages, incomplete word charts, or TED ED videos to be discussed as a class. At the end of each class students are provided time to share what they learned that day.

*All* written assignments are also edited by the instructor and given back to students for revisions. No assignments are accepted without revision.

### Level 1 and 2

The limited English of level 1 and some level 2 students makes the completion of the above activities and units extremely difficult. For this reason, level 1 and some level 2 students are provided an alternative curriculum where completing the above coursework would not be feasible. Level 1 students are given direct instruction by the teacher in the form of vocabulary acquisition, conversation modeling, and sentence structuring. This is accomplished by using vocabulary flashcards, practical vocabulary acquisition, and picture-word inductive models. Students have conversations modeled to engage with the day's activities with other students so that they are included in the day's activities.

Time for direct instruction is provided to level 1 and 2 students during independent practice by levels 2-4 students.

### Resources

#### Curriculum Design and Content:

- Ferlazzo, Larry, and Katie Hull-Sypnieski. *The ESL/ELL Teacher's Survival Guide Ready-to-Use Strategies, Tools, and Activities for Teaching English Language Learners of All Levels*. Jossey-Bass, 2012.
- Gibbons, Pauline. *English Learners, Academic Literacy, and Thinking: Learning in the Challenge Zone*. Heinemann, 2009.
- Grant, Carl A., and Maureen Gillette. *Learning to Teach Everyone's Children: Equity, Empowerment, and Education That Is Multicultural*. Thomson/Wadsworth, 2006.
- Kress, Jacqueline E. *The ESL/ELL Teacher's Book of Lists*. Jossey-Bass, 2008.
- *Learning by Doing*. Solution Tree Press, 2016.
- McAndrew, Donald A., and Thomas J. Reigstad. *Tutoring Writing: a Practical Guide for Conferences*. Boynton/Cook Publishers, 2008.

#### Electronic Resources and Tools:

- Khan Academy
- Pixton
- Google Classroom
- Remind

- Socratic
- Kahoot
- TED Talks and TED ED.

### **Monitoring and Tracking Goals**

The comparison of practice ELPAC scores serves as the course's primary means of monitoring and tracking student growth. In addition to the state's ELPAC scores, students are given a practice ELPAC and scored at the beginning of the semester. Students later revisit this same practice ELPAC and test again assessed for improvements in those scores. This practice ELPAC is administered at the beginning and end of each semester, one practice test per.

### **EL Coordinator and EL Instructor**

The EL Coordinator and EL instructor meet bimonthly to review ELs progress in other classes, further accommodations that can be made, and any additional support students may need.

## Material Covered Thus Far

Students have covered the following units thus far:

- Problem-Solution Unit
  - In this unit students identified a local issue and conducted informal research to better understand the causes and effects of that problem. Students then were tasked with finding a solution to that problem through multiple think-pair-share activities.
- TED Talks and Speech Delivery Unit (In the process of completing)
  - Over the course of this unit students have watched eight TED talks with multiple choice comprehension questions at the end of each video. Questions are read to the students and answered together as a class.
  - Students then have the following questions divided amongst them to verbally respond to
    - What is the implicit message of the speech?
    - What is the explicit message of the speech?
    - How did the speaker use language to support his or her ideas? For example what details or evidence supported the speaker's purpose?
    - How did the speaker use his or her vocabulary to support his or her specific purpose? Were there specific terms or phrases that were used?
  - Students conclude this unit by writing and delivering a speech after taking Cornell Notes on Speech Delivery and speech types (persuasive, narrative, and descriptive). Prior to this students analyze the Challenge Speech given by President Regan as it relates to the Speech Delivery presentation.
- Continuous Vocabulary Unit (Continuous)
  - Over the course of this unit students have organically identified words that they may be unfamiliar with or words that they choose to revisit and commit to memory.
  - The goal of this unit is for students to add new words to their vocabulary. This also allows students to take ownership of his or her learning.
  - Student selected vocabulary is meant to be given twice a month
  - Students have selected 10 words at a time and write each 5 times. Students then wrote definitions and used each word in a sentence.
  - I then made a quiz for each student to be given during class time and not on the allotted Friday testing time.
- Role Model Unit
  - Over the course of this brief unit students have drafted, rewritten, and "sent" a letter to their role models.
  - Students have examined example letters for tone, content, and audience
  - The goal of this unit was for students to interact with language in a meaningful and productive manner.
- Grammar Unit (Continuous)



- Grammar is taught via Khan Academy. Students have completed nouns and verbs and are in the process of completing pronouns.

## Unit Samples

Unit: TED Talks and Speeches	ELPAC: Speaking, Listening, Reading Writing	ELD Standards 9-12th Grade				
<p>Unit: TED Talks and Speeches: Over the course of this unit students will listen to a number of speeches on TED with comprehension questions included. Levels of the TED talks will depend on Expanding or Bridging status of students and both levels are available to students.</p> <p>Each class will begin with a Mad Lib and end with a Daily Reflection.</p> <p>Each lesson is curtailed to Emerging, Expanding, and Bridging ELD bands.</p> <p>Students will also analyze types of speeches and deliver their own speech in front of the class.</p>		<p><i>Standards for reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges                      4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><u>C. Productive</u>                      9. Expressing information and ideas in formal oral presentations on academic topics                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology                      11. Justifying own arguments and evaluating others' arguments in writing                      12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>B. Expanding and Enriching ideas</u>                      3. Using verbs and verb phrases                      4. Using nouns and noun phrases                      5. Modifying to add details</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>				
How to Take Cornell Notes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">S:</td> <td style="width: 50%; padding: 5px;">R:</td> </tr> <tr> <td style="padding: 5px;">L:</td> <td style="padding: 5px;">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L:	W: <input checked="" type="checkbox"/>	<p><u>C. Connecting and Condensing Ideas</u>                      7. Condensing Ideas.</p>
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Speech Notes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">S: <input checked="" type="checkbox"/></td> <td style="width: 50%; padding: 5px;">R:</td> </tr> <tr> <td style="padding: 5px;">L: <input checked="" type="checkbox"/></td> <td style="padding: 5px;">W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W:	<p><u>B. Expanding and Enriching ideas</u>                      3. Using verbs and verb phrases                      4. Using nouns and noun phrases</p> <p><u>C. Connecting and Condensing Ideas</u>                      7. Condensing Ideas.</p>
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Activity 1: Applying Speech Types	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">S:</td> <td style="width: 50%; padding: 5px;">R:</td> </tr> <tr> <td style="padding: 5px;">L: <input checked="" type="checkbox"/></td> <td style="padding: 5px;">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><u>A. Collaborative</u>                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>C. Productive</u>                      11. Justifying own arguments and evaluating others' arguments in writing</p>
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<p>TED Talk Intermediate 1/How to believe in yourself: Jim Cathcart at TEDxDelrayBeach</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Intermediate 2/Why you should make useless things   Simone Giertz</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Intermediate 3/The psychology of self-motivation   Scott Geller</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Intermediate 4/Tom Wujec demos the 13th-century astrolab</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Advanced 1 What Makes a Good Life? by Robert Waldinger</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Advanced 2 How to speak so that people want to listen   Julian Treasure</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>TED Talk Advanced 3 Your body language may shape who you are   Amy Cuddy</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>Activity # 2 President Reagan's Challenger Speech, 1986 and Discussion Questions</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:☑</td> <td>W:☑</td> </tr> </table>	S:	R:	L:☑	W:☑	<p><u>A. Collaborative</u>                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges   <u>C. Productive</u>                      11. Justifying own arguments and evaluating others' arguments in writing</p>
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<p>Activity #3 Informative, Persuasive, and Narrative Speech Topics, Selecting</p>	<table border="1"> <tr> <td>S:☑</td> <td>R:</td> </tr> </table>	S:☑	R:	<p><u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</p>		
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Activity #4 Creating and Delivering Your Speech	<table border="1"> <tr> <td>S:<input checked="" type="checkbox"/></td> <td>R:</td> </tr> <tr> <td>L:<input checked="" type="checkbox"/></td> <td>W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W:	<u>A. Collaborative</u> 4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)
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Activity #5 Create an Outline, Write Your Speech	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L:	W: <input checked="" type="checkbox"/>	<u>A. Collaborative</u> 4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)  <u>C. Productive</u> 9. Expressing information and ideas in formal oral presentations on academic topics 10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology 11. Justifying own arguments and evaluating others' arguments in writing 12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas
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Deliver Speech	<table border="1"> <tr> <td>S:<input checked="" type="checkbox"/></td> <td>R:</td> </tr> <tr> <td>L:<input checked="" type="checkbox"/></td> <td>W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W:	<u>A. Collaborative</u> 4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)  <u>C. Productive</u> 9. Expressing information and ideas in formal oral presentations on academic topics 10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology 11. Justifying own arguments and evaluating others' arguments in writing 12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas
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Activity 11: Speech Reflection						

Unit: How to Write Emails	ELPAC: Speaking, Listening, Reading Writing	ELD Standards 9-12th Grade				
<p>Unit: How to Write Emails</p> <p>The purpose of this unit is to introduce students to adaptive and formal language in their everyday communication. Students will write, analyze, and edit emails to teachers across a variety of scenarios.</p>		<p><i>Standards for reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</li> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</li> <li>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</li> </ol> <p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>5. Listening actively to spoken English in a range of social and academic contexts</li> <li>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</li> <li>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</li> <li>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</li> </ol> <p><u>C. Productive</u></p> <ol style="list-style-type: none"> <li>9. Expressing information and ideas in formal oral presentations on academic topics</li> <li>10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</li> <li>11. Justifying own arguments and evaluating others' arguments in writing</li> <li>12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</li> </ol> <p><b>Part II: Learning About How English Works</b></p> <p><u>A. Structuring Cohesive Texts</u></p> <ol style="list-style-type: none"> <li>1. Understanding text structure</li> <li>2. Understanding cohesion</li> </ol> <p><u>B. Expanding and Enriching ideas</u></p> <ol style="list-style-type: none"> <li>3. Using verbs and verb phrases</li> <li>4. Using nouns and noun phrases</li> <li>5. Modifying to add details</li> </ol> <p><u>C. Connecting and Condensing Ideas</u></p> <ol style="list-style-type: none"> <li>6. Connecting Ideas</li> <li>7. Condensing Ideas.</li> </ol>				
Activity #1: Introduce Yourself	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">S:</td> <td style="width: 50%;">R:</td> </tr> <tr> <td>L:</td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L:	W: <input checked="" type="checkbox"/>	<p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</li> </ol>
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Activity #2: Proper Email Etiquette Video Response	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">S:</td> <td style="width: 50%;">R:</td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</li> </ol>
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Activity #3 Ella's Email Discussion Questions	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">S: <input checked="" type="checkbox"/></td> <td style="width: 50%;">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W:	<p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</li> <li>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</li> </ol>
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<p>Activity #4: Further Proper Email Etiquette Video Response</p>	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:<input checked="" type="checkbox"/></td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><u>B. Interpretive</u> 7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>Activity #5a: Compare the Examples</p>	<table border="1"> <tr> <td>S:</td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	<p><u>B. Interpretive</u> 6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language 7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>Activity #5b: Compare the Examples Questions</p>	<table border="1"> <tr> <td>S:</td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	
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<p>Activity #6a: Scenario Emails</p>	<table border="1"> <tr> <td>S:</td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	<p><u>A. Collaborative</u> 2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia) 4. Adapting language choices to various contexts (based on task, purpose, audience, and text type) <u>C. Productive</u> 12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas <u>A. Structuring Cohesive Texts</u> 2. Understanding cohesion</p>
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<p>Activity #6b: Scenario Emails Rubric</p>	<table border="1"> <tr> <td>S:</td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	
S:	R: <input checked="" type="checkbox"/>					
L:	W: <input checked="" type="checkbox"/>					
<p>Activity #7: Revisiting Your Email</p>	<table border="1"> <tr> <td>S:</td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	<p><u>A. Collaborative</u> 2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia) 4. Adapting language choices to various contexts (based on task, purpose, audience, and text type) <u>C. Connecting and Condensing Ideas</u> 6. Connecting Ideas</p>
S:	R: <input checked="" type="checkbox"/>					
L:	W: <input checked="" type="checkbox"/>					

Unit: Continuous Vocabulary	ELPAC: Speaking, Listening, Reading Writing	ELD Standards 9-12th Grade				
<p>Unit 1: Over the course of this unit students will organically identify words that they may be unfamiliar with or words that they choose to revisit and commit to memory. The student selection of words is meant to have students add new words to his or her vocabulary. This also allows students to take ownership in his or her learning.</p> <p>Student selected vocabulary is meant to be given twice a month or as needed.</p> <p>Students will select 10 words and write each 5 times. Students will also write out the definition and use each word in a sentence.</p> <p>Student will be advised to visit various news outlets to find words organically.</p>	<table border="1" data-bbox="492 289 670 401"> <tr> <td data-bbox="492 289 597 348">S:</td> <td data-bbox="597 289 670 348">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="492 348 597 401">L:</td> <td data-bbox="597 348 670 401">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W: <input checked="" type="checkbox"/>	<p><i>For reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>B. Interpretive</u></p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><u>C. Productive</u></p> <p>12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p>
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Unit: Role Models	ELPAC: Speaking, Listening, Reading Writing	ELD Standards 9-12th Grade
<p>Unit: Role Models</p> <p>Over the course of this brief unit students will draft, rewrite, and send a letter to their role models. Students will examine example letters for their tone, content, and meaning.</p> <p>The goal of this unit is to have students interact with language in a meaningful and productive manner.</p>		<p><i>Standards for reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</li> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</li> <li>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</li> </ol> <p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>5. Listening actively to spoken English in a range of social and academic contexts</li> <li>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</li> <li>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</li> </ol>

		<p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><u>C. Productive</u>                  9. Expressing information and ideas in formal oral presentations on academic topics                  10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology                  11. Justifying own arguments and evaluating others' arguments in writing                  12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                  1. Understanding text structure                  2. Understanding cohesion</p> <p><u>B. Expanding and Enriching ideas</u>                  3. Using verbs and verb phrases                  4. Using nouns and noun phrases                  5. Modifying to add details</p> <p><u>C. Connecting and Condensing Ideas</u>                  6. Connecting Ideas                  7. Condensing Ideas.</p>				
Activity #1 Aspect of Your Role Model	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:<input checked="" type="checkbox"/></td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><u>C. Productive</u>                  9. Expressing information and ideas in formal oral presentations on academic topics                  10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology                  12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p>
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Activity #2: How to Write a Letter	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:<input checked="" type="checkbox"/></td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><u>B. Interpretive</u>                  5. Listening actively to spoken English in a range of social and academic contexts</p>
S:	R:					
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Activity #3: Examining a Letter	<table border="1"> <tr> <td>S:<input checked="" type="checkbox"/></td> <td>R:<input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L:	W:	<p><u>B. Interpretive</u>                  6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p>
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Activity #4 Writing About and To Your Role Model Project	<table border="1"> <tr> <td>S:</td> <td>R:</td> </tr> <tr> <td>L:</td> <td>W:<input checked="" type="checkbox"/></td> </tr> </table>	S:	R:	L:	W: <input checked="" type="checkbox"/>	<p><u>A. Collaborative</u>                  4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><u>C. Productive</u>                  10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology                  12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p> <p><u>B. Expanding and Enriching ideas</u>                  5. Modifying to add details</p>
S:	R:					
L:	W: <input checked="" type="checkbox"/>					



Unit: Problem-Solution Unit	ELPAC: Speaking, Listening, Reading Writing	ELD Standards 9-12th Grade				
<p>Unit 1: Over the course of this unit students will identify a problem locally or globally. Students will then conduct informal research to better understand the effects and causes of the problem and ultimately offer a solution. Students will engage in multiple think-pair-share activities, as well as listen, speak, and write in their final presentation to the class.</p> <p>Each class will begin with a Mad Lib and end with a Daily Reflection.</p> <p>Each lesson is curtailed to Emerging, Expanding, and Bridging ELD bands.</p>		<p><i>For reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</li> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</li> <li>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</li> </ol> <p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>5. Listening actively to spoken English in a range of social and academic contexts</li> <li>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</li> <li>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</li> <li>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</li> </ol> <p><u>C. Productive</u></p> <ol style="list-style-type: none"> <li>9. Expressing information and ideas in formal oral presentations on academic topics</li> <li>10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</li> <li>11. Justifying own arguments and evaluating others' arguments in writing</li> <li>12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</li> </ol> <p><b>Part II: Learning About How English Works</b></p> <p><u>A. Structuring Cohesive Texts</u></p> <ol style="list-style-type: none"> <li>1. Understanding text structure</li> <li>2. Understanding cohesion</li> </ol> <p><u>B. Expanding and Enriching ideas</u></p> <ol style="list-style-type: none"> <li>3. Using verbs and verb phrases</li> <li>4. Using nouns and noun phrases</li> <li>5. Modifying to add details</li> </ol> <p><u>C. Connecting and Condensing Ideas</u></p> <ol style="list-style-type: none"> <li>6. Connecting Ideas</li> <li>7. Condensing Ideas.</li> </ol>				
Unit 1 Extra Materials: No.						
Activity #1: How to Annotate Text	<table border="1"> <tr> <td data-bbox="488 1766 586 1814">S:</td> <td data-bbox="586 1766 678 1814">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="488 1814 586 1871">L:</td> <td data-bbox="586 1814 678 1871">W:</td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W:	<p><b>Part II: Learning About How English Works</b></p> <p><u>A. Structuring Cohesive Texts</u></p> <ol style="list-style-type: none"> <li>1. Understanding text structure</li> </ol>
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Activity #2 Accessing Prior Knowledge	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R:</td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts</p> <p><u>C. Productive</u>                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</p>
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L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
Activity #3: Word Chart	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L:</td> <td>W:</td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L:	W:	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>B. Interpretive</u>                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p><u>C. Productive</u>                      12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</p>
S:	R: <input checked="" type="checkbox"/>					
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Activity #4: Problem Proposal	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is formed</p> <p><u>C. Productive</u>                      9. Expressing information and ideas in formal oral presentations on academic topics                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</p>
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Activity #5 Identifying Causes	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is</p> <p><u>C. Productive</u>                      9. Expressing information and ideas in formal oral presentations on academic topics                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</p>
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Activity #6: Listening and Understanding	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R:</td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p>
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<p>Activity#8: What Is Deforestation? Cloze Reading</p>	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>B. Expanding and Enriching ideas</u>                      3. Using verbs and verb phrases                      4. Using nouns and noun phrases</p>
S:	R: <input checked="" type="checkbox"/>					
L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
<p>Activity #9 Identifying Effects</p>	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is</p> <p><u>C. Productive</u>                      9. Expressing information and ideas in formal oral presentations on academic topics                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</p>
S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>					
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<p>Activity #10: Class Debate, Solutions</p>	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R:</td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W:</td> </tr> </table>	S: <input checked="" type="checkbox"/>	R:	L: <input checked="" type="checkbox"/>	W:	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p>
S: <input checked="" type="checkbox"/>	R:					
L: <input checked="" type="checkbox"/>	W:					
<p>Activity #11 Identifying Solutions</p>	<table border="1"> <tr> <td>S: <input checked="" type="checkbox"/></td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is</p> <p><u>C. Productive</u>                      9. Expressing information and ideas in formal oral presentations on academic topics                      10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</p>
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L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
<p>Activity #12: Anagrams of Word Charts/Activity #12: Anagrams of Word Charts Answers</p>	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	<p><b>Part II: Learning About How English Works</b>  <u>B. Expanding and Enriching ideas</u>                      3. Using verbs and verb phrases                      4. Using nouns and noun phrases</p>		
S:	R: <input checked="" type="checkbox"/>					

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Activity 13# Communication Log	S: <input checked="" type="checkbox"/>	R:	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <p>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><u>C. Productive</u></p> <p>9. Expressing information and ideas in formal oral presentations on academic topics</p> <p><b>Part II: Learning About How English Works</b></p> <p><u>C. Connecting and Condensing Ideas</u></p> <p>6. Connecting Ideas</p> <p>7. Condensing Ideas.</p>
Activity 14# Problem Solution Interview	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <p>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><u>C. Productive</u></p> <p>9. Expressing information and ideas in formal oral presentations on academic topics</p> <p><b>Part II: Learning About How English Works</b></p> <p><u>C. Connecting and Condensing Ideas</u></p> <p>6. Connecting Ideas</p> <p>7. Condensing Ideas.</p>
Final Project: Problem Solution Presentation	S: <input checked="" type="checkbox"/>	R: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <p>1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</p> <p>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</p> <p>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</p> <p><u>B. Interpretive</u></p> <p>5. Listening actively to spoken English in a range of social and academic contexts</p> <p><u>C. Productive</u></p> <p>9. Expressing information and ideas in formal oral presentations on academic topics</p> <p>11. Justifying own arguments and evaluating others' arguments in writing</p> <p><b>Part II: Learning About How English Works</b></p> <p><u>C. Connecting and Condensing Ideas</u></p> <p>6. Connecting Ideas</p> <p>7. Condensing Ideas.</p>
Example Final Presentation			<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>C. Productive</u></p> <p>9. Expressing information and ideas in formal oral presentations on academic topics</p> <p>11. Justifying own arguments and evaluating others' arguments in writing</p> <p><b>Part II: Learning About How English Works</b></p> <p><u>C. Connecting and Condensing Ideas</u></p> <p>6. Connecting Ideas</p>

<p>Unit: Literature, The Alchemist (As Example)</p>	<p>ELPAC: Speaking, Listening, Reading Writing</p>	<p>ELD Standards 9-12th Grade</p>				
<p>Unit 1: <i>The Alchemist</i> has a Lexile score of 910, which places it within the bands of 9-12 grade. The simple prose, universal themes, and fairy tale-like quality of the story makes it an ideal work for an EL Course.</p> <p>This text and unit offers students many open ending writing opportunities and chances for reflection and analysis.</p> <p>The prose, which consists of predominantly declarative sentences, offers easy accessibility for applying basic literary terms.</p> <p>Students will listen to an audiobook of the text while also following along with the text.</p>		<p><i>For reference:</i></p> <p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>1. Exchanging information and ideas with others through oral collaborative discussions on a range of social and academic topics</li> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</li> <li>4. Adapting language choices to various contexts (based on task, purpose, audience, and text type)</li> </ol> <p><u>B. Interpretive</u></p> <ol style="list-style-type: none"> <li>5. Listening actively to spoken English in a range of social and academic contexts</li> <li>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</li> <li>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</li> <li>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</li> </ol> <p><u>C. Productive</u></p> <ol style="list-style-type: none"> <li>9. Expressing information and ideas in formal oral presentations on academic topics</li> <li>10. Writing literary and informational texts to present, describe, and explain ideas and information, using appropriate technology</li> <li>11. Justifying own arguments and evaluating others' arguments in writing</li> <li>12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas</li> </ol> <p><b>Part II: Learning About How English Works</b></p> <p><u>A. Structuring Cohesive Texts</u></p> <ol style="list-style-type: none"> <li>1. Understanding text structure</li> <li>2. Understanding cohesion</li> </ol> <p><u>B. Expanding and Enriching ideas</u></p> <ol style="list-style-type: none"> <li>3. Using verbs and verb phrases</li> <li>4. Using nouns and noun phrases</li> <li>5. Modifying to add details</li> </ol> <p><u>C. Connecting and Condensing Ideas</u></p> <ol style="list-style-type: none"> <li>6. Connecting Ideas</li> <li>7. Condensing Ideas.</li> </ol>				
<p>Unit 1 Extra Materials: No.</p>		<p>PDF of text provided</p>				
<p>Activity #1: Pre Reading Guide and Part 1 Questions.docx</p>	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><u>A. Collaborative</u></p> <ol style="list-style-type: none"> <li>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</li> <li>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</li> </ol>
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		<p><b>B. Interpretive</b></p> <p>5. Listening actively to spoken English in a range of social and academic contexts</p> <p>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b></p> <p><b>A. Structuring Cohesive Texts</b></p> <p>1. Understanding text structure</p> <p>2. Understanding cohesion</p> <p><b>C. Connecting and Condensing Ideas</b></p> <p>6. Connecting Ideas</p> <p>7. Condensing Ideas.</p>				
<p>Activity #2: Pre Reading Guide Part I Continued.docx</p>	<table border="1"> <tr> <td data-bbox="488 772 591 825">S:</td> <td data-bbox="591 772 678 825">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="488 825 591 877">L: <input checked="" type="checkbox"/></td> <td data-bbox="591 825 678 877">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><b>A. Collaborative</b></p> <p>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</p> <p>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><b>B. Interpretive</b></p> <p>5. Listening actively to spoken English in a range of social and academic contexts</p> <p>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b></p> <p><b>A. Structuring Cohesive Texts</b></p> <p>1. Understanding text structure</p> <p>2. Understanding cohesion</p> <p><b>C. Connecting and Condensing Ideas</b></p> <p>6. Connecting Ideas</p> <p>7. Condensing Ideas.</p>
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L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
<p>Activity #3: Pre Reading Guide and Part II Questions (A).docx</p>	<table border="1"> <tr> <td data-bbox="488 1436 591 1488">S:</td> <td data-bbox="591 1436 678 1488">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="488 1488 591 1541">L: <input checked="" type="checkbox"/></td> <td data-bbox="591 1488 678 1541">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b></p> <p><b>A. Collaborative</b></p> <p>2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)</p> <p>3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><b>B. Interpretive</b></p> <p>5. Listening actively to spoken English in a range of social and academic contexts</p> <p>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b></p>
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		<p><u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>				
<p>Activity #4: Pre Reading Guide and Part II Questions (B).docx</p>	<table border="1"> <tr> <td data-bbox="490 415 597 470">S:</td> <td data-bbox="597 415 688 470">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="490 470 597 525">L: <input checked="" type="checkbox"/></td> <td data-bbox="597 470 688 525">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>
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L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
<p>Activity #5: Pre Reading Questions and Part III Continued (C).docx</p>	<table border="1"> <tr> <td data-bbox="490 1052 597 1106">S:</td> <td data-bbox="597 1052 688 1106">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="490 1106 597 1161">L: <input checked="" type="checkbox"/></td> <td data-bbox="597 1106 688 1161">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>
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<p>Activity #6: Pre Reading Guide and Part II Questions (D).docx</p>	<table border="1"> <tr> <td data-bbox="490 1688 597 1743">S:</td> <td data-bbox="597 1688 688 1743">R: <input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="490 1743 597 1797">L: <input checked="" type="checkbox"/></td> <td data-bbox="597 1743 688 1797">W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts</p>
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		<p>6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language</p> <p>7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area</p> <p>8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>				
<p>Pre Activity #7: Reading Guide and Part II Questions (E).docx.docx</p>	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>
S:	R: <input checked="" type="checkbox"/>					
L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>					
<p>Activity #8: The Alchemist Study Guide</p>	<table border="1"> <tr> <td>S:</td> <td>R: <input checked="" type="checkbox"/></td> </tr> <tr> <td>L: <input checked="" type="checkbox"/></td> <td>W: <input checked="" type="checkbox"/></td> </tr> </table>	S:	R: <input checked="" type="checkbox"/>	L: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	<p><b>Part I: Interacting in Meaningful Ways</b>  <u>A. Collaborative</u>                      2. Interacting with others in written English in various communicative forms (print, communicative technology and multimedia)                      3. Offering and justifying opinions, negotiating with and persuading others in communicative exchanges</p> <p><u>B. Interpretive</u>                      5. Listening actively to spoken English in a range of social and academic contexts                      6. Reading closely literary and informational texts and viewing multimedia to determine how meaning is conveyed explicitly and implicitly through language                      7. Evaluating how well writers and speakers use language to support ideas and arguments with details or evidence depending on modality, text type, purpose, audience, topic, and content area                      8. Analyzing how writers and speakers use vocabulary and other language resources for specific purposes (to explain, persuade, entertain, etc.) depending on modality, text type, purpose, audience, topic, and content area</p> <p><b>Part II: Learning About How English Works</b>  <u>A. Structuring Cohesive Texts</u>                      1. Understanding text structure                      2. Understanding cohesion</p> <p><u>C. Connecting and Condensing Ideas</u>                      6. Connecting Ideas                      7. Condensing Ideas.</p>
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UnitTestForTheAlchemist  (Open Book)	S:	R: <input checked="" type="checkbox"/>
	L:	W: <input checked="" type="checkbox"/>

# Cover Sheet

## Information Items - Academic Excellence

**Section:** II. Academic Excellence  
**Item:** E. Information Items - Academic Excellence  
**Purpose:** FYI  
**Submitted by:** Julia Dolf  
**Related Material:** January\_February PD meetings.pdf  
Monday Morning Meeting Notes Feb 2021.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

There is no action required for these reports.

**January/February Professional Development  
2020/2021**

<b>Date</b>	<b>Training</b>	<b>Leader</b>	<b>Details</b>
January 15, 20201	Department Meetings	Department Chairs	Department Chairs meet with departments to discuss information from the department meeting with the Assistant Dean of Academics. Then, staff will work in departments to plan and collaborate (if time)
January 22, 2021	No Meeting	Holiday (MLK Jr. Day)	NA
January 29, 2021	Parent/Teacher Conferences	Teachers	Teachers meet with low performing students and parents for conferences
February 5, 2021	Second semester curriculum adjustments/formativ e assessment review	Assistant Dean of Academics and Department Chairs	Department chairs will lead a discussion on how to plan for second semester adjustments based on distance learning and formative assessment data. Assistant Dean of Academics to attend each meeting
*February 12, 2020	NWEA Platform Training	NWEA	Assistant Dean of Academics and academic teachers to attend a training provided by NWEA on new benchmark platform
*February 12, 2021	TBD	TBD	TBD
February 19, 2021	No Meeting	Holiday (Presidents Day)	NA

February 26, 2021	Parent/Teacher Conferences	Teachers	Teachers meet with low performing students and parents for conferences
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\*Subject due to change based on NWEA training availability

## **Tuesday Morning Meeting**

**1/19/2021**

- Happy MLK Jr. Day! I hope everyone had a wonderful three day weekend!
- Have student work on their finals now through 2/5/2021
- I'm still waiting for a handful of finals to be approved. The soon they're approved the more time your students have to work on them.
- Last day for work is 1/29/2021
- No assessment Friday due to the short week
- Double check your recordings on Zoom. Make sure your lessons are recording for your safety and for observations.
- Change in administration meetings
  - Monday Morning Meeting with Dolf every Monday at 7:30
  - Tuesday's with Mrs. Griffin @ 7:30
  - Wednesdays with Mr. Griffin @ 7:30
- PPE Supply and Warm Clothing & Blanket Drive continues till the end of January

**Monday Morning Meeting**  
**1/25/2021**

- No Friday meetings this week as its parent conferences. Reach out to your students that need that additional support. Have Zoom meetings, calls, etc... Whatever you can do to support your students is the goal.
- Grading window will open 2/3 and close on 2/7
- Reminder about Morning Meetings
  - Mrs. Dolf-Monday at 7:30
  - Mrs. Griffin-Tuesday at 7:30
  - Mr. Griffin- Wednesday at 7:30
- Continue to send bi-weekly updates to parents and students
- Grading adjustments for first semester COVID-19 (on second page)
- Adjustments for second semester COVID-19 academic/arts plan (on second page)
- These adjustments will change back to our normal policy once students are back on campus. This is just for COVID
- Last week for PPE and Warm Clothing/Blanket Drive

## **Monday Morning Meeting Notes February 1, 2021**

- ❑ Its Black History Month: on this day in 1902 on this day in black history, one of the most famous poets, Langston Hughes was born in the year 1902. Hughes came from the Harlem Renaissance, the early stages of the Black Arts Movement.
- ❑ Grading window opens Wednesday and closes Sunday
- ❑ Read my email about grade updates
- ❑ Mr. Smith might email about EL and 504 grade support this week so please be on the lookout
- ❑ New gradebook starts Monday, 2/8.
  - ❑ Have new gradebooks created by Wednesday at the latest.
  - ❑ Be flexible with schedule changes
- ❑ Grade your Independent Study students coursework
- ❑ Team Advisors Meeting on Friday at 8:00
- ❑ We will have Friday meetings for Arts and Academics
- ❑ Most Improved Award for students needs to be submitted by Friday, 2/12





# Cover Sheet

## NWEA Contract

**Section:** II. Academic Excellence  
**Item:** F. NWEA Contract  
**Purpose:** Vote  
**Submitted by:** Julia Dolf  
**Related Material:** NWEA Contract.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

Staff recommends approval of this action.



**Schedule A**

**SALES ORDER**

Company Address: 121 NW Everett Street  
 Portland, OR 97209  
 License Start Date: 03/01/2021  
 License End Date: 06/30/2022

Created Date: 02/01/2021  
 Quote Number: 00041345  
 Partner ID:

Prepared By: Raymond Mitchell  
 Phone:  
 Email: raymond.mitchell@nwea.org

Contact Name: Julia Dolf  
 Phone:  
 Email: jdolf@encorehighschool.com

Bill To Name: Encore High School  
 Bill To Address: 16955 Lemon Street  
 Hesperia, CA 92345

Ship To Name: Encore High School  
 Ship To Address: 16955 Lemon Street  
 Hesperia, CA 92345

Product	List Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth K-12	\$13.50	\$12.00	715	\$8,580.00	-\$1,072.50
MAP Growth Science (Add-On)	\$2.50	\$2.50	715	\$1,787.50	-\$0.00
Virtual MAP Growth Basics	\$75 .00	\$750.00	1	\$750.00	-\$0.00
Virtual Applying Reports Workshop (one 2-hour sessions, up to 20 participants)	\$75 00	\$750.00	1	\$750.00	-\$0.00

Quote Discount -\$1,072.50  
 Quote Subtotal \$11,867.50  
 Estimated Tax \$0.00  
**Grand Total \$11,867.50**

**Terms and Conditions**

This Schedule A is subject to NWEA's terms and conditions located at: <https://legal.nwea.org/>. By signing this Schedule A you agree you have read and understood the terms and agree to them.

If this schedule includes virtually delivered professional learning or workshops, then cancellation is subject to the Virtual Workshop Cancellation Policy: at <http://legal.nwea.org/supplementalterms.html>.

Information about NWEA's collection, use, and disclosure of Student Information can be found here: <https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 90 days from the date above. Please confirm the billing address, or specify changes to your account manager.

**Signature**

Signature: \_\_\_\_\_ Printed Name: Julia Dolf  
 Date: \_\_\_\_\_ Title: \_\_\_\_\_

## Cover Sheet

### Academic Excellence Committee Approval of Mission and Description

**Section:** II. Academic Excellence  
**Item:** G. Academic Excellence Committee Approval of Mission and Description  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** academic excellence committee description.pdf

**BACKGROUND:**

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.

**RECOMMENDATION:**

Staff recommends approval of this action.



## Academic Excellence Committee

### General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Encore School Board to assume the primary responsibility for working with the CEO to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

### Appointments and Composition

1. Appointments of the chair and members of the Academic Excellence Committee shall be
1. made annually by the CEO with the advice and consent of the Board and in accordance with the bylaws.
2. The chair of this committee shall be a Department Chair.
3. At least one member of this committee shall be a member of the Encore School Board, subject to the conditions stated in the bylaws. Additional committee members will be appointed by the CEO and approved by the Encore School Board.
4. Members of this committee do not need to have an academic background. In fact, our experience has shown that the best academic excellence committee members are those who are very analytical, are great at digesting data and asking good questions and DO NOT have an academic background.
5. Work with the CEO to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process and completing the SPSA/LCAP.
8. Report to the Board of Trustees at regular meetings of the Board twice per year.
1. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board.

# Cover Sheet

## Board Meeting Calendar

**Section:** III. Governance  
**Item:** A. Board Meeting Calendar  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** Board Meeting Calendar Revised 20-21.pdf

**BACKGROUND:**

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.

**RECOMMENDATION:**

Staff recommends approval of this action.



## **Board Meeting Dates**

**6:30 pm**

**Monday, August 24, 2020**

**Monday, September 14, 2020**

**Monday, October 19, 2020**

**Monday, November 9, 2020**

**Monday, January 11, 2021**

**Monday, December 14, 2020**

**Monday, February 8, 2021**

**Monday, March 8, 2021**

**Monday, April 12, 2021**

**Monday, May 10, 2021**

**Monday, June 21, 2021**

**Monday, July 12, 2021- Board Meeting Workshop**

# Cover Sheet

## Staff Liaison Report

**Section:** III. Governance  
**Item:** B. Staff Liaison Report  
**Purpose:** Discuss  
**Submitted by:** Jaime Waggoner  
**Related Material:** Feb 2021 Staff Liaison Board Report.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

There is no action required for this report.



Staff Liaison Report

2/1/2021

Jamie Waggoner

Since the last meeting , I have had no employees come to me to discuss any issues that they felt they needed voiced.

If I may take a moment, I would like to convey my own opinion concerning recent events and how the staff stepped up.

I can not tell you how impressed I was to hear from Students, Families of Students, Board members and Staff at the recent Board meeting with HUSD. I have always known (through my experience here) of the good that being a part of Encore has brought to so many of the people that are associated (in one way or another) with this school. The things that really left me positively astounded were the very specific instances of positive life changing events that have come about because of this school.

As Staff Liaison, I was especially proud to see how many the staff came forward with their heartfelt stories. Were their jobs at stake? Yes. But I never once felt that the reason that they were speaking was out of fear of losing employment. They spoke because they wanted everyone in the world to know that this school is making a huge difference in peoples lives and taking that path away would be an absolute travesty.

I for one am grateful for the opportunity that I have had to be part of this organization.

Jamie Waggoner  
Encore Staff Liaison



# Cover Sheet

## COVID-19 Reopening Plan

**Section:** III. Governance  
**Item:** C. COVID-19 Reopening Plan  
**Purpose:** Vote  
**Submitted by:** Curtis Peterson  
**Related Material:** Encore Addendum COVID 19.pdf

**BACKGROUND:**

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.

**RECOMMENDATION:**

Staff recommends approval of this action.

# **Encore Jr./Sr. High School Emergency Operations Plan 2020 – 2021 Pandemic/COVID 19 Addendum**



### Purpose/Responsibility/Scope

This Disaster Preparedness Pandemic Addendum is meant to aid Encore, in preparing for pandemic health restrictions regardless of academic setting. In the event of a pandemic state of emergency Encore must discern what academic setting is most appropriate (i.e. distance learning, blended learning, traditional learning, etc.) These guidelines will adapt to ever changing federal, state and local agency guidelines and to align with changes in Encore's academic setting. *In accordance with CDC guidelines, "implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of the community".* The following guidance is a compilation of local, state and federal health department guidance: San Bernardino County Health Department, California Department of Health, Center for Disease Control, CalOSHA Covid 19 Prevention Standards, and California Department of Education. This plan is not meant to supersede any federal, state and/or local health regulations and/or requirements.

### School Site Infection Prevention Measures

1. Students and staff must stay home when sick and until symptom-free, without medication, for 24 hours and at least 10 days after symptoms first appeared.
  - Persistent dry cough
  - Persistent shortness of breath
  - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
  - Overall body aches
  - Persistent red eyes (not from allergies or environment)
  - Congestion/runny nose
  - Nausea
  - Diarrhea
  - Any other significant cold-like/flu-like symptoms
2. Encore will follow all local/state public health guidance regarding temperature checks.
3. Strongly encourage students/staff to wash hands frequently with soap and water for at least 20 seconds. When hand washing is not an option, encourage students and staff to use hand sanitizer with at least 60% alcohol.
4. Students and staff are strongly encouraged to cover coughs with a sleeve or tissue and immediately wash their hands with soap and water afterward. Students and/or staff with repetitive coughing should go to the health office for follow-up screening.
5. Ensure classrooms have ample tissues, as well as no-touch trash cans.
6. Campus Aides will routinely clean and sanitize frequently touched surfaces. Non-custodial staff will also have access to sanitizing supplies for their optional use.
7. Encore will separate known symptomatic students and staff from others until they can go home.
8. Encore administration will discontinue physical attendance related intervention and/or enrichment until further notice i.e. perfect attendance, SARB and tardies.
9. Encore will follow local and state public health guidance when utilizing playground equipment.
10. Encore will adhere to current state and local health and safety requirements i.e face coverings, social distancing, hygiene, etc.

11. Parents with students who have health conditions that place them at higher risk of illness complications should contact their school site and explore the possibility of distance learning opportunities. Approval should not require a doctor's note during a pandemic state of emergency.
12. School staff will be trained on visual screening of students upon arrival and throughout the day. Visual screening may require secondary screening in the school site isolation room.
13. Students and staff are to social distance through increased spacing, small groups and limited mixing between groups, as practicable.
14. Staff working in an indoor setting will make every effort to cycle fresh air in when feasible (i.e. open doors, open windows etc.) Do not open windows and doors if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children using the facility.
15. No campus visitors should be allowed other than those required by Ed. Code/law. Allowed visitors shall adhere to all health and safety requirements (i.e face coverings, social distancing, hygiene, etc.) or they will not be allowed access for any reason. Schools will implement digital meetings/visitations as practicable.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
17. Encore administration will communicate with Encore nurse, Encore Risk Management and Student Services regarding any pandemic-related developments.

## Encore Administration

1. Encore will work to ensure they have adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as required) and no-touch trash cans.
2. Develop a school site schedule for following the Encore Pandemic Campus Aide Illness Prevention Plan. (Appendix A)
3. Work with staff to clean and disinfect frequently touched surfaces (i.e. door handles, sink handles, drinking fountains, student desks etc.) within the school and on school buses at least daily or between use. Use of shared objects (i.e. art supplies, toys, games, etc.) should be limited and disinfected or quarantined for at least 24 hours between use.
4. Consider installing physical barriers between employees and the public where practical, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain 6 feet apart (i.e. reception desks, health offices, etc.) Collaborate with Encore risk management when doing so.
5. Encore will provide physical guides/markers on floors or sidewalks and/or signs on walls, to promote social distancing (i.e. lunch lines, bus lines, campus entry/exit gates, front office/attendance/counseling lines, classroom ramps, etc.)
6. Provide daily staff broadcast/all-call announcements regarding limiting the spread of illness.
7. Ensure that bathroom soap dispensers remain stocked and accessible.

8. Ensure that site isolation rooms are properly supplied to complete secondary screenings and help possibly ill students and staff.
9. Have an established school isolation room to send symptomatic students and/or staff until they can go home. (Appendix B)
10. Post important health information on campus, social media and websites. (Appendix C)
11. Communicate with the Encore nurse, Risk Management and Encore's Student Services regarding pandemic-related developments.
12. Ensure that your staff is familiar with site and district emergency preparedness and COVID 19 plans.
13. Cleaning supplies/chemicals will not be brought to campus by employees.
14. Regularly communicate opportunities for COVID 19 testing, per Encore's COVID 19 update information, at no cost to the employees and make provisions for testing during employee work hours.
15. Encore's personnel will frequently communicate with Encore's administrative teams to ensure that all safety protocols are adhered to.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

## Varied Atmosphere

### Bus/Transportation:

1. All bus drivers/passengers will adhere to current health and safety requirements (i.e. face coverings, social distancing, hygiene, etc.)
2. Create as much distance between drivers/passengers as possible on school buses. Consider seating children one per row, skipping rows, etc. when practicable (i.e. loading students from back to front, same household students may share seats upon arrival, etc.)
3. Every reasonable effort will be made to isolate any student showing symptoms.
4. Make every reasonable effort to cycle fresh air in (i.e. open windows etc.) Do not open windows if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children on the bus.
5. Clean and disinfect frequently touched surfaces on school buses at least daily and as frequently as possible.
6. All students will be visually screened by bus drivers. Those deemed in need of a secondary screening will be isolated on the bus as much as possible and be escorted to school staff upon arrival for secondary screening.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
8. Students who refuse to adhere to health and safety requirements will be isolated as much as possible. Site administration will be notified. Administration will contact the parent to reemphasize the need to adhere to health and safety requirements while on the bus. The

first refusal will result in a warning. The second refusal will result in loss of bus privileges for five school days. The third refusal will result in loss of bus privileges for the remainder of the semester.

In-class:

1. Staff will reconfigure classrooms so that students are six feet apart and not facing each other whenever practicable.
2. Teachers and/or classroom staff will make every effort to cycle fresh air in when feasible (i.e. open windows etc.) Do not open windows/doors if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children in the classroom.
3. Discontinue sharing of items that are difficult to clean or disinfect.
4. Each student will be required to keep their belongings in their own space. Use of communal hooks, cubbies, will not be allowed.
5. Staff is strongly encouraged to sanitize classroom supplies/high touch materials between individual or small group use or ensure adequate supplies to minimize sharing of high touch materials to the extent possible (i.e. assigning each student their own art supplies, equipment, etc.)
6. Discontinue use of shared items such as electronic devices, toys, books, and other games or learning aids unless disinfected or quarantined for at least 24 hours between individual use.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Before-School/After-School/Passing Period:

1. Outdoor supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as much as practicable.
2. Indoor access should only be made available when inclement weather creates an added need (i.e. rain, excessive heat, etc.)
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Lunch:

1. Lunch supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as practicable.
2. Schools will provide physical guides/markers on floors to encourage social distancing in lunch lines.
3. Indoor access should only be available for lunch pick-up in the cafeterias and/or when weather makes increased access a need i.e. rain, excessive heat, etc.
4. Lunch time activities which require physical contact are prohibited until further notice.
5. Encore will implement multiple lunch schedules to limit group size.
6. Sharing of food between students not living within the same household is prohibited.

7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

*Social Events, Parent Events, Assemblies & Field Trips:*

1. Social events, such as dances, pep rallies and assemblies shall be postponed until further notice.
2. Encore will pursue virtual activities and events in lieu of field trips, student assemblies, school-wide parent meetings, and spirit nights.
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

## **Illness Prevention Screening Protocols**

*Encore Self-Screening Protocols:*

Encore requires all staff and students to be vigilant in daily self-assessing for possible symptoms of illness. If you are experiencing one or more of the following symptoms, you MUST stay home from work/school until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared. Staff/students must notify their school/employer of their absence due to illness. Appendix D

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Diarrhea, vomiting, nausea

[Encore Visual Screening Protocols:](#)

Encore requires that all staff be vigilant in observing possible symptoms of illness. If you see one or more of the following symptoms, send the individual (adult or child) to the school site isolation room for secondary screening. The appropriate person/s will be notified that an individual is on their way to the isolation table. Encore administration will train staff on communication protocols in the event that phone lines are busy and/or not available.

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, nausea

*Note: All Encore staff will complete a target solution training which pairs with the guidance above.*

[Encore Secondary Screening Protocols:](#)

If an individual is referred to secondary screening, trained staff should take the following steps to determine the proper course of action:

**General secondary screening protocols:**

1. Secondary screening staff member must wear a mask, face shield, gown and gloves during screening. The individual receiving the secondary screening must also wear a mask.
2. Assess symptoms and close contact/potential exposure.
3. Determine plan of action based on screening and document in the Encore secondary screening google form.

**Section 1: Symptoms: Note any and all symptoms present**

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose



- Diarrhea, vomiting, nausea

## **Section 2: Close Contact/Potential Exposure: Note all that apply**

- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with a person who is exhibiting illness symptoms and/or has confirmed COVID-19.
- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with person under quarantine for possible exposure to COVID-19

**After completing the secondary screening the screening staff member will make the following decision in accordance with current state and local health and safety guidance:**

**Return to class:** Call home to notify parents that a secondary screening was completed and the student was sent back to class.

**OR**

**Isolate and send home:** Keep the student or staff member in the isolation room, call home to notify parents that a secondary screening was completed and the student must be picked up as soon as possible. Staff should then follow the school isolation protocols and return-to-school policies. The student may NOT ride the bus home for any reason.

## **Encore Isolation Protocols:**

Some individuals may develop symptoms of infectious illness while at school. Encore will take action to isolate individuals who develop these symptoms from other students and staff.

Individuals who develop any of the symptoms in Section 1 while at school should be placed at the isolation table separate from staff and other students:

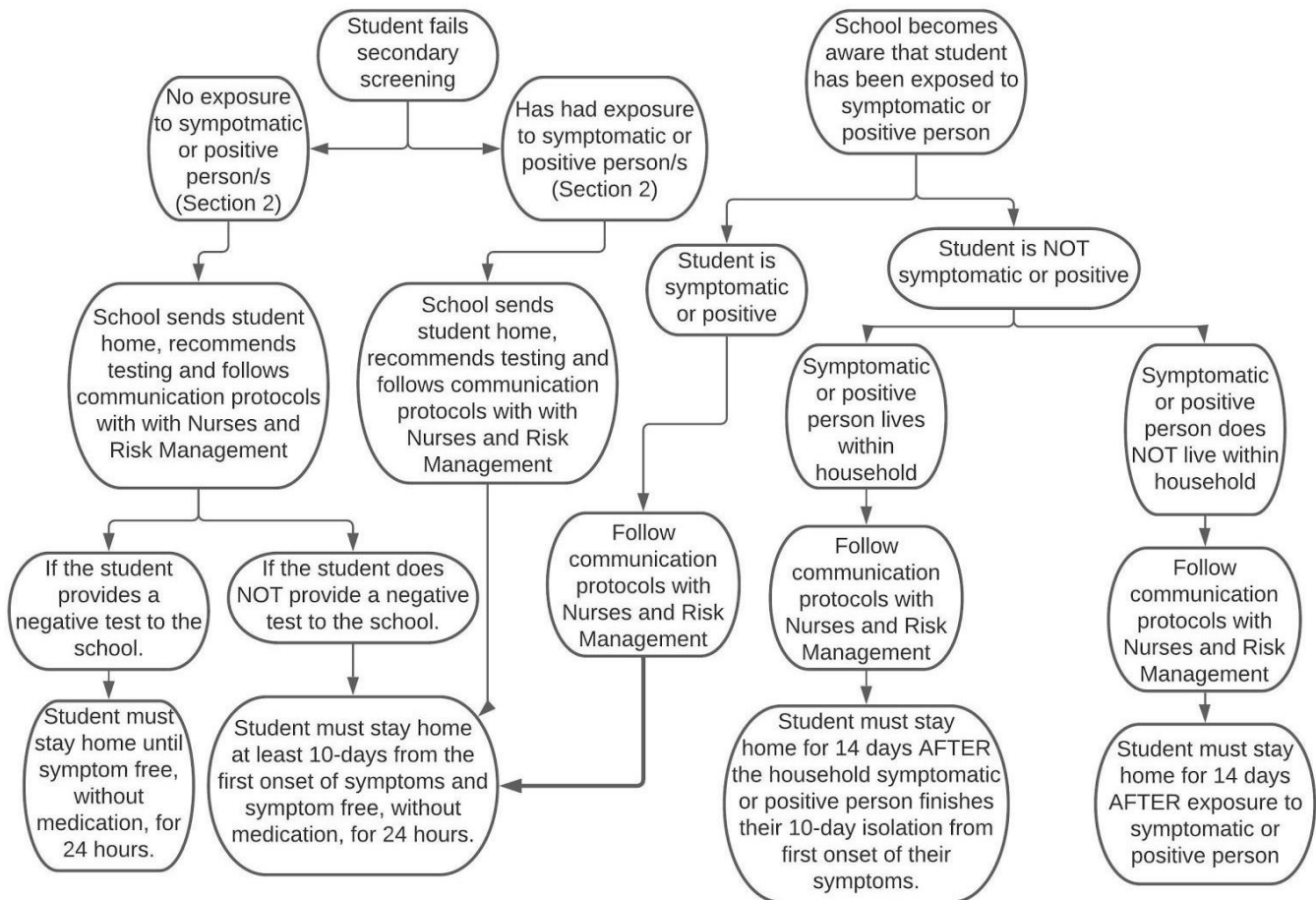
- School staff (e.g., workers, teacher aides, school health staff) who interact with an individual who becomes ill while at school should use Standard and Transmission-Based Precautions per the CDC when caring for sick people. This includes, but is not limited to masks, gloves, face shields, and disposable gowns.
- Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are.
- If a school needs to call an ambulance for transport of an individual to the hospital, and they answered YES to any of the questions in Section 2, they should first alert first responders that the student/staff member may have been exposed to someone with COVID-19.
- After the individual is placed in an isolation room, school staff who work in the isolation area will follow the district's policy regarding cleaning and disinfecting the facility

## **Return-to-School/Work Policies**

If an individual fails either section 1 or section 2 of the secondary screening protocol, school staff will follow the flow chart below when determining possible return to school date.

**Definitions:**

- **Isolation:** 10-days from first onset of symptoms and symptom free, without medication, for 24 hours.
- **Quarantine** (if symptomatic/positive person is not a household member): 14-days **AFTER** exposure to symptomatic/positive person.
- **Quarantine** (if symptomatic/positive person is a household member): 14-days **AFTER** a household member has **COMPLETED** their 10-day isolation.
- [Click here](#) for student COVID Protocols chart displayed below.



*Note: All health techs, administrators and designated site office staff (as decided by site administration) will digitally or physically attend a training which pairs with the guidance above.*

## Encore Pandemic Campus Aide Illness/COVID 19

### Prevention Plan [Custodial Protocols:](#)

**7th-12th Grade Classrooms:** Sanitize and/or disinfect, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, 3 times per week.

**Encore Offices/Staff Areas:** Sanitize and/or disinfect, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, daily.

**Health Offices:** Sanitize and/or disinfect, all tables, chairs, benches, counters, doors, door handles, sinks, water fountains, light switches, beds and all other touch points frequently and daily. Mop, with disinfectant, every day.

**Encore's isolation room:** Sanitize and/or disinfect, all tables, chairs, benches, counters, door handles, light switches, table tops and all touch points immediately after a student or staff member has occupied the room and left to go home.

**Cafeteria:** Sanitize and/or disinfect, all tables, counters, doors, door handles, sinks, light switches and all other touch points frequently and daily. Mop, with disinfectant, as frequently as possible and every day.

**Encore Big Top:** Sanitize and/or disinfect, all tables, doors, door handles, light switches and all other touch points every day. Sweep, and disinfectant, every day.

**Common Areas:** Sanitize and/or disinfect, all common touch points every day.

**Restrooms:** Restrooms will be sanitized and/or disinfected, as many times as possible and every day. Hand soap will remain readily available at all times in all restrooms.

**New Custodial Practices/Equipment:**

1. During school hours staff will use food safe sanitizer to frequently clean. Outside of school hours staff will use hospital grade disinfectant to kill 100% of bacteria and viruses on all surfaces daily.
2. Campus Aides will provide all staff access to food safe sanitizer for use as needed.
3. Encore shall maintain a date and time log for completion of the duties to be shared with Encore administration and appropriate Encore office personnel
4. Marked increase in sanitizing and/or disinfectant frequency, protocols and procedures
5. HDX hand held 2 gallon sprayers.
  
6. Increased hand sanitizing stations

**Arts/Competition/Performance Guidance**

**Mission**

Encore recognizes that arts/activities programs are not only essential to the learning of all students involved, but also a key to lifelong success for many of our students. As such, Encore is committed to following federal, state and local health agency guidelines during our tiered reopening of our arts/activities programs while minimizing the risk of transmission of illness to students, families, coaches and the community. The Encore tiered reopening of our arts/activities programs will be guided by what is feasible, practical, acceptable, and tailored to the needs of the community so that we may help our students participate in these highly meaningful and essential programs in the safest way possible. In accordance with the [California Department of Health Youth Sports COVID-19 Guidance](#) and [San Bernardino County Department of Health Guidance](#) Encore has approved the plan in Appendix E:

- 1.

## Personnel Protocols Training and Instruction

All employees will take the COVID-19 training module.

Administrators will report exposed or known positive employees to the Director of Risk Management as well as Classified and Certificated Personnel. The procedures below will be followed. Supporting documentation is included in Appendix F

- Employee will be sent the appropriate letter, depending on their individual circumstances,
- Employee will be placed on a Paid Administrative Leave until they are able to test and until they receive their results
- Upon receipt of results, one of two actions will happen
  - o Negative result – Employee returns to work
  - o Positive result – Employee isolates per the San Bernardino County DPH
- Leave information is included in the letters sent from Personnel according to an individual's circumstances.
- Per AB 685, written notice will be sent to other employees at the positive employee's site or department notifying them of a positive co-worker within 24 hours. Appendix G
- Return to work will be determined according to the San Bernardino County DPH flow chart.

Additional procedures that will be followed:

- o Risk Management will notify the appropriate personnel to ensure that the infected employee's workspace is sanitized and disinfected according to the custodial procedures included in this document.
- o Risk Management will investigate the employee's close contacts if any, and with personnel determine the appropriate course of action.
- o Risk Management will work with the site/department to determine if hazards exist that haven't been addressed. If so, appropriate corrective action(s) will be taken.
- o Positive employees will be reported to Risk Management who will then include them on Encore's OSHA 300
- o Contact the San /Bernardino County DPH as appropriate.

- o Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- o Maintain records of the steps taken to implement this addendum
- o This plan will be available workplaces to employees, authorized employee representatives and be a Cal/OSHA representatives immediately upon request.
- o Use Encore contact tracing form to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

**Health & safety violations and/or COVID 19 Hazard Reporting Protocols:**

1. Encore is to adhere to local and state health agency and OSHA guidelines.
2. Individuals who observe health & safety violations and/or COVID 19 hazards are to immediately report the issue/s to Encore administration. Encore administration is to work with Encore's Risk Management to assess the situation. If a violation or hazard is found, Encore administration will correct the situation in accordance with state and local health and OSHA guidelines within Encore's Risk Management assigned timelines. If the issue is not corrected as stated above the matter should be directly reported to Encore Risk Management.
3. OSHA concerns should be immediately reported to the Encore OSHA compliance officer Mr. Curtis Peterson, Risk Management Director.

**Encore Health Tech/Risk Management/Student Services**

<b>Health Tech</b>	<b>Risk Management</b>	<b>Student Services</b>
<b>Christine Glass</b>	<b>Curtis Peterson</b>	<b>Joseph Thibodeaux</b>
<b>760-949-2036 EXT. 1105</b>	<b>760-949-2036 EXT. 1115</b>	<b>760-949-2036 EXT. 1103</b>
<b>Christineglass@encorehighschool.com</b>	<b>Cpeterson@encorehighschool.com</b>	<b>JThibodeaux@encorehighschool.com</b>

## Appendix A

### CAMPUS AIDE CLEANING PROCEDURES

# Encore Jr./Sr. High School

## Campus Aide Cleaning Procedures and Standards

2020-2021

### Table of Contents

Introduction

Daily Restroom Cleaning Procedures

Restroom Cleaning Standards

Restroom Cleaning Schedule Form

Office, Conference Room, and Staff Room Cleaning Procedures

Office, Conference Room, and Staff Room Cleaning Standards

Classrooms Cleaning Procedures

Classrooms Cleaning Standards

Health office Cleaning Procedures

Health office Cleaning Standards



## Introduction

The purpose of the Encore Campus Aide Cleaning Procedures and Standards Handbook is to bring **coherence** to the excellent work of our campus aide teams. The goal of our campus aide team is to provide a **sanitary** learning and working environment that is second to none.

Please refer to the Encore Emergency Operations Plan 2020 – 2021 Pandemic Addendum for a complete description of the **Encore Pandemic Campus Aide Illness Prevention Plan**. Campus Aide Protocols are specified for each area of the school site. An excerpt is provided here for your reference:

**7th-12th Grade Classrooms:** Disinfect, with disinfectant, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and other touch points as frequently as possible and every day. Vacuum once a week. Mop, with disinfectant, 3 times per week.

Encore administrators should work with their Campus Aide teams to assure that their specific site needs are met and align as much as possible to the Campus Aide Cleaning Procedures and Standards.

## Daily Restroom Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Toilet Brush and bucket (for TOILETS and URINALS ONLY)
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc

### Workflow

Remove litter from floors, ceilings and walls.

Empty trash, replace liners when soiled.

Sanitary napkin receptacle, clean and replace liner daily.

Disinfect all restroom fixtures with Toilet Brush and bucket (toilets, urinals).      Disinfecting  
Sinks-Spraying and wiping sinks.

*Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet. **Scrub toilets, sinks, urinal often or as needed***

Check, Restock and disinfect all dispensers (soap, toilet paper, towels, feminine napkins).

<b>Report any broken latches, locking mechanisms, hazards, lights and fixtures (toilets, urinals, faucets, and sinks, etc.) to Lead and Administration (email).</b>
Clean walls, stalls, stall doors, tiles, ceilings, doors, mirrors and hand dryers.
Wipe down all flushing mechanisms, sinks, urinals and toilets (flush chemical in toilet).
Pour water/disinfectant down drains daily
Mop floors (Change out cleaning solution when it becomes soiled/discolored). <b>Mop handle and bucket labeled "restroom only" and with a chemical label.</b>
Clean all equipment and restock custodial cart.
Allow the kill time for the Disinfectant to do its job. Please refer to the user manual for kill times.

### Restroom Cleaning Standards

After a restroom has been cleaned, the following standards should be met:

1. Toilets, toilet seats, bases, fronts, undersides and flush valves should be free of dirt, grease, hair, urine and feces. All ceramic, stainless steel, and chrome should shine. Toilet seats should be in an upright position.
2. There should not be any waste or debris in the toilet bowl. There should not be any water rings or stains inside the toilet bowl or under the toilet rim. Age and condition of the toilet must be considered when evaluating toilets.
3. Urinal tops, sides, fronts, undersides, inner edges and rims should be free of dirt, grease, hair and urine stains. There should not be any trash or debris in the base of the urinal.
4. Sinks should not have any disinfectant, detergent or cleaner residue. Sinks should shine. Age and condition of the sink must be considered when evaluating sinks.
5. Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
6. Tops, sides and undersides of sinks should be free of dirt, soap, stains, hair and other debris.

7. All soap, paper towel, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to ensure availability for the next day.
8. All trash cans should be empty and the liners clean and without tears.
9. All sanitary napkin receptacles should be empty and relined.
10. The outside area of all trash and sanitary napkin receptacles should be free of dirt and stains.
11. All partitions, toilet stalls, doors and walls shall be free of dust, dirt, stains and graffiti.
12. The ceilings shall be free of paper wads and other items.
13. The exhaust vent grills shall be free of dust.
14. The thresholds and entryways shall be dirt and stain free.
15. The mirrors should be free of spots, smears, smudges and dirt.
16. The floors, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash and debris. Floors should not be sticky.
17. Restroom air should be odor free.
18. Restrooms should be well lit (lights must be replaced as a team)
19. All locking mechanisms in stalls shall be in working order. Immediately report broken latches.

### Restroom Cleaning Schedule

Date	Time of Day	Toilets		Sinks		Soap		Paper Towels		Toilet Paper Holder		Toilet Seat Cover Dispenser		Trash Can		Floors		Air Freshener		Employee's Initials
		Checked	Cleaned	Checked	Cleaned	Checked	Refilled	Checked	Refilled	Checked	Refilled	Checked	Refilled	Checked	Cleaned	Checked	Cleaned	Checked	Replaced	
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### A - Building

## Office, Conference Room, and Staff Room Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Feather duster
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

### Workflow

#### Daily

1. Empty trash can and paper shredder receptacles.
2. Replace trash can and paper shredder liners if soiled or torn.
3. Dust horizontal surfaces.
4. Disinfect telephones.
5. Disinfect reception and service counters.
6. Disinfect conference tables and chairs
7. Disinfect doors, door frames, door glass, partition glass and light switch plates.
8. Disinfect windows.
9. Disinfect doorways and thresholds.
10. Remove gum and stains from floors and carpets.
11. Check, restock, and disinfect paper towel dispensers
12. Check, restock and disinfect hand sanitizers
13. Check, restock and disinfect hand soap dispensers.
14. Replace burned out lights (report any issues to Lead, Administrator or Plant Supervisor (email)).
15. Mop floors **Mop handle and bucket labeled "Office/classroom only"**.

16. *Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.*

**Weekly**

1. Dust under office equipment, screens, under chairs, and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use cleanser to clean drinking fountain
5. Disinfect furniture.
6. Perform high dusting.
7. Clean lower windows.

**Monthly**

1. Dust blinds and window ledges
2. Vacuum upholstery.
3. Clean vents and registers.

**Office, Conference Room, and Staff Room Cleaning Standards**

After the office, conference room and staff room have been cleaned, the following standards should be followed:

1. Trash cans, paper shredder receptacles.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free.
4. Telephones should be free of hand marks and dust.
5. Receptionist area and countertops should be free of marks, hand prints and dust.
6. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
7. Light switch plates, cabinets, countertops should be free of dirt and smudges.
8. Window ledges should be free of dust and debris.
9. Carpet and/or floor areas should be free of dust, dirt and debris, gum and stains
10. Air intake and exhaust vents or registers should be reasonably free from dust.
11. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
12. Drinking fountains and sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.

13. Thresholds and entry areas should be free of dirt and dust.
14. Conference tables and chairs should be free of marks and smudges.
15. Lower, easily accessible windows should be free of dirt and spots.
16. Window blinds should be dust free.
17. Upholstered furniture should be free of dust and stains.

### **Classrooms, Library, Computer Lab and Reading Rooms Cleaning Procedures**

#### Equipment and Materials Needed

- **Custodial Cart**
- **Broom and dustpan**
- **Sinks-Cleaning Sinks with spray bottle and towel**
- **Scouring sponge, pumice stone, cleanser (Ajax/Comet)**
- **Wet mop and bucket with wringer (floors)**
- **Spray bottles with glass/surface cleaner and disinfectants (labeled)**
- **Paper towels and/or rags**
- **Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.**

#### Workflow



**Daily**

1. Empty wastebaskets.
2. Replace liners if necessary.
3. Disinfect sink and surrounding area.
4. Check, restock, and disinfect paper towel dispensers
5. Check, restock and disinfect hand sanitizers
6. Check, restock and disinfect hand soap dispensers
7. Disinfect light switch plates, light switches and walls.
8. Vacuum carpets.
9. Remove gum from carpet.
10. Disinfect desks and tables.
11. Remove stains and spots from carpet.
12. Sweep/dust mop or sweep floors.
13. Disinfect doorway, door frames and thresholds.
14. Secure windows and doors.
15. Disinfect student desks, tables, and chairs
  
16. ***Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.***

**Twice a Week**

1. Dust horizontal surfaces (i.e. Shelves, window sills, book cases, etc.)

**Once a week**

1. Dust all horizontal surfaces
2. Vacuum window ledges if necessary.
3. Clean corners and edges of carpeted areas.

**Twice a Month**

1. Use a cleanser on sinks and faucets.

**Monthly**

1. Perform high dusting.

## **Classrooms, Library, Computer Lab and Reading Rooms Cleaning Standards**

After classrooms, library, computer lab and reading rooms have been cleaned, the following standards should be followed:

1. Trash cans shall be emptied and the trash liners should be soil free. The trash liners should be without tears. The outside area of the trash cans should be free of dirt, stains and marks.
2. Sinks, faucets and easily accessible surrounding areas should be shiny.
3. Towel and soap dispensers should be full. At least enough supply for the next school day. Dispensers should be free of dirt, dust, and marks.
4. Horizontal surfaces should be dust free (i.e. Shelves, window sills, book cases, etc.)
5. Carpet and/or floor areas should be free of dirt and debris including corners and edges. Areas under roll-away cabinets and "clustered" student desks should be free of debris and dirt.
6. Floor surfaces should be free of chewing gum.
7. Floor areas should be cleaned when spills and spots are present.
8. Carpets should be free of stains.
9. Doors, door frames, door handles, push bars should be disinfected and free from dirt and marks.
10. Light switch plates, cabinets, counter tops and areas around the pencil sharpeners should be free of dirt, and marks.
11. The thresholds and entry areas should be free of dirt, dust and debris.
12. All air intake and exhaust vents and registers should be dust free.
13. All lights should be in working order. Should there be lights out, replace bulbs with co-worker
14. Student desks shall be free of dirt and marks and disinfected daily.
15. Chairs shall be free of dirt and marks and disinfected daily
16. Windows should be reasonably clean.

## Health Office Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

### Workflow

### Daily

1. Empty wastebaskets
2. Replace waste baskets liners
3. Dust horizontal surfaces
4. Disinfect telephones
5. Disinfect nurses reception counter
6. Disinfect doors, door frames, door glass, partition glass and light switch plates
7. Disinfect windows.
8. Disinfect sinks
9. Disinfect doorways and thresholds
10. Check, restock, and disinfect paper towel dispensers
11. Check, restock and disinfect hand sanitizers
12. Check, restock and disinfect hand soap dispensers
13. Disinfect chair(s) and recovery couch
14. Replace burned out lights (report any issues to Lead, Facilities Manager via Custodial Request (email))
15. Mop floors **Mop handle and bucket labeled "Health Office only"**
16. Disinfecting sinks - Spraying and wiping sinks. **Allow disinfectant to work for 3-5 minutes.**
17. Disinfect with the electrostatic sprayer

### Weekly

1. Dust under office equipment, screens, under chairs, and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use a cleanser to clean drinking fountains.
5. Disinfect furniture.
6. Perform high dusting

### Bi-Weekly

1. Dust blinds
2. Clean vents and registers.

### FOLLOW RESTROOM PROCEDURES FOR HEALTH OFFICE RESTROOMS

## Health Office Cleaning Standards

After the health office has been cleaned, the following standards should be followed:

1. Trash cans should be empty.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free. Difficult areas should be dust free.
4. Telephones should be free of hand marks and dust.
5. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
6. Light switch plates, cabinets, countertops should be free of dirt and smudges.
7. Window ledges should be free of dust and debris.
8. Air intake and exhaust vents or registers should be reasonably free from dust.
9. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
10. Sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.
11. Thresholds and entry areas should be free of dirt and dust.
12. Window blinds should be dust free.
13. Chairs shall be free of dirt and marks and disinfected daily
14. Recovery couch should be disinfected daily
15. Follow restroom procedures for health office restrooms

## COVID-19 Disinfecting Cleaning Procedure

### Equipment and Materials Needed

- Clean rags
- Disinfectant bucket
- Soiled bucket

## Workflow

### **STEP A**

- Ultra Violet Light to disinfect all areas that were exposed by covid-19.
- All the area to be Exposed for 45 minutes.

---

### **STEP B**

- Manually disinfect all surfaces, including all touch points (tables, chairs, doors, dispensers etc.) exposed by covid-19 using the two bucket system.
  - The disinfectant bucket may only contain clean microfiber rags with disinfectant. **At no point may you dip a soiled microfiber rag back into the bucket, this will contaminate the entire bucket.** Only use the rag once and replace it when soiled.
  - Soiled bucket- Place all soiled microfiber rags into the soiled labeled bucket. Do not use microfiber rag after it has been placed into the bucket.

### **STEP C**

- Ultra Violet Light to disinfect all areas that were exposed by covid-19.
- All the area to be Exposed for 45 minutes.

\*Follow all UV light Precautions

Exit the room and close the door immediately

Ventilate room for at least 40 minutes before entering

**\*\*\*Send an email to the administrator, Custodian Supervisor Joseph Thibodeaux and Curtis Peterson stating what steps were taken to disinfect the exposed area(s).**

### COVID B SAMPLE POSTERS

# GERMS

are all around you.

Stay healthy.  
Wash your hands.

CS294906-F  
PN300506

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

# Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

**\*Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

\*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.



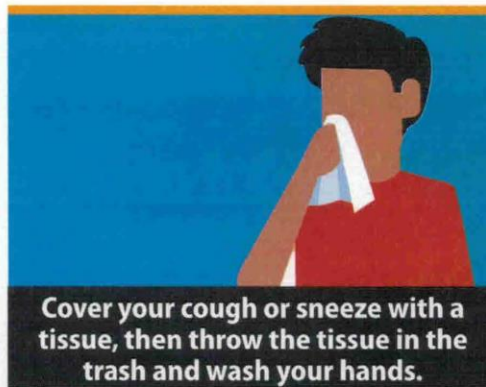
[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

MP 317142-A 20 de mayo, 2020 10:44 a.m.



# Stop the Spread of Germs

## Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316917C May 13, 2020 11:03 AM

## APPENDIX C

### ISOLATION ROOM GUIDANCE

# Isolation Room Guidance

01/28/2021

1. Must be an indoor room and/or building. No tents, ez-ups, etc.
2. Must NOT be the same location students are sent for non-illness reasons. For instance, students with a scraped knee must be sent to another location.
3. Isolation room must be its own separate room and/or building. For instance, it cannot be a corner of the front office, etc.
4. It is recommended, but not required, that the isolation room supervising staff member/s set their desk up outside of the isolation room, but with clear visual access to anyone inside the isolation room. Secondary screenings may be conducted outside of the isolation room. **HEALTH STAFF MUST MAKE THE DETERMINATION AS TO WHETHER A STUDENT SHOULD BE MONITORED CLOSELY OR FROM OUTSIDE THE ROOM.**
5. Isolation room supervising staff are strongly encouraged to NOT remain in the isolation room with an individual who has failed a secondary screening as long as adequate supervision can be provided from outside the room.
6. When a person is sent to the isolation room, the isolation room supervision staff member will conduct a secondary screening. If the person is cleared they will be sent back to work/class and the issue will be properly documented. If the person fails the secondary screening they will be immediately sent home and the issue will be properly documented.
7. If a parent of a student who has failed a secondary screening REFUSES to come and pick the student up, site administration must be immediately notified. Site administration should immediately make risk management aware. In most situations like these law enforcement will be contacted by site administration.
8. When a person who failed a secondary screening goes home the isolation room will be properly sanitized by custodial staff as soon as possible. If multiple people who have failed the secondary screening are in the isolation room at the same time they will remain socially distanced with masks on until all have gone home and the room will be sanitized as soon as possible.
9. Please contact Risk Management, Nurse, and/or Student Services with any other questions.

## APPENDIX D

### STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

## STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

Encore is committed to the health and safety of our employees, students, and community. **Employees are expected to practice social distancing and wear face coverings as required by the Department of Public Health and/or local guidelines.**

The district requires all staff to be vigilant in daily assessment for possible symptoms of illness. **If you are experiencing one or more of the following symptoms, you MUST stay home from work until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared.** Staff must notify their employer supervisor of their absence due to illness.

- New persistent dry cough
- Persistent shortness of breath
- Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
- Overall body aches
- Persistent red eyes (not from allergies or environment)
- Congestion/runny nose
- Nausea
- Diarrhea
- Any other significant cold-like/flu-like symptoms

### **I acknowledge the following:**

The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home from work when sick.
- Practice social distancing from others.
- Frequently wash hands with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Place used tissues in a wastebasket.
- Avoid the sharing of supplies, technology equipment, etc. or sanitize between use.
- Wear face coverings as required by the Department of Public Health and/or local guidelines.
- Notify your supervisor if you experience symptoms of acute illness (i.e., persistent dry cough, persistent shortness of breath, fever of 100.4 degrees or higher, overall body aches, persistent red eyes not from allergies or environment or any other significant cold-like/flu-like symptoms) so you can be separated from others and be sent home immediately.

Additionally:

- There is a potential risk for contracting COVID-19 while at work.

- Cleaning and disinfecting practices may help to reduce the spread of COVID-19, but cannot stop the spread.
- Due to the nature of our facilities and programs, social distancing of 6 feet per person among students and staff in a school or office setting is not always possible.

### **Acknowledgment**

I have read Encore’s Self Screening Protocols and COVID-19 Acknowledgment, and fully understand the potential risks of COVID-19. While Encore is making significant efforts to ensure the safety of students and staff, I acknowledge our schools, transportation, offices, and athletic environments are not guaranteed to be COVID-19 free environments.

Staff Name (Printed)

Staff Signature

Date

## APPENDIX E

### ARTS GUIDANCE

# Arts/Activities Guidance

Updated 1/28/21



## ***ENCORE HIGH SCHOOL'S COVID PLANNING OUTDOOR MASTER CLASS EVENTS 2020***

The CDC released a Guidebook in June of 2020 to help events and gatherings make plans for community events. Implementation of the suggestions for events and gatherings has been guided by what is feasible, practical, and acceptable as outlined by the CDC.

Encore is building the framework for small outdoor sessions with students for their art classes based on the model created by the CDC. Encore will build their approach to the Master class events based on “best practices” and will be flexible to change as the world unfolds. These plans are subject to change.

Encore’s arts programs have been critical to the success of Encore’s programs, the mental well-being of the students, and the progression of arts training since opening in 2008. With no reopening for in person school for the foreseeable future, Encore would like to make attempts to be able to do some in-person instruction outside for small groups of students to be able to improve the mental health and well-being of our students.

What Encore would like to do is schedule specific outdoor “master classes” where a limited number of students would be allowed on campus to take arts classes during the week.

Encore has pulled a lot of this document directly from the “Events and Gatherings: Readiness and Planning Tool” frameworks created by the CDC. The purpose for this document is to help provide rules and guidelines for a safe outdoor master class scenario.

### **This checklist will cover the following main categories:**

1. Guiding Principles to Keep in Mind
2. General Readiness Assessment
3. Preparing for if Someone Gets Sick
4. Daily Readiness Assessment
5. End-of-Day Actions and Other Resources

39|

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. [www.encorehighschool.com](http://www.encorehighschool.com)





## Guiding Principles to Keep in Mind

**The first guideline outlines by the CDC covers how many individual people interact and how long they interact with one another.**

- For Encore's OUTDOOR classes, classes will be held in the quad. The quad will be split into separate spaces for specific classes.
- In the quad, the concrete will be painted with 10 foot boxes. Within the 10 foot boxes, six foot boxes will be painted.
  - The ten foot box will be used for active classes, like dance. Participants of the class will be required to stay in their 10 foot box at all times.
  - The six foot box inside the 10 foot box will be used for non active classes, like a painting class. Participants of the class will be required to stay in their 6 foot box at all time.
- Master classes will last for two hours at a time.
- Participants and instructors will have to wear a mask during the classes at all times.
- Participants will be required to enter through the "A" Building and complete a health check before coming on campus.
  - Show a Negative COVID test
  - Submit to a health questionnaire
  - Temperature check
  - Wash hands
  - Sanitize hands
  - Socially distance
  - Wear a mask
- When the class is happening, each person at the event will stay outdoors unless they are getting a health check from the "A" Building or going to the restroom.
- At the conclusion of the event, all participants will exit through an outside gate.



**The size (attendance) of an event or gathering should be determined based on the safety laws and regulations.**

- Encore anticipates less than 6 people working the event that covers a 10 acre area.
- Everyone will be social distanced.
- A total of 30 participants in a master class will come through each event with a total of two classes happening at a time.
- Based on the CDC framework, Encore has designed Master classes 2020 using CDC Guidelines for outdoor events. (the lowest risk setting for non-virtual events). This means that small groups of people will be working together but will remain spaced at least six feet apart, cloth face coverings, do not share objects, and come from the same community.

**Implementation:**

- Encore's Art Department will schedule small groups of students (30 or less per class with a total of 2 two classes happening at a time) that will come on campus in staggered times to attend two hour classes.
- Every person that comes on campus to help with the event will follow the health check guidelines outlined:
  - Show a Negative COVID test that is three weeks or less old
  - Submit to a health questionnaire
  - Temperature check
  - Wash hands
  - Sanitize hands
  - Socially distance
  - Wear a mask
- The classes are outside. Setup of the event is also outside.
- Participants will enter only through the A Building and exit through an outdoor gate.
- Participants will be given a box number and will be required to stay in their box at all times, except to use the restroom.
- Participants will take part in a class directed by an instructor that will also follow all safety guidelines. The class will last 2 hours.
- Participants will reserve their space online.



- Campus Aides will be responsible for sanitizing the rooms after each use and sanitizing the bathrooms in the A building, B Building, and the quad frequently as well as between classes. The A Building bathrooms will be open for all visitors and the B Building restrooms will be reserved for workers.



## **General Readiness Assessment**

Based on the CDC tool for preparation before an event to promote healthy behaviors, environments, and operations to reduce the spread of COVID-19, Encore plans to implement the following policies and procedures.

### ***Policies and Procedures:***

- Encore has and will continue to research events that are related to this event and implement any updates to COVID plans regarding such events. Encore's Risk Manager will be responsible for these updates. (Curtis Peterson)
- Encore will provide the implementation plan to County, State, and CDC officials regarding the event for consultation and approval. Encore's Risk Manager will be responsible for this submission. (Curtis Peterson)
- Encore has standard COVID-19 policies already implemented and in place, last trained on September 2, 2020. (Curtis Peterson)
- A plan has been developed to allow for social distancing before, during, and after the event including limiting attendance, layout of the event, physical barriers during the event, and staggering entry and exit times of the events. (Denise Griffin)
- Volunteers will all be from the same community to reduce the risk of spreading the virus. Visitors will be public, but will be required to stay in their reserved box, except to use a restroom. ASB Bookkeeping is responsible for limiting participants. (Kelsey White)
- Encore's Risk Manager is responsible for responding to all COVID-19 related situations and concerns. His contact information will be provided to all volunteers. (Curtis Peterson)

### ***Facilities and Supplies***

- Encore's Risk Manager will designate a person to make sure that Encore has the appropriate supplies:
  - Soap
  - Water for hand hygiene
  - Hand sanitizer



- Paper towels
- Tissues
- Cleaning Supplies
- EPA approved disinfection supplies
- Face coverings
- No touch trash cans
- Hand sanitizer dispensers
- Gloves
- Encore's Risk Manager will develop a schedule for an increased routing for cleaning and disinfection.
- Creative Manager will develop a plan for staggered of use of spaces by participants throughout the event with the Risk Manager. (Jayleen Hill)
- Encore's Risk Manager has developed a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.

### ***Education and Training***

- The Risk Manager will create a plan for educating staff and visitors to ensure that they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19.
- The Risk Manager will also educate staff and visitors that if they get sick at the event, they should notify the event COVID-19 point of contact right away.
- Human Resources will work with administration to educate staff and on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.
- Risk Management will work with administration for posting of face mask protocols and other information preparing education on cloth face coverings. On this information, protocols on proper use, removal, and washing of cloth face coverings.



- Risk Management and Administration will conduct training for all staff, and students prior to the commencement of the event via virtual methods.

### ***Policies and Procedures***

- Encore has developed policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Risk Management has worked extensively to implement protocols for protecting the privacy of staff, particularly for those with underlying medical conditions.
- The parking and transportation plan for the event has been developed by the Chief Operations Officer in charge of facilities (John Griffin).
- Participants will park in the A Building parking lot and enter the venue through the A Building where temperature checks will take place.
- Participants to the event will reserve time of arrival to the event.
- Risk Manager will follow the current school plan for what to do if someone gets sick with COVID-19.
- Advise Sick Individuals of Home Isolation Criteria.
- Staff members and students will not be allowed to return to the event until they have met CDC's criteria to discontinue home isolation.
- Isolate and Transport Those Who are Sick
- Staff and families will be made aware that they should not come to the event, and they should notify the Risk Manager if they (Staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
- For students that show symptoms at the event, they will be isolated to an outdoor area until their parent can pick them up.
- For staff that show symptoms at the event, they will be immediately sent home.
- A picnic table will be placed outside of the A Building as an isolation space where students can wait in the line of sight of their advisor until a parent can pick them up.
- If a person becomes sick and needs to be transported, staff will call an ambulance. They will call ahead and alert them that the person may have COVID-19



### ***Clean and Disinfect***

- Areas that were used by the sick person will be closed until after cleaning and disinfecting.
- Cleaning and disinfecting will not start for 24 hours or as long as possible if 24 hours is not feasible.

### ***Notify Health Officials and Close Contacts***

- In accordance with state and local laws and regulations, the risk manager will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA.
- Risk Manager will notify those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### ***Facilities and Supplies***

- The entire event will be held outdoors.
- Water systems and features are checked regularly for safety
- Visitors will purchase tickets prior to arrival of the event. They will show their QR code by placing it on the windshield for check in.
- One entrance and one exit is planned for the duration of the event. Visitors do not leave their cars and are reserved for timeframes to eliminate crowding.

### ***Communication and Messaging***

- The Risk Manager will work with the CEO to disseminate clear messages about behaviors that prevent spread of COVID-19 to staff and students and visitors before the event.
- Signs will be posted in highly visible locations that promote everyday protective measures such as face coverings and how to stop the spread of germs.
- Regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems will be developed.





## APPENDIX H

### COVID-19 School Guidance Checklist

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1-28-21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Encore Jr./Sr. High School

Number of schools: 1

Enrollment 856

Superintendent (or equivalent) Name: Denise Griffin

Address: 16955 Lemon St. Hesperia, Ca. Phone Number: (760) 949-2036

92395 Email: \_\_\_\_\_

Date of proposed reopening:  
\_\_\_\_\_

County: San Bernardino

Grade Level (check all that apply)

Current Tier: Purple  
(please indicate Purple, Red, Orange or Yellow)

- TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>  
 K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>  
 1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

---

If you have departmentalized classes, how will you organize staff and students in stable groups?

---

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

---

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum     6     feet

Minimum     6     feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

---

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

---

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_ . County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# Cover Sheet

## New Position - Fiscal Controller

**Section:** III. Governance  
**Item:** D. New Position - Fiscal Controller  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** Job Description-Fiscal Controller.pdf

**BACKGROUND:**

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.

**RECOMMENDATION:**

Staff recommends approval of this action.

<b>Job Classification:</b>	<b>Non-Certified</b>
<b>Position Title:</b>	<b>Executive Manager</b>
<b>Position Assignment:</b>	<b>Fiscal Controller</b>
<b>Work Calendar:</b>	Executive Calendar
<b>Exempt/Non-Exempt Designation</b>	Exempt
<b>Pay Schedule:</b>	Corporate Salary Schedule
<b>Pay Type:</b>	Salary
<b>Pay Method:</b>	Salary
<b>Benefit Structure:</b>	\$15,000 total employer contribution
<b>Reports To:</b>	Encore School Board

**Job Purpose:**

The Fiscal Controller is an onsite manager that works in collaboration with the third-party back office provider to oversees/control the day to day accounting, cash controls, purchasing/approval controls, and accounts payable/receivable to make sure that appropriate “best practices” and Encore’s Fiscal Policies & Procedures are followed and in place.

**Duties:**

- Planning, directing, and coordinating all on-site accounting and operational functions
- Managing the accumulation and consolidation of all financial data in the School’s accounting system necessary for an accurate accounting of consolidated results
- Coordinating activities of external auditors in relation to on-site fiscal activity
- Providing management with information vital to the decision-making process
- Managing the budget process in collaboration with the back office provider
- Assessing current accounting operations, offering recommendations for improvement, and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Developing and monitoring business performance metrics

**Skills/Qualifications:**

- Controller must have solid communication, technology, analytical and management skills.
- Candidates should possess knowledge of all aspects of generally accepted accounting principles (GAAP) and a working knowledge of the California School Accounting Manual (CSAM) and the Standardized Account Code Structure (SACS).
- Requires at least five years of relevant experience and a bachelor’s degree in accounting or finance.

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change.*



# Cover Sheet

## Approval of updated Employee Handbook

**Section:** III. Governance  
**Item:** E. Approval of updated Employee Handbook  
**Purpose:** Vote  
**Submitted by:** Ashlin Barkdull  
**Related Material:** Draft Encore Employee Handbook 2.5.21.pdf

**BACKGROUND:**

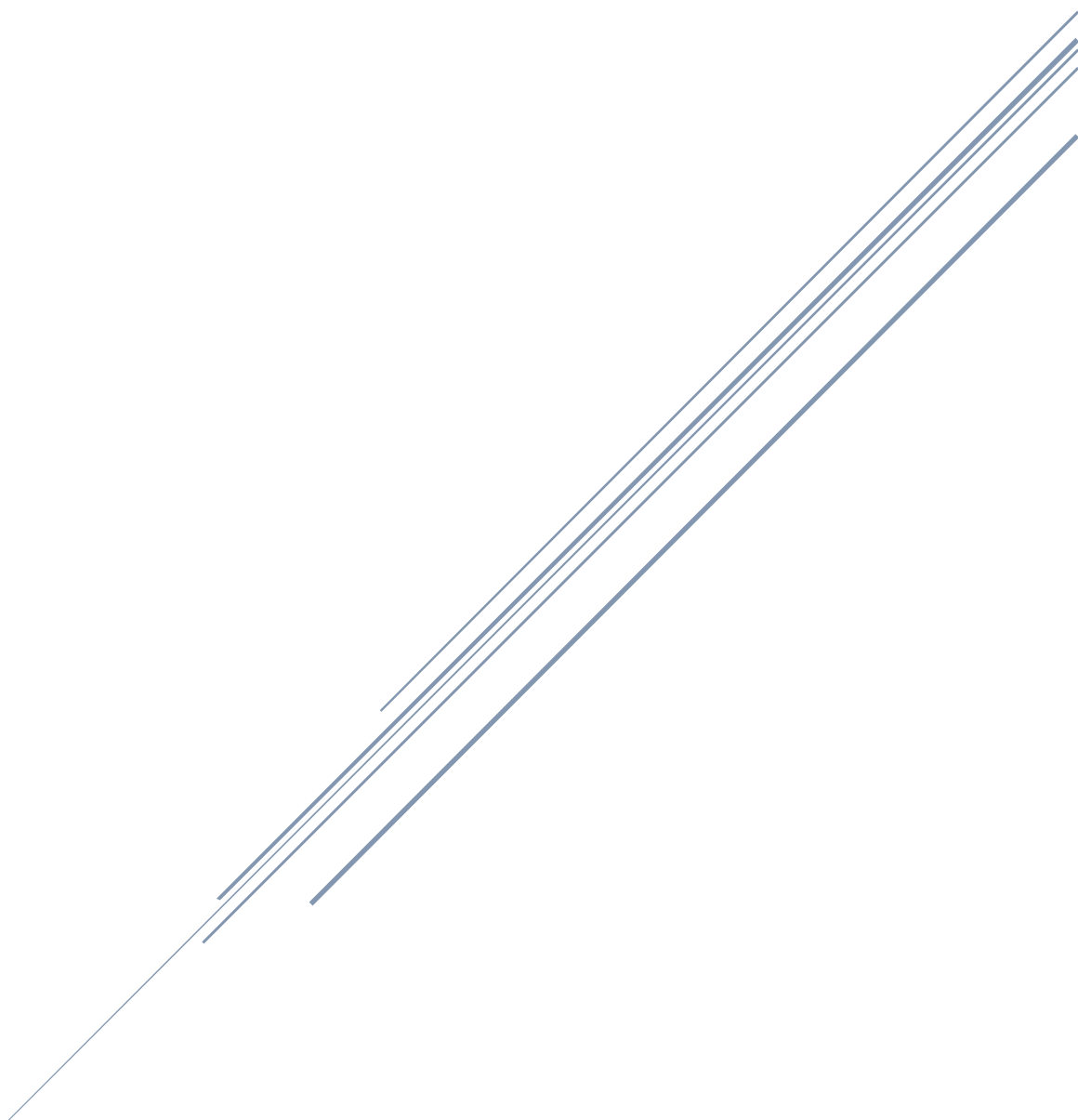
This handbook has been reviewed by YMC, DMS, and Encore's Human Resources, and CEO. Encore's staff recommends approval of this action.

**RECOMMENDATION:**

Staff recommends approval of this action.

# ENCORE EDUCATION CORPORATION

## Employee Handbook



Annual Adoption - February 8, 2021

September 2020

## Article I. WHO'S WHO WITHIN THE CORPORATE OFFICE:

CEO – Denise Griffin, cell 760-605-1377, [ceo@officerteam.com](mailto:ceo@officerteam.com)

COO – John Griffin, cell 760-605-3386, [jgriffin@officerteam.com](mailto:jgriffin@officerteam.com)

General Executive Manager/Human Resources – Ashlin Barkdull, 760-949-2036,  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

Risk Manager/HR Trainee – Curtis Peterson 760-949-2036, [cpeterson@encorehighschool.com](mailto:cpeterson@encorehighschool.com)

Student Services Manager – Joseph Thibodeaux 760-949-2036, [jthibodeaux@encorehighschool.com](mailto:jthibodeaux@encorehighschool.com)

Assistant Dean of Academics – Julia Dolf 760-949-2036, [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)

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## Contents

Article I. WHO’S WHO WITHIN THE CORPORATE OFFICE: .....	1
<b>ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK .....</b>	<b>5</b>
Article II. Employee Handbook.....	6
Section 1.01 Introduction .....	6
Section 1.02 Hiring Policies and Procedures.....	6
(a) At Will Employment .....	6
(b) Equal Employment Opportunity Policy.....	7
(c) Immigration Compliance.....	8
(d) Employee Classification .....	8
(e) First 90 Days of Employment .....	8
(f) Relationships Between Employees .....	9
(g) Certification and Licensure of Instructional Staff .....	9
(h) Tuberculosis Testing.....	10
(i) Criminal Background Checks.....	10
(j) Mandated Reporter Training .....	10
Section 1.03 General Workplace Policies .....	11
(a) Professional Boundaries: Staff/Student Interaction Policy.....	11
(b) Prohibition of Harassment/Discrimination and Protection Against Retaliation.....	14
Definition of Harassment.....	14
Definition of Sexual Harassment.....	14
Training .....	15
(c) Whistleblower Policy .....	15
(d) Workplace Violence .....	16
(e) Open Door Policy .....	16
(f) Drug Free Workplace .....	16
(g) Smoking.....	17
(h) Health, Safety and Security Policies.....	17
(i) Company Property Inspections.....	18
(j) Housekeeping .....	18
(k) Lactation.....	18
(l) Employees Who Are Required to Drive .....	18
(m) Soliciting/Conducting Personal Business While on Duty .....	19
(n) Use of Company Communication Equipment and Technology .....	19

(o) Employee Blogs and Social Media..... 20

If an employee decides to keep a personal blog, or use other social media, that discusses any aspect of his/her workplace activities, the following restrictions apply:..... 20

(p) Participation in Recreational or Social Activities ..... 21

(q) Personnel Files and Record Keeping Protocols..... 21

Section 1.04 Hours of Work, Overtime and Attendance ..... 22

(a) Work Hours and Schedules ..... 22

(b) Overtime ..... 22

(c) Work Breaks ..... 22

(d) Pay Days ..... 23

(e) Payroll Withholdings ..... 23

(f) Attendance Policy ..... 24

(g) Time Records..... 24

(h) Mandatory Training and Meetings ..... 25

Section 1.05 Standards of Conduct..... 25

(a) Personal Appearance ..... 25

(b) Student Safety..... 26

(c) Prohibited Conduct ..... 26

(d) Confidential Information..... 27

(e) Conflict of Interest ..... 28

(f) Child Neglect and Abuse Reporting ..... 28

(g) Outside Employment and Outside Business Ownership..... 28

(h) Expense Reimbursements..... 29

Section 1.06 Employee Benefits ..... 29

(a) Holidays..... 29

(b) Sick Leave ..... 30

(c) Insurance Benefits..... 30

(d) Unpaid Leaves of Absence ..... 32

Section 1.07 Employment Evaluation and Separation ..... 45

(a) Employee Reviews and Evaluations ..... 45

(b) Discipline and Termination ..... 45

(c) Resignation..... 45

(d) References ..... 46

(e) Arbitration..... 46

Section 1.08 INTERNAL COMPLAINT REVIEW ..... 47

(a) APPENDIX A Harassment/Discrimination/Retaliation Complaint Form ..... 49

(b) **APPENDIX B Internal Complaint Form**..... 51

DRAFT

## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO HUMAN RESOURCES.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to the Human Resources, and retain this Handbook for your reference.**

## Article II. Employee Handbook

### Section 1.01 Introduction

This Handbook summarizes the **Encore Education Corporation** Charter School's (hereinafter referred to as "School" or "Company") personnel policies applicable to all employees. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel related questions, whether related to policies specifically addressed in this Handbook, please consult **Human Resources or the Executive Manager in charge of Human Resources**.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied, other than the at-will employment relationship provided to employees. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general workplace policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without advance notice. Only the CEO with the written approval of the Encore School Board may alter the at-will employment status of any of its employees.

Once you have reviewed this Handbook, please sign the two employee acknowledgement forms at the end of this Handbook, keep one for your files and provide the other to Human Resources or the Executive Manager of Human Resources. This signed acknowledgement demonstrates to the School that you have read, understand, and agree to comply with the policies outlined in the Handbook.

### Section 1.02 Hiring Policies and Procedures

#### (a) At Will Employment

The School is an at-will employer and employees of the School are hired on an at-will basis. This Handbook does not in any way reflect a modification to this policy and does not reflect a contract of employment, either express or implied, between you and the School. Accordingly, either you or the School may terminate this relationship at any time, for any reason, with or without cause, and with or without prior notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to any employee in connection with his/her employment shall require the School to have "cause" or reason to terminate an employee or otherwise restrict the School's right to terminate an employee at any time for any reason. No School representative is authorized to modify this policy for any employee, unless in writing, signed by both the **Chief Executive Officer, CEO** and approved in writing by the Board of Directors.



## (b) Equal Employment Opportunity Policy

The School is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact **Human Resources** or the **Executive Manager of Human Resources** and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. The School will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. The School will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

### (c) Immigration Compliance

The School will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, Encore will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law. The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

### (d) Employee Classification

The School's employees are classified in the following categories: exempt or nonexempt, and full-time, part-time or temporary.

**Exempt:** Exempt employees are those employees with job assignments that meet exemption tests under applicable law making them exempt from certain laws governing nonexempt employees such as the overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

**Nonexempt:** Nonexempt employees are those employees with job assignments that do not meet exemption tests under applicable law or who may qualify as exempt but the School has elected to classify as nonexempt. Thus, these employees are provided rest and meal breaks and paid overtime wages for overtime worked in accordance with the law.

**Full-Time:** Full-time employees are those employees who are scheduled to work at least thirty-six (36) hours in a week.

**Part-Time:** Part-time employees are those employees who are scheduled to work up to thirty-five (35) hours in a week.

**Temporary:** Temporary employees are those employees who are hired for a limited time period, or for a specific project, and usually are not employed more than one (1) month.

Part-time and temporary employees are not entitled to benefits provided by the School, except as required by law. Independent contractors, consultants, and leased employees (*i.e.*, those working for an employment agency or on loan from another entity) are not employees of the School and are not eligible for benefits provided by the School. If you have any questions about your classification, please consult with **Human Resources**.

### (e) First 90 Days of Employment

Except as required by law and as otherwise identified in this Handbook, during the first ninety (90) days of employment for every employee, irrespective of classification, the employee will not be eligible for or accrue any benefits. Please see the School's separate health plan eligibility requirements and sick leave accrual policy. The inclusion of the initial ninety (90) day waiting period does not change the at-will status of the School's employees.

#### (f) Relationships Between Employees

While the School's policies do not permit discrimination based on an individual's marital status, the individual's relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role over an employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations where favoritism or an unfair advantage may occur or be implied.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees shall notify the School so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

Any conflicts of this nature must be reported to the Encore School Board. The Encore School Board is responsible for extreme cases and may make changes to employment to eliminate an actual or perceived conflict of interest at any time.

#### (g) Certification and Licensure of Instructional Staff

As required by law, each of the School's teachers is required to hold a current California Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. Paraprofessional staff may also be required to document that they meet applicable legal requirements for paraprofessional staff.

It is the responsibility and a condition of continued employment of all instructional staff, including teachers, instructors, and paraprofessionals to maintain and keep current such certificates, permits or other documentation and provide to the **Human Resources Office** no later than the close of business on the first day the employee reports for duty for new employees, and no later than the close of business two days after the School provides the employee with its reasonable assurance of continued employment for the next school year. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to **Human Resources**. Staff members who are required to meet these state and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at the School. Nothing in this section is intended to alter the at-will status of the employee's employment.

#### (h) Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

#### (i) Criminal Background Checks

The School requires all volunteers and applicants for employment to submit to a criminal background investigation. As a precondition of employment or volunteer service, the employee/applicant must be cleared in a Department of Justice (“DOJ”) background check which involves submitting two sets of fingerprints to the DOJ and cross-references both the DOJ and Federal Bureau of Investigations criminal records. The School will not employ a person who has been convicted of a violent or serious felony, a controlled substance or sex offense, a crime which indicates any unfitness for the job position or any person who would be prohibited from employment by a school because of his or her conviction for any crime, unless an applicable exception applies. The School will not employ any applicant until the DOJ background check is completed. Employees agree to the School receiving DOJ subsequent arrest notifications upon assuming employment with Encore. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to Encore.

#### (j) Mandated Reporter Training

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Encore will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to

six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

### Section 1.03 General Workplace Policies

#### (a) Professional Boundaries: Staff/Student Interaction Policy

Encore recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

##### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

- A. Examples of PERMITTED actions (NOT corporal punishment)
  - 1. Stopping a student from fighting with another student;
  - 2. Preventing a pupil from committing an act of vandalism;
  - 3. Defending yourself from physical injury or assault by a student;
  - 4. Forcing a pupil to give up a weapon or dangerous object;
  - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
  - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
  - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
  - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
  - 3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

### Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

### Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### Examples of Specific Behaviors

The following examples are not an exhaustive list:

### Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.

- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

**(These behaviors should only be exercised when a staff member has parent and supervisor permission.)**

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)**

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Principal about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

## (b) Prohibition of Harassment/Discrimination and Protection Against Retaliation

The School is committed to providing a workplace and educational environment free of harassment, discrimination, and retaliation. The School's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

The School will not condone or tolerate harassment or discrimination of any type by any employee, whether supervisory or co-employee, against an employee, third party vendor or student. The School also does not condone or tolerate harassment or discrimination of its employees by any third parties or students. The School will promptly and thoroughly investigate any complaint of harassment or discrimination and take appropriate corrective action, if warranted.

The School will take all reasonable steps to prevent discrimination and unlawful harassment, discrimination, or retaliation from occurring. Sexual or other unlawful harassment in employment violates the School's policy and is prohibited by state and federal law.

### Definition of Harassment

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working or educational environment or that unreasonably interferes with job performance. Verbal harassment includes, but is not limited to, epithets, derogatory comments or slurs based on a protected category. Physical harassment includes, but is not limited to, assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at a legally protected individual. Visual harassment includes, but is not limited to, derogatory posters, social media posts, cartoons or drawings on a basis protected by law.

### Definition of Sexual Harassment

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.



The following are examples of offensive behavior:

- Unwanted sexual advances, flirtations, touching or requests for sexual favors;
- Unwanted or excessive hugging;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body and the sexual uses to which it could be put;
- Unwarranted graphic discussion of sexual acts;
- Sexually degrading words;
- Suggestive or obscene letters, notes or invitations;
- Verbal harassment including, but not limited to, unwelcome epithets, jokes, derogatory comments, or slurs of a sexual nature, or sexually degrading words used to describe a person;
- Physical harassment including, but not limited to, assault, impeding or blocking movement or any physical interference with normal work or school activities or movement, when done because of your sex;
- Visual harassment including, but not limited to, leering, making sexual or obscene gestures, displaying sexually explicit or derogatory posters, cartoons or drawings, or computer-generated images of a sexual nature;
- Making or threatening retaliatory action after receiving a negative response to sexual advances.

## Training

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

### (c) Whistleblower Policy

Encore requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work

environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

#### (d) Workplace Violence

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. Employees should report any act or threat of violence immediately to **the Dean of Students**. Employees who violate this policy may be disciplined or dismissed.

#### (e) Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes questions, suggestions or complaints relating to the job, conditions of employment, the School or the treatment employees are receiving. Other than in situations involving harassment (as outlined and described above), employees should contact their **direct report, Dean of Academics, or Dean of Students** with questions or concerns. If the situation is not resolved to the employee's satisfaction, they may also contact **Human Resources**, preferably in writing, who may further investigate the issue.

#### (f) Drug Free Workplace

It is the School's policy to maintain a drug and alcohol-free workplace. No employee may use, possess, offer for sale or be under the influence of any unauthorized controlled substance, illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils or on School property at any time or on field trips at any time.

Engaging in any of the activities above shall be considered a violation of School policy and the violator will be subject to discipline, up to and including termination. The School complies with all federal and state laws and regulations regarding drug use while on the job.

The School may conduct unannounced searches of School property from time to time for alcohol, illegal drugs, drug paraphernalia and/or unauthorized controlled substances, or to ensure compliance with any other School-related policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. Employees are expected to keep all prescribed medicine in its original container, which should identify the drug, date of prescription and the prescribing doctor.

The School may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more supervisors, employees, or medical personnel observe an employee acting in such a manner to raise suspicion that the employee is under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

#### (g) Smoking

All School buildings and facilities are non-smoking facilities. Smoking includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

#### (h) Health, Safety and Security Policies

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the School has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. The School maintains an Injury and Illness Prevention Program, which is kept by **Encore's Risk Manager** and is available for review.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Employees are required to immediately report to their supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

The School has also developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Report any suspicious persons or activities to security personnel or to a supervisor. Secure desks or offices at the end of the day. When called away from the work area for an extended length of time, employees must not leave valuable or personal articles around their workstation that may be accessible. Employees should immediately notify their supervisor when keys are missing or if security access codes, identification

materials, or passes have been breached. The security of the facilities, as well as the welfare of employees, depends upon the alertness and sensitivity of every individual.

(i) Company Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. In accordance with these policies, all School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee. School property includes all desks, storage areas, workstations, lockers, file cabinets, computers, telephone systems, email systems and other school provided storage devices.

The School also reserves the right to inspect any vehicle, its trunk, glove compartment or any container therein that is parked on the School property or premises. The School reserves the right to deny entry to any person who refuses to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

(j) Housekeeping

Employees are expected to keep their work areas clean and organized. This includes classrooms. Common areas such as lunchrooms and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash properly.

(k) Lactation

The School accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

The School will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

(l) Employees Who Are Required to Drive

Employees must be authorized by the School prior to driving for School purposes/business. When employees are required to drive their own vehicle on approved School business, they are required to show proof of a clean driving record from the Department of Motor Vehicles, a current/valid license and proof of current, effective insurance coverage to the **Student Services Manager**. If the employee is transporting students and/or co-workers, the School may identify the required minimum insurance coverage necessary above limits required by law. If an employee's license is revoked or he/she fails to maintain personal auto insurance coverage, the School retains the right to transfer to an alternative position, suspend, or

terminate that employee. Reimbursement rates for driving School approved business in private vehicles will be at the rate established by the Internal Revenue Service.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and/or who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by the School or not, are also expected to abide by the provisions above.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. The School will not be responsible for any driving infractions or fines and fees incurred by the employee while driving for the School.

Violations of this policy will be subject to disciplinary action, up to and including termination.

#### (m) Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in litter or is conducted in areas where other employees are working. Personal business during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official School business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

#### (n) Use of Company Communication Equipment and Technology

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Additionally, the School uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, pornographic and/or materials on the internet that are harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore,

employees are required to provide to **IT Manager** all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or change. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Employees must not use personal email accounts or devices for school business without advance permission from the School. Any use of personal email for school business or text messages on the employee's personal cell phone may cause the School-related communications on the personal devices to be subject to disclosure under a Public Records Act request.

Email and internet use while on duty, is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use the School's communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors.

The email system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their status in a protected class or political beliefs may not be displayed or transmitted. The email system and internet access is not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use or dissemination of personal information of students.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter's express permission. Each employee is responsible for the content of the messages sent out using his/her School issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

#### (o) Employee Blogs and Social Media

If an employee decides to keep a personal blog, or use other social media, that discusses any aspect of his/her workplace activities, the following restrictions apply:

- The account cannot appear to be on behalf of the School, discuss any personally identifiable student information, or otherwise use unprofessional, inappropriate, offensive, derogatory, or unlawful language/subjects or appear to associate the School with such harmful materials. While employees are free to express their personal viewpoints on social media, no employee will be permitted to cause a disruption at the School with their social media conduct.
- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;

- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf, unless authorized in writing by **the CEO**.
- Employees are not authorized to publish any proprietary, financial marketing, strategic or other confidential business information belonging to the School that is clearly defined and does not relate to terms and conditions of employment;
- Employees are prohibited from making racist, sexist or otherwise discriminatory comments and/or that would create a hostile work environment;
- Employees must comply with all School policies, including, but not limited to, rules against sexual harassment, unlawful harassment, discrimination and retaliation;
- Employees should not make threats of violence or remarks that are obscene, malicious or bullying with relation to the School, students, co-workers, supervisors, parents and/or other School associated persons or entities;
- Employees should not spread rumors or other disparaging statements about the School, co-workers, students, supervisors, parents and/or other School associated persons that the employee knows to be false;
- Nothing in this Handbook is intended to limit an employee's ability to discuss wages, hours, terms and conditions of employment or to their right to self-organize or join labor organizations or any other protected activities.

The School reserves the right to take disciplinary action against any employee whose social media activities violate this or other School policies.

#### (p) Participation in Recreational or Social Activities

Employees may participate in non-work community activities sponsored or supported by the School. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is on an unpaid volunteer basis at the employee's own risk and the School disclaims any and all liability arising out of the employee's participation in these activities.

#### (q) Personnel Files and Record Keeping Protocols

A personnel file is established for each employee at the start of employment. Employees must keep **Human Resources** advised of changes that should be reflected in a personnel file, such as a change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact the employee should the change affect their pay/withholdings, eligibility for benefits, or other records.

Employees have the right to inspect their personnel file and/or receive copies of the records, as provided by law. Employees may inspect the file in the presence of a School representative, at a mutually convenient time. A request for inspection or copying of information contained in the personnel file should be directed to **Human Resources, 760-949-2036**.

The School will restrict disclosure of an employee's personnel file to authorized individuals within the School with a business need to access the files only. Only the CEO is authorized to release information about current or former employees to third parties. The School will cooperate with subpoenas and court orders from law enforcement, local, state or federal agencies, and third parties as legally required.

## Section 1.04 Hours of Work, Overtime and Attendance

### (a) Work Hours and Schedules

The School's normal working hours for teachers and instructors are from **7:30 am to 3:30 pm**, Monday through Friday. The work schedule for full-time nonexempt employees is normally forty (40) hours per week. Encore has numerous activities that take place outside of the normal school day. A supervisor will assign the employee their specific work schedule.

### (b) Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. Encore will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the CEO or COO. Encore provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

### (c) Work Breaks

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5<sup>th</sup> hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and Encore mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.



#### (d) Pay Days

Employees are paid twice monthly. For all employees, paydays are scheduled on the **10<sup>th</sup>** for work performed between the first and the fifteenth and on the **25<sup>th</sup>** for work performed between the sixteenth and the end of the month. Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the next day of work after the day(s) off.

Employees should promptly notify **Human Resources** if they have a question regarding their paycheck. If there is a need for correction, any corrections will be noted and will appear on the following payroll.

#### (e) Payroll Withholdings

The School is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from the employee's paycheck is explained on the check voucher. If the employee does not understand a deduction, they are instructed to ask Human Resources to explain it.

Employees may change the number of withholding allowances for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to **Human Resources**. The School's business office maintains a supply of these forms.

All Federal, State and Social Security taxes will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee's W-4 form, which should be completed upon hire. It is the employee's responsibility to report any changes in filing status to the **Human Resources**. It is also the employee's responsibility to fill out a new W-4 form if his/her filing status changes.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

#### (f) Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. If it is necessary to be absent or late, employees are expected to communicate with their direct reports listed below.

- Student Services Manager
  - Campus Aide
  - Cafeteria
- Risk Manager
  - COVID-19
  - Nurse
- Head Administrative Counselor
  - Counselors
  - SPED
  - RTI
  - 504/EL
- Assistant Dean of Students
  - Teachers
  - Instructors
  - Substitutes
- COO
  - Office Personnel
  - Operations Managers
- CEO
  - Executives
  - Administrators

If it is not possible to arrange an absence or tardiness in advance, the employee must notify their direct report above, no later than one-half hour before the start of the workday. Teachers and instructors are also requested to also contact the receptionist to ensure a qualified substitute is available for coverage. For absences from work longer than one day, employees are expected to keep their direct report and human resources sufficiently informed of the situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. An absence or tardiness without notification to their direct report will lead to disciplinary action, up to and including termination.

If an employee fails to report their absence for **3** or more consecutive work days, the School will presume that the employee has voluntarily terminated their work position with the School.

#### (g) Time Records

By law, the School is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall keep be required to utilize the School's time card system.

Nonexempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All nonexempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Nonexempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Manager to make the correction and such correction must be approved by both the employee and the Manager. Encore uses electronic time keeping system. If a time card is not submitted by the employee the employer will print a time sheet that the employee and manager must sign.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's worksheet. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

#### (h) Mandatory Training and Meetings

The School will pay nonexempt employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours only, but not voluntary trainings, lectures and meetings, which occur in the following circumstances:

1. The employee's present working conditions or continuation of employment is not adversely affected by nonattendance and the employee was not directed to attend by a supervisor;
2. The course, meeting or lecture is not directly related to the employee's job, meaning it is not designed to improve their job performance (as distinguished from training you for another job or to a new or additional skill); or
3. The employee does not perform any productive work during such attendance.

All mandatory trainings, lectures and meetings will be identified as such. If an employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their direct report attending.

All nonexempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records.

### Section 1.05 Standards of Conduct

#### (a) Personal Appearance

Employees are expected to appear professional and neat in clothes that are appropriate and clean while on duty. Employees are expected to appear well groomed and appear within professionally accepted standards suitable for the employee's position and must at all time wear shoes. The employee's direct supervisor will inform them of any other specific dress code/uniform requirements for the position.

As a general rule, all staff members must be dressed a “step above” the average student dress on campus. All dress code rules for students apply to staff, family, vendors, and anyone else that may visit the campus.

#### (b) Student Safety

In accordance with the School’s policies providing student safety, including those covering anti-harassment, anti-discrimination, anti-intimidation and anti-bullying, each employee is expected to assist in maintaining a student safe environment. Thus, each employee is required to take immediate steps to intervene when it is safe to do so if the employee witnesses an act of discrimination, harassment, intimidation or bullying of a student. The employee is also required to report such actions to the Dean of Students as soon as practicable.

#### (c) Prohibited Conduct

The School expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by the School. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by the School. The specification of this list of conduct in no way alters the at-will employment relationship the employee has with the School.

- Unexcused absence and/or lack of punctuality
- Release of confidential information without authorization
- Possession of or reporting to work while under the influence of alcohol or illegal drugs and controlled substances
- Theft or embezzlement
- Willful destruction of property
- Conviction of a crime making the employee unfit for the position
- Falsification, fraud or omission of pertinent information when applying for a position
- Any willful act that endangers the safety, health or wellbeing of another individual
- Horseplay
- Any conduct that has gained sufficient notoriety so as to impair his/her on-campus relationships
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
- Misuse of School property or funds
- Possession of firearms, or any other dangerous weapon, while acting within the course of your employment with the School
- Acts of discrimination or illegal harassment based on gender, ethnicity or any other basis protected by state or federal law
- Failure to comply with the School’s safety procedures
- Insubordination
- Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School
- Violations of federal, state or local laws affecting the organization or your employment with the organization
- Unacceptable job performance
- Dishonesty
- Failure to keep a required license, certification or permit current and in good standing
- Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
- Unreported absence of any three consecutively scheduled workdays

- Unauthorized use of School equipment, materials, time or property
- Working unauthorized overtime or refusing to work assigned overtime
- Abuse of sick leave
- Sleeping or malingering on the job
- Unprofessionalism

(d) Confidential Information

All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

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#### (e) Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action. Employees shall not be financially interested in any financial transactions by the School where the employee was involved in the decision-making on behalf of the School, unless the conflict or potential conflict is first disclosed to the Board.

#### (f) Child Neglect and Abuse Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

The School will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

#### (g) Outside Employment and Outside Business Ownership

Employees are required to inform the School, and receive approval, before accepting any employment or consulting relationship with another person or entity that may impact or affect the employee's employment with the School. While the School does not uniformly prohibit outside employment, employees will not be permitted to accept outside work that is competitive with the School where the employee would have a conflict of interest or that interferes with the employee's work for the School.

Employees should not accept any employment or consulting relationship with another person or entity while employed by the School that would interfere with their ability to satisfactorily perform their job duties. The School holds all employees to the same standards of performance and scheduling demands and will not make any exceptions for employees who also hold outside jobs.

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix [or Appendices], designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Encore Education Corporation (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the District.

OR

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements for the [Members of the Board, Alternates, CEO, COO, Executive Director, Executive Manager, Administrative Counselor, and Psychologist, the District shall make and retain copies and forward the originals to the Human Resources. All other statements will be retained by the District.

#### (h) Expense Reimbursements

The School will reimburse employees for all actual and necessary expenses incurred in the furtherance of School business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's policy regarding expenditures, a copy of which may be obtained from the **Executive Manager**. In general, all expenses must have been previously approved in writing by **CEO**. All reimbursement forms must be complete and submitted to **CEO**.

Teachers / Instructors are given a \$500 annual reimbursable allowance to set up their classrooms, replace classroom supplies, and create a classroom environment that is successful. For expenses beyond the \$500 annual allowance, teachers / instructors should talk to their Dean of Academics or the CEO to share "wants and needs," and receive authorization prior to incurring the expense.

### Section 1.06 Employee Benefits

#### (a) Holidays

Encore Education Corporation observes paid holidays during the school year for classified staff. Refer to your calendar for holidays that are paid in the school year.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Encore Education Corporation may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

Each regular non-exempt classified employee's eligibility for holiday pay begins after completion of his or her introductory period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately

preceding and immediately following the holiday, unless a paid absence on either day is approved in advance by your supervisor. If you are required to work on a paid scheduled holiday, you will receive straight time for hours worked and holiday pay for the holiday itself.

#### (b) Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Full-time and Part-time employees continue to accrue paid sick leave on a proportional basis over the remainder of the school year until reaching an equivalent of five (5) work days, at which point, accrual stops. On-Call and Daily employees do not accrue additional sick leave beyond the twenty-four (24) hours. Unused paid sick leave does carry over from year to year.

New employees may not use paid sick leave in the first ninety (90) days of employment.

If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable. Employees must contact **Human Resources** to schedule or report the need for paid sick leave.

Accrued and unused sick leave is not paid out upon termination, resignation, retirement or other separation from employment. The School will provide employees with written notice setting forth the amount of paid sick leave available.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

#### (c) Insurance Benefits

##### (i) Health Insurance

Employees who work thirty (30) or more hours per week are eligible to participate in the School sponsored group health insurance plan as set forth in the Summary Plan Description ("SPD"). The School will cover the employer portion, the amount of which is based on the employee's employment status. The employer portion is subject to the following monthly and annual limits:

- For Full Time Executive and Administrative employees, the School will provide up to \$15,000.00 per year prorated on a monthly basis.
- For Full Time Certificated Teaching employees, the School will provide up to \$12,000.00 per year prorated on a monthly basis.



- For Full Time Certificated Teaching employees with 7 years plus service with EHS, the School will provide up to \$14,000.00 per year prorated on a monthly basis.
- For Full Time Non Certificated non-teaching employees, the School will provide up to \$10,000.00 per year prorated on a monthly basis.
- For Part Time Non Certificated non-teaching employees working 30-39 hours a week, the School will provide up to \$7,000.00 per year prorated on a monthly basis.

This contribution can only be used for participation in the employer sponsored group plan. Unused contributions are not available to cash out or transfer to another insurance plan. The employee will be responsible for premium costs in excess of the employer portion. The employee portion of monthly premiums will be deducted from the employee’s paycheck.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Employees may become ineligible for participation in the School’s health insurance plan based on a reduction of work hours and certain kinds of unpaid leave.

The School maintains a ninety (90) day waiting period before employees may be eligible for enrollment in the School’s health insurance plan. Eligible employees may be automatically enrolled following the first day after the ninety (90) day waiting period.

*(ii) State Disability Insurance*

All employees are enrolled in and pay into California State Disability Insurance (SDI), which is a partial wage-replacement insurance plan for California workers. Employees may be eligible for SDI during a qualifying period of disability, as set by the state. SDI is not provided or approved by the School. While the School can assist employees with information on SDI, eligibility determinations and payments are made by the state.

*(iii) Family Leave Insurance*

Employees may be eligible for Paid Family Leave (“PFL”) wage replacement benefits from the state for up to eight (8) weeks for a qualifying FMLA or CFRA absence, such as for the care of a seriously ill family member or to bond with a new child within one (1) year of the child’s birth or placement with the employee in connection with foster care or adoption. While the School can assist employees with information on PFL, eligibility determinations and payments are made by the state.

*(iv) Workers’ Compensations Insurance*

Encore, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers’ compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker’s compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;

- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. The School, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

#### (d) Unpaid Leaves of Absence

Under certain circumstances, the School may grant unpaid leaves of absence to employees. Employees must submit requests for leaves of absence in writing to **Human Resources** as far in advance as is practicable. While on leave, employees should occasionally keep in contact with **Human Resources** and must notify **Human Resources** if the date to return to work changes. If an employee's leave expires and fails to return to work without contacting **Human Resources**, it will be presumed that the employee abandoned his/her position with the School and employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated.

This Handbook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc. Therefore, employees should contact **Human Resources** to request specific information relating to a particular leave policy.

While out on an paid leave of absence, employees may not accept employment with another company or person unless agreed to in advance in writing by the School's Board. Acceptance of employment in violation of this policy will be considered an abandonment of the employee's position with the School, and employment may be terminated. Employees shall not apply for unemployment compensation insurance while out on leave.

*(i) Family Care and Medical Leave*

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

- Events That May Entitle an Employee To FMLA/CFRA Leave

The twelve (12) weeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
  - a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
  - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
  - c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

- d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a grandparent, grandchild, or sibling for CFRA purposes.
  4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces servicemember with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
  5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
    1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
    2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces servicemember may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
    3. The "twelve month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
    4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
  - Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

Encore may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
  2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
  3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
  4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.
- Procedures for Requesting and Scheduling FMLA/CFRA Leave
    1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
    2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
    3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
    4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
    5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
    6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member,

the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
    2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
    3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
    4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
  - Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

*(ii) Pregnancy Disability Leave*

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- **Events That May Entitle an Employee to Pregnancy Disability Leave**

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- **Duration of Pregnancy Disability Leave**

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times  $17 \frac{1}{3}$  weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times  $17 \frac{1}{3}$  weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times  $17 \frac{1}{3}$  weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- **Pay during Pregnancy Disability Leave**

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- **Health Benefits**



Encore shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. Encore can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
  2. The employee's failure to return from leave is for a reason other than the following:
    - The employee is taking leave under the California Family Rights Act.
    - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
    - There is a non-pregnancy related medical condition requiring further leave.
    - Any other circumstance beyond the control of the employee.
- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications
  1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
  2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
  1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
  2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
  3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
  5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
  6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
      - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
      - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
    2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
    3. In accordance with Encore policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
    4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
  - Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

*(iii) Organ Donation and Bone Marrow Donation*

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

*(iv) Funeral/Bereavement Leave*

Exempt and Non-Exempt Employees who have worked with the School for more than **90 days** will be allowed up to **three (3)** working days off without a loss of pay to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member includes a current spouse, parent, legal guardian, sibling, child, or parent, sister, or brother of the employee's spouse or domestic partner, grandparent, grandchild, or domestic partner.

If any employee requires more than **three (3)** workdays off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued personal time, which may be granted in the discretion of the School.

*(v) Military and Military Spouse Leave of Absence*

Encore shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits

at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, Encore will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

The School shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

*(vi) Drug and Alcohol Rehabilitation Leave*

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact **Human Resources**. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during the requested leave.

An employee will not be subject to any discipline or retaliation for voluntarily enrolling in a drug and alcohol rehabilitation program. Employees who violate the School's drugs and alcohol policy will not be protected from discipline or dismissal by attempting to take leave under this policy.

*(vii) Time off for Adult Literacy Programs*

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and requests School assistance should contact **Human Resources**. The School will take all reasonable steps to safeguard the employee's privacy.

Employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

*(viii) School Activities Leave*

As required by law, the School will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of Encore, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

*(ix) Jury and Witness Duty*

The School will provide employees unpaid leave to serve on a jury or grand jury as required by law. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. Please notify **your direct report** of your commitment to serve on a jury or as a witness as far in advance as possible.

*(x) Victims of Abuse Leave*

The School provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide the School with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide the Encore one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or

prosecuting attorney that the employee appeared in court.

3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, Encore will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Principal.

*(xi) Victims of Crime Leave*

An Employee who is a victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is an immediate family member of a victim, is a registered domestic partner of a victim or the child of a registered domestic partner of a victim will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim leave. Please notify **Human Resources and your direct report** of your need for time off as far in advance as possible. As applicable, an employee may use accrued vacation leave or sick leave for crime victim leave purposes.

*(xii) Volunteer Firefighters, Reserve Peace Officers or Emergency Rescue Personnel Leave*

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given time off as necessary in accordance with the law. Employees are requested to alert **Human Resources and your direct report** of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that the School will have advanced notice of the employee's potential need to leave the School in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify **Human Resources and your direct report** before leaving the School's premises.

Employees who perform duties as a volunteer firefighter are entitled to a temporary leave of absence not to exceed an aggregate of fourteen (14) days per calendar year for the purpose of engaging in fire or law enforcement training. Employees must provide **Human Resources and your direct report** with advanced notice of any training.

*(xiii) Voting Leave*

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the School at least two (2) days' notice. Employees may take unpaid leave to serve as an election official on voting day with prior advanced notice to the School.

*(xiv) Paid Personal Leave*

New employees may not use paid personal leave in the first ninety (90) days of employment.

full-time employees are entitled to accrue four days per year of personal leave. Personal leave cannot accrue past the maximum of four days. Once this cap is reached, no further personal leave will accrue. Personal leave days must be coordinated and cleared with your supervisor. Encore Education Corporation schedules determine permissible personal leave days.

Exempt employees must take personal leave in four-hour increments. Employees absent for four hours or more in a workday will have the corresponding amount of time deducted from their accrued personal leave.

An employee whose employment terminates will be paid for accrued unused personal leave days on a pro rata basis.

## Section 1.07 Employment Evaluation and Separation

### (a) Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by their direct supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the employee's work, their knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees are required to sign the evaluation report simply to acknowledge receipt and review.

### (b) Discipline and Termination

Either the employee or the School may terminate the employment relationship at any time, with or without prior notice and with or without cause.

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon a first offense.

### (c) Resignation

While it is not required, the School requests that employees electing to resign to give as much advance notice as possible (preferably two weeks) to allow the School to plan for the employee's departure.

An exit interview will normally be scheduled on the last day of work with **Human Resources and a member of the Administrative Team**. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any company property (including keys, equipment, documents and records) that may be in the employee's possession, to review the

employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment. Final pay, including pay for any earned but unused vacation time, will be provided in accordance with state law.

(d) References

All requests for references and employment verifications must be promptly directed to **Human Resources**. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verifications or act as a reference for any other employees.

(e) Arbitration

Employees may resolve their disputes against the School in arbitration as described in the arbitration section of the School's employment agreement. .

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## Section 1.08 INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Principal or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

### **Internal Complaints**

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal or designee:

1. The complainant will bring the matter to the attention of the Principal as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the President of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

### **Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Board President (if the complaint concerns the Principal) as soon as possible after the events that give rise to the complainant’s concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal (or designee) shall abide by the following process:

1. The Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

### **General Requirements**

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Principal) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

(a) APPENDIX A Harassment/Discrimination/Retaliation Complaint Form

**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

*It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.*

*If you are an employee of the School, you may file this form with the Principal or Board President. Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.*

*Encore will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.*

*In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.*

*Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

(b) APPENDIX B Internal Complaint Form

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

To be completed by School:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

# Cover Sheet

## Board On Track - Board Training

**Section:** IV. Development  
**Item:** A. Board On Track - Board Training  
**Purpose:** Discuss  
**Submitted by:** Denise Griffin  
**Related Material:** Role Academic Excellence Committee.pdf

### BACKGROUND:

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

### RECOMMENDATION:

There is no action required for this report.



# Role of the Academic Excellence Committee<sup>1</sup>

## Duties

The main purpose of the Academic Excellence Committee is to measure the academic results of the organization against the goals laid out in the organization's charter, accountability plan, and annual CEO goals. In one sense, the Academic Excellence Committee is similar to the Finance Committee: both exist to monitor performance against stated goals. For the Finance Committee, this means measuring financial results against the budgeted goals. For the Academic Excellence Committee, this means measuring organizational outcomes against stated goals for metrics such as:

- Performance on state tests
- Performance on nationally-normed standardized tests (e.g., the TerraNova, SAT 10, etc.)
- Performance on interim assessments (e.g., Achievement Network tests, the STEP, the DIBELS, or interim assessments created by the school)
- Attendance
- Surveys of family or staff satisfaction
- Student and staff retention

The overall role of the Academic Excellence Committee is to ensure that:

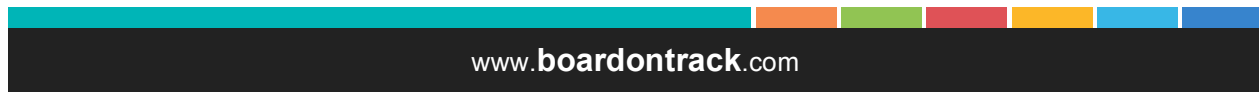
- The board and CEO have a clear and shared definition of “academic excellence” for the organization. (It should be written down and understood by all trustees.)
- The board and CEO have a clear and shared sense of how well the organization is currently performing in reaching that definition of excellence.
- The board and CEO agree on what the next steps the organization will take in order to reach that goal of excellence.
- All trustees understand the promises in the charter and accountability plan and understand how well the organization is currently performing against those promises.
- All trustees understand what standardized assessments the school administers, what each one assesses, when each one is administered, and how the data from each is used to inform teaching and programmatic changes.
- The board and CEO have a clear and structured process for updating the board on the organization's performance on key academic outcomes on a regular basis (at least four times per year).

<sup>1</sup> See also the Job Description for the Academic Excellence Committee



- When academic-outcome data is presented to the board, it is presented in a comparative context (e.g., against comparables of how the organization has performed in the past, how other schools in the area have performed, and how other high performing schools have performed) so that trustees can assess the organization’s overall strength of performance meaningfully.
- Work with CEO to provide board training, as necessary, to understand how the organization is achieving the board approved goals.

	CEO Role	Committee Role
<b>Goal Setting</b>	<ul style="list-style-type: none"> <li>• Develop goals/timeline for reporting on progress towards academic goals and propose them to the committee for discussion and feedback</li> <li>• Present finalized goals/reporting timeline to the full board for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Review CEO’s proposed goals/reporting timeline</li> <li>• Ask questions to ensure that the goals are (1) ambitious and (2) achievable. (These judgments are made relative to the organization’s charter promises, other schools’ performances, the organization’s own past performance.)</li> <li>• Recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand goals</li> </ul>
<b>Progress Monitoring</b>	<ul style="list-style-type: none"> <li>• Present the committee with data to assess progress towards goals on the agreed upon timeline</li> <li>• Present updates on data to full board on agreed upon timeline</li> </ul>	<ul style="list-style-type: none"> <li>• Review data to assess progress towards goals on agreed-upon timeline</li> <li>• Ask probing questions to better understand the data and help the CEO to be thoughtful about the data</li> <li>• Help CEO to frame data for presentation to the full board</li> </ul>
<b>Instructional Decision Making</b>	<ul style="list-style-type: none"> <li>• Select and implement curricula, training, and materials necessary for successful instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Sounding board for CEO’s ideas on how to improve instructional practices and curricula based on student performance data</li> </ul>
<b>Staff Oversight</b>	<ul style="list-style-type: none"> <li>• Hire and train all staff</li> <li>• Oversee and evaluate all staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that CEO has created and implemented staff evaluation and feedback procedures</li> <li>• Monitor results through annual/biannual staff surveys and through staff retention data</li> </ul>







## What the Academic Excellence Committee Should Not Do

One of the biggest pitfalls for Academic Excellence Committees is to engage over *inputs*—the means by which the organization pursues its mission—rather than *outcomes*—the objective data used to assess how well the organization is meeting its mission. Inputs are management level issues, which should be handled by the CEO. Outcomes are what the board should be focused on and governing towards. The best Academic Excellence Committees help CEOs set clear goals for the year of outcomes that are related to the mission and then set up checkpoints throughout the year (likely two to four), at which they meet with the CEO to monitor progress towards those goals.

Other activities Academic Excellence Committees should NOT be involved in:

- Evaluating teachers
- Selecting, designing, or reviewing the quality of curricula
- Planning professional development for teachers
- Interacting with teachers or other staff members on a regular basis (i.e., daily or weekly)
- Interacting with families or students on a regular basis (i.e., daily or weekly)
- Presenting themselves as an outlet for staff, family, or student complaints or concerns that have not first been formally addressed to the CEO

## Committee Membership

While it can be useful for some members of the Academic Excellence Committee to have a background in education, it is by no means necessary in order to be an effective committee member. Many effective Academic Excellence Committees do not have educators on the committee. We find that the key functions of the committee—helping the CEO to set ambitious goals and then monitoring data to assess progress towards those goals—are often well met by people with strong analytical skills; these people need not be educators.

## What questions should the committee be asking?

- What is the ultimate goal of our organization? (must be measurable)
- How we will know, on an annual basis, that our students are making progress towards this goal?
- How will we know during the course of the year that our students are making progress towards our annual goals?
- When will the board receive updates on students' academic progress this year?
- What data will the board receive at each of these check-in points?
- What results does the CEO expect to see at each check-in point that would tell us we are on track to meet our annual goals?
- Is there an evaluation/feedback process in place for all staff members under which they receive a formal written evaluation, based on clear criteria, at least once per year?
- In addition, see the list of questions in the "Smart Questions about Assessment Data" document, as well.

## Cover Sheet

### Recommended approval of the name change from Associated Student Body to Encore Student Government

**Section:** IV. Development  
**Item:** B. Recommended approval of the name change from  
Associated Student Body to Encore Student Government  
**Purpose:** Vote  
**Submitted by:** Denise Griffin

**BACKGROUND:**

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.

**RECOMMENDATION:**

Staff recommends approval of this action.

# Cover Sheet

## Finance Consent Items

**Section:** V. Finance  
**Item:** A. Finance Consent Items  
**Purpose:** Vote  
**Submitted by:** Monica Patel and Paul Khoury, DMS and Elias Munoz,  
Attendance Clerk

**Related Material:**  
Attendance Feb 2021 Board Meeting.pdf  
ENCORE January 2021 Warrant Report Detail.pdf  
ENCORE January 2021 Warrant Report (Summary for Riverside).pdf  
ENCORE January 2021 Warrant Report (Summary for Hesperia).pdf  
ENC 20-21 -Monthly Payroll Retirement Contributions Feb 2021 meeting.pdf  
Encore Nov. 2020 Financial Reports\_Board\_Dist.pdf

### BACKGROUND:

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

### RECOMMENDATION:

Staff recommends approval of these consent items.

# Encore Jr. High School

1/12/2021  
8:08 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 1

Month 4 - From 12/7/2020 Through 1/1/2021

### Regular Program

Grade Level	A Tchng Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7	TOTAL 10	108	0	108	0	108	0	14	1080	1066	106.60	98.70%	0	6732	63	106.86
8	TOTAL 10	133	0	133	0	133	0	29	1330	1301	130.10	97.82%	0	8282	63	131.46
<b>TOTAL 7-8</b>	<b>10</b>	<b>241</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>43</b>	<b>2410</b>	<b>2367</b>	<b>236.70</b>	<b>98.22%</b>	<b>0</b>	<b>15014</b>	<b>63</b>	<b>238.32</b>
<b>PROGRAM</b>	<b>10</b>	<b>241</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>43</b>	<b>2410</b>	<b>2367</b>	<b>236.70</b>	<b>98.22%</b>	<b>0</b>	<b>15014</b>	<b>63</b>	<b>238.32</b>

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore Jr. High School

1/12/2021  
8:08 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 2

Month 4 - From 12/7/2020 Through 1/1/2021

**Program 5 504**

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
8	TOTAL	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	63	63	1.00
	TOTAL 7-8	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	63	63	1.00
	PROGRAM	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	63	63	1.00

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore Jr. High School

1/12/2021  
8:08 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 3

Month 4 - From 12/7/2020 Through 1/1/2021

### Program 7 SAI+Independent Study

Grade Level	A Tchng Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A+D)	J Total Apport Attend (A+D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
8	TOTAL	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	62	63	0.98
	<b>TOTAL 7-8</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>62</b>	<b>63</b>	<b>0.98</b>
	PROGRAM	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	62	63	0.98

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Encore Jr. High School

1/12/2021  
8:08 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 4

Month 4 - From 12/7/2020 Through 1/1/2021

### Program I Independent Study

Grade Level	A Tchng Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A+D)	J Total Apport Attend (A+D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7	TOTAL 10	5	0	5	0	5	0	0	50	50	5.00	100.00%	0	301	63	4.78
8	TOTAL 10	5	0	5	0	5	0	3	50	47	4.70	94.00%	0	307	63	4.87
	<b>TOTAL 7-8</b> 10	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>100</b>	<b>97</b>	<b>9.70</b>	<b>97.00%</b>	<b>0</b>	<b>608</b>	<b>63</b>	<b>9.65</b>
<b>PROGRAM</b>	10	10	0	10	0	10	0	3	100	97	9.70	97.00%	0	608	63	9.65

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore Jr. High School

1/12/2021  
8:08 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 5

Month 4 - From 12/7/2020 Through 1/1/2021

### Program S SAI

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7	TOTAL	10	14	0	0	14	0	6	140	134	13.40	95.71%	0	858	63	13.62
8	TOTAL	10	27	0	0	27	0	18	270	252	25.20	93.33%	0	1618	63	25.68
	<b>TOTAL 7-8</b>	<b>10</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>24</b>	<b>410</b>	<b>386</b>	<b>38.60</b>	<b>94.15%</b>	<b>0</b>	<b>2476</b>	<b>63</b>	<b>39.30</b>
	PROGRAM	10	41	0	0	41	0	24	410	386	38.60	94.15%	0	2476	63	39.30
	REPORT	10	294	0	0	294	0	70	2940	2870	287.00	97.62%	0	18223	63	289.25

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 1

Month 4 - From 12/7/2020 Through 1/1/2021

### Regular Program

Grade Level	A	B	C	D	E	F	G	H	I	J	K	L	M	YEAR TO DATE		P
	Totg Days	Enroll-ment Carried Fwd	Gains	Total Enroll-ment (B+C)	Losses	Ending Enroll-ment (D-E)	Days Not Enroll	Days Non-Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A,D,A. (J/A)	Percent Attend J/(L*G)	Loss at End of Last School Day	Total Apport Attendance	Days Taught	Total ADA (N/O)
9 TOTAL	10	124	0	124	0	124	0	54	1240	1186	118.60	95.65%	0	7423	63	117.83
10 TOTAL	10	104	0	104	0	104	0	85	1040	955	95.50	91.83%	0	6277	63	99.63
11 TOTAL	10	91	0	91	0	91	0	43	910	867	86.70	95.27%	0	5626	63	89.30
12 TOTAL	10	116	0	116	0	116	0	73	1160	1087	108.70	93.71%	0	7168	63	113.78
<b>TOTAL 9-12</b>	<b>10</b>	<b>435</b>	<b>0</b>	<b>435</b>	<b>0</b>	<b>435</b>	<b>0</b>	<b>255</b>	<b>4350</b>	<b>4095</b>	<b>409.50</b>	<b>94.14%</b>	<b>0</b>	<b>26494</b>	<b>63</b>	<b>420.54</b>
PROGRAM	10	435	0	435	0	435	0	255	4350	4095	409.50	94.14%	0	26494	63	420.54

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 2

Month 4 - From 12/7/2020 Through 1/1/2021

Program 5 504

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A+D)	J Total Apport Attend (A+D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9	TOTAL	10	2	0	0	2	0	0	20	20	2.00	100.00%	0	126	63	2.00
10	TOTAL	10	1	0	0	1	0	1	10	9	0.90	90.00%	0	62	63	0.98
11	TOTAL	10	3	0	0	3	0	4	30	26	2.60	86.67%	0	175	63	2.78
12	TOTAL	10	2	0	0	2	0	2	20	18	1.80	90.00%	0	124	63	1.97
<b>TOTAL 9-12</b>		<b>10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>80</b>	<b>73</b>	<b>7.30</b>	<b>91.25%</b>	<b>0</b>	<b>487</b>	<b>63</b>	<b>7.73</b>
<b>PROGRAM</b>		<b>10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>80</b>	<b>73</b>	<b>7.30</b>	<b>91.25%</b>	<b>0</b>	<b>487</b>	<b>63</b>	<b>7.73</b>

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 3

Month 4 - From 12/7/2020 Through 1/1/2021

### Program 6 504+Independent Study

Grade Level	A Totg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
12	TOTAL	10	1	0	1	0	0	0	10	10	1.00	100.00%	0	63	63	1.00
<b>TOTAL 9-12 PROGRAM</b>		<b>10</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>63</b>	<b>63</b>	<b>1.00</b>

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 4

Month 4 - From 12/7/2020 Through 1/1/2021

### Program 7 SAI+Independent Study

Grade Level	A Tchng Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A+D)	J Total Apport Attend (A+D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE			
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)	
12	TOTAL	10	2	0	2	0	2	0	0	20	20	2.00	100.00%	0	127	63	2.02
	<b>TOTAL 9-12</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>2.00</b>	<b>100.00%</b>	<b>0</b>	<b>127</b>	<b>63</b>	<b>2.02</b>
	PROGRAM	10	2	0	2	0	2	0	0	20	20	2.00	100.00%	0	127	63	2.02

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 5

Month 4 - From 12/7/2020 Through 1/1/2021

### Program I Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9	TOTAL	10	7	0	0	7	0	1	70	69	6.90	98.57%	0	446	63	7.08
10	TOTAL	10	13	0	0	13	0	9	130	121	12.10	93.08%	0	786	63	12.48
11	TOTAL	10	16	0	0	16	0	3	160	157	15.70	98.13%	0	973	63	15.44
12	TOTAL	10	18	0	0	18	0	2	180	178	17.80	98.89%	0	1080	63	17.14
<b>TOTAL 9-12 PROGRAM</b>		<b>10</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>15</b>	<b>540</b>	<b>525</b>	<b>52.50</b>	<b>97.22%</b>	<b>0</b>	<b>3285</b>	<b>63</b>	<b>52.14</b>

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

1/12/2021  
7:59 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 6

Month 4 - From 12/7/2020 Through 1/1/2021

### Program S SAI

Grade Level	A Totlg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N		O		P Total ADA (N/O)
														Total Apport Attendance	Days Taught	Total Apport Attendance	Days Taught	
9	TOTAL	10	17	0	17	0	0	4	170	166	16.60	97.65%	0	1064	63		16.89	
10	TOTAL	10	15	0	15	0	0	9	150	141	14.10	94.00%	0	919	63		14.59	
11	TOTAL	10	14	0	14	0	0	12	140	128	12.80	91.43%	0	860	63		13.65	
12	TOTAL	10	18	0	18	0	0	13	180	167	16.70	92.78%	0	1092	63		17.33	
<b>TOTAL</b>	<b>9-12</b>	<b>10</b>	<b>64</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>640</b>	<b>602</b>	<b>60.20</b>	<b>94.06%</b>	<b>0</b>	<b>3935</b>	<b>63</b>		<b>62.46</b>	
PROGRAM	REPORT	10	64	0	64	0	0	38	640	602	60.20	94.06%	0	3935	63		62.46	
		10	564	0	564	0	0	315	5640	5325	532.50	94.41%	0	34391	63		545.89	

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

To the best of my knowledge, the information contained on this document is accurate and complete.

Hesperia Payroll Month	STRS/PERS Payment Due Date	Payment Date	PERS Ck Number	Date Cleared	STRS CK Number	Date Cleared	403B Check number	Due Date based on regular rules, not safe harbor	Payment Date	Date Cleared	
July	8/15/2020	7/23/2020	68749	7/29/2020	68749	7/29/2020	68740	7/13/2020	7/9/2020	7/14/2020	-4
	8/15/2020	8/7/2020	68832	8/11/2020	68832	8/11/2020	68823	7/28/2020	7/29/2020	8/3/2020	1
August	9/15/2020	8/21/2020	68862	8/25/2020	68862	8/25/2020	68831	8/13/2020	8/7/2020	8/14/2020	-6
	9/15/2020	9/10/2020	68929	9/14/2020	68929	9/14/2020	68860	8/28/2020	8/20/2020	8/25/2020	-8
September	10/15/2020	9/24/2020	68936	9/28/2020	68936	9/28/2020	68895	9/13/2020	9/9/2020	9/15/2020	-4
	10/15/2020	10/8/2020	69007	10/13/2020	69007	10/13/2020	68935	9/28/2020	9/24/2020	9/29/2020	-4
October	15th of the month	10/23/2020	69012	10/28/2020	69012	10/28/2020	69006	10/13/2020	10/8/2020	10/13/2020	-5
	15th of the month	11/6/2020	69078	11/10/2020	69078	11/10/2020	69011	10/28/2020	10/22/2020	10/27/2020	-6
November	15th of the month	11/19/2020	69085	11/23/2020	69085	11/23/2020	69077	11/13/2020	11/10/2020	11/9/2020	-3
	15th of the month	12/8/2020	69139	12/10/2020	69139	12/10/2020	69084	11/28/2020	11/19/2020	11/24/2020	-9
December	15th of the month	12/18/2020	69167	12/22/2020	69167	12/22/2020	69138	12/13/2020	12/8/2020	12/14/2020	-5
	15th of the month	1/7/2021	69173	1/11/2021	69173	1/11/2021	69166	12/28/2020	12/18/2020	12/28/2020	-10
January	15th of the month	1/22/2021	69223	1/26/2021	69223	1/26/2021	69172	1/13/2021	1/7/2021	1/12/2021	-6
	15th of the month						69222	1/28/2021	1/22/2021	1/26/2021	-6

Hesperia Contributions to PERS & STRS: Due date is the 5th business date of the month

To note, the payroll for 7/24 and 8/10 paid July payroll; 8/25 and 9/10 paid August payroll; 9/25 and 10/9 will pay Sept payroll

Contributions to 403b

The DOL rule is somewhat gray. It states that:

An employer is required to deposit your money into your retirement account as soon as the employee assets can be reasonably segregated from employer assets, but no later than 15 business days of the month following the month in which the payroll deduction occurred.

Based on fact patterns in DOL plan audits and other published commentary, some considerations are as follows:

- For plans with fewer than 100 participants, the DOL finalized regulations on January 14, 2010 which establishes a "safe harbor" of 7 business days following the payroll deduction date. Depositing employee 401K and 403b payroll deduction funds will be considered timely if this 7 day "safe harbor" test is met; and
- No safe harbor time period exists for plans with 100 or more employee-participants. Commentary does exist that suggests funding the retirement plan by the due date of an employer's Form 941 tax deposit will be considered timely (which for large employers is the next day after payroll).

STRS 95% by 5th business day; remainder by 15th

100% of payroll makes up 95% for charter and districts

PERS - 15 days 95%; remainder by end of month

**ENCORE JUNIOR/SENIOR HIGH SCHOOL - HESPERIA  
WARRANT REGISTER: January 2021**

Check Number	Check Date	School	Payee	Sum of Amount
0121-001	1/4/2021	Hesperia	Navitas Credit Corp.	\$371.19
0121-103	1/7/2021	Hesperia	Nuso, LLC	\$541.35
0121-203	1/4/2021	Hesperia	TEQlease, Inc.	\$4,237.53
0121-204	1/11/2021	Hesperia	Wells Fargo Bank Service Fee	\$320.69
67603	1/21/2021	Hesperia	Vendnet	(\$45.37)
69096	1/12/2021	Hesperia	Accrediting Commission for Schools	(\$1,730.00)
69173	1/7/2021	Hesperia	San Bernardino County Office of Education	\$52,833.15
69179	1/11/2021	Hesperia	Advance Disposal Co.	\$3,133.20
69180	1/11/2021	Hesperia	Alejandra Gomar	\$282.58
69181	1/11/2021	Hesperia	Ashlin Barkdull	\$23.66
69183	1/11/2021	Hesperia	Big West Insurance Agency	\$3,428.00
69184	1/11/2021	Hesperia	BoardOnTrack, Inc.	\$6,000.00
69185	1/11/2021	Hesperia	CliftonLarsonAllen LLP	\$840.00
69186	1/11/2021	Hesperia	Concord Theatricals	\$2,785.90
69187	1/11/2021	Hesperia	Delta Managed Solutions, Inc.	\$12,838.82
69188	1/11/2021	Hesperia	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING U	\$49.00
69189	1/11/2021	Hesperia	DMV Renewal	\$151.00
69190	1/11/2021	Hesperia	Encore ASB Hesperia	\$2,000.00
69191	1/11/2021	Hesperia	Frontier	\$189.62
69192	1/11/2021	Hesperia	Frontier	\$153.20
69193	1/11/2021	Hesperia	Frontier	\$135.78
69194	1/11/2021	Hesperia	Green Comfort	\$3,351.38
69195	1/11/2021	Hesperia	Hesperia Unified School District	\$298.29
69196	1/11/2021	Hesperia	Honors Graduation	\$1,000.00
69197	1/11/2021	Hesperia	Joelle Schwarck	\$130.55
69198	1/11/2021	Hesperia	Leonardo C. Rivera	\$750.00
69199	1/11/2021	Hesperia	Measure Education Inc.	\$1,928.88
69200	1/11/2021	Hesperia	NATIONAL STUDENT CLEARINGHOUSE	\$425.00
69201	1/11/2021	Hesperia	Nuso, LLC	\$272.63
69202	1/11/2021	Hesperia	PayFlex Systems USA, Inc.	\$300.00
69203	1/11/2021	Hesperia	PresenceLearning, Inc.	\$5,480.24
69204	1/11/2021	Hesperia	Rimrock Telecom Services	\$895.00
69206	1/11/2021	Hesperia	Southern California Edison	\$5,104.13
69207	1/11/2021	Hesperia	Southwest Gas Corporation	\$4,945.52
69208	1/11/2021	Hesperia	Sprint	\$427.33
69210	1/11/2021	Hesperia	Terminix International Company	\$355.00
69211	1/11/2021	Hesperia	Timepayment Corp	\$188.20
69212	1/11/2021	Hesperia	Toyota Financial Services	\$3,001.04
69213	1/11/2021	Hesperia	US Premium Finance	\$3,701.93
69214	1/11/2021	Hesperia	US Premium Finance	\$13,760.91
69215	1/11/2021	Hesperia	US Premium Finance	\$6,305.92
69216	1/11/2021	Hesperia	US Premium Finance	\$1,681.29
69217	1/11/2021	Hesperia	Western NRG, Inc.	\$270.00
69218	1/11/2021	Hesperia	Young, Minney & Corr, LLP	\$3,000.00
69219	1/11/2021	Hesperia	Staples Technology Solutions	\$6.03
69225	1/25/2021	Hesperia	San Bernardino Co Superintendent of Schools	\$30.00
<b>Grand Total</b>				<b>\$146,148.57</b>



**ENCORE HIGH SCHOOL FOR THE ARTS - RIVERSIDE  
WARRANT REGISTER: January 2021**

<b>Check Number</b>	<b>Check Date</b>	<b>School</b>	<b>Payee</b>	<b>Sum of Amount</b>
<b>69182</b>	<b>1/11/2021</b>	Riverside	AT&T	\$199.27
<b>69199</b>	<b>1/11/2021</b>	Riverside	Measure Education Inc.	\$1,828.88
<b>69205</b>	<b>1/11/2021</b>	Riverside	Sadeghian's Rental 9th Street LLC.	\$18,017.93
<b>69220</b>	<b>1/19/2021</b>	Riverside	City of Riverside Fire Prevention	\$212.00
<b>Grand Total</b>				<b>\$20,258.08</b>

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: January 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69096	1/12/2021	Accrediting Commission for Schools	Annual Accreditation Membership Fee: 2020-2021	(\$1,730.00)
<b>69096 Total</b>				<b>(\$1,730.00)</b>
69182	1/11/2021	AT&T	October 2020 Phone Service	\$199.27
<b>69182 Total</b>				<b>\$199.27</b>
69199	1/11/2021	Measure Education Inc.	September 2020 Data Management	\$1,828.88
			October 2020 Data Management	\$1,928.88
<b>69199 Total</b>				<b>\$3,757.76</b>
69205	1/11/2021	Sadeghian's Rental 9th Street LLC.	December 2020 Rent	\$18,017.93
<b>69205 Total</b>				<b>\$18,017.93</b>
69220	1/19/2021	City of Riverside Fire Prevention	Fire Inspection	\$212.00
<b>69220 Total</b>				<b>\$212.00</b>
0121-001	1/4/2021	Navitas Credit Corp.	Dec 2020 Payment for contract #40295324-1	\$371.19
<b>0121-001 Total</b>				<b>\$371.19</b>
0121-103	1/7/2021	Nuso, LLC	11/1-11/30/20 Service	\$267.62
			December 2020 Service	\$273.73
<b>0121-103 Total</b>				<b>\$541.35</b>
0121-203	1/4/2021	TEQlease, Inc.	January 2021 Teqlease Lease #410218	\$4,237.53
<b>0121-203 Total</b>				<b>\$4,237.53</b>
0121-204	1/11/2021	Wells Fargo Bank Service Fee	December 2020 Client Analysis Service Charge	\$320.69
<b>0121-204 Total</b>				<b>\$320.69</b>
67603	1/21/2021	Vendnet	827068	(\$45.37)
<b>67603 Total</b>				<b>(\$45.37)</b>
69173	1/7/2021	San Bernardino County Office of Education	January 10 2021 PERS	\$22,141.53
			January 10 2021 STRS	\$30,691.62
<b>69173 Total</b>				<b>\$52,833.15</b>
69179	1/11/2021	Advance Disposal Co.	October 2020 Trash Disposal Service	\$1,566.60
			September 2020 Trash Disposal Service	\$1,566.60
<b>69179 Total</b>				<b>\$3,133.20</b>
69180	1/11/2021	Alejandra Gomar	9/4-9/19/20 Class supplies	\$282.58
<b>69180 Total</b>				<b>\$282.58</b>
69181	1/11/2021	Ashlin Barkdull	Binder Divider Pages Reimbursement	\$23.66
<b>69181 Total</b>				<b>\$23.66</b>
69183	1/11/2021	Big West Insurance Agency	Property Insurance	\$3,428.00
<b>69183 Total</b>				<b>\$3,428.00</b>
69184	1/11/2021	BoardOnTrack, Inc.	11/5/20-11/4/21 BoardOnTrack Strategic Membership	\$6,000.00
<b>69184 Total</b>				<b>\$6,000.00</b>
69185	1/11/2021	CliftonLarsonAllen LLP	Audit services Technology and Client Support Fee	\$840.00
<b>69185 Total</b>				<b>\$840.00</b>
69186	1/11/2021	Concord Theatricals	Curriculum - She Kills Monsters & School of Rocks	\$2,785.90
<b>69186 Total</b>				<b>\$2,785.90</b>
69187	1/11/2021	Delta Managed Solutions, Inc.	Monthly Fee - October 2020	\$12,838.82
<b>69187 Total</b>				<b>\$12,838.82</b>
69188	1/11/2021	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIER	October 2020 Fingerprints	\$49.00
<b>69188 Total</b>				<b>\$49.00</b>

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: January 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69189	1/11/2021	DMV Renewal	2002 Dooge REGISTRATION RENEWAL Lic 7WZH875	\$151.00
<b>69189 Total</b>				<b>\$151.00</b>
69190	1/11/2021	Encore ASB Hesperia	ASB Reim September 2020 Misc	\$2,000.00
<b>69190 Total</b>				<b>\$2,000.00</b>
69191	1/11/2021	Frontier	November 2020 Internet Service	\$108.00
			10/13-11/12/20 Internet Service	\$81.62
<b>69191 Total</b>				<b>\$189.62</b>
69192	1/11/2021	Frontier	10/16-11/15/20 Internet Service	\$76.60
			11/16-12/15/20 Internet Service	\$76.60
<b>69192 Total</b>				<b>\$153.20</b>
69193	1/11/2021	Frontier	10/13-11/12/20 Service	\$67.89
			11/13-12/12/20 Internet Service	\$67.89
<b>69193 Total</b>				<b>\$135.78</b>
69194	1/11/2021	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$3,351.38
<b>69194 Total</b>				<b>\$3,351.38</b>
69195	1/11/2021	Hesperia Unified School District	Printing	\$298.29
<b>69195 Total</b>				<b>\$298.29</b>
69196	1/11/2021	Honors Graduation	Graduation Honor Cords & Medallions	\$1,000.00
<b>69196 Total</b>				<b>\$1,000.00</b>
69197	1/11/2021	Joelle Schwarck	Office Supplies Reimbursement	\$130.55
<b>69197 Total</b>				<b>\$130.55</b>
69198	1/11/2021	Leonardo C. Rivera	October 2020 Lawn care	\$750.00
<b>69198 Total</b>				<b>\$750.00</b>
69200	1/11/2021	NATIONAL STUDENT CLEARINGHOUSE	StudentTracker - 1 Year Service	\$425.00
<b>69200 Total</b>				<b>\$425.00</b>
69201	1/11/2021	Nuso, LLC	January 2021 Service	\$272.63
<b>69201 Total</b>				<b>\$272.63</b>
69202	1/11/2021	PayFlex Systems USA, Inc.	December 2020 Service	\$150.00
			November 2020 Service	\$150.00
<b>69202 Total</b>				<b>\$300.00</b>
69203	1/11/2021	PresenceLearning, Inc.	FY21 Annual Student Administrative Fee	\$2,200.00
			September 2020 - Setup Fee Additional Students	\$1,880.24
			Tele-Assessment Essentials - Annual Platform Fee	\$1,400.00
<b>69203 Total</b>				<b>\$5,480.24</b>
69204	1/11/2021	Rimrock Telecom Services	IP OFFICE R11 ESSENTIAL EDITION	\$895.00
<b>69204 Total</b>				<b>\$895.00</b>
69206	1/11/2021	Southern California Edison	November 2020 Service Acct #2-30-463-6681	\$5,104.13
<b>69206 Total</b>				<b>\$5,104.13</b>
69207	1/11/2021	Southwest Gas Corporation	December 2020 Service Acct #121-1257315-003	\$564.48
			November 2020 Service Acct #121-1256974-004	\$383.41
			November 2020 Service Acct #121-1256988-003	\$844.85
			November 2020 Service Acct #121-1256993-003	\$940.48
			November 2020 Service Acct #121-1257003-003	\$800.01
			November 2020 Service Acct #121-1257018-003	\$790.62

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: January 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69207	1/11/2021	Southwest Gas Corporation	November 2020 Service Acct #121-1257315-003	\$384.53
			October 2020 Service Acct #121-1256974-004	\$61.26
			October 2020 Service Acct #121-1256988-003	\$11.00
			October 2020 Service Acct #121-1256993-003	\$11.00
			October 2020 Service Acct #121-1257003-003	\$45.71
			October 2020 Service Acct #121-1257018-003	\$31.35
			October 2020 Service Acct #121-1257315-003	\$76.82
<b>69207 Total</b>				<b>\$4,945.52</b>
69208	1/11/2021	Sprint	Oct 2020 Service	\$427.33
<b>69208 Total</b>				<b>\$427.33</b>
69210	1/11/2021	Terminix International Company	June 2020 Pest Control	\$129.00
			November 2020 Pest Control	\$113.00
			October 2020 Pest Control	\$113.00
<b>69210 Total</b>				<b>\$355.00</b>
69211	1/11/2021	Timepayment Corp	December 2020 Charges Acct #44712859	\$188.20
<b>69211 Total</b>				<b>\$188.20</b>
69212	1/11/2021	Toyota Financial Services	Dec 2020 Acct # 01 0272 WX656	\$750.44
			Dec 2020 Acct # 01 0272 WX722	\$750.02
			Dec 2020 Acct # 01 0272 WX741	\$749.98
			Dec 2020 Acct # 01 0272 WY302	\$750.60
<b>69212 Total</b>				<b>\$3,001.04</b>
69213	1/11/2021	US Premium Finance	Insurance installment #5	\$3,686.93
			Insurance installment Fee	\$15.00
<b>69213 Total</b>				<b>\$3,701.93</b>
69214	1/11/2021	US Premium Finance	Insurance installment #4	\$6,712.64
			Insurance installment #5	\$7,048.27
<b>69214 Total</b>				<b>\$13,760.91</b>
69215	1/11/2021	US Premium Finance	Insurance instalment #5	\$6,290.92
			Insurance instalment Fee	\$15.00
<b>69215 Total</b>				<b>\$6,305.92</b>
69216	1/11/2021	US Premium Finance	Insurance installment #4	\$1,681.29
<b>69216 Total</b>				<b>\$1,681.29</b>
69217	1/11/2021	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$270.00
<b>69217 Total</b>				<b>\$270.00</b>
69218	1/11/2021	Young, Minney & Corr, LLP	Sep 2020 Legal Service	\$3,000.00
<b>69218 Total</b>				<b>\$3,000.00</b>
69219	1/11/2021	Staples Technology Solutions	PRINT	\$6.03
<b>69219 Total</b>				<b>\$6.03</b>
69225	1/25/2021	San Bernardino Co Superintendent of Schools	CA English Learner Roadmap Aligned LCAP Toolkit Workshop	\$30.00
<b>69225 Total</b>				<b>\$30.00</b>
<b>Grand Total</b>				<b>\$166,406.65</b>



# Encore High School for the Arts

## DMS Monthly Update

Actuals through: November 30, 2020





**SUMMARY NARRATIVE**



November 2020 financials reflect actuals thru five months for fiscal year 2020-21. With 42% of the year completed, Encore is on track to stay within budget. This fiscal year, with the significant CARES Act funding, provides significant revenues for Encore to adapt to the challenges presented by the public health crisis. In addition, the initial state budget proposal for 2021-22 restores LCFF funding along with additional federal ESSER funds providing a platform for continued improvement of Encore's financial position and cash flow.

While the overall financial budget is on track to provide a year end surplus contribution to the fund balance of \$1 million, cash flow will continue to be a challenge due to the significant CDE LCFF deferrals scheduled from February - June. Due to these deferrals we are reflecting significant continued financing thru the end of the year. These deferrals are paid back from July - November and will be the main source of the sale of receivables as we get thru year end. Work on the 2021-22 budget will begin in March and will reflect a continued plan to stabilize cash flow and establishment of a reserve fund balance.

# Encore High School - Budget vs Actuals Summary

## As of November 30, 2020

Encore Budget vs Actuals	1st Interim Budget	Actuals 11/30/2020	% of Budget
<b>ADA</b>			
<b>Revenues</b>			
LCFF State Revenue	9,268,263	2,511,246	27%
Federal Revenues	1,121,592	705,114	63%
Other State Revenues	1,523,023	181,048	12%
Local Revenue	486,262	73,561	15%
<b>TTL Revenues</b>	<b>12,399,140</b>	<b>3,470,969</b>	<b>28%</b>
<b>Expenditures</b>			
Certificated Salaries	2,591,421	923,353	36%
Classified Salaries	2,338,454	765,427	33%
Benefits	1,882,316	619,466	33%
Books & Supplies	903,782	45,866	5%
Services & Operations	3,482,575	1,120,382	32%
Capital Outlay	179,622	0	0%
Other Outgo	3,447	48,608	1410%
<b>Total Expenditures</b>	<b>11,381,618</b>	<b>3,523,103</b>	<b>31%</b>
<b>Operating Income/(Loss)</b>	<b>1,017,522</b>	<b>(52,134)</b>	<b>42%</b>

# Encore High School - Budget vs Actuals Detail

## As of November 30, 2020

Encore Actuals vs Budget	Code	Description	1st Interim Budget	Actuals 11/30/2020	% of Budget
<b>Revenue</b>					
LCFF Revenue					
	8011	LCFF General Entitlement	7,025,380	1,971,704	28%
	8012	EPA Entitlement	1,905,702	476,426	25%
	8096	In-Lieu-Of Property Taxes	337,181	63,116	19%
Total LCFF Revenue			<b>9,268,263</b>	<b>2,511,246</b>	27%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	138,169	0	0%
	8220	School Nutrition Program-Federal	44,500	1,600	4%
	8290	Other Federal Revenue	938,923	703,514	75%
Total Federal Revenue			<b>1,121,592</b>	<b>705,114</b>	63%
Other State Revenue					
	8311	AB602 State SpEd Revenue	414,704	97,267	23%
	8520	School Nutrition Program-State	3,000	0	0%
	8550	Mandated Cost Reimbursements	31,882	0	0%
	8560	State Lottery Revenue	190,457	0	0%
	8590	Other State Revenue	882,980	83,781	9%
Total Other State Revenue			<b>1,523,023</b>	<b>181,048</b>	12%
Local Revenue					
	8634	Student Lunch Fees	0	193	0%
	8660	Interest Income	25	16	63%
	8698	Other Revenue (Suspense)	0	2,227	0%
	8699	Other Revenue	486,237	71,125	15%
Total Local Revenue			<b>486,262</b>	<b>73,561</b>	15%
<b>Total Revenue</b>			<b>12,399,140</b>	<b>3,470,969</b>	28%
<b>Expenditures</b>					
Certificated Compensation					
	1100	Teacher Compensation	1,814,402	657,963	36%
	1130	Substitute Teacher Compensation	25,124	9,139	36%
	1150	Teacher Stipends/Extra Duty	8,250	6,382	77%
	1200	Student Support	281,490	105,559	37%
	1300	Certificated Administrators	461,455	144,310	31%
	1350	Administrator Stipends/Extra Duty	700	0	0%
Total Certificated Compensation			<b>2,591,421</b>	<b>923,353</b>	36%
Classified Compensation					
	2100	Instructional Aides	260,193	98,481	38%
	2130	Classified Substitutes	9,677	1,546	16%
	2150	Instructional Aides Stipends	1,500	0	0%
	2160	Electives Instructional Aides	784,530	185,279	24%
	2200	Pupil Support Administration	245,576	97,852	40%
	2250	Pupil Support Stipends	700	0	0%
	2300	Classified Administrators	428,432	160,662	37%
	2350	Classified Administrator Stipends	1,050	0	0%
	2400	Clerical & Technical Staff	606,097	221,607	37%
	2450	Clerical & Technical Stipends	700	0	0%
Total Classified Compensation			<b>2,338,454</b>	<b>765,427</b>	33%
Employee Benefits					
	3101	STRS Certificated	415,357	135,558	33%
	3102	STRS Classified	3,157	3,157	100%
	3201	PERS Certificated	5,944	5,944	100%
	3202	PERS Classified	478,116	149,172	31%
	3301	OASDI/Medicare	216,467.34	70,192	32%



## Encore High School - Budget vs Actuals Detail

Encore Actuals vs Budget	Code	Description	1st Interim Budget	Actuals 11/30/2020	% of Budget
	3401	Health Care Certificated	316,227	107,550	34%
	3402	Health Care Classified	365,751	122,671	34%
	3501	Unemployment Insurance	2,498.71	2,899	116%
	3601	Workers' Comp Certificated	37,835	10,818	29%
	3602	Workers' Comp Classified	34,141	9,163	27%
	3901	Other Benefits Cert	1,666	536	32%
	3902	Other Benefits Class	5,156	1,806	35%
<b>Total Employee Benefits</b>			<b>1,882,316</b>	<b>619,466</b>	<b>33%</b>
<b>Books, Materials, &amp; Supplies</b>					
	4100	Textbooks & Core Curriculum	23,283	6,424	28%
	4310	Materials & Supplies	52,621	16,342	31%
	4311		667,172	0	0%
	4320	Office Supplies	27,322	5,195	19%
	4330	Meals & Events	2,561	15	1%
	4350	Other Supplies - Materials & Supplies	5,216	129	2%
	4400	Non-Capitalized Equipment	100,184	4,617	5%
	4700	School Nutrition Program	25,424	13,145	52%
<b>Total Books, Materials, &amp; Supplies</b>			<b>903,782</b>	<b>45,866</b>	<b>5%</b>
<b>Outside Services &amp; Other Operating Costs</b>					
	5100	SpEd Consultants and Vendors Subagreeme	9,528	0	0%
	5200	Travel & Conferences	7,945	0	0%
	5210	Mileage Reimbursements	19,395	1,936	10%
	5300	Dues & Memberships	83,931	14,952	18%
	5400	Insurance	238,509	212,638	89%
	5500	Operations & Housekeeping	17,253	5,834	34%
	5510	Utilities (General)	156,406	66,355	42%
	5520	Janitorial Services	32,147	2,536	8%
	5610	Facility Rents & Leases	1,152,803	387,782	34%
	5620	Equipment Leases	25,150	18,460	73%
	5630	Maintenance & Repair	80,962	12,611	16%
	5800	Professional Services - Non-instructional	93,316	40,432	43%
	5810	Legal	141,255	(455)	0%
	5820	Audit & CPA	16,166	11,985	74%
	5825	DMS Business Services	226,592	111,703	49%
	5830	Non-Instructional Software Licenses/Fees	37,624	33,967	90%
	5835	Field Trips - Bus Transportations	8,578	0	0%
	5840	Advertising & Recruitment	39,713	8,585	22%
	5850	Oversight Fees	93,848	0	0%
	5855	Interest Expense - Short Term	265,000	72,221	27%
	5860	Service Fees	195,260	36,703	19%
	5865	General - Bus Transportation	325,000	3,885	1%
	5870	Livescan Fingerprinting	103	49	48%
	5880	Instructional Vendors & Consultants	22,773	9,074	40%
	5890	Misc Other Outside Services	30,572	3,650	12%
	5900	Communications	2,104	3,633	173%
	5910	Telephone	23,479	3,602	15%
	5920	Internet	116,709	52,512	45%
	5930	Postage	20,453	5,731	28%
<b>Total Outside Services &amp; Other Operating Costs</b>			<b>3,482,575</b>	<b>1,120,382</b>	<b>32%</b>
<b>Capital Expenditures</b>					
	6900	Depreciation	179,622	0	0%
<b>Total Capital Expenditures</b>			<b>179,622</b>	<b>0</b>	<b>0%</b>
<b>Other Outgo</b>					
	7438	Interest Expense	3,447	48,608	1410%
<b>Total Other Outgo</b>			<b>3,447</b>	<b>48,608</b>	<b>1410%</b>
<b>Total Expenditures</b>			<b>11,381,618</b>	<b>3,523,103</b>	<b>31%</b>
<b>Operating Income/Loss</b>			<b>1,017,522</b>	<b>(52,134)</b>	<b>42%</b>

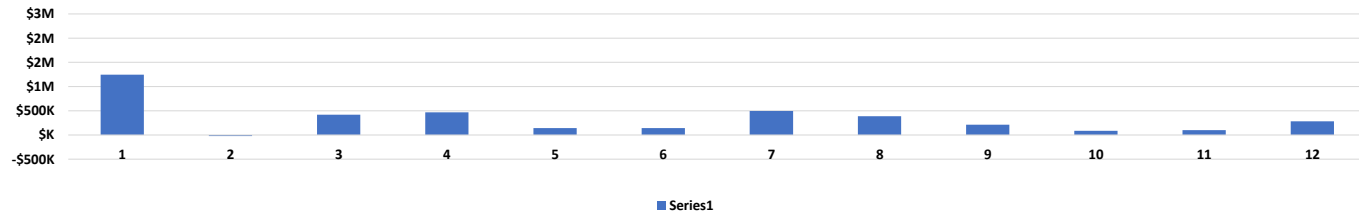
Year Passed

## Encore School for the Arts Balance Sheet As of November 30, 2020

	Beginning Year Balance	Current Year
<b>Assets</b>		
Cash in Banks	575,858	142,898
Cash Awaiting Collection	-	-
<b>Total Cash</b>	<u>575,858</u>	<u>142,898</u>
Accounts Receivable	1,737,529	260,698
Prepaid Expenses	50,186	-
<b>Total Other Current Assets</b>	<u>1,787,715</u>	<u>260,698</u>
Buildings	43,820	43,820
Accumulated Depreciation - Buildings	(5,253)	(5,253)
Equipment	1,964,750	1,964,750
Accumulated Depreciation - Equipment	(1,231,995)	(1,231,995)
Lease Adj for SL Amortization	1,139,271	1,139,271
<b>Total Fixed Assets &amp; Other Assets</b>	<u>1,910,593</u>	<u>1,910,593</u>
<b>Total Assets</b>	<u>\$4,274,166</u>	<u>\$2,314,189</u>
<b>Liabilities</b>		
Accounts Payable	409,020	372,619
Payroll Liabilities	176,981	(121,957)
Prior Year AP	-	(96)
Liability - Stale-Dated Employee Payables	22	1,705
Liability - Stale-Dated Vendor Payables	3,264	5,096
<b>Total Current Liabilities</b>	<u>589,286</u>	<u>257,367</u>
Due to Other Funds	650,000	650,000
Current Loans	1,394,678	1,271,502
Factoring Principal Due	-	16,915
Revolving Fund Loan	1,321,000	-
LaFear Settlement	287,500	162,500
Capital Leases Payable	26,300	6,605
<b>Total Borrowing &amp; Other Liabilities</b>	<u>3,679,478</u>	<u>2,107,522</u>
<b>Total Liabilities</b>	<u>4,268,764</u>	<u>2,364,889</u>
<b>Fund Balance</b>		
Fund Balance	5,402	1,434
Current Year Net Surplus/(Loss)	-	(52,134)
<b>Total Fund Balance</b>	<u>5,402</u>	<u>(50,700)</u>
<b>Total Fund Balance &amp; Liabilities</b>	<u>4,274,166</u>	<u>2,314,189</u>
Ck	\$0	\$0

### Encore High School - Cash Flow

BB	1st Interim Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Accruals	Total
<b>Beginning Balance</b>		<b>575,858</b>	<b>1,243,856</b>	<b>(22,871)</b>	<b>419,353</b>	<b>468,853</b>	<b>142,898</b>	<b>141,328</b>	<b>494,755</b>	<b>388,587</b>	<b>213,031</b>	<b>87,478</b>	<b>100,645</b>		
<b>Revenues</b>															
LCFF State Revenue	-	7,025,380	352,090	352,090	633,762	633,762	633,762	633,762	633,762	268,086	96,511	96,511	96,511	2,594,771	7,025,380
EPA	-	1,905,702	-	476,426	-	-	-	476,426	-	476,425	-	-	476,426	-	1,905,703
In-Lieu Property Taxes	-	337,181	-	-	-	63,116	-	53,948	47,205	23,603	23,603	23,603	23,603	78,500	337,181
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenues	-	1,121,592	-	641,891	-	63,223	105,077	56,080	22,432	22,432	134,591	22,432	22,432	31,003	1,121,592
Other State Revenues	-	1,523,023	-	87,471	50,348	43,229	76,983	152,302	76,151	228,453	228,453	76,151	476,426	27,055	1,523,023
Other Local Revenue	-	486,262	16	11,128	40,610	71	21,737	138,909	-	-	-	-	-	-	212,470
<b>TTL Revenues</b>	<b>-</b>	<b>12,399,140</b>	<b>16</b>	<b>363,218</b>	<b>1,598,488</b>	<b>684,180</b>	<b>825,067</b>	<b>954,731</b>	<b>1,372,518</b>	<b>779,550</b>	<b>1,018,999</b>	<b>483,158</b>	<b>218,697</b>	<b>1,095,396</b>	<b>12,125,349</b>
<b>Expenditures</b>															
Certificated Salaries	-	2,591,421	40,162	154,859	244,737	240,445	243,150	240,237	240,237	240,237	240,237	240,237	240,237	120,118	2,725,130
Classified Salaries	-	2,338,454	47,713	161,751	179,355	192,893	183,716	176,941	176,941	176,941	176,941	176,941	176,941	88,471	2,092,486
Benefits	-	1,882,316	35,988	116,234	154,342	161,908	150,994	151,682	151,682	151,682	151,682	151,682	151,682	75,841	1,757,083
Books & Supplies	-	903,782	3,525	4,035	17,331	12,770	8,205	65,098	113,260	113,260	113,260	113,260	113,260	113,260	903,782
Services & Operations	-	3,482,575	205,503	215,829	242,890	176,933	279,227	232,592	327,631	327,631	327,631	327,631	327,631	163,815	3,482,575
Capital Outlay	-	179,622	-	-	-	-	-	-	-	-	-	-	-	179,622	179,622
Other Outgo	-	3,447	351	47,440	299	272	246	219	-	-	-	-	-	-	48,828
<b>Total Expenditures</b>	<b>-</b>	<b>11,381,618</b>	<b>333,242</b>	<b>700,148</b>	<b>838,954</b>	<b>785,221</b>	<b>865,538</b>	<b>866,770</b>	<b>1,009,751</b>	<b>1,009,751</b>	<b>1,009,751</b>	<b>1,009,751</b>	<b>1,009,751</b>	<b>741,127</b>	<b>11,189,505</b>
<b>Other Cash Inflows/Outflows</b>															
Accounts Receivable/Other Assets	1,787,715	-	1,361,098	-	12,788	153,131	-	-	155,186	51,729	-	-	-	-	-
Fixed Assets	1,910,852	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable (net change)	(593,254)	-	(334,387)	39,865	(237,911)	93,251	103,294	(67,481)	(67,481)	(67,481)	-	-	-	-	-
Loan Inflows	-	-	701,576	700,000	700,000	550,000	400,000	700,000	550,000	700,000	700,000	1,000,000	900,000	500,000	-
Loan Outflows	3,679,478	-	(723,176)	(1,665,750)	(663,248)	(641,875)	(784,787)	(718,032)	(643,000)	(556,144)	(755,704)	(594,834)	(91,625)	(274,874)	-
Settlement	-	-	-	(125,000)	-	-	-	-	-	-	(125,000)	-	-	(125,000)	-
Cap Leases	-	-	(3,887)	(3,913)	(3,939)	(3,965)	(3,992)	(4,018)	(4,045)	(4,072)	(4,099)	(4,126)	(4,154)	(4,182)	-
<b>Net Inflows/Outflows</b>	<b>3,031,181.11</b>	<b>-</b>	<b>1,001,224</b>	<b>(929,797)</b>	<b>(317,310)</b>	<b>150,541</b>	<b>(285,484)</b>	<b>(89,531)</b>	<b>(9,340)</b>	<b>124,032</b>	<b>(184,803)</b>	<b>401,040</b>	<b>804,221</b>	<b>95,944</b>	<b>-</b>
<b>ENDING CASH BALANCE</b>			<b>1,243,856</b>	<b>(22,871)</b>	<b>419,353</b>	<b>468,853</b>	<b>142,898</b>	<b>141,328</b>	<b>494,755</b>	<b>388,587</b>	<b>213,031</b>	<b>87,478</b>	<b>100,645</b>	<b>282,235</b>	
<b>Days Cash on Hand</b>			<b>41.24</b>	<b>(0.76)</b>	<b>13.90</b>	<b>15.54</b>	<b>4.74</b>	<b>4.69</b>	<b>16.40</b>	<b>12.88</b>	<b>7.06</b>	<b>2.90</b>	<b>3.34</b>	<b>9.36</b>	



# Cover Sheet

## Student Services Account Summary

**Section:** V. Finance  
**Item:** B. Student Services Account Summary  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** Nov 2020 Expense Report Redacted\_Redacted JS.pdf  
December 2020 Student Services Acct. \_Redacted- JS (1).pdf

### BACKGROUND:

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.

### RECOMMENDATION:

Staff recommends approval of this action.



# DECEMBER

# 2020

Month 6 of 12

- TITLE PAGE
- QUICKBOOKS REPORT
- BANK STATEMENT W/BACKUP (CHRONOLOGICAL)
- DEBIT CARD USAGE REPORTS BY CARD NUMBER
- WE PAY / WIX – ONLINE PURCHASES WITH BACKUP
- NCR – ON SITE COLLECTIONS REPORT
- ON SITE DAILY RECONCILIATIONS WITH BACKUP
- CAMPUS ACCOUNTS BALANCE STATEMENT
- STUDENT SERVICES GENERAL FUND DEBIT USAGE REPORT

Reviewed by:		
CEO:	ASB OFFICER:	SCHOOL BOARD APPROVAL:



# QUICKBOOKS REPORT

### Encore High Schools Debit Account Transaction List by Date December 2020

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
12/01/2020	Expense		Yes	Wix.com	1883	Platinum Business Checking (1118)	Website Advertising	-23.00
12/01/2020	Expense		Yes	Facebook	1885	Platinum Business Checking (1118)	Advertising - Hesperia	-5.64
12/02/2020	Expense		Yes	Google	1884	Platinum Business Checking (1118)	Advertising - Hesperia	-40.56
12/02/2020	Expense		Yes	Constant Contact	1877	Platinum Business Checking (1118)	Parent Communication H	-125.00
12/02/2020	Check		Yes			Platinum Business Checking (1118)	NHS	-40.00
12/03/2020	Expense		Yes	Box Inc.	1886	Platinum Business Checking (1118)	Cajroads	-15.00
12/04/2020	Expense		Yes	Costco Gas	1869	Platinum Business Checking (1118)	Transportation H	-51.99
12/07/2020	Expense		Yes	Adobe	1887	Platinum Business Checking (1118)	Office Supplies & Software	-14.99
12/07/2020	Expense		Yes	Wix.com	1888	Platinum Business Checking (1118)	Website Advertising	-59.00
12/08/2020	Expense		Yes	Quickbooks	1878	Platinum Business Checking (1118)	Office Supplies & Software	-70.00
12/08/2020	Expense		Yes	High Desert Fasteners	1870	Platinum Business Checking (1118)	Maintenance - Hesperia	-8.47
12/09/2020	Expense		Yes	Shop N Go	1871	Platinum Business Checking (1118)	Transportation H	-90.00
12/10/2020	Bill		Yes			Accounts Payable (AP)	Mock Trial	98.00
12/10/2020	Bill Payment (Check)	6864	Yes			Platinum Business Checking (1118)	Accounts Payable (AP)	-98.00
12/10/2020	Expense		Yes	Quickbooks	1889	Platinum Business Checking (1118)	Office Supplies & Software	-25.00
12/10/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-65.00
12/10/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-115.00
12/10/2020	Expense		Yes	Call Em All	1879	Platinum Business Checking (1118)	Parent Communication H	-450.00
12/10/2020	Expense		Yes	Staples	1880	Platinum Business Checking (1118)	Accounting	-84.52
12/10/2020	Expense		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	2,070.96
12/14/2020	Deposit		Yes	Staples	1881	Platinum Business Checking (1118)	Bookkeeping	-61.86
12/14/2020	Expense		Yes	Dunn-Edwards	1872	Platinum Business Checking (1118)	Maintenance - Hesperia	-286.92
12/15/2020	Expense		Yes	Arco	1873	Platinum Business Checking (1118)	Transportation H	-44.00
12/15/2020	Expense		Yes	MadRooster.com	1890	Platinum Business Checking (1118)	Office Supplies & Software	-41.47
12/17/2020	Deposit		Yes	Pay Pal Transfer		Platinum Business Checking (1118)	Paypal Transfer	267.09
12/17/2020	Expense		Yes	Autzone	1874	Platinum Business Checking (1118)	Transportation H	-6.45
12/17/2020	Expense		Yes	Costco Gas	1875	Platinum Business Checking (1118)	Transportation H	-47.00
12/18/2020	Bill		Yes	Alissa Roseborough		Accounts Payable (AP)	ASB	3,816.25
12/18/2020	Bill Payment (Check)	6865	Yes	Alissa Roseborough		Platinum Business Checking (1118)	Accounts Payable (AP)	-3,816.25
12/21/2020	Expense		Yes	Adobe	1891	Platinum Business Checking (1118)	Office Supplies & Software	-23.89
12/21/2020	Expense		Yes	MadRooster.com	1892	Platinum Business Checking (1118)	Office Supplies & Software	-12.49
12/21/2020	Expense		Yes	Instacart	1893	Platinum Business Checking (1118)	ASB	-9.99
12/21/2020	Expense		Yes	LearnWorlds	1894	Platinum Business Checking (1118)	Curriculum	-999.00
12/22/2020	Deposit		Yes	Wix Deposit		Platinum Business Checking (1118)	Payout	502.09
12/22/2020	Expense		Yes	Harbor Freight	1876	Platinum Business Checking (1118)	Maintenance - Hesperia	-7.49
12/31/2020	Expense		Yes	Monthly Service Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-40.00

Monday, Feb 01, 2021 01:38:46 PM GMT-8

# Commercial Basic Checking

December 31, 2020 ■ Page 1 of 4



ENCORE EDUCATION CORPORATION  
DEBIT ACCOUNT  
16955 LEMON ST  
HESPERIA CA 92345-5139

## Questions?

Call your Customer Service Officer or Client Services

**1-800-AT WELLS** (1-800-289-3557)

5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (114)

P.O. Box 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargoworks.com](http://wellsfargoworks.com) to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking

Online Statements

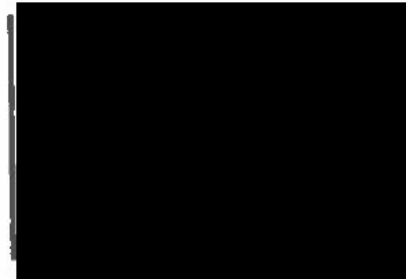
Business Bill Pay

Business Spending Report

Overdraft Protection

## Statement period activity summary

Beginning balance on 12/1	\$9,948.72
Deposits/Credits	2,840.14
Withdrawals/Debits	- 8,244.41
<b>Ending balance on 12/31</b>	<b>\$4,544.45</b>



### Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.





**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/1		Recurring Payment authorized on 11/30 Wix.Com Premium-PI WWW.Wix.Com CA S380335675312634 Card 0914		23.00	
12/1		Purchase authorized on 11/30 Facebk Dgqrxnvx2 650-5434800 CA S580335800928025 Card 0914		5.64	9,920.08
12/2		Recurring Payment authorized on 12/01 Eig*Constantcontac 855-2295506 MA S460336297729328 Card 7974		125.00	
12/2		Purchase authorized on 12/01 Google*Ads75499021 Internet CA S380336758650925 Card 0914		40.56	
12/2	6839	Check		40.00	9,714.52
12/3		Recurring Payment authorized on 12/02 Box, Inc. 877-7294269 CA S460337685465793 Card 0914		15.00	9,699.52
12/4		Purchase authorized on 12/04 Costco Gas #1010 Victorville CA P00460340019291275 Card 7120		51.99	9,647.53
12/7		Recurring Payment authorized on 12/04 Adobe Inc 800-8336687 CA S300339333013222 Card 0914		14.99	
12/7		Recurring Payment authorized on 12/04 Wix.Com*819556431 800-6000949 NY S380339727278856 Card 0914		59.00	9,573.54
12/8		Recurring Payment authorized on 12/07 Int*Quickbooks Onl 800-446-8848 CA S580342501188859 Card 7974		70.00	
12/8		Purchase authorized on 12/08 HI Desert Fasteners Hesperia CA P00380343592991328 Card 7120		6.47	9,497.07
12/9		Purchase authorized on 12/09 Shop N Go Hesperia CA P0000000082875703 Card 7120		90.00	9,407.07
12/10		Purchase authorized on 12/07 Call-Ern-All 972-668-1920 TX S580343217525364 Card 7974		450.00	
12/10		Recurring Payment authorized on 12/09 Int*Quickbooks Onl 800-446-8848 CA S580344486094584 Card 0914		25.00	
12/10		Bankcard Fee - 0329286721		65.00	
12/10		Bankcard Fee - 0329285918		115.00	
12/10		Purchase authorized on 12/10 Staples Apple Valley CA P00580345653955594 Card 7974		64.52	8,687.55
12/14		Deposit	2,070.96		
12/14		Purchase authorized on 12/10 Staples Direct 800-3333330 MA S580345732312761 Card 7974		61.86	10,696.65
12/15		Purchase authorized on 12/15 Dunn-Edwards Corp #53 Victorville CA P00300350585205241 Card 7120		296.92	
12/15		Purchase authorized on 12/15 Arco42318001 Hesperia CA P00000000134451416 Card 7120		44.00	
12/15	6864	Check		98.00	10,257.73
12/16		Purchase authorized on 12/15 Madrooster.Com 888-623-7667 TN S300250396479678 Card 0914		41.47	
12/16	6863	Check		1,478.44	8,737.82
12/17		Paypal Transfer 201217 1011579994765	267.09		
12/17		Purchase authorized on 12/17 Autozone 5615 17115 Main Hesperia CA P00380352829688868 Card 7120		6.45	
12/17		Purchase authorized on 12/17 Costco Gas #1010 Victorville CA P00460353063067009 Card 7120		47.00	8,951.46
12/21		Recurring Payment authorized on 12/17 Adobe Exportpdf Su 408-536-6000 CA S380352527858125 Card 0914		23.88	
12/21		Purchase authorized on 12/18 Madrooster.Com 888-623-7667 TN S580353396445150 Card 0914		12.49	
12/21		Recurring Payment authorized on 12/19 Instacart Subscrip Httosinstacar CA S580354299173691 Card 0914		9.99	
12/21		Purchase authorized on 12/19 Learnworlds CY L Limassol Cyp S460354606266603 Card 0914		999.00	7,906.10
12/22		Wix.Com EDI Pymnts TX7320210211XINte*Inv*Wix Payments\	502.09		
12/22		Ref*TN*TX7320210211XINte*Inv*Wix Payments\		7.49	8,400.70
12/22		Purchase authorized on 12/22 Harbor Freight Tools 6 Hesperia CA P00000000470505225 Card 7120			



**Transaction history (continued)**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/29	6865	Check		3,816.25	4,584.45
12/31		Monthly Service Fee		40.00	4,544.45
<b>Ending balance on 12/31</b>					<b>4,544.45</b>
<b>Totals</b>			<b>\$2,840.14</b>	<b>\$8,244.41</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Summary of checks written (checks listed are also displayed in the preceding Transaction history)**

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
6839	12/2	40.00	6864	12/15	98.00	6865	12/29	3,816.25
6863 *	12/16	1,478.44						

\* Gap in check sequence.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 12/01/2020 - 12/31/2020	Standard monthly service fee \$40.00	You paid \$40.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
Average ledger balance	\$25,000.00	\$8,628.00 <input type="checkbox"/>

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	20,000	0	0.0030	0.00
Transactions	8	500	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>





Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
 Date: Nov 30 2020

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

Invoice #816262171 | Nov 30, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Nov 30, 2020 - Dec 30, 2020	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$23.00

Total \$23.00

WEBSITE  
ADVERTISING

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

001883

Receipt for Denise Griffin

**EXPENSE**



**PRE-APPROVED BY**

Name: Denise Griffin

Date: 11-30-20

Invoice/Payment Date  
Nov 30, 2020, 2:14 PM

Payment Method  
Visa\*0914  
Reference Number: DGQXRNVX2

Paid

**\$5.64 USD**

Remaining ad costs at the end of the month.

Product Type  
Facebook

**Campaigns**

[10/15/2020] Promoting www.hallofreak.com		\$5.64
From Oct 30, 2020, 12:00 AM to Oct 31, 2020, 11:59 PM		
[10/15/2020] Promoting www.hallofreak.com	1,033 Impressions	\$5.64

ADVERTISING

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

001885



**Payment Receipt**  
for December 1, 2020

Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise Griffin  
Date: Continues

**Today's Date:** December 1, 2020  
**Payment Date:** December 1, 2020  
**Payment Method:** Visa (last 4 digits: 7974)  
**User Name:** ceo@officerteam.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
[1601 Trapelo Road, Suite 329 - Waltham, MA 02451](#)

**Questions? Please give us a call!**  
**US / Canada Toll Free: (855) 229-5506**  
**UK Toll Free: 0808-234-0942**  
**Outside US / Canada: 0808-234-0945**

**Need to cancel your account? Just give us a call!**  
**US / Canada Toll Free: 855-229-5506**  
**UK Toll Free: 0808-234-0945**  
**Outside US / Canada: +1 781-472-8120**

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

Parent  
Communication

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001877



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12-1-20

# Payment Receipt

Google LLC 1600 Amphitheatre Pkwy Mountain View, CA 94043 United States



Encore Education Corporation Denise Griffin HESPERIA, CA 92345 United States

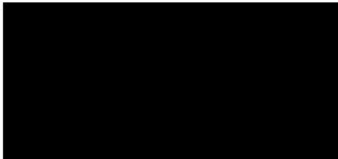
Payment date

Dec 1, 2020



Payment method

Visa \*\*\*\*0914



**Description**

Payment amount \$40.56

ADVERTISING

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**

Student Services Manager *JK*

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**

Dean of Academics

001884

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
Date: 8/12/2020



**EXPENSE**  
APPROVAL

me: \_\_\_\_\_  
ate: \_\_\_\_\_

**PURCHASE ORDER/CHECK REQUEST FORM**

Date: 8/12/20

Location: HESPERIA/RIVERSIDE

Advisor's Name: John Parker

Team/Group/Class Account: NHS

Date Needed By: 8/30/20

Item Description: Must attach invoice & image(s) NHS Scholarship Winner

By Internet

Website Info: \_\_\_\_\_

User Name: \_\_\_\_\_ Password: \_\_\_\_\_

Invoice/Order Number: \_\_\_\_\_ Total: \$ \_\_\_\_\_

By Phone

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Reference #: \_\_\_\_\_ Total: \$ \_\_\_\_\_

By Check

Payable to: \_\_\_\_\_ Total: \$ \$40

Give check to the Advisor? Yes/No Mail check to company? Yes/No

Address: \_\_\_\_\_

Please attach any other information needed. Please submit to Ms. Joelle Schwarck. Please allow two weeks for processing.

**OFFICE USE ONLY**

**APPROVED**

Approved/Denied

**APPROVED**

Encore First Approval - Administration

Encore First Approval - Administration

Administrators Signature:

**Kiara Sampson**

**Kelsey White**

Date: \_\_\_\_\_  
Central Bookkeeping Manager

**APPROVED**

Associated Student Body Manager

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. www.encorehighschool.com



**Encore Education Corporation**

Debit Card Account  
16955 Lemon Street  
Hesperia, CA 92345  
760-956-2632

WELLS FARGO BANK, NA  
17442 Main St  
Hesperia, CA 92345  
11-4288/1210

6839

08/13/2020

PAY TO THE ORDER OF



\$ \*\*40.00

Forty and 00/100\*\*\*\*\*

DOLLARS



ENCORE JR/SR HIGH SCHOOL



MEMO



Encore Education Corporation  
08/13/2020



6839

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill		40.00	40.00	40.00
			Check Amount		40.00

ENCORE JR/SR HIGH SCHOOL ARTS

Platinum Business C

40.00

Encore Education Corporation  
08/13/2020



6839

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill		40.00	40.00	40.00
			Check Amount		40.00

Platinum Business C

40.00



# INVOICE

INV08489541  
PO Number:

**Sold To:**  
dg@officerteam.com  
Denise Griffin

Account Number: [REDACTED]  
Invoice Number: INV08489541  
PO Number:

**Bill To:**  
dg@officerteam.com  
Denise Griffin  
16955 Lemon Street

**EXPENSE**  
**PRE-APPROVED BY**  
Name: CONTRACT  
Date: \_\_\_\_\_

Invoice Date: 12/02/2020  
Payment Due By: 12/02/2020  
Payment Terms: Due Upon Receipt  
Payment Method: CreditCard

Hesperia California 92345  
United States

CALPADS

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses <i>Service Period: 12/02/2020-01/01/2021</i>	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				<b>Total:</b>	<b>\$15.00</b>
				Balance Due:	\$0.00
				Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
12/02/2020	P-09586424	Payment		(\$15.00)
			Balance Due:	\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
Submit new billing information securely  
online at: <https://www.box.com/update>  
(be sure to login as the Box administrator)

Account Number: [REDACTED]  
Invoice Date: 12/02/2020  
Invoice Number: INV08489541  
Payment Due Date: 12/02/2020  
Total Amount Due: \$0.00  
Amount Enclosed: \_\_\_\_\_

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academic

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

001886


General billing inquiries: <https://community.box.com/>  
For additional billing assistance or to pay by credit card, submit a case by visiting:  
<https://cloud.box.com/SubmitCase> or call us at:  
1-877-729-4269



**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-4-20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIP**      **PLACE RECEIPTS HERE**      **;) AND NO STAPLES**



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392

---

Member# 111748605283  
Invoice# 7928  
Date: 12/04/20  
Time: 16:34  
Auth# 383365

DB Acct #  
\*\*\*\*\*120

Pump	Gallons	Price
7	16.078	\$ 2.799

Product	Amount
Regular	\$ 45.00
Car Wash	\$ 6.99
<b>Total Sale</b>	<b>\$ 51.99</b>

SALE- Chip Read  
Approved  
TranID# 033907007928

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

---

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
12-04-20

AMOUNT:  
\$51.99

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

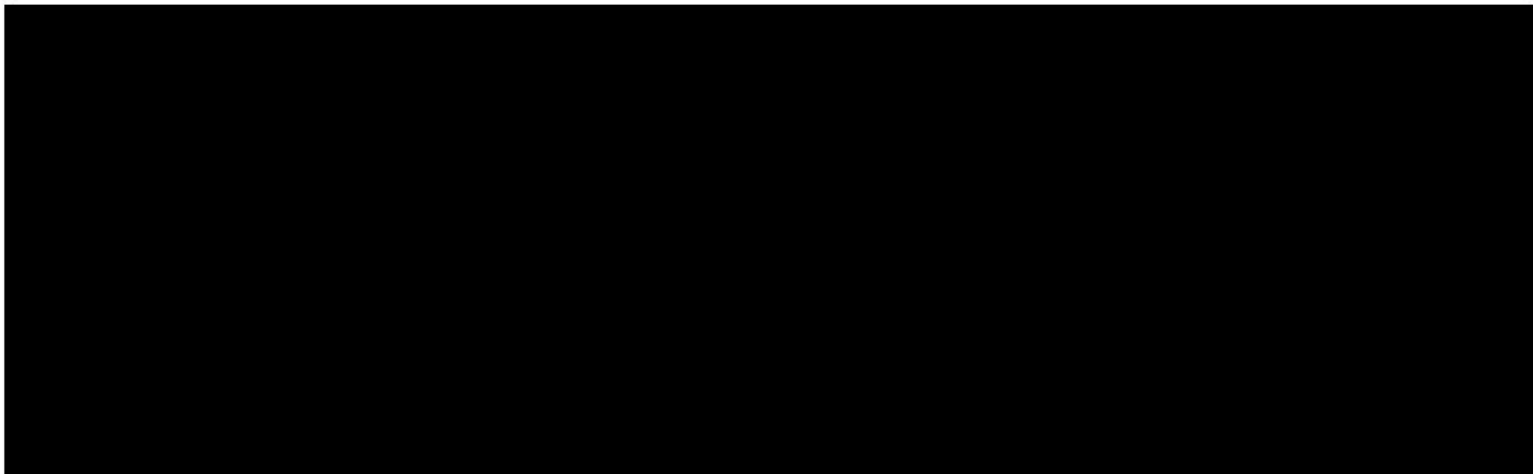
ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

698100



## **Denise, welcome to your trial of Acrobat Pro DC!**

**After the trial ends on December 2, 2020, you will be charged US\$14.99 (plus tax) monthly. At the end of your one-year term, your subscription will automatically renew monthly until you cancel (price subject to change). Cancel before your trial ends and you won't be charged. No annual commitment required after the first year. Cancel anytime via Adobe Account or Customer Support.**

As a reminder, your Adobe ID is [dg@officerteam.com](mailto:dg@officerteam.com). Use it to access all your Adobe products and services.

[Get started](#)



If you have any questions, we're here for you.  
Contact Adobe Customer Support to chat with a representative.

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: \_\_\_\_\_

**Your 7-day free trial**



Recurring billing starts only after your 7-day free trial ends.



Cancel your annual subscription before Dec 17 to get a full refund and avoid a fee. [Learn more.](#)

**Trial details**

*SOFTWARE*

Order number: ADD056367357

Ordered: November 26, 2020



**Acrobat Pro DC**  
Annual plan, paid monthly

US\$14.99/mo

Subtotal US\$14.99/mo

Tax/VAT 0.00% US\$0.00/mo

**STARTING DEC 03 US\$14.99/mo**



**Cancellation details**

Cancel your annual subscription before Dec 17 to get a full refund and avoid a fee. You can cancel your subscription anytime via your Adobe Account page or by contacting Customer Support. [Learn more](#)

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager



001887

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We may change your plan's rate each annual renewal term, and we will notify you of any rate change with the option to cancel. If the applicable VAT or GST rate (or other included tax or duty) changes during your one-year term, we will accordingly adjust the tax-inclusive price for your plan mid-term on your next billing date.

If your primary payment method fails, you authorize us to charge any other payment method in your account. If you have not provided us a backup payment method(s) and you fail to provide payment, or if all payment methods in your account fail, we may suspend your subscription. You can edit your payment information anytime in your [Adobe Account page](#).

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**Adobe, 345 Park Avenue, San Jose, CA 95110 USA**



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: \_\_\_\_\_

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

*Advertising*

Invoice #819556431 | Dec 4, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Ascend	encorehighschool.com	Monthly	1	\$59.00
Ascend Unlimited		Dec 4, 2020 - Jan 4, 2021		

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

Total \$59.00

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

001888





## Invoice

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

**Invoice number:** 1000176371359  
**Total:** \$70.00  
**Date:** Dec 7, 2020  
**Payment method:** VISA ending 7974

### EXPENSE

### PRE-APPROVED BY

Name: Denise Griffin  
Date: Continuous

#### Bill to

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US

#### Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$70.00</b>

#### Tax reporting information

**Period for monthly fees:** Dec 7, 2020 - Jan 7, 2021  
**Total without tax:** \$70.00  
**Total tax:** \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

*Bookkeeping*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer



Pre-Approved Expense  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-8-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

\*\*\*\*\*  
 HI DESERT FASTENERS  
 11286 I AVENUE  
 HESPERIA, CA 92345  
 760-949-1919

R E C E I P T  
 CUSTOMER COPY

PRINTED: 12/08/20 08:28  
 12/08/20 08:27 POS STATION 01  
 INVOICE NO. 154330  
 CLERK: RYAN

102185 FENDERWASHER 1/4X1-1/4 ZP  
 100 @ 0.060 6.00 T  
 REGULAR 0.080

TOTAL ORDERED : 100  
 TOTAL TAKEN : 100

SUB TOTAL 6.00  
 SALES TAX 0.47  
 PURCHASE TOTAL 6.47

LESS VISA 6.47

\*\*\*\*\*  
 DEBIT CD : Unknown  
 CC NUMBER: XXXXXXXXXXXXX7120 EXP: XX/XX  
 AUTH: 085206 AMOUNT: \$6.47  
 \*\*\*\*\*

\*\*\*\*\*  
 REGULAR PRICE 8.00  
 YOUR PRICE 6.00

YOUR SAVINGS 2.00  
 THAT'S A 25.0% SAVINGS

\*\*\*\*\*  
 THANK YOU FOR SHOPPING WITH US!

VENDOR:  
HI DESERT FASTENER

DATE OF PURCHASE:  
12-08-20

AMOUNT:  
\$ 6.47

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001870



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-9-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RE NO STAPLES**

SHOP N GO  
0065145364001  
11254 - AVE  
HESPERIA, CA  
92345  
12/09/2020 36030/587  
11:10:53 AM

XXXXXXXXXXXX 1211  
Debit  
INVOICE 079625  
AUTH 683732

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 3  
Regular CR 29.230G  
PRICE/GAL \$3.079

FUEL TOTAL \$ 90.00  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

DEBIT \$ 90.00

=====  
Customer-activated Purchase/Capture  
Site #: 000000009923392  
Shift Number 1  
Sequence Number 25201  
Swiped  
APPROVED 683732  
=====

tell us about  
your visit ! Visit  
www.myexxonmobil  
visit.com

**VENDOR:**  
STOP N GO Mobil

**DATE OF PURCHASE:**  
12-09-20

**AMOUNT:**  
\$90.00

**REIMBURSE TO / ACCOUNT:**  
DEBIT CARD

ADMIN APPROVAL ONLY

**PURPOSE:**  
Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**001871**



**EXPENSE**

**PRE-APPROVED BY**

Ashlin Barkdull <abarkdull@encorehighschool.com>

Name: Denise Griffin

Date: Continuans

**Monthly Subscription Payment Confirmation**

Text-Em-All <billing@text-em-all.com>  
To: ceo@officerteam.com  
Cc: abarkdull@encorehighschool.com

Mon, Dec 7, 2020 at 10:02 PM



**Monthly Subscription Payment Confirmation**

Hello Denise,

This email confirms your Text-Em-All subscription payment. Your monthly subscription is now active until 01/08/2021. Please note that your subscription will automatically renew on this date if you do not cancel before then.

**Transaction Details & Receipt**

**Username:** ceo@officerteam.com  
**Name on Card:** Ashlin Barkdull  
**Date & Time:** 12/08/2020 12:02:32 AM  
**Confirmation Number:** 8D89B0C8F8E8F15  
**Credit Card Number:** XXXXXXXXXXXXX7974

Text-Em-All Monthly Subscription 450.00  
Group Size of 2500 numbers 0.00  
Active until 01/08/2021

**Total** **450.00**

Encore Second Approval - Senior Management

**APPROVED**  
**Ashlin Barkdull**  
General Executive Manager

**Happy to help!**

We pride ourselves on the reliability of our service and dedication to providing the best experience possible. If you need help or have any questions about your monthly Text-em-All subscription, please don't hesitate to contact our team.

The Customer Experience Team  
support@text-em-all.com  
(877) 226-3080

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

*Parent Communication*

001879

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
Date: 12-9-20



*Bookkeeping*

Payment success

**Denise Griffin, thank you for your payment.**

**Invoice number:**  
1000176676023  
**Invoice date:** 12/09/2020  
**Total:** \$25.00  
**Payment method:** VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

**Account details**

**Billed to:** Encore ASB  
**Company ID ending:** 1556  
**Items on this invoice:** QuickBooks Online Simple Start

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics



001889



# BANK CHARGE FORM

Date: 12/10/20
Bank Charge: 65.00
Reason: Bankcard Fee
Completed by: Kelsey White

Reviewed by:		
FIRST APPROVAL:	SECOND APPROVAL:	
<b>APPROVED</b> Encore First Approval - Administration <b>Joseph Thibodeaux</b> Student Services Manager <i>JPT</i>	<b>APPROVED</b> Encore Second Approval - Senior Management <b>Ashlin Barkdull</b> General Executive Manager	

Scanned by:	
Submission Date:	



# BANK CHARGE FORM

Date: 12/10/20
Bank Charge: 115.00
Reason: Bankcard Fee
Completed by: Kelsey White

Reviewed by:		
FIRST APPROVAL:	SECOND APPROVAL:	
<b>APPROVED</b> Encore First Approval - Administration <b>Joseph Thibodeaux</b> Student Services Manager	<b>APPROVED</b> Encore Second Approval - Senior Management <b>Ashlin Barkdull</b> General Executive Manager	

Scanned by:	[Redacted]
-------------	------------

Submission Date:	[Redacted]
------------------	------------



**EXPENSE**  
Pre-Approval Stamp

**PRE-APPROVED BY**  
Name: Denise  
Date: 12/19/2020

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIPT** **O STAPLES**

**Staples**

19201 A Bear Valley Road  
APPLE VALLEY, CA 92308  
(760) 961-6472

QTY SKU PRICE  
\* DUPLICATE COPY \*

**Not Valid for Refund**

REWARDS NUMBER 2772083214

5	INSERTABLE TAB DIV		
	372782119034	4.990ea	24.1
	STPLS STAN VIEW BN *		
	18103325295	4.990ea	29.
	YELLOW HAND SANITII		
	14566016237		1
	pon No. 91106		-1
	TAL		54
	Standard Tax 7.7500%		2
			\$5
			6

Change

\*\*\*\*STAPLES COUPONS REDEEM\*\*\*\*\*  
Coupon No. 91106 -1.99  
Spend \$30.00, get a Free Mellow  
8oz Hand Sanitizer  
Expiration Date: 12/19/20

**\* DUPLICATE COPY \***

**Not Valid for Refund**

**TOTAL ITEMS 12**

\*Item is currently on promotion. Some  
coupons are only valid on regular priced  
items.

VENDOR: Staples

DATE OF PURCHASE: 12/19/2020

AMOUNT: \$ 64.52

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

PURPOSE: Accounting

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001880



DEPOSIT TICKET

DATE 12/14/20 11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1 100765012	1,152	00
2 69111	918	96
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	2070 96

\$ 2070.96

Wells Fargo Bank  
Transaction Receipt

Branch #0000945 14 Deposit

Account Number XXXXXX1118

CHK 00114

Serial #

Number of Checks 2

Check Listings

\$1,152.00

\$918.96

Total Checks Amount \$2,070.96

Total Deposit \$2,070.96

Deposit Availability

\$1,318.96 of your deposit is included in your available balance.

\$752.00 will be available on

Tuesday, 12/15/20

Transaction # 020 0022

01:17PM 12/14/20

Deposit Credit Date: 12/14/20

Thank you, NICOLE



**EXPENSE**

**Order# 9824989682**

Order placed: December 10, 2020

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12/10/2020

Invoice # 272100973

CHARGED on December 11, 2020

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
2661502	Staples Standard 2" 3-Ring View Binders, Black, 6/Cartron (26443CT)	\$29.47	1	-\$4.38	\$25.09
486149	Avery Big Tab Insertable Plastic Dividers with Pockets, 8-Tab, Multicolor (11903)	\$7.23	7	-\$18.29	\$32.32

Method of payment  
VISA ending in \*7974 - \$61.86

Subtotal: \$80.08  
Discounts: -\$22.67  
Shipping/Fees: \$0.00  
Tax: \$4.45  
Total: \$61.86

*Bookkeeping*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

001881



**EXPENSE**

Pre-Approval Stamp  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-15-20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEI** **STAPLES**

Dunn-Edwards Paints  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 246-2442  
 \*\* Cash Take \*\*

ITEM	QTY	PRICE
SSHL10-0-L-5 SPARTASHIELD Ext FL L Base [DE] DE 6364 GRAY WOLF	1	119.69T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
EVSH30-3-U-5 EVERSHIELD Ext ES U Base [DE] DET 401 JAZZ BERRY JAM (A)@	1	162.66T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
Subtotal		\$276.55
Sales Tax		\$21.37
Total		\$296.92
Debit Card		\$296.92
Auth Code: 002837		
DEBIT *7120		
<b>EMV Data:</b>		
Entry Mode: Chip Read		
App ID (AID): A0000000980840		
App Resp Code: 00		
Term Verif Results: 8080048000		
Trans Status Indicator: 6800		
Issuer App Data (IAD): 06010A03600000		
Mode: ISSUER		
Verification Method: PIN		
Change		\$0.00
Purchaser: ALICIA ANDERSON		
PON: encore		

\*\*\* CUSTOMER COPY \*\*\*  
 Location: 065-1-1 Trans: 5374881  
 12/20/20 08:15 Cashier: Dan  
  
 \*053-05374881\*

**VENDOR:**  
Dunn-Edwards Paint

**DATE OF PURCHASE:**  
12-15-20

**AMOUNT:**  
\$ 296.92

**REIMBURSE TO / ACCOUNT:**  
Debit Card

**ADMIN APPROVAL ONLY**

**PURPOSE:**  
Maintenance

**FIRST APPROVAL**

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

**SECOND APPROVAL**

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001872



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-15-20

Circle One:  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

ARCO GASOLINE  
ARCO AMPM 42318  
18815 MAIN ST  
HEPERIA CA  
ARCO42318001

DATE 12/15/20 10:02  
TRAN# 9064188  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 14.554  
PRICE/G: \$2.999  
FUEL SALE \$43.65  
debitfee \$0.35  
DEBIT \$44.00

FinalSale Receipt  
DEBIT \$44.00  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 058762  
Odometer:  
Resp Code: 000  
Stan: 0160584564  
Reference:2090  
APPNAME US DEBIT  
AID : A0000000980840  
APP CRYPTOGRAM :  
ARQC 9EF5EC4CB97898E  
F  
ENTRY : Insert  
PIN USED

SITE ID: ARCO4231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:  
ARCO GASOLINE

DATE OF PURCHASE:  
12-15-20

AMOUNT:  
\$ 44.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001873

**PRE-APPROVED BY**

Name: Denise

Date: 12/11/2020



# PURCHASE ORDER/CHECK REQUEST FORM

Date: 12/5/20

Location: HESPERIA/RIVERSIDE

Advisor's Name: Dylan Zamanis

Team/Group/Class Account: Mock Trial

Date Needed By: Prior to Winter Break, 12/11/20 if possible

Item Description: **Must attach invoice & image(s)** \_\_\_\_\_

Payment for In-N-Out gift cards. Mock Trial has a tradition of getting In-N-Out after each round.  
I would like to send one to each student by Mock Trial season's end

**By Internet**

Website Info: \_\_\_\_\_

User Name: \_\_\_\_\_ Password: \_\_\_\_\_

Invoice/Order Number: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**By Phone**

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Reference #: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**By Check**

Payable to: [Redacted] Total: \$ 98.00

Give check to the Advisor? Yes/No

Mail check to company? Yes/No

Address: \_\_\_\_\_  
\_\_\_\_\_

Please attach any other information needed. Please submit to Ms. Joelle Schwarck. Please allow two weeks for processing.

**APPROVED**

Encore Second Approval - Senior Management

OFFICE USE ONLY

**Ashlin Barkdull**

General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

Approved/Denied

Administrators Signature: Joelle Schwarck

Date: 12/7/20

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. www.encorehighschool.com

*Denise approved via text 12/7/20*

**Encore Education Corporation**  
 Debit Card Account  
 16955 Lemon Street  
 Hesperia, CA 92345  
 760-956-2632

WELLS FARGO BANK NA  
 17442 Main St  
 Hesperia, CA 92345  
 11-4288/1210

6864

12/10/2020

PAY TO THE  
 ORDER OF

[Redacted]

\$\*\*98.00

Ninety-eight and 00/100

DOLLARS

**ENCORE**  
 JUNIOR/SENIOR  
 HIGH SCHOOL

MEMO

[Redacted]

Encore Education Corporation  
 12/10/2020

6864

Date	Type	Reference	Original Amount	Balance Due	Payment
12/10/2020	Bill	[Redacted]	98.00	98.00	98.00
		Check Amount			98.00

**ENCORE**  
 JUNIOR/SENIOR  
 HIGH SCHOOL ARTS

Platinum Business C

98.00

Encore Education Corporation  
 12/10/2020

6864

Date	Type	Reference	Original Amount	Balance Due	Payment
12/10/2020	Bill	[Redacted]	98.00	98.00	98.00
		Check Amount			98.00

PAYMENT  
 RECORD

Platinum Business C

98.00





CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

Approval Stamp

ACTIVATION  
CARD A/C NUMBER: \*\*\*\*\*9133  
TRANSACTION AMOUNT: 7.00  
CURRENT BALANCE: 7.00

CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

TAPE

ACTIVATION  
CARD A/C NUMBER: \*\*\*\*\*7960  
TRANSACTION AMOUNT: 7.00  
CURRENT BALANCE: 7.00

CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

ACTIVATION  
CARD A/C NUMBER: \*\*\*\*\*9056  
TRANSACTION AMOUNT: 7.00  
CURRENT BALANCE: 7.00

CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

ACTIVATION  
CARD A/C NUMBER: \*\*\*\*\*3889  
TRANSACTION AMOUNT: 7.00  
CURRENT BALANCE: 7.00

CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

ACTIVATION  
CARD A/C NUMBER: \*\*\*\*\*5361  
TRANSACTION AMOUNT: 7.00  
CURRENT BALANCE: 7.00

CHECK YOUR GIFT CARD BALANCE  
ONLINE AT [www.in-n-out.com](http://www.in-n-out.com)

CHARGE DETAIL

SALE  
Name: [REDACTED]  
Card Type: Visa  
Account: \*\*\*\*\* [REDACTED]  
Auth Code: 054113  
Trans #: 6003  
Auth Ref: 1022050710  
AUTH AMT: \$104.84  
AID: A0000000031010  
TVR: 8000008000  
TSI: 6800  
App Name: VISA DEBIT  
ARQC: C363EF2F260D07B8

THANK YOU!

Questions/Comments: Call 800-786-1000

2020-12-15 L1 T6 10:41 AM

AND NO STAPLES

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 12-11-20  
**Circle One:**  
**ASB / General Fund**

VENDOR:

In-N-Out

DATE OF PURCHASE:

12/15/20

AMOUNT: Check # 918.00

104.84

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

PURPOSE:

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

SECOND APPROVAL

*pg 2 of 2*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager



**PAID**



**PENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12-15-20

901 Broadway  
Suite #23103  
Nashville, TN 37203

*Website*

**Invoice #1007123**

Invoice Date: 10/31/2020

Due Date: 12/15/2020



**APPROVED**

Encore First Approval - Administration

**Julia Dolf**

Dean of Academics

Description	Total
Domain Renewal - encoresite.com - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encoresite.net - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encoresite.org - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$16.49 USD
<b>Sub Total</b>	<b>\$41.47 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$41.47 USD</b>

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
12/15/2020	Credit Card		\$41.47 USD
		<b>Balance</b>	<b>\$0.00 USD</b>

PDF Generated on 12/15/2020

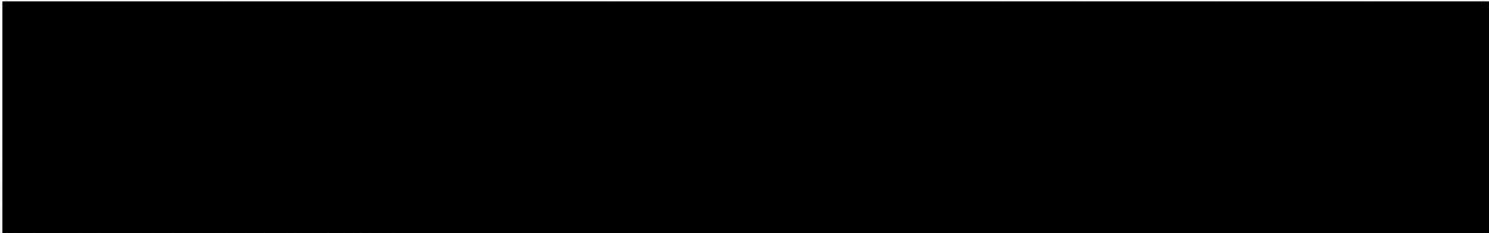
001890



Kelsey White <kwhite@encorehighschool.com>

**Custom Ink Orders - Encore Education Corporation**

13 messages



40561549	5/27/2020 15:03	6/2/2020 15:55	Encore Education Corporation	148	1,026.08
40561361	5/27/2020 15:00	6/1/2020 11:10	Encore Education Corporation	149	2,061.40
40197709	5/13/2020 13:41	5/21/2020 15:07	Encore Education Corporation	160	1,180.36
40197612	5/13/2020 13:39	5/19/2020 8:29	Encore Education Corporation	162	1,478.44


The total due is \$5,746.28. Payments can be sent to:

Custom Ink  
PO Box 759439  
Baltimore, MD 21275-9439  
Attn: Accounts Receivable

Please make checks payable to Custom Ink and reference your invoice numbers when submitting payment. We really appreciate you continuing your relationship with us, and hope that you are staying safe and healthy.

Sincerely,



  
Director of Accounting  
2910 District Avenue  
Suite 300  
Fairfax, VA 22031  
Secret Code: JAR3000

4 attachments

- Custom Ink Order Invoice - Order #40561361.pdf 159K
- Custom Ink Order Invoice - Order #40561549.pdf 158K
- Custom Ink Order Invoice - Order #40197709.pdf 159K
- Custom Ink Order Invoice - Order #40197612.pdf 159K

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 11-20-20

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

**Encore Education Corporation**  
 Debit Card Account  
 16955 Lemon Street  
 Hesperia, CA 92345  
 760-956-2632

**WELLS FARGO BANK, NA**  
 17442 Main St  
 Hesperia, CA 92345  
 11-4288/1210

**6863**

11/20/2020

PAY TO THE ORDER OF **Custom Ink**

**\$\*\*1,478.44**

One thousand four hundred seventy-eight and 44/100.....

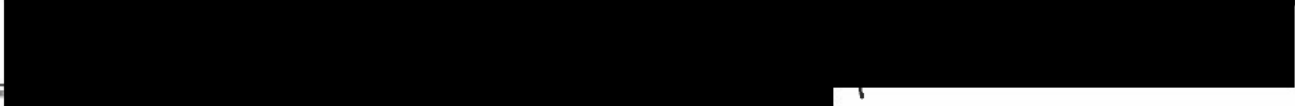
DOLLARS



**ENCORE JUNIOR SENIOR HIGH SCHOOL**



MEMO



**Encore Education Corporation**  
 11/20/2020

**Custom Ink**

**6863**

Date	Type	Reference	Original Amount	Balance Due	Payment
11/20/2020	Bill		5,746.28	5,746.28	1,478.44
		Check Amount			1,478.44

**ENCORE JUNIOR SENIOR HIGH SCHOOL ARTS**

**Platinum Business C**

1,478.44

**Encore Education Corporation**  
 11/20/2020

**Custom Ink**

**6863**

Date	Type	Reference	Original Amount	Balance Due	Payment
11/20/2020	Bill		5,746.28	5,746.28	1,478.44
		Check Amount			1,478.44

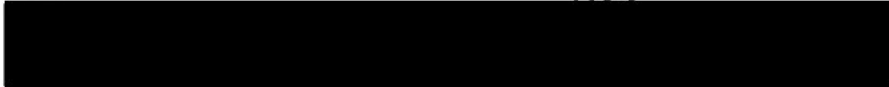
**PAYMENT RECORD**

**Platinum Business C**

1,478.44



*Pay Pal  
Deposit*



12/1/20 - 12/31/20

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
12/4/20	Payment Refund [Redacted]	[Redacted]	-40.00	0.00	-40.00
12/4/20	PayPal Here Payment [Redacted]	[Redacted]	150.00	-5.40	144.60
12/14/20	General Payment [Redacted]	[Redacted]	40.00	-1.46	38.54
12/17/20	General Withdrawal - Bank Account [Redacted]	[Redacted]	-267.09	0.00	-267.09

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-17-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

Thu Dec 17 15:02:54 2020

AutoZone 5615  
17115 MAIN ST  
HESPERIA, CA  
(760) 948-1140

#000168 D 89LL	5.99 P
89LL Bulbs	
Long Life Bulbs, 2 PK	
SUBTOTAL 5.99	
TOTAL TAX @ 7.750%	0.46
SALE TOTAL	6.45
XXXX XXXXX7120 DEBIT	6.45

Data Source: CHIP  
AppName: label: US DEBIT  
ATM A/C: 000980840  
TC (A6): 381380A0F2  
PIN On: Verified

REG #12 CSR #08 RECEIPT #213786  
STR TRANS #700351  
STORE #5615  
DATE 12/17/2020 15:02  
# 0 ITEMS SOLD 1

VENDOR:  
Auto Zone

DATE OF PURCHASE:  
12-17-20

AMOUNT:  
\$ 6.45

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001874



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-17-20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIP** S) AND NO STAPLES

**COSTCO**  
**WHOLESALE**

Costco #1010  
 14555 Valley Center Dr  
 Victorville, CA 92392

Member# [REDACTED]  
 Invoice# 9446  
 Date: 12/17/20  
 Time: 17:48  
 Auth# 764750

DB Acct #  
 \*\*\*\*\*7120

Pump	Gallons	Price
3	16.790	\$ 2.799

Product	Amount
Regular	\$ 47.00

Total Sale \$ 47.00

SALE- Chip Read  
 Approved  
 TranID# 035203009446

US DEBIT  
 Payment Network 48  
 A0000000980840  
 Verified by PIN  
 Mode: ISSUER

-----  
 Thank you  
 For your purchase of  
 Kirkland Signature  
 Fuel  
 Visit Costco.com  
 Search: Fuel

VENDOR:  
Costco Wholesale

DATE OF PURCHASE:  
12-17-20

AMOUNT:  
\$47.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

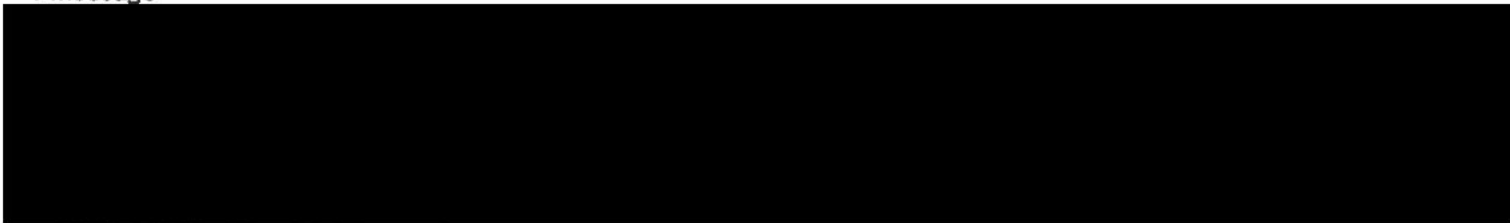
001875



Joelle Schwarck <jschwarck@encorehighschool.com>

**Fwd: Thanks for your purchase**

1 message



From: Adobe <store@adobe.com>  
Date: Tue, Dec 17, 2019 at 8:27 AM  
Subject: Thanks for your purchase  
To: <ceo@officerteam.com>



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: 12-17-20

*Software*

Thanks for your purchase, Denise.

Click below to download and get started with your new products.

Get started

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**Order details**

Order number: ADD043661243  
Ordered: December 17, 2019



**Adobe Export PDF**  
Annual plan, prepaid

US\$23.88/yr

Subtotal US\$23.88/yr

Tax/VAT 0.00% US\$0.00/yr

**TOTAL US\$23.88/yr**

001891

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Your trial starts immediately after sign-up. At the end of your trial, your subscription begins, and Adobe will automatically charge your payment method at the rate stated at the time of purchase, including any applicable taxes, on a recurring basis in accordance with the terms of your subscription.

If you cancel before the end of your trial, your payment method won't be charged. You may cancel your trial by visiting your Adobe Account page or by contacting Customer Support.

Your eligibility to use an Adobe free trial offer is determined solely by Adobe. Your access to any free trial offer is provided at Adobe's sole discretion.

## Subscription Terms:

Your subscription begins as soon as your initial payment is processed. You will be charged, in one lump sum, the annual rate stated at the time of purchase, plus applicable taxes. Your subscription will automatically renew on your annual renewal date until you cancel. You authorize us to store your payment method(s) and to automatically charge your payment method(s) every year until you cancel. We will automatically charge you the then-current rate for your plan, plus applicable taxes (such as VAT or GST if the rate does not include it), every year upon renewal until you cancel.

We may change your plan's rate each annual renewal term, and we will notify you of any rate change with the option to cancel. If the applicable VAT or GST rate (or other included tax or duty) changes during your one-year term, we will accordingly adjust the tax-inclusive price for your plan mid-term on your next billing date.

If your primary payment method fails, you authorize us to charge any other payment method in your account. If you have not provided us a backup payment method(s) and you fail to provide payment, or if all payment methods in your account fail, we may suspend your subscription. You can edit your payment information anytime in your Adobe Account page.

For European Economic Area customers, your bank may require you to authenticate your initial purchase using a password, a one-time code sent to your mobile number, or biometric recognition. When you authenticate, you also authorize us to charge your payment method for your additional purchases without providing us further payment information or other instructions (i.e., we will initiate future payments independently). Such additional purchases may occur when we automatically charge your payment method in connection with a recurring subscription or when you add or change licenses or products.

## Cancellation Terms:

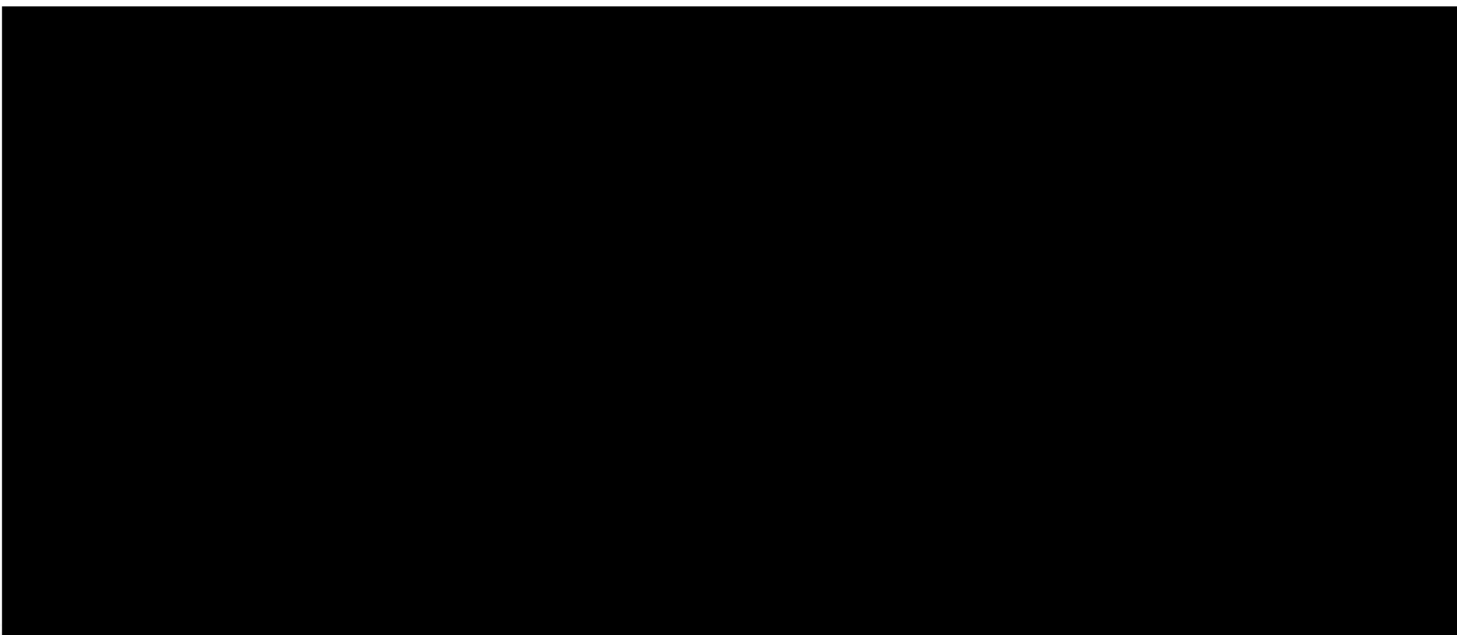
You can cancel your subscription anytime via your Adobe Account page or by contacting Customer Support\*. If you cancel within 14 days of your initial order, you'll be fully refunded. Should you cancel after 14 days, your payment is non-refundable, and your service will continue until the end of your contracted term.



**\* Specific countries require cancellations to be made only by contacting Customer Support. See the list of countries here.**

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**Adobe Inc., 345 Park Ave., San Jose, CA 95110 USA**



**PAID**



**EXPENSE**

**PRE-APPROVED BY**

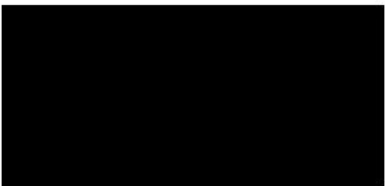
Name: Renis  
Date: 12-18-20

901 Broadway  
Suite #23103  
Nashville, TN 37203

**Invoice #1008619**

Invoice Date: 11/03/2020

Due Date: 12/18/2020



**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

Description	Total
Domain Renewal - encorehighschool.com - 1 Year/s (01/17/2021 - 01/16/2022) + DNS Management + Email Forwarding	\$12.49 USD
<b>Sub Total</b>	<b>\$12.49 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$12.49 USD</b>

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
12/18/2020	Credit Card		\$12.49 USD
<b>Balance</b>			<b>\$0.00 USD</b>

PDF Generated on 12/18/2020

*Software  
Website*

001892



**EXPENSE**

**PRE-APPROVED BY**

Name: [Signature]  
Date: 2/11/2021

Thanks for signing up for Instacart Express

**PAYMENT RECEIPT**

Payment Date: 12/19/2020  
Billed To: jayleen@encorehighschool.com  
Amount Received: \$9.99  
Credit Card: Ending in 0914

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

If you have any questions, please visit our help center at ht  
- The Instacart Team

**APPROVED**

Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001893

**\*R E P R I N T\***  
**Encore High School**

16955 Lemon St.  
Hesperia, CA 92345  
(760) 956-2632

Ticket #10125580      User: Ms. Kelsey  
Sales: Ms. Kelsey  
2/1/21, 10:36 AM

Customer Name: Jayleen Gibson

Item Description	Qty	Price	Total
Return Deposits Bank related	1	9.99	9.99
Return Deposits Bank related	1	9.99	9.99
Subtotal			19.98
Tax			0.00
<b>Total</b>			<b>19.98</b>

Tender: CASH 19.98

Number of line items purchased: 2

Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!  
\*\*\*\*\*4-6 weeks to process a refund.  
There are no refunds on mealtime or for ticketed events\*\*\*\*\*



\* 2 1 0 2 0 1 1 0 1 2 5 5 8 0 \*

Accidental Purchase - Paid back



LearnWorlds (CY) Ltd  
 Gladstonos 120  
 Foloune Building,  
 2nd Floor, B1  
 Limassol 3032  
 Cyprus

**BILLED TO**  
 Denise Griffin  
 Encore Education Corporation  
 16955 Lemon Street  
 Hesperia, California 92345  
 United States  
 760-949-2036

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise Griffin  
 Date: 12-19-20

*Curriculum*

# INVOICE

Invoice # 3001-25005  
 Invoice Date Dec 19, 2020  
 Invoice Amount \$999.00 (USD)  
 PAID

**SUBSCRIPTION**  
 Billing Period Dec 19, 2020 to Jan 19, 2021  
 Next Billing Date Jan 19, 2021  
 School URL <https://www.encestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
<b>Total \$999.00</b>	
<b>Payments (\$999.00)</b>	
<b>Amount Due (USD) \$0.00</b>	

**PAYMENTS**

\$999.00 was paid on 19 Dec, 2020 16:50 UTC by Visa card ending 0914.

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

001894

encorehighsch...  
[Role Owner](#)

[Main Menu](#)

**Finances**

[Payments](#)

[Price Quotes](#)

[Invoices](#)

[Financial Integrations](#)

[Wix Payments](#)

[Payouts](#)

[Settlement Report](#)

[Payouts](#) > [Payout History](#) > [Dec 20, 2020 Payout](#)

*NIX DEPOSIT*

## December 20, 2020 Payout

ARRIVED **\$502.09**

Funds should have arrived in your bank account, though exact timing depends on your bank. [Learn more](#)

### Summary

	Amount	Fees	Net
Credits			
Refunds			
Adjustments ⓘ			
Reserve Released	\$502.09	\$0.00	\$502.09
<b>Total</b>			<b>\$502.09</b>

### Transactions

[Download detailed table](#)

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Release	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	\$502.09	\$0.00	\$502.09

[Upgrade](#)

[Edit Site](#)



Pre-Approved **EXPENSE**  
**PRE-APPROVED BY**  
 Name: Jonny Griffin  
 Date: 12-22-20

**Circle One:**  
**ASB / General Fund**



TA HESPERIA CA #00006  
 11940 HESPERIA RD  
 HESPERIA, CA 92345  
 Telephone: (760) 949-0558

**AND NO STAPLES**

VENDOR:  
HARBOR FREIGHT TOOLS

DATE OF PURCHASE:  
12-22-20

AMOUNT:  
\$7.49

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001876

SALE

Customer Name: Joe Thibodeaux  
 Customer Number: [REDACTED]

63237 GROMMET REPAIR KIT	\$4.49
69526 BRUSH SET DETAIL 6PK	\$2.46
<b>Subtotal</b>	<b>\$6.95</b>
Sales Tax 7.750%	\$0.54
<b>Total</b>	<b>\$7.49</b>
<b>Debit</b>	<b>\$7.49</b>

Card No. XXXXXXXXXXXXX7120  
 Auth. No. 000759  
 US DEBIT  
 Chip Read  
 Verified By PIN  
 Mode: Issuer  
 AID: A0000000980840  
 TVR: 8080048000  
 IAD: 06010A03608000  
 TSI: 6800  
 ARC: 00

Please Retain for Your Records

Store: 00006 Reg: 01 Tran: 850078  
 Date: 12/22/2020 1:19:34 PM Assoc: XXXXXX  
 Ticket: 01850078

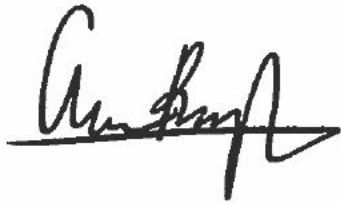
Item(s) Sold: 2  
 Item(s) Returned: 0

Joanna served you today.  
 Thank you for shopping at  
 HESPERIA CA #00006

Proof of Purchase Required for Returns/  
 Exchanges Within 90 Days of Purchase

**EXPENSE**

**INVOICE**



**PRE-APPROVED BY**

Name: Denise via Text

Date: 12/18/20

# 525

Date: Dec 7, 2020

Payment Terms: Check made payable to  
Alissa Roseborough

Due Date: Dec 31, 2020

Alissa Roseborough



**Balance Due: \$3,816.25**

Bill To:

Encore Education Corporation

Item	Quantity	Rate	Amount
Senior Portrait Photography Service -day 1	1	\$600.00	\$600.00
Senior Portrait Photography Service -day 2	1	\$725.00	\$725.00
Senior Portrait Photography Service -day 3	1	\$675.00	\$675.00
Senior Portrait Photography Service -day 4	1	\$750.00	\$750.00
Senior Portrait Photography Service -day 5	1	\$800.00	\$800.00

Subtotal: \$3,550.00

Tax (7.5%): \$266.25

Total: \$3,816.25

Notes:

The subtotal represents travel, setup of equipment and the time and talent of the photographer. Images will be delivered via internet proofing gallery to each student where full resolution digital files can be downloaded. An entire gallery will be sent to school for direct download of all students.

Terms:

Payment should be received on or before the due date stated on this invoice.

**APPROVED**  
Encore First Approval - Administration  
**Kiara Sampson**  
Associated Student Body Manager

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001860

6865

**Encore Education Corporation**

Debit Card Account  
16955 Lemon Street  
Hesperia, CA 92345  
760-956-2632

WELLS FARGO BANK, NA  
17442 Main St  
Hesperia, CA 92345  
11-4288/1210

12/18/2020

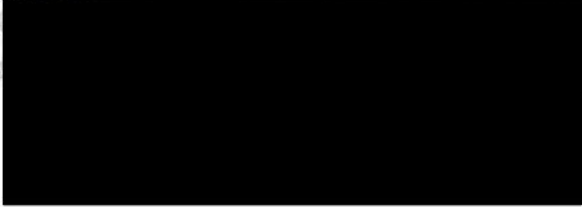
PAY TO THE ORDER OF

Alissa Roseborough

\$\*\*3,816.25

Three thousand eight hundred sixteen and 25/100

DOLLARS



MEMO



6865

Encore Education Corporation  
12/18/2020

Alissa Roseborough

Date 12/18/2020  
Type Bill

Reference

Original Amount  
3,816.25

Balance Due  
3,816.25

Payment  
3,816.25  
3,816.25

Check Amount



Platinum Business C

3,816.25

Encore Education Corporation  
12/18/2020

Alissa Roseborough

Date 12/18/2020  
Type Bill

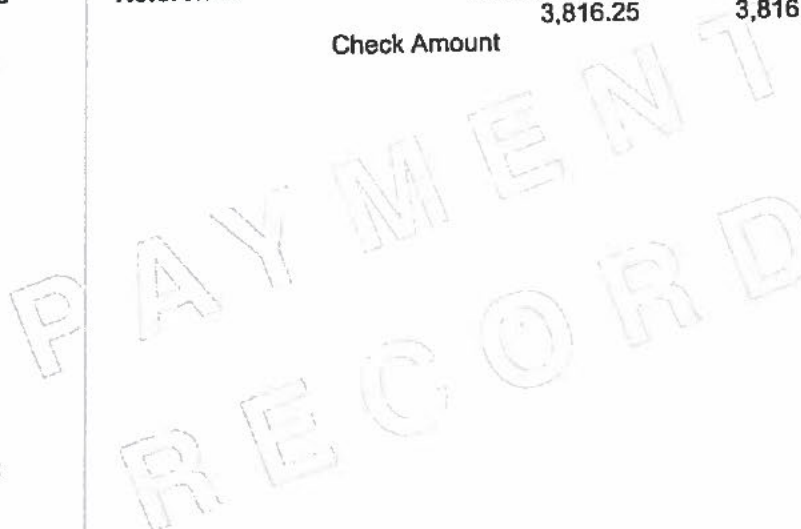
Reference

Original Amount  
3,816.25

Balance Due  
3,816.25

Payment  
3,816.25  
3,816.25

Check Amount



Platinum Business C

3,816.25







# BANK CHARGE FORM

Date: 12/31/20
Bank Charge: 40.00
Reason: Monthly Service Fee
Completed by: Kelsey White

Reviewed by:		
FIRST APPROVAL:	SECOND APPROVAL:	
<b>APPROVED</b> Encore First Approval - Administration <b>Joseph Thibodeaux</b> Student Services Manager <i>JK</i>	<b>APPROVED</b> Encore Second Approval - Senior Management <b>Ashlin Barkdull</b> General Executive Manager	

Scanned by:	
Submission Date:	



# MONTHLY CHECKING REPORT

- **BANK STATEMENT**
- The activity placed behind the bank statement is chronological based on bank statement activity. Each transaction is serialized for easy tracking.
- Credit card charges from WEPAY, WIX, Deposits, and Bank Fees do not require approvals.
- All other activities should be approved as follows:
  - **PREAPPROVAL:** Pre-Approval Stamp, Approved Check Request, OR Approved Pre-Approval Form. (Expenses under \$1,000 can be made by any level manager. Pre-Approved Single expenses under \$9,999 under can be approved by anyone with a Second Level Approval Status, Executive Level.)
  - **FIRST APPROVAL:** Any level manager can make the first approval.
  - **SECOND APPROVAL:** Second or third level manager can make the second approval. The first and second approval cannot be the same person.
  - **THIRD APPROVAL:** Is required for any purchase or expense over \$5,000. Third approval can be given by the CEO or the School Board. For single expenses over \$15,000 Board approval is required.
- **Missing Documentation:** When any expense is missing the appropriate backup, the staff member that incurred the expense is required to fill out a lost receipt form. If the staff member has a consistent loss of receipts, discipline will begin.



# DEBIT CARD USAGE REPORTS BY CARD NUMBER

The student services debit account is used for on campus purchases where other means of purchasing (invoice, check, etc.) is not feasible. Each debit card is reconciled monthly by the assigned user of the debit card. It is important to note that other people might use the debit cards contained in these reports, but it is the responsibility of the assigned card holder to reconcile the card every month. The following reports outline each individual card.

Each card report will have the following information:

The reconciliation report compiled using the bank statement

Receipts / backup documentation for each debit or credit (chronologically)



Name: Denise Griffin		Credit Card: 0914	
Reconciliation Month: December 2020			
Date	Vendor	Purpose	Amount
12/1/2020	Wix.com	ADVERTISING	23.00
12/1/20	Facebook	ADVERTISING	5.64
12/2/20	Google Ads	ADVERTISING	40.56
12/3/20	Box Inc.	CALPADS	15.00
<del>12/7/20</del>	<del>Adobe Inc.</del>	<del>SOFTWARE</del>	<del>14.99</del>
12/7/20	Wix.com	ADVERTISING	59.00
12/10/20	QuickBooks	BOOKKEEPING	25.00
12/16/20	Madrooster.com	WEBSITE	41.47
12/21/20	Adobe	SOFTWARE	23.88
12/21/20	Madrooster.com	WEBSITE	12.49
12/21/20	Instacart Subscription	REFUND CHARGE	9.99
12/21/20	Learnworlds	CURRICULUM	999.00



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
 Date: Nov 30 2020

**Issued to:**

Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

Invoice #816262171 | Nov 30, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Nov 30, 2020 - Dec 30, 2020	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$23.00

Total \$23.00

*WEBSITE  
ADVERTISING*

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager *JT*

**APPROVED**

Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academic

001883

Receipt for Denise Griffin



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 11-30-20



Invoice/Payment Date  
Nov 30, 2020, 2:14 PM

Payment Method  
Visa\*0914  
Reference Number: DGQXRNVX2



Product Type  
Facebook

Paid

**\$5.64 USD**

Remaining ad costs at the end of the month.

**Campaigns**

[10/15/2020] Promoting www.hallofreak.com

From Oct 30, 2020, 12:00 AM to Oct 31, 2020, 11:59 PM

**\$5.64**

[10/15/2020] Promoting www.hallofreak.com

1,033 Impressions

**\$5.64**

ADVERTISING

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**

Student Services Manager *JTA*

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**

Dean of Academics

001885



# Payment Receipt

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12-1-20

Google LLC 1600 Amphitheatre Pkwy Mountain View, CA 94043 United States

Encore Education Corporation Denise Griffin HESPERIA, CA 92345 United States

Payment date

Dec 1, 2020

Payment method

Visa \*\*\*\*0914

**Description**

Payment amount \$40.56

*ADVERTISING*

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**

Student Services Manager *[Signature]*

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**

Dean of Academic

001884



# INVOICE

INV08489541  
PO Number:

**Sold To:**  
dg@officerteam.com  
Denise Griffin

Account Number: [REDACTED]  
Invoice Number: INV08489541  
PO Number:

**Bill To:**  
dg@officerteam.com  
Denise Griffin  
16955 Lemon Street

**EXPENSE**  
**PRE-APPROVED BY**  
Name: CONTRACT  
Date: \_\_\_\_\_

Invoice Date: 12/02/2020  
Payment Due By: 12/02/2020  
Payment Terms: Due Upon Receipt  
Payment Method: CreditCard

Hesperia California 92345  
United States

*CALPADS*

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses <i>Service Period: 12/02/2020-01/01/2021</i>	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				Total:	\$15.00
				Balance Due:	\$0.00
				Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
12/02/2020	P-09586424	Payment		(\$15.00)
			Balance Due:	\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
Submit new billing information securely  
online at: <https://www.box.com/update>  
(be sure to login as the Box administrator)

Account Number: [REDACTED]  
Invoice Date: 12/02/2020  
Invoice Number: INV08489541  
Payment Due Date: 12/02/2020  
Total Amount Due: \$0.00  
Amount Enclosed: \_\_\_\_\_

**APPROVED**

Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academic

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

001886

General billing inquiries: <https://community.box.com/>  
For additional billing assistance or to pay by credit card, submit a case by visiting:  
<https://cloud.box.com/SubmitCase> or call us at:  
1-877-729-4269





Joelle Schwarck <jschwarck@encorehighschool.com>

---

**Fwd: Thanks for your trial order**

1 message

----- Forwarded message -----  
From: **Adobe** <store@adobe.com>  
Date: Thu, Nov 26, 2020 at 9:15 AM  
Subject: Thanks for your trial order  
To: <dg@officerteam.com>




## **Denise, welcome to your trial of Acrobat Pro DC!**

**After the trial ends on December 2, 2020, you will be charged US\$14.99 (plus tax) monthly. At the end of your one-year term, your subscription will automatically renew monthly until you cancel (price subject to change). Cancel before your trial ends and you won't be charged. No annual commitment required after the first year. Cancel anytime via Adobe Account or Customer Support.**

As a reminder, your Adobe ID is dg@officerteam.com. Use it to access all your Adobe products and services.

[Get started](#)

 **If you have any questions, we're here for you.**  
Contact Adobe Customer Support to chat with a representative.

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: \_\_\_\_\_

**Your 7-day free trial**



Recurring billing starts only after your 7-day free trial ends.



Cancel your annual subscription before Dec 17 to get a full refund and avoid a fee. [Learn more.](#)

**Trial details**

*SOFTWARE*

Order number: ADD056367357

Ordered: November 26, 2020



**Acrobat Pro DC**  
Annual plan, paid monthly

US\$14.99/mo

Subtotal

US\$14.99/mo

Tax/VAT 0.00%

US\$0.00/mo

**STARTING DEC 03**

**US\$14.99/mo**



**Cancellation details**

Cancel your annual subscription before Dec 17 to get a full refund and avoid a fee. You can cancel your subscription anytime via your Adobe Account page or by contacting Customer Support. [Learn more](#)

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**

Dean of Academics

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**

Student Services Manager *JT*



001887

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## Get answers to your questions

Check out Adobe Forums to meet the experts behind the answers, learn about our products, get inspiration, or pick up new tips and tricks. [Learn more.](#)

## Need help?

Don't hesitate to call Customer Support if you need assistance. Available 24 hours a day, 7 days a week. [Learn more.](#)

### Free Trial Terms:

Your trial starts immediately after sign-up. At the end of your trial, your subscription begins, and Adobe will automatically charge your payment method at the rate stated at the time of purchase, including any applicable taxes, on a recurring basis in accordance with the terms of your subscription.

If you cancel before the end of your trial, your payment method won't be charged. You may cancel your trial by visiting your Adobe Account page or by contacting Customer Support.

Your eligibility to use an Adobe free trial offer is determined solely by Adobe. Your access to any free trial offer is provided at Adobe's sole discretion.

### Subscription Terms:

Your subscription begins as soon as your initial payment is processed. Your subscription will automatically renew annually without notice until you cancel. You authorize us to store your payment method(s) and to automatically charge your payment method(s) every month until you cancel. We will automatically charge you the then-current rate for your plan, plus applicable taxes (such as VAT or GST if the rate does not include it), every month of your annual contract until you cancel.

We may change your plan's rate each annual renewal term, and we will notify you of any rate change with the option to cancel. If the applicable VAT or GST rate (or other included tax or duty) changes during your one-year term, we will accordingly adjust the tax-inclusive price for your plan mid-term on your next billing date.

If your primary payment method fails, you authorize us to charge any other payment method in your account. If you have not provided us a backup payment method(s) and you fail to provide payment, or if all payment methods in your account fail, we may suspend your subscription. You can edit your payment information anytime in your Adobe Account page.

For European Economic Area customers, your bank may require you to authenticate your initial purchase using a password, a one-time code sent to your mobile number, or biometric recognition. When you authenticate, you also authorize us to charge your payment method for your additional purchases without providing us further payment information or other instructions (i.e., we will initiate future payments independently). Such additional purchases may occur when we automatically charge your payment method in connection with a recurring subscription or when you add or change licenses or products.

### Cancellation Terms:

You can cancel your subscription anytime via your Adobe Account page or by contacting Customer Support\*. If you cancel within 14 days of your initial order, you'll be fully refunded. Should-you cancel

after 14 days, you'll be charged a lump sum amount of 50% of your remaining contract obligation and your service will continue until the end of that month's billing period.

\* Specific countries require cancellations to be made only by contacting Customer Support. See the list of countries [here](#).

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Adobe, 345 Park Avenue, San Jose, CA 95110 USA



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: \_\_\_\_\_

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

*Advertising*

Invoice #819556431 | Dec 4, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Dec 4, 2020 - Jan 4, 2021	1	\$59.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

**Total \$59.00**

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
 Dean of Academics

001888

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12-9-20



*Bookkeeping*

Payment success

**Denise Griffin, thank you for your payment.**

<b>Invoice number:</b> 1000176676023
<b>Invoice date:</b> 12/09/2020
<b>Total:</b> \$25.00
<b>Payment method:</b> VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

**Account details**

<b>Billed to:</b>	Encore ASB
<b>Company ID ending:</b>	1556
<b>Items on this invoice:</b>	QuickBooks Online Simple Start

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

001889



*Website*

**PENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12-15-20

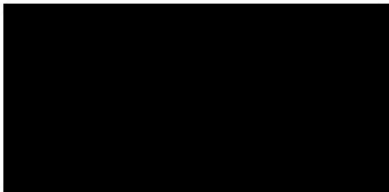
**PAID**

901 Broadway  
Suite #23103  
Nashville, TN 37203

**Invoice #1007123**

Invoice Date: 10/31/2020

Due Date: 12/15/2020



**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Description	Total
Domain Renewal - encoresite.com - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encoresite.net - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encoresite.org - 1 Year/s (01/14/2021 - 01/13/2022) + DNS Management + Email Forwarding	\$16.49 USD
<b>Sub Total</b>	<b>\$41.47 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$41.47 USD</b>

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
12/15/2020	Credit Card	23079950U79160205	\$41.47 USD
<b>Balance</b>			<b>\$0.00 USD</b>

PDF Generated on 12/15/2020

001890



Joelle Schwarck <jschwarck@encorehighschool.com>

Fwd: Thanks for your purchase

From: Adobe <store@adobe.com>  
Date: Tue, Dec 17, 2019 at 8:27 AM  
Subject: Thanks for your purchase  
To: <ceo@officerteam.com>



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 12-17-20

*Software*

Thanks for your purchase, Denise.

Click below to download and get started with your new products.

Get started

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

**Order details**

Order number: ADD043661243  
Ordered: December 17, 2019



Adobe Export PDF  
Annual plan, prepaid

US\$23.88/yr

Subtotal US\$23.88/yr

Tax/VAT 0.00% US\$0.00/yr

**TOTAL US\$23.88/yr**

001891



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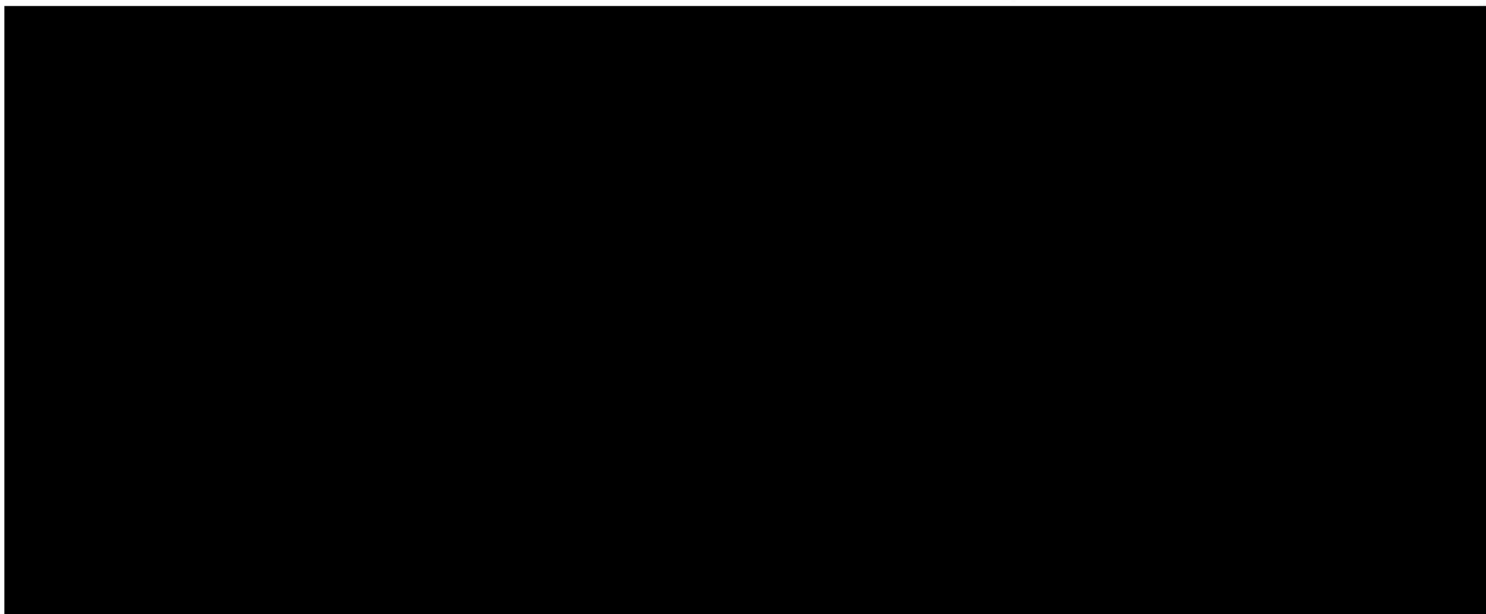
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**Adobe Inc., 345 Park Ave., San Jose, CA 95110 USA**





**EXPENSE**

**PRE-APPROVED BY**

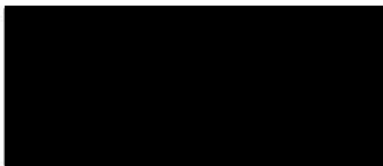
Name: Nemo  
 Date: 12-18-20

901 Broadway  
 Suite #23103  
 Nashville, TN 37203

**PAID**

**Invoice #1008619**

Invoice Date: 11/03/2020  
 Due Date: 12/18/2020



**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

**APPROVED**  
 Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

Description	Total
Domain Renewal - encorehighschool.com - 1 Year/s (01/17/2021 - 01/16/2022) + DNS Management + Email Forwarding	\$12.49 USD
<b>Sub Total</b>	<b>\$12.49 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$12.49 USD</b>

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
12/18/2020	Credit Card	12F712722E131382E	\$12.49 USD
<b>Balance</b>			<b>\$0.00 USD</b>

PDF Generated on 12/18/2020

*Software*

001892



**EXPENSE**

**PRE-APPROVED BY**

Thanks for signing up for Instacart Express  
 Name: \_\_\_\_\_  
 Date: 2/11/2021

PAYMENT RECEIPT

Payment Date: 12/19/2020  
 Billed To: jayleen@encorehighschool.com  
 Amount Received: \$9.99  
 Credit Card: Ending in 0914

**\*R E P R I N T\***  
**Encore High School**

16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

Ticket #10125580      User: Ms. Kelsey  
 Sales: Ms. Kelsey  
 2/1/21, 10:36 AM

Customer Name: Jayleen Gibson

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

If you have any questions, please visit our help center at ht  
 - The Instacart Team

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

Item Description	Qty	Price	Total
Return Deposits Bank related	1	9.99	9.99
Return Deposits Bank related	1	9.99	9.99
Subtotal			19.98
Tax			0.00
<b>Total</b>			<b>19.98</b>
Tender: CASH			19.98

Number of line items purchased: 2

Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!  
 \*\*\*\*\*4-6 weeks to process a refund.  
 There are no refunds on mealtime or for ticketed events\*\*\*\*\*

001893



*Accidental charges - Paid back*



LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, B1  
Limassol 3032  
Cyprus

**BILLED TO**  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise Griffin  
Date: 12-19-20

*Curriculum*

# INVOICE

Invoice # 3001-25005  
Invoice Date Dec 19, 2020  
Invoice Amount \$999.00 (USD)

PAID

**SUBSCRIPTION**  
Billing Period Dec 19, 2020 to Jan 19, 2021  
Next Billing Date Jan 19, 2021  
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
<b>Total \$999.00</b>	
Payments (\$999.00)	
<b>Amount Due (USD) \$0.00</b>	

**PAYMENTS**

\$999.00 was paid on 19 Dec, 2020 16:50 UTC by Visa card ending 0914.

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

001894



Name: Joseph Thibodeaux		Credit Card: 7120	
Reconciliation Month: December 2020			
Date	Vendor	Purpose	Amount
12/4/20	Costco Gas	FUEL & CAR WASH HIGHLANDER BLUE	51.99
12/8/20	HI Desert Fasteners	FENDER WASHERS FOR BANNERS	6.47
12/9/20	Shop N Go	FUEL FOR MAINTENANCE TRUCK	90.00
12/15/20	Dunn-Edwards	PAYMENT FOR PAINT FROM AUGUST	296.92
12/15/20	Arco	FUEL FOR RED HIGHLANDER	44.00
12/17/20	Autozone	BULB FOR BUS (RUNNING LIGHTS)	6.45
12/17/20	Costco Gas	FUEL FOR BLUE HIGHLANDER	47.00
12/22/20	Harbor Freight Tools	GROMMET SET FOR TARP REPAIR.	7.49



**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 2-4-20

Circle One:  
**ASB / General Fund**

TAPE RECEIP

PLACE RECEIPTS HERE

**COSTCO WHOLESALE**

Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392

Member# [REDACTED]  
Invoice# 7928  
Date: 12/04/20  
Time: 16:34  
Auth# 383365

DB Acct #  
\*\*\*\*\*120

Pump	Gallons	Price
7	16.078	\$ 2.799

Product	Amount
Regular	\$ 45.00
Car Wash	\$ 6.99
<b>Total Sale</b>	<b>\$ 51.99</b>

SALE- Chip Read  
Approved  
TranID# 033907007920

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

5) AND NO STAPLES

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
12-04-20

AMOUNT:  
\$51.99

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

698100



Pre-Approved Expense  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-8-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

H1 DESERT FASTENERS  
 11286 I AVENUE  
 HESPERIA, CA 92345  
 760-949-1919

R E C E I P T  
 CUSTOMER COPY

PRINTED: 12/08/20 08:28  
 12/08/20 08:27 POS STATION 01  
 INVOICE NO. 154330  
 CLERK: RYAN

102185 FENDERWASHER 1/4X1-1/4 ZP  
 100 @ 0.060 6.00 T  
 REGULAR 0.080

TOTAL ORDERED : 100  
 TOTAL TAKEN : 100

SUB TOTAL 6.00  
 SALES TAX 0.47  
 PURCHASE TOTAL 6.47

LESS VISA 6.47

\*\*\*\*\*  
 DEBIT CD : Unknown  
 CC NUMBER: XXXXXXXXXXXXX7120 EXP: XX/XX  
 AUTH: 085206 AMOUNT: \$6.47  
 \*\*\*\*\*

\*\*\*\*\*  
 REGULAR PRICE 8.00  
 YOUR PRICE 6.00

YOUR SAVINGS 2.00  
 THAT'S A 25.0% SAVINGS

\*\*\*\*\*  
 THANK YOU FOR YOUR BUSINESS  
 \*\*\*\*\*

VENDOR:  
H1 DESERT FASTENER

DATE OF PURCHASE:  
12-08-20

AMOUNT:  
\$ 6.47

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001870





Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-9-20

Circle One:  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RE** **NO STAPLES**

SHOP N GO  
7795145364001  
11254  
HESPERIA CA  
92345  
12/09/2020 36030/587  
11:10:53 AM

XXXXXXXXXXXX 1234  
Debit  
INVOICE 079625  
WITH 683732

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 3  
Regular CR 29.230G  
PRICE/GAL \$3.079

FUEL TOTAL \$ 90.00  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

DEBIT \$ 90.00

-----  
Customer-activated Purchase/Capture  
Site #: 000000009923392  
Shift Number 1  
Sequence Number 25201  
Swiped  
APPROVED 683732  
-----

Tell us about  
your visit ! Visit  
www.myexxonmobil  
visit.com

VENDOR:  
SHOP N GO Mobil

DATE OF PURCHASE:  
12-09-20

AMOUNT:  
\$ 90.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001871



**EXPENSE**

Pre-Approval Stamp  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-15-20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEI**

Dunn-Edwards Paints  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 245-2442  
 \*\* Cash Take \*\*

**STAPLES**

VENDOR:

Dunn-Edwards Paint

DATE OF PURCHASE:

12-15-20

AMOUNT:

\$ 296.92

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

ITEM	QTY	PRICE
SSHL10-0-L-5 SPARTASHIELD Ext FL L Base [DE] DE 6354 GRAY WOLF	1	119.69T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
EVSH30-3-U-5 EVERSHIELD Ext ES U Base [DE] DET 401 JAZZ BERRY JAM (A)E	1	162.66T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T

Subtotal \$276.55  
 Sales Tax \$21.37  
 Total \$296.92

Debit Card \$296.92  
 Auth Code: 002837  
 DEBIT \*7120

EMV Data:  
 Entry Mode: Chip Read  
 App ID (AID): A0000000980840  
 App Resp Code: 00  
 Term Verif Results: 8080048000  
 Trans Status Indicator: 6800  
 Issuer App Data (IAD): 06010A03600000  
 Mode: ISSUER  
 Verification Method: PIN

Change \$0 00

Purchaser: ALICIA ANDERSON  
 PO#: encore

\*\*\* CUSTOMER COPY \*\*\*

Transaction: 053 1-1 Trans#: 1374761  
 2020.08.15 Cashier: Dan



\*053-05374881\*

001872



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-15-20

Circle One:  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

ARC0 GASOLINE  
ARC0 ARPM 42318  
16815 MAIN ST  
HEPERIA CA  
ARC042318001

DATE 12/15/20 10:02  
TRAN# 9064188  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 14.554  
PRICE/G: \$2.999  
FUEL SALE \$43.65  
debitfee \$0.35  
DEBIT \$44.00

FinalSale Receipt  
DEBIT \$44.00  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 058762  
Odometer:  
Resp Code: 000  
Stan: 0160584564  
Reference:2090  
APPNAME US DEBIT  
AID : A0000000980640  
APP CRYPTOGRAM :  
ARQC 9EF5EC4CB97B98E  
F  
ENTRY : Insert  
PIN USED

SITE ID: ARC04231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:

ARCO GASOLINE

DATE OF PURCHASE:

12-15-20

AMOUNT:

\$ 44.00

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001873



**Pre-Approval Stamp**  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Johnny Griffin  
 Date: 12-17-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**


Thu Dec 7 15:02:54 2020

AutoZone 5615  
 17115 MAIN ST  
 HESPERIA, CA  
 (760) 948-1140

#0000168 0 89LL	5.99 P
89LL 53 yania	
Long Life Bulbs, 2 PK	
SUBTOTAL 5.99	
TOTAL TAX @ 7.750% 0.46	
SALE TOTAL 6.45	
XXXX: XXXXX7120 DEBIT	6.45

Data Source: CHIP  
 AppName Label: US DEBIT  
 AID: A0000980840  
 TC: A61 A381380A0F2  
 PIN On: Verified

REG #12 CSR #08 RECEIPT #213786  
 STR. TRANS #700351  
 STORE #5615  
 DATE 12/17/2020 15:02  
 # OF ITEMS SOLD 1



**VENDOR:**  
Auto Zone

**DATE OF PURCHASE:**  
12-17-20

**AMOUNT:**  
\$ 6.45

**REIMBURSE TO / ACCOUNT:**  
Debit Card

ADMIN APPROVAL ONLY

**PURPOSE:**  
Transportation

**FIRST APPROVAL**  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

**SECOND APPROVAL**  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001874



**EXPENSE**  
**PRE-APPROVED BY**  
Name: Johnny Griffin  
Date: 12-17-20

**Circle One:**  
**ASB / General Fund**

TAPE RECEIP

5) AND NO STAPLES



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392

Member# [REDACTED]  
Invoice# 9446  
Date: 12/17/20  
Time: 17:48  
Auth# 764750

DB Acct #  
\*\*\*\*\*7120

Pump Gallons Price  
3 16.790 \$ 2.799

Product Amount  
Regular \$ 47.00

Total Sale \$ 47.00

SALE- Chip Read  
Approved  
TranID# 035203009446

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

VENDOR:  
Costco Wholesale

DATE OF PURCHASE:  
12-17-20

AMOUNT:  
\$47.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001875



Pre-APPROVED BY  
Name: Johnny Griffin  
Date: 12-22-20

Circle One:  
**ASB / General Fund**

**HARBOR FREIGHT TOOLS**

HESPERIA CA #00006  
11940 HESPERIA RD  
HESPERIA, CA 92345  
Telephone: (760) 949-0558

AND NO STAPLES

TA

VENDOR:

HARBOR FREIGHT TOOLS

DATE OF PURCHASE:

12-22-20

AMOUNT:

\$7.49

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001576

SALE

Customer Name: Joe Thibodeaux  
Customer Number: [REDACTED]

63237 GROMMET REPAIR KIT \$4.49  
69526 BRUSH SET DETAIL 6PK \$2.46

Subtotal \$6.95  
Sales Tax 7.750% \$0.54  
Total \$7.49

Debit \$7.49

Card No. XXXXXXXXXXXXX7120  
Auth. No. 000759  
US DEBIT  
Chip Read  
Verified By PIN  
Mode: Issuer  
AID: A0000000980840  
TVR: 8080048000  
IAD: 06010A0360B000  
TSI: 6800  
ARC: 00

Please Retain for Your Records

Store: 00006 Reg: 01 Tran: 850078  
Date: 12/22/2020 1:19:34 PM Assoc: XXXXXX  
Ticket: 01850078

Item(s) Sold: 2  
Item(s) Returned: 0

Joanna served you today.  
Thank you for shopping at  
HESPERIA CA #00006

Proof of Purchase Required for Returns/  
Exchanges Within 90 Days of Purchase





**Payment Receipt**  
for December 1, 2020

Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise Griffin  
Date: Continous

Today's Date: December 1, 2020  
Payment Date: December 1, 2020  
Payment Method: Visa (last 4 digits: 7974)  
User Name: ceo@officerteam.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the My Account link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the My Account page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

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UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

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UK Toll Free: 0808-234-0945  
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

*Parent*

*Communication*

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

001877





# Invoice

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

**Invoice number:** 1000176371359  
**Total:** \$70.00  
**Date:** Dec 7, 2020  
**Payment method:** VISA ending 7974

## EXPENSE

### PRE-APPROVED BY

Name: Denise Griffin  
Date: Continuous

#### Bill to

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US  
Address may be standardized for tax purposes  
Company ID: 123146488247864

#### Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$70.00</b>

#### Tax reporting information

**Period for monthly fees:** Dec 7, 2020 - Jan 7, 2021  
**Total without tax:** \$70.00  
**Total tax:** \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

*Bookkeeping*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
Date: Continuous

Ashlin Barkdull <abarkdull@encorehighschool.com>

**Monthly Subscription Payment Confirmation**

Text-Em-All <billing@text-em-all.com>  
To: ceo@officerteam.com  
Cc: abarkdull@encorehighschool.com

Mon, Dec 7, 2020 at 10:02 PM



**Monthly Subscription Payment Confirmation**

Hello Denise,

This email confirms your Text-Em-All subscription payment. Your monthly subscription is now active until 01/08/2021. Please note that your subscription will automatically renew on this date if you do not cancel before then.

**Transaction Details & Receipt**

**Username:** ceo@officerteam.com  
**Name on Card:** Ashlin Barkdull  
**Date & Time:** 12/08/2020 12:02:32 AM  
**Confirmation Number:** 8D89B0C8F8E8F15  
**Credit Card Number:** XXXXXXXXXXXXX7974

Text-Em-All Monthly Subscription	
Group Size of 2500 numbers	450.00
Active until 01/08/2021	0.00

<b>Total</b>	<b>450.00</b>
--------------	---------------

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

**Happy to help!**

We pride ourselves on the reliability of our service and dedication to providing the best experience possible. If you need help or have any questions about your monthly Text-em-All subscription, please don't hesitate to contact our team.

The Customer Experience Team  
support@text-em-all.com  
(877) 226-3080

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

*Parent Communication*

001879



**EXPENSE**  
 PRE-APPROVED BY  
 Name: Denise  
 Date: 12/19/2020

**Circle One:**  
**ASB / General Fund**

TAPE RECEIPT

NO STAPLES



19201 A Bear Valley Road  
 APFLE VALLEY, CA 92308  
 (760) 961-6472

QTY SKU PRICE  
 \* DUPLICATE COPY \*

Not Valid for Refund

	REWARDS NUMBER		
5	INSERTABLE TAB DIV		
	072782119034	4.990ea	24.95
6	STPLS STAN VIEW BN *		
	718103325295	4.990ea	29.94
1	MELLOW HAND SANITI		
	71456601E237		1.99
	Coupon No. 91106		-1.99
	SUBTOTAL		54.89
	Standard Tax 7.7500%		4.25
	TOTAL		\$59.14

Cash 64.52  
 Cash Change 5.38

\*\*\*\*\*STAPLES COUPONS REDEEM\*\*\*\*\*  
 Coupon No. 91106 -1.99  
 Spend \$30.00, get a Free Mellow  
 8oz Hand Sanitizer  
 Expiration Date: 12/19/20

\* DUPLICATE COPY \*

Not Valid for Refund

TOTAL ITEMS 12

\*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

VENDOR:

Staples

DATE OF PURCHASE:

12/19/2020

AMOUNT:

\$ 64.52

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

PURPOSE:

Accounting

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

001880



**EXPENSE**

**Order# 9824989682**

Order placed: December 10, 2020

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 12/10/2020

Invoice # 272100973

CHARGED on December 11, 2020

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
2661502	Staples Standard 2" 3-Ring View Binders, Black, 6/Carion (26443CT)	\$29.47	1	-\$4.38	\$25.09
486149	Avery Big Tab Insertable Plastic Dividers with Pockets, 8-Tab, Multicolor (11903)	\$7.23	7	-\$18.29	\$32.32

Method of payment  
VISA ending in \*7974 - \$61.86

Subtotal: \$80.08  
Discounts: -\$22.67  
Shipping/Fees: \$0.00  
Tax: \$4.45  
Total: \$61.86

*Bookkeeping*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

001881



# MONTHLY WE PAY / WIX REPORTING

WePay and WIX are credit card payment systems that Encore uses for third parties to make payments and purchase merchandise. The request for these payments come directly from our communication email system, Constant Contact and from purchases made from the internet for special events.

- The first report reflects the bank charges associated with this service
- The second report reflects the individuals that have made the payments
- Last, a sampling of the actual purchases from Constant Contact are included. If you are looking for a specific charge through Constant Contact, it is available online for download.

Strengthen your account security by enabling 2-step verification. Enable now.

Wix Deposit

# Settlement Report

Understand how funds move in and out of your Wix Payments account.

From  To  Transaction Id

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Release	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	\$502.09	\$0.00	\$502.09
Nov 20, 2020	Reserve Hold	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	-\$502.09	\$0.00	-\$502.09
Nov 6, 2020	Refund	1052f23e-d49a-4668-a7ad-da684487ebd8	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	1052f23e-d49a-4668-a7ad-da684487ebd8	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	becd3d5f-ed59-43a0-99d8-1822710c6727	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	efbfa72a-c88b-4f52-91b9-7641256f1525	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	b61373f3-b840-41ab-a4b4-a155293cd279	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	b61373f3-b840-41ab-a4b4-a155293cd279	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	\$40.00	\$2.46	\$37.54



**There was no WePay during the month of December.**



# NCR DAILY RECAP SUMMARIES

NCR is a point of sale software that connects directly to Encore's cash register. The purpose for this software is to track daily income and sales that happen directly on campus. This recap is reconciled with the daily reports created by the front desk receptionist. The front desk reports are verified by the administrative assistant bookkeeper.

- Item sales are listed first. This is a description of the payments collected.
- The NCR Monthly Report follows the item sales descriptions
- The Daily Register Recaps follow the NCR Monthly Report that report all daily sales.



**Encore High School**

16955 Lemon St.  
Hesperia, CA 92345

**Item Sales**

Tuesday, December 1, 2020 - Thursday, December 31, 2020

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
ASB-H	Class Year Patch		\$10.00	\$10.00	1.00		\$10.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	1.00		\$150.00	\$0.00	100.00 %
	<b>Total</b>				<b>2.00</b>		<b>\$160.00</b>	<b>\$0.00</b>	
MAIN ACCT.	IT FEE-MAIN		\$0.00	\$39.99	1.00		\$39.99	\$0.00	100.00 %
	<b>Total</b>				<b>1.00</b>		<b>\$39.99</b>	<b>\$0.00</b>	
Returns	Misc Checks		\$0.00	\$28.50	1.00		\$28.50	\$0.00	100.00 %
	Return Deposits		\$0.00	\$5.38	1.00		\$5.38	\$0.00	100.00 %
	<b>Total</b>				<b>2.00</b>		<b>\$33.88</b>	<b>\$0.00</b>	
<b>Total</b>					<b>5.00</b>		<b>\$233.87</b>	<b>\$0.00</b>	

Date Printed: 2/1/2021 5:13:00 PM



DEPOSIT TICKET

DATE 12/14/20

11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS <small>LIST EACH SEPARATELY</small>		
1 100765012	1,152	00
2 69111	918	96
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
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21		
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24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL 2070	96

Wells Fargo Bank  
Transaction Receipt

Branch #0000945 14 Deposit

Account Number XXXXXX1118

CHK 00114

Serial #

Number of Checks 2

Check Listing

\$1,152.00

\$918.96

Total Checks Amount \$2,070.96

Total Deposit \$2,070.96

Deposit Availability

\$1,318.96 of your deposit is included in your available balance.

\$752.00 will be available on Tuesday, 12/15/20

Transaction # 020 0022

01:17PM 12/14/20

Deposit Credit Date: 12/14/20

\$ 2070.96



USE FRONT AND REVERSE FROM YOUR CHECKS FOR AUTOMATIC

IF THIS IS A COMMERCIAL CHECK, ALSO APPEAR LEGIBLE COLLECTION AGREEMENT

Thank you, NICOLE



250 VESEY STREET  
NEW YORK NY 10281

PAYMENT INFORMATION	
DATE:	November 20, 2020
CHECK NUMBER:	100765012
AMOUNT PAID:	\$1,152.00
ACCOUNT NUMBER:	XXXXXX3662
TRACE NUMBER:	[REDACTED]
VENDOR ID:	[REDACTED]
VENDOR NAME:	ENCORE JR/SR HIGH SCHOOL



000001643-1 CPLD ZA 32520-2 VN - A0143338  
ENCORE JR/SR HIGH SCHOOL  
ATTN: ESTHER HASKINS  
16955 LEMON STREET  
HESPERIA CA 92345

Date	Invoice Number	Description	Gross Amount	Discount	Net Amount
10/30/2020	20201030-174	PSAT/NMSQT TEST FEES FALL	\$1,152.00	\$0.00	\$1,152.00
		<b>Totals</b>	<b>\$1,152.00</b>	<b>\$0.00</b>	<b>\$1,152.00</b>

PLEASE DETACH BEFORE DEPOSITING CHECK



250 VESEY STREET  
NEW YORK NY 10281

CHECK NUMBER: 100765012 1-2  
210

November 20, 2020  
\*\*\* VOID AFTER 180 DAYS \*\*\*

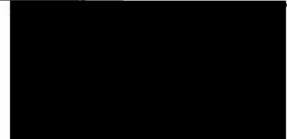
PAY TO THE ORDER OF: ENCORE JR/SR HIGH SCHOOL  
ATTN: ESTHER HASKINS  
16955 LEMON STREET  
HESPERIA CA 92345

AMOUNT  
**\$1,152.00**



**One Thousand One Hundred Fifty-Two And 00/100 Dollars**

JPMorgan Chase Bank NA, New York NY



Authorized Signatures



Encore Education Corporation dba Encore Jr/Sr High School  
 18955 Lemon Street  
 Hesperia, CA 92345



WELLS FARGO BANK  
 WELLS FARGO BANK  
 11-4288/1210

6911

DATE  
 12/04/2020  
 AMOUNT  
 \$ 918.96

PAY: \*\*\*\*Nine Hundred Eighteen and 96/100 Dollars

TO THE ORDER OF:



MEMO:

THIS DOCUMENT CONTAINS A HEAT SENSITIVE INK. TOUCH OR PRESS HERE. RED IMAGE DISAPPEARS WITH HEAT.  
 ⑆69111⑆ ⑆121042882⑆ 3648980013⑆

Encore Education Corporation dba Encore Jr/Sr High School

CHECK NO.: 69111  
 CHECK DATE: 12/4/2020

PAYEE: Encore [Redacted]  
 VENDOR ID: ENCO000

ACCOUNT #:

Invoice	Description	Discount	Amount
May 2020 ASB	[Redacted] Reim May 2020 Misc	\$0.00	\$918.96
<b>Total :</b>		<b>\$0.00</b>	<b>\$918.96</b>



250 VESEY STREET  
NEW YORK NY 10281

**PAYMENT INFORMATION**

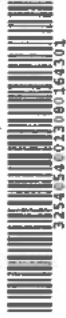
**DATE:** November 20, 2020  
**CHECK NUMBER:** [REDACTED]  
**AMOUNT PAID:** [REDACTED]  
**ACCOUNT NUMBER:** [REDACTED]  


---

**TRACE NUMBER:** [REDACTED]  
**VENDOR ID:** [REDACTED]  
**VENDOR NAME:** ENCORE JR/SR HIGH SCHOOL



0000001643-1 CPLD ZA 32520-2 VN - A0143338  
 ENCORE JR/SR HIGH SCHOOL  
 ATTN: ESTHER HASKINS  
 16955 LEMON STREET  
 HESPERIA CA 92345



Date	Invoice Number	Description	Gross Amount	Discount	Net Amount
10/30/2020	20201030-174	PSAT/NMSQT TEST FEES FALL	\$1,152.00	\$0.00	\$1,152.00
		<b>Totals</b>	<b>\$1,152.00</b>	<b>\$0.00</b>	<b>\$1,152.00</b>

**Total : \$0.00 \$918.96**

Invoice	Description	Discount	Amount
May 2020 ASB	Reim May 2020 Misc	\$0.00	\$918.96

**Encore Education Corporation dba Encore Jr/Sr High School**  
**PAYEE:** Encore ASB Hesperia  
**VENDOR ID:** ENCO000  
**ACCOUNT #:**  
**CHECK NO.:** 69111  
**CHECK DATE:** 12/4/2020



**Encore High School**  
 16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

## ASB BOOKKEEPING BAN Closed Shift Summary

These forms must be completed daily and added to the daily record created each day for each camp

Shift #1 - Hesperia

RECONCILIATION FOR (DATE): 12-4-2020

Opened 12/4/20, 2:27 PM by Kelsey White  
 Closed 12/4/20, 3:32 PM by Kathy Cummings

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s	
50s	
20s	
10s	
5s	
1s	
Total Cash	
Total Coin	
Total Checks	
Total Amount	

	Qty	Total	Average
Gross Sales	3	\$300.00	\$100.00
Gross Returns	1	\$150.00	\$150.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
<b>Net Sales</b>	<b>3</b>	<b>\$150.00</b>	<b>\$50.00</b>
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>3</b>	<b>\$150.00</b>	<b>\$50.00</b>

Payment Types	Qty	Total
CASH	2	\$0.00
Over/Short		\$0.00
CREDIT	1	\$150.00
Sales		\$150.00
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	0	\$0.00

Tax Categories	Rate %
No Tax	0.000
Taxable Subtotal	\$150.00
Amount	\$0.00

No Sales	Qty 5
----------	----------

Discount Names	Qty	Amount
----------------	-----	--------

Price Overrides	Qty	Amount
-----------------	-----	--------

Clears	Qty	Amount
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00

**REMARKS:**

PREPARED BY: Kathy Cummings

DATE: 12-4-2020

Printed 12/4/20, 3:32 PM



# DEBIT SUB-ACCOUNT MONTHLY BALANCE REPORT

This report shows the monthly balances of each sub-account within the debit account based on the monthly activity within the account. The NCR accounting software is used to determine the credits for the accounts. Sub Accounts include both team and general fund accounts.





TEAM	December	Monthly Change
STUDENT PAYMENT PLAN	\$ -	
2021	\$ 2,701.87	
2022	\$ 3,809.47	
2023	\$ 3,296.07	
2024	\$ 1,201.50	
ACADEMIC	\$ 998.25	
AMBASSADORS	\$ 4,395.00	
ART	\$ 5,000.00	
ART CREW	\$ 735.07	
ASB	\$ -1780.18	\$ 1354.73 (includes both Wix deposits)
BAND	\$ 600.00	
BASKETBALL	\$ 1,200.00	
BENEFIT/FUNDRAISING BALL	\$ -	
CHEER	\$ (451.00)	
CHOIR	\$ -	
CIRCUS ELITE	\$ -	
CIRQUE	\$ 250.00	
COOKING	\$ 900.00	
COSPLAY	\$ 925.32	
COSTUME DESIGN	\$ 500.00	
COSTUME FEES	\$ -	
CSF	\$ 111.26	
DANCE PRO	\$ -	
DIRECTOR GRIFFIN	\$ -	
DIRECTOR RAE	\$ -	
DRAMA PRO	\$ 500.00	
EP	\$ -	
FOUNDER	\$ -	
GEN THEATER	\$ -	
HIP HOP	\$ 874.50	
ITS	\$ 1,000.00	
JHASB	\$ 795.08	
JR DANCE	\$ 942.13	
JV DANCE	\$ -	



LEGACY BALL BENEFIT	\$ -	
MEDIA TEAM	\$ 2,489.40	
MOCKTRIAL	\$ -23.00	\$ -98.00
MUSIC	\$ 500.00	
MUSICAL PRO	\$ (528.75)	
NHD	\$ -	
NHS	\$ -40.00	\$ -40.00
PAC	\$ -	
PHOTO	\$ 1,500.00	
PLAYHOUSE	\$ -	
PROD X	\$ -	
SNOW	\$ -	
SR. PROD	\$ 387.93	
STAR QUEST	\$ 5.00	
STREET BAND	\$ -	
TROUPE	\$ 769.65	
VDANCE	\$ -	
WORLD	\$ 6,960.00	
YEARBOOK - H	\$ 5,975.80	
Gen Fund	\$ 10,792.12	\$ 2,581.73




# NOVEMBER

# 2020

Month 5 of 12

- TITLE PAGE
- QUICKBOOKS REPORT
- BANK STATEMENT W/BACKUP (CHRONOLOGICAL)
- DEBIT CARD USAGE REPORTS BY CARD NUMBER
- WE PAY / WIX – ONLINE PURCHASES WITH BACKUP
- NCR – ON SITE COLLECTIONS REPORT
- ON SITE DAILY RECONCILIATIONS WITH BACKUP
- CAMPUS ACCOUNTS BALANCE STATEMENT
- STUDENT SERVICES GENERAL FUND DEBIT USAGE REPORT

<b>Reviewed by:</b>		
CEO:  Encore Final Approval - Board / CEO <b>Denise Griffin</b> Chief Executive Officer	ASB OFFICER:	SCHOOL BOARD APPROVAL:



# QUICKBOOKS REPORT

# Encore High Schools Debit Account

TRANSACTION LIST BY DATE  
November 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/02/2020	Expense		Yes	Google		Platinum Business Checking (1118)	Advertising - Hesperia	-217.56
11/02/2020	Expense		Yes	Constant Contact		Platinum Business Checking (1118)	Parent Communication H	-125.00
11/02/2020	Expense		Yes	Wix.com	1834	Platinum Business Checking (1118)	Parent Communication H	-23.00
11/02/2020	Expense		Yes	Facebook	001856	Platinum Business Checking (1118)	Advertising - Hesperia	-274.69
11/02/2020	Deposit		Yes			Platinum Business Checking (1118)	Paypal Transfer	376.07
11/02/2020	Transfer		Yes			Platinum Business Checking (1118)	Platinum Business Checking (1118)	-115.83
11/02/2020	Expense		Yes	Spirit Halloween		Platinum Business Checking (1118)	ASB	-226.05
11/03/2020	Expense		Yes	Shop N Go	1835	Platinum Business Checking (1118)	Transportation H	-50.93
11/03/2020	Expense		Yes	Box Inc.	1858	Platinum Business Checking (1118)	Calpads	-15.00
11/03/2020	Expense		Yes	Staples	1836	Platinum Business Checking (1118)	Office Supplies - Hesperia	-47.39
11/03/2020	Expense		Yes	Staples	1837	Platinum Business Checking (1118)	Office Supplies - Hesperia	-143.23
11/04/2020	Expense		Yes	NCR Silver	1838	Platinum Business Checking (1118)	Office Supplies & Software	-19.00
11/04/2020	Expense		Yes	Homa Depot	1839	Platinum Business Checking (1118)	Maintenance - Hesperia	-2.89
11/04/2020	Expense		Yes	Staples	1840	Platinum Business Checking (1118)	Office Supplies - Hesperia	-12.92
11/04/2020	Expense		Yes	Staples	1841	Platinum Business Checking (1118)	Office Supplies - Hesperia	-419.02
11/05/2020	Expense		Yes	LockSavy.com	1842	Platinum Business Checking (1118)	Maintenance - Hesperia	-25.00
11/06/2020	Expense		Yes	Wix.com	1843	Platinum Business Checking (1118)	Parent Communication H	-59.00
11/06/2020	Expense		Yes	Staples	1844	Platinum Business Checking (1118)	Audit Supplies	-507.91
11/09/2020	Expense		Yes	Quickbooks		Platinum Business Checking (1118)	Office Supplies & Software	-70.00
11/09/2020	Expense		Yes	Nulty Bolls	1845	Platinum Business Checking (1118)	Maintenance - Hesperia	-17.00
11/09/2020	Expense		Yes	Staples	1847	Platinum Business Checking (1118)	Accounting	-41.98
11/10/2020	Expense		Yes	Quickbooks		Platinum Business Checking (1118)	Office Supplies & Software	-25.00
11/10/2020	Transfer		Yes			Platinum Business Checking (1118)	Bank Charges & Fees	-35.00
11/10/2020	Expense		Yes	Call-Em-All	1848	Platinum Business Checking (1118)	Platinum Business Checking (1118)	-277.45
11/12/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Parent Communication H	-450.00
11/12/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
11/16/2020	Transfer		Yes			Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
11/16/2020	Expense		Yes	McDonalds		Platinum Business Checking (1118)	Paypal Transfer	-40.00
11/16/2020	Deposit		Yes	Guaranteee Towing/U-Haul	1849	Platinum Business Checking (1118)	ASB	-5.08
11/16/2020	Transfer		Yes			Platinum Business Checking (1118)	Returns	3.84
11/16/2020	Expense		Yes			Platinum Business Checking (1118)	Platinum Business Checking (1118)	-63.18
11/16/2020	Check		Yes			Platinum Business Checking (1118)	ASB	-18.39
11/17/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Theater Troupe - Riverside	-5.00
11/17/2020	Deposit		Yes	Wells Fargo		Platinum Business Checking (1118)	Deposits	8,960.00
11/17/2020	Expense		Yes	Stater Bros		Platinum Business Checking (1118)	Returns	28.00
11/18/2020	Expense		Yes	For Movie Rentals		Platinum Business Checking (1118)	ASB	-325.75
11/19/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	ASB	-1,998.00
11/19/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	326.30
11/19/2020	Expense		Yes	Amazon	1850	Platinum Business Checking (1118)	Daily Deposit	36.05
11/19/2020	Expense		Yes	Instacart		Platinum Business Checking (1118)	Covid	-105.60
11/20/2020	Bill		Yes	Custom Ink		Platinum Business Checking (1118)	ASB	-8.99
11/20/2020	Bill		Yes			Accounts Payable (A/P)	-Split-	5,746.28
11/20/2020	Bill Payment (Check)	6862	Yes			Accounts Payable (A/P)	RIVERSIDE REFUND ACCT	120.00
11/20/2020	Bill Payment (Check)	6863	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	-120.00
						Platinum Business Checking (1118)	Accounts Payable (A/P)	-1,478.44

## Encore High Schools Debit Account

### TRANSACTION LIST BY DATE November 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/20/2020	Expense		Yes	Department of Motor Vehicles	1851	Platinum Business Checking (1118)	Transportation H	-750.00
11/20/2020	Expense		Yes	LearnWorlds	1857	Platinum Business Checking (1118)	Class Supplies - Hesperia	-999.00
11/20/2020	Expense		Yes	Home Depot	1852	Platinum Business Checking (1118)	Maintenance - Hesperia	-10.16
11/20/2020	Expense		Yes	Arco	1853	Platinum Business Checking (1118)	Transportation H	-43.05
11/23/2020	Deposit		Yes	Wix.com		Platinum Business Checking (1118)	Payout	4,518.88
11/23/2020	Expense		Yes	Staples	1854	Platinum Business Checking (1118)	Office Supplies - Hesperia	-70.03
11/24/2020	Expense		Yes	Costco Gas	1855	Platinum Business Checking (1118)	Transportation H	-25.00
11/27/2020	Expense		Yes	Amazon	193.92	Platinum Business Checking (1118)	Covid	-193.92



# MONTHLY CHECKING REPORT

- **BANK STATEMENT**
- The activity placed behind the bank statement is chronological based on bank statement activity. Each transaction is serialized for easy tracking.
- Credit card charges from WEPAY, WIX, Deposits, and Bank Fees do not require approvals.
- All other activities should be approved as follows:
  - **PREAPPROVAL:** Pre-Approval Stamp, Approved Check Request, OR Approved Pre-Approval Form. (Expenses under \$1,000 can be made by any level manager. Pre-Approved Single expenses under \$9,999 under can be approved by anyone with a Second Level Approval Status, Executive Level.)
  - **FIRST APPROVAL:** Any level manager can make the first approval.
  - **SECOND APPROVAL:** Second or third level manager can make the second approval. The first and second approval cannot be the same person.
  - **THIRD APPROVAL:** Is required for any purchase or expense over \$5,000. Third approval can be given by the CEO or the School Board. For single expenses over \$15,000 Board approval is required.
- **Missing Documentation:** When any expense is missing the appropriate backup, the staff member that incurred the expense is required to fill out a lost receipt form. If the staff member has a consistent loss of receipts, discipline will begin.

# Commercial Basic Checking

November 30, 2020 ■ Page 1 of 5



ENCORE EDUCATION CORPORATION  
DEBIT ACCOUNT  
16955 LEMON ST  
HESPERIA CA 92345-5139

## Questions?

Call your Customer Service Officer or Client Services

**1-800-AT WELLS** (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (114)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargoworks.com](http://wellsfargoworks.com) to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

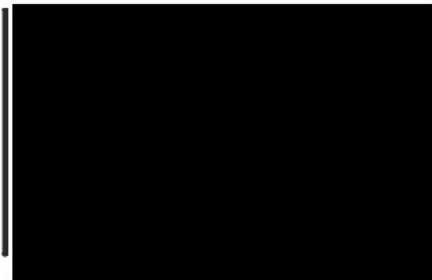
## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Statement period activity summary

Beginning balance on 11/1	\$2,809.66
Deposits/Credits	14,705.60
Withdrawals/Debits	- 7,566.54
<b>Ending balance on 11/30</b>	<b>\$9,948.72</b>



### Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.





**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/2		Paypal Transfer 201101 1010931473508 [REDACTED]	376.07		
11/2		Paypal Transfer 201102 1010956608882 [REDACTED]	115.83		
11/2		Purchase authorized on 10/30 Wix.Com Premium-PI *****Wix.Com CA S38030-673993632 Card 0914		23.00	
11/2		Purchase authorized on 10/30 Spirit Halloweenc6 609-645-5619 CA S460304837737385 Card 0914		226.05	
11/2		Purchase authorized on 10/31 Facebk 2Kq22Xjvx2 650-5434800 CA S380305508847846 Card 0914		274.69	
11/2		Recurring Payment authorized on 11/01 Eig*Constantcontac 855-2295506 MA S580306314279485 Card 7974		125.00	
11/2		Purchase authorized on 11/01 Google*Ads75499021 Internet CA S460306736743630 Card 0914		217.56	2,435.26
11/3		Recurring Payment authorized on 11/02 Box, Inc. 877-7294269 CA S380307685619898 Card 0914		15.00	
11/3		Purchase authorized on 11/03 Shop N Go Hesperia CA P00000000470905126 Card 0914		50.93	
11/3		Purchase authorized on 11/03 Staples Apple Valley CA P00580308643744589 Card 0914		47.39	
11/3		Purchase authorized on 11/03 Staples Apple Valley CA P00580308684846738 Card 0914		143.23	2,178.71
11/4		Recurring Payment authorized on 11/03 Ncr Silver 877-270-3475 GA S460308326082842 Card 7974		19.00	
11/4		Purchase authorized on 11/04 The Home Depot #0665 Victorville CA P00300309589064228 Card 7120		2.89	
11/4		Purchase authorized on 11/04 Staples Apple Valley CA P00460309624974045 Card 0914		12.92	
11/4		Purchase authorized on 11/04 Staples Apple Valley CA P00460309727597044 Card 0914		419.02	1,724.88
11/5		Purchase authorized on 11/04 Sq *Locksavvy L.L. Los Angeles CA S580309613125315 Card 7120		25.00	1,699.88
11/6		Recurring Payment authorized on 11/04 Wix.Com*796563063 800-6000949 NY S380308624323512 Card 0914		59.00	
11/6		Purchase authorized on 11/04 Staples Direct 800-3333330 MA S300309796474709 Card 7974		507.91	1,132.97
11/9		Purchase authorized on 11/05 Nutty Bolts Screws Hesperia CA S300310757565839 Card 7120		17.00	
11/9		Recurring Payment authorized on 11/07 Int*Quickbooks Onl 800-446-8848 CA S300312434559523 Card 7974		70.00	
11/9		Purchase authorized on 11/08 Staples Apple Valley CA P00300313667173238 Card 0914		41.98	1,003.99
11/10		NSF Return Item Fee for a Transaction Received on 11/09 \$1,998.00 Paypal Inst Xfer 201108 Form [REDACTED]		35.00	
11/10		Paypal Transfer 201110 1011054850617 [REDACTED]	277.45		
11/10		Purchase authorized on 11/07 Call-Em-All 972-668-1920 TX S380313217581289 Card 7974		450.00	
11/10		Recurring Payment authorized on 11/09 Int*Quickbooks Onl 800-446-8848 CA S580314472618360 Card 0914		25.00	771.44
11/12		Bankcard Fee - 0329285918		20.00	
11/12		Bankcard Fee - 0329286721		20.00	731.44
11/16		Purchase Return authorized on 11/09 Uhl*Guarantee Towl Hesperia CA S620319548530425 Card 7120	3.84		
11/16		Paypal Transfer 201116 1011129307171 [REDACTED]	63.18		
11/16		Purchase authorized on 11/15 A V Gasmart Apple Valley CA P00000000072728001 Card 7974		18.39	
11/16		Purchase authorized on 11/15 McDonal'd's F25740 Searchlight NV S300321043974573 Card 7974		5.08	
11/16	6817	Check		5.00	
11/16		Paypal Echeck 201116 1011129968961 [REDACTED]		40.00	729.99
11/17		Deposit	8,960.00		
11/17		Card Final Credit 21110207385	28.00		



**Transaction history (continued)**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/17		Purchase authorized on 11/17 Staterbros122 14466 Main Hesperia CA P00380322797366795 Card 9569		325.75	9,392.24
11/18		Purchase authorized on 11/17 Paypal *Formoviere 402-935-7733 CA S380323017318308 Card 7974		1,998.00	7,394.24
11/19		Deposit	326.30		
11/18		Deposit	36.06		
11/19		Recurring Payment authorized on 11/18 Instacart Subscrip Httsinstacar CA S580323298145811 Card 0914		9.99	
11/19		Purchase authorized on 11/18 Amzn Mktp US*N623C Amzn.Com/Bill WA S460323694988309 Card 0914		105.60	7,641.00
11/20		Purchase authorized on 11/19 Learnworlds CY L Lmassol Cyp S460324606232620 Card 0914		999.00	
11/20		Purchase authorized on 11/19 IN *Motor Vehicle 203-8991700 CT S460324692947213 Card 9569		750.00	
11/20		Purchase authorized on 11/20 The Home Depot #0865 Victorville CA P00380325580601364 Card 7120		10.16	
11/20		Purchase authorized on 11/20 Arco42883001 Hesperia CA P0000000877260883 Card 7120		43.05	5,838.79
11/23		Wix.Com EDI Pymnts TX6281273911X1 Ref*TN*TX6281273911X1(Nte*Inv*Wix Payments)	4,518.88		
11/23		Purchase authorized on 11/19 Staples Direct 800-3333330 MA S300324647210968 Card 7974		70.03	10,287.64
11/24		Purchase authorized on 11/24 Costco Gas #1010 Victorville CA P00300329792962286 Card 7120		25.00	
11/24	6862	Check		120.00	10,142.64
11/27		Purchase authorized on 11/24 Amzn Mktp US*Ym2Sv Amzn.Com/Bill WA S460330014156058 Card 0914		193.92	9,948.72
<b>Ending balance on 11/30</b>					<b>9,948.72</b>
<b>Totals</b>			<b>\$14,705.60</b>	<b>\$7,566.54</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Summary of checks written (checks listed are also displayed in the preceding Transaction history)**

Number	Date	Amount	Number	Date	Amount
6817	11/16	5.00	6862 *	11/24	120.00

\* Gap in check sequence.

**Items returned unpaid**

Date	Description	Amount
11/10	Paypal Inst Xfer 201108 Formovieren [REDACTED] Reference # 091000014329031	1,998.00
11/17	Paypal Retry Pymt 201108 Formovieren [REDACTED] Reference # 091000010161813	1,998.00

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wells Fargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2020 - 11/30/2020	Standard monthly service fee \$40.00	You paid \$0.00
We waived the fee this fee period to allow you to meet the requirements to avoid the monthly service fee.		
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		



**Monthly service fee summary (continued)**

**How to avoid the monthly service fee**

· Average ledger balance

DGDS

Minimum required  
\$25,000.00

This fee period  
\$4,763.00

**Account transaction fees summary**

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	900	20,000	0	0.0030	0.00
Transactions	12	500	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>





10/1/20 - 10/31/20

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
10/28/20	PayPal Here Payment ID: 042610159A327701K	[REDACTED]	40.00	-1.08	38.92
<del>10/28/20</del>	<del>Express Checkout Payment ID: 4WB19429X045651TE</del>	<del>[REDACTED]</del>	<del>40.00</del>	<del>-1.46</del>	<del>38.54</del>
10/29/20	General Withdrawal - Bank Account ID: 2L367398NX434324H	[REDACTED]	-547.91	0.00	-547.91
10/29/20	Express Checkout Payment ID: 2A45348495132304D	[REDACTED]	30.00	-1.17	28.83
10/29/20	Express Checkout Payment ID: 4LD849271S4187359	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 4XG96346KS1189404	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 7V178521F8835324E	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 09S65742E5624492R	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 9PV070003Y739284A	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 0JR07436FH530374E	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 2M22058406578874J	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 6A088962R26910321	[REDACTED]	40.00	-1.46	38.54
10/30/20	PayPal Here Payment ID: 4LB00858W4572953E	[REDACTED]	40.00	-1.08	38.92
10/31/20	General Withdrawal - Bank Account ID: 08G44438XB7910059	[REDACTED]	-376.07	0.00	-376.07
10/31/20	Express Checkout Payment ID: 7YN83322BA260525E	[REDACTED]	40.00	-1.46	38.54

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).



11/1/20 - 11/30/20

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748715D	[REDACTED]	80.25	-2.96	77.29
11/2/20	General Withdrawal - Bank Account ID: 29U44248UA276530J	[REDACTED]	113.83	0.00	113.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA62623148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48235Y9522204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392628	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M693874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719153T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164261L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL49259U2669814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934612318816023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814615T	[REDACTED]	22.00	-0.94	21.06
11/16/20	General Withdrawal - Bank Account ID: 18P65382R9910093A	[REDACTED]	-63.18	0.00	-63.18
11/17/20	General Credit Card Deposit ID: 8U456664PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL98394AL086663C	[REDACTED]	-1,998.00	0.00	-1,998.00



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract  
 Date: \_\_\_\_\_

Issued to:  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

**Invoice #793770541 | Oct 30, 2020 | Paid**

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Oct 30, 2020 - Nov 30, 2020	1	\$23.00

Payment Method: Visa **** 0914	Subtotal	\$23.00
	<b>Total</b>	<b>\$23.00</b>

*Parent website*

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001834

Feel free to contact us: [wix.com/support](https://wix.com/support) | 1-415-639-9034 | [wix.com/contact](https://wix.com/contact)



**EXPENSE**  
**PRE-APPROVED BY**  
Name: Mr. Johnny Griffin  
Date: 11/08/2020

**CERTIFICATION OF LOST RECEIPT  
FOR REIMBURSEMENT**

Name: Helsey White Date: 11/2/20

Description: I lost the receipt after Mr. Griffin handed it to me.

Purpose: Bought supplies for Hallofreaks

Where: Spirit Halloween

Amount: \$ 226.05

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Helsey White

Employee Signature: [Handwritten Signature]

**Please attach any other information needed. Please submit to your director's box.  
Please allow 2 weeks for processing.**

**OFFICE USE ONLY**

Approved / Denied

**APPROVED**

Administrator Signature: Ashlin Barkdull  
Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Kelsey White <kwhite@encorehighschool.com>

Advertising

**Fwd: Your Facebook Ads Receipt (Account ID: 69551964)**

1 message

Denise Griffin <ceo@officerteam.com>  
To: Kelsey White <kwhite@encorehighschool.com>

Mon, Nov 2, 2020 at 10:33 AM

----- Forwarded message -----

From: Facebook Ads Team <advertise-noreply@support.facebook.com>  
Date: Sat, Oct 31, 2020 at 7:08 AM  
Subject: Your Facebook Ads Receipt (Account ID: [REDACTED])  
To: Denise Griffin <ceo@officerteam.com>

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise Griffin  
Date: 10/20/20

 Receipt for Denise Griffin (Account ID: [REDACTED])

**Summary**

AMOUNT BILLED

**\$274.69 USD**

DATE RANGE

Oct 15, 2020, 12:00 AM - Oct 30, 2020, 11:59 PM

PRODUCT TYPE

Facebook Ads

BILLING REASON

Remaining ad costs at the end of the month.

PAYMENT METHOD

Visa\*0914

REFERENCE NUMBER ⓘ

2KQ22XJVX2

CAMPAIGN	RESULTS	AMOUNT
🖱 [10/15/2020] Promoting <a href="http://www.hallofreak.com">www.hallofreak.com</a>	21,676 Impressions	\$123.69
🖱 [10/20/2020] Promoting Contact Us	12,329 Impressions	\$151.00
<b>CAMPAIGN TOTAL</b>		<b>\$274.69</b>
<b>TOTAL</b>		<b>\$274.69</b>

Transaction ID: 3343771675740444-6499741

001856

Thanks,

The Facebook Ads Team

Manage Your Ads

See Full Receipt

This is an automated message. Please do not reply. If you have questions about ads, you can [get help](#). You can also manage your [email notification settings](#) for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

--  
- Mrs. Denise Griffin  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

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**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001856



**Payment Receipt**  
for November 1, 2020

Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: \_\_\_\_\_

Today's Date: November 1, 2020  
Payment Date: November 1, 2020  
Payment Method: Visa (last 4 digits: 7974)  
User Name: [ceo@officerteam.com](mailto:ceo@officerteam.com)

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
US / Canada Toll Free: (855) 229-5506  
UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

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Outside US / Canada: +1 781-472-8120

*Parent communication*

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

008133



# Payment Receipt

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 11-1-20

Google LLC  
1600 Amphitheatre Pkwy  
Mountain View, CA 94043  
United States

Payment date: Nov 1, 2020  
Billing ID: 4285-2345-0599  
Payment method: Visa \*\*\*\*0914



Encore Education Corporation  
Denise Griffin  
HESPERIA, CA 92345  
United States

Description	
Payment amount	\$217.56

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

*Advertising*

**198100**



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Contract

# INVOICE

INV08398667  
 PO Number:

**Sold To:**  
 dg@officerteam.com  
 Denise Griffin

Date: \_\_\_\_\_

Account Number: [REDACTED]  
 Invoice Number: INV08398667  
 PO Number:

**Bill To:**  
 dg@officerteam.com  
 Denise Griffin  
 16955 Lemon Street

Invoice Date: 11/02/2020  
 Payment Due By: 11/02/2020  
 Payment Terms: Due Upon Receipt  
 Payment Method: CreditCard

Hesperia California 92345  
 United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 11/02/2020-12/01/2020	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				Total:	\$15.00
				Balance Due:	\$0.00
				Currency:	USD

*Cal pads*

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
11/02/2020	P-09490356	Payment		(\$15.00)
Balance Due:				\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
 Submit new billing information securely  
 online at: <https://www.box.com/update>  
 (be sure to login as the Box  
 administrator)

Account Number: [REDACTED]  
 Invoice Date: 11/02/2020  
 Invoice Number: INV08398667  
 Payment Due Date: 11/02/2020  
 Total Amount Due: \$0.00  
 Amount Enclosed: \_\_\_\_\_

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

General billing inquiries: <https://community.box.com/>  
 For additional billing assistance or to pay by credit card, submit a case by visiting:  
<https://cloud.box.com/SubmitCase> or call us at:  
 1-877-729-4269

001858



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Joe T  
Date: 11/3/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

SHOP N GO  
FG06145364001  
11254 I AVE  
HESPERIA , CA  
92345  
11/03/2020 360290397  
09:31:09 AM

XXXXXXXXXXXX0914  
Debit  
INVOICE 064715  
AUTH 460866

PUMP# 8  
Regular CR 16.5406  
PRICE/GAL \$2.970

FUEL TOTAL \$ 50.93

DEBIT \$ 50.93

Customer-activated Purchase/Capture  
Site #: 000000000023092  
Shift Number 1  
Sequence Number 9778  
Swiped  
APPROVED 460866

Tell us about  
your visit ! Visit  
[www.myexxonmobil  
visit.com](http://www.myexxonmobilvisit.com)

VENDOR:

Shop N GO

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$ 50.93

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**  
Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001835



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/3/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1965226 2 003 11585  
 1426 11/03/20 09:53

QTY	SKU	PRICE
1	360 60L 21/8B STUDI 819124011768	29.99
1	UTW 5FT CABLE BLAN 052418006361	13.99
SUBTOTAL		43.98
Standard Tax 7.7500%		3.41
TOTAL		\$47.39

US DEBIT USD\$47.39  
 Card No.: XXXXXXXXXXXX0914 [C]  
 Chip Read  
 Auth No.: 002816  
 AID.: A0000000980840  
**Verified By PIN**  
 TOTAL ITEMS 2

TRU RED  
 Business essentials designed  
 thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.  
 Staples Rewards members get up to 5%  
 back in Rewards in store only.  
 Exclusions Apply. See an associate for  
 full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

VENDOR:  
Staples

DATE OF PURCHASE:  
11/03/2020

AMOUNT:  
\$47.39

REIMBURSE TO / ACCOUNT:  
Debit account

ADMIN APPROVAL ONLY

PURPOSE:  
office Supplies

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001836



**Pre-Approval Stamp**

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: 11/13/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1965226 3 001 89180  
 1426 11/03/20 11:01

QTY	SKU	PRICE
-----	-----	-------

REMARKS NUMBER	REMARKS	PRICE
1	STAPLES STD SHEET 718103009898	18.99
5	STAPLES STD SHEET 718103009898	18.990ea 94.95
1	STAPLES STD SHEET 718103009898	18.99
SUBTOTAL		132.93
Standard Tax 7.7500%		10.30
TOTAL		\$143.23

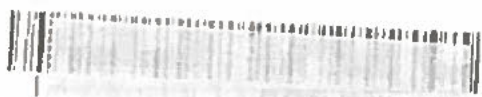
US DEBIT US\$143.23  
 Card No.: XXXXXXXXXXXX0914 [C]  
 Chip Read  
 Auth No.: 006614  
 ATD.: A0000000980840  
**Verified By PIN**

TOTAL ITEMS = 7

**TRU RED**  
 Business essentials designed thoughtfully to work beautifully.

Shop smarter. Get Rewarded.  
 Staples Rewards members get up to 5% back in Rewards in store only.  
 Exclusions apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



VENDOR: Staples

DATE OF PURCHASE: 11/03/2020

AMOUNT: \$143.23

REIMBURSE TO / ACCOUNT: Debit Account

ADMIN APPROVAL ONLY

PURPOSE: office Supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Ashlin Barkdull**  
 General Executive Manager

001837





**NCR Silver**

864 Spring St NW  
Atlanta, GA 30308

Customer Care: 1-877-270-3475

# INVOICE

Invoice Date: 11/02/2020  
 Invoice #: INV04761321  
 Payment Terms: Due Upon Receipt  
 Due Date: 11/02/2020

Account Information: Encore High School  
 16955 Lemon Street

## EXPENSE

### PRE-APPROVED BY

Name: Denise  
 Date: \_\_\_\_\_

Hesperia, California  
 92345  
 United States

(760) 949-2036  
 abarkdull@encorehighschool.com

MY CHARGES							
Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00003715	\$19 per Month Flat Fee Additional Device	11/02/2020-12/01/2020	1	\$19.00	\$19.00	\$0.00	\$19.00

MY DEVICES				
Charge Number	Pricing	Allowance	Used	Overage

### INVOICE TOTALS

Gross Amount:	\$19.00
Discount:	\$0.00
Subtotal:	\$19.00
Tax:	\$0.00
Total:	\$19.00
Invoice Balance:	\$0.00

### TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
11/03/2020	P-00761173	Payment		\$19.00	(\$19.00)
				Invoice Balance	\$0.00

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
 Chief Executive Officer

001838

Powered by **zuora**



*Book Keeping Service*

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**PRE-APPROVED BY**  
**EXPENSE**  
 Name: Denise  
 Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

TAPE REC
O STAPLES

**How doers  
get more done.**

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPOT  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00051 18229 11/04/20 08:21 AM  
 SALE SELF CHECKOUT

030699434145 ROPE CLEAT <A> <M> 2.98  
 ROPE CLEAT 4-1/2 CHROME  
 MAX REFUND VALUE \$2.68

-----  
 -10% off Military Discount  
 2.98 10% off Military Discount -0.30  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 2.68  
 SALES TAX 0.21  
 TOTAL \$2.89

XXXXXXXXXXXX7120 DEBIT USD\$ 2.89

AUTH CODE 002877  
 Chip Read Verified By PIN  
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/04/20 08:21 AM

0665 51 18229 11/04/2020 8947

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 05/03/2021

Due to COVID-19, we have extended our  
 returns policy for most items.  
 Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**  
 \*\*\*\*\*

Take a short survey for a chance TO WIN  
 A \$5,000 HOME DEPOT GIFT CARD

Opine en español  
[www.homedepot.com/survey](http://www.homedepot.com/survey)  
 User ID: H88 37412 36798  
 PASSWORD: 20554 36747

Entries must be completed within 14 days  
 of purchase. Entrants must be 18 or  
 older to enter. See complete rules on  
 website. No purchase necessary

VENDOR:  
The Home Depot

DATE OF PURCHASE:  
11-04-20

AMOUNT:  
\$ 2.89

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001839



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPTS IN SLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1965226 2 001 89387  
 1426 11/04/20 09:21  
**QTY SKU PRICE**

REWARDS NUMBER [REDACTED]  
 1 UTW 5FT CMPCT CRDP 11.99  
 891449002835 11.99  
 SUBTOTAL 11.99  
 Standard Tax 7.7500% 0.93  
 TOTAL \$12.92

US DEBIT USD\$12.92  
 Card No.: XXXXXXXXXXXX0914 [C]  
 Chip Read  
 Auth No.: 001594  
 AID.: A000000098C840  
 Verified By PIN

TOTAL ITEMS 1

(R) RLD  
 Business essentials designed  
 thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.  
 Staples Rewards members get up to 5%  
 back in Reward on store only.  
 Exclusions Apply. See an associate for  
 full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



14261104200921

VENDOR: Staples

DATE OF PURCHASE: 11/04/2020

AMOUNT: \$ 12.92

REIMBURSE TO / ACCOUNT: Debit Account

ADMIN APPROVAL ONLY

PURPOSE: office supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001840



**Pre-Approval Stamp**  
**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

TAPE REC

NO STAPLES



19201 A Bear Valley Road  
APPLE VALLEY, CA 92308  
(760) 961-6472

SALE 1928368 2 001 89441  
1426 11/04/20 12:12

QTY	SKU	PRICE
-----	-----	-------

QTY	SKU	PRICE
1	HD BINDER 41K BLK 718103338257	18.99
1	HD BINDER 41K BLK 718103338257	18.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
SUBTOTAL		388.88
Standard fax 7.7500%		30.14
TOTAL		\$419.02

US DEBIT USD\$419.02  
Card No.: XXXXXXXXXXXX0914 [C]  
Chip Read  
Auth No.: 000182  
AID.: A000000980040  
**Verified By PIN**

VENDOR:

Staples

DATE OF PURCHASE:

11/04/2020

AMOUNT:

\$419.02

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

Office Supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

001841



**EXPENSE**

**INVOICE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/4/20

**Please remit payments to:**

LockSavvy L.L.C.  
10459 C Ave  
Hesperia, CA 92345, USA  
(760) 948-1975  
locksavvy@gmail.com

Invoice # **451**  
Date Wed Nov 04 2020  
Balance **25.00**  
Due On Wed Nov 04 2020  
P.O./W.O.# Verbal  
P.O.C Curtis

**Bill To:**

Encore High School  
16955 Lemon Street  
Hesperia, California 92345  
(760) 956-2632  
cpeterson@encorehighschool.com

**Service Location:**

Encore High School  
16955 Lemon Street  
Hesperia, California 92345  
(760) 956-2632  
cpeterson@encorehighschool.com

Description	QTY	Price	Amount
Rekey Rekey cylinder	1.00	25.00	25.00

Sub total	25.00
Tax	0.00
Tax Rate	7.750%
Total	25.00
Balance	25.00

*Joseph Thibodeaux*  
Encore First Approval - Administration  
Student Services Manager

**APPROVED**  
Encore First Approval - Administration  
**Curtis Peterson**  
Executive Risk Manager

**Terms:**

By paying the due balance on invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory install/repair, unless otherwise stated on the invoice, in which labor service charges do apply. Early repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the total section of the invoice.

**Notes:**

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

*Maintenance*

**Thank You For Your Business!**

001842



Wix.com LTD  
 40 Narnal Tel Aviv, 6350671  
 Israel

**EXPENS**  
**PRE-APPROVED**  
 Name: Contract  
 Date: \_\_\_\_\_

Issued to:  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

**Invoice #796563063 | Nov 4, 2020 | Paid**

Description	Site	Billing Period	Quantity	Amount
Ascend	encorehighschool.com	Monthly	1	\$59.00
Ascend Unlimited		Nov 4, 2020 - Dec 4, 2020		

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

Total \$59.00

*Parent website*

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001843

Feel free to contact us:

[wix.com/support](https://wix.com/support)

1-415-639-9034

[wix.com/contact](https://wix.com/contact)



**Order# 9823312798**

Order placed: November 04, 2020

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: \_\_\_\_\_

Invoice # 268645806  
 CHARGED on November 05, 2020  
 Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
41157	Staples Lightweight Sheet Protectors, Semi-Clear, 200/Box (10522-CC)	\$18.13	26	\$0.00	\$471.38

Method of payment  
 VISA ending in \*7974 - \$507.91

Subtotal: \$471.38  
 Discounts: \$0.00  
 Shipping/Fees: \$0.00  
 Tax: \$36.53  
 Total: \$507.91

*AUDIT SUPPLIES*

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

001844



**Pre-Approval Stamp**  
**EXPENSE**

**PRE-APPROVED BY**

Name: Joe T

Date: 11/5/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**

**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

NUTTY BOLTS SCREWS & FASTENERS  
11126 I AVE STE 2  
HEWLETT, CA 92345  
760-948-2658

Merchant ID: 9115000045  
Term ID: 2525

**Sale**

Application Label: VISA DEBIT  
VISA  
XXXXXXXXXXXX7120  
AID: A0000000031010  
Entry Method: Chip Read  
Approved: Online      Batch#: 000009  
11/05/20      13:30:34  
Inv#: 00000002      Appr Code: 096456

**Total: USD\$      17.00**

Node: Issuer  
TVR: 9080000000  
IAD: 06010003600000  
ISI: 6800  
ARC: 00

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement if credit voucher)

\_\_\_\_\_  
THIBODEAUX JOSEPH  
Customer Copy  
THANK YOU

VENDOR:  
NUTTY BOLTS SCREWS & FASTENERS

DATE OF PURCHASE:  
11-05-20

AMOUNT:  
\$ 17.00

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Curtis Peterson**  
Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**001845**





# Invoice

**Invoice number:** 1000172333856  
**Total:** \$70.00  
**Date:** Nov 7, 2020  
**Payment method:** VISA ending 7974

## EXPENSE

### PRE-APPROVED BY

Intuit Inc.  
 2800 E. Commerce Center Place  
 Tucson, AZ 85706

Name: Denise  
 Date: \_\_\_\_\_

#### Bill to

Ashlin Barkdull  
 Encore High Schools Debit Account  
 16955 Lemon St  
 Hesperia, CA 92345-5139  
 US  
 Address may be standardized for tax purposes  
**Company ID:** 123146488247864

#### Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$70.00</b>

#### Tax reporting information

**Period for monthly fees:** Nov 7, 2020 - Dec 7, 2020  
**Total without tax:** \$70.00  
**Total tax:** \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Book Keeping  
 Service

001846

19201 A Bear Valley Road  
APPLE VALLEY, CA 92308  
(760) 961-6472

SALE 1957572 1 001 90309  
1426 11/08/20 10:32  
QTY SKU PRICE

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 1/8/20

REWARDS NUMBER [REDACTED]  
1 STPLS STAN VIEW BN \* 4.99  
718103325493  
1 STPLS STAN VIEW BN \* 8.99  
718103325509  
2 PASTELS 8.5X11 BLU 24.98  
718103076296 12.490ea  
SUBTOTAL 38.96  
Standard Tax 7.7500% 3.02  
TOTAL \$41.98  
US DEBIT USD\$41.98  
Card No.: XXXXXXXXXXXX0914 [C]  
Chip Read  
Auth No.: 000860  
AID.: A0000000980840  
Verified By PIN

*Accounting*

TOTAL ITEMS 4  
\*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

TRU RED  
Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.  
Staples Rewards members get up to 5% back in Rewards in store only.  
Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

14261108209030901



14261108209030901

**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001847



# BANK CHARGE FORM

Date:	11 / 10 / 20
Bank Charge:	\$35.00
Reason:	RETURN CHECK FEE
Completed by:	

Reviewed by:		
FIRST APPROVAL:	SECOND APPROVAL:	
<p style="text-align: center;"><b>APPROVED</b></p> <p style="text-align: center;">Encore Second Approval - Senior Management <b>Ashlin Barkdull</b> General Executive Manager</p>	<p style="text-align: center;"><b>APPROVED</b></p> <p style="text-align: center;">Encore Final Approval - Board / CEO <b>Denise Griffin</b> Chief Executive Officer</p>	

Scanned by:
Submission Date:



11/1/20 - 11/30/20

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748715D	[REDACTED]	80.25	-2.96	77.29
11/2/20	General Withdrawal - Bank Account ID: 29U44248UA276530J	[REDACTED]	115.83	0.00	115.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA62623148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48235Y9522204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392828	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M693874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719153T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164261L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL49259U2669814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934612318818023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814615T	[REDACTED]	22.00	-0.94	21.06
11/16/20	General Withdrawal - Bank Account ID: 1BP65382R9910093A	[REDACTED]	-63.18	0.00	-63.18
11/17/20	General Credit Card Deposit ID: 8U456664PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL98394AL086663C	[REDACTED]	-1,998.00	0.00	-1,998.00

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: \_\_\_\_\_

 **text-em-all** November 7, 2020  
10:02 PM

3803 Parkwood Blvd.  
Suite 900  
Frisco, TX 75034  
www.text-em-all.com  
Tax Id: 03-0565922

Denise Griffin  
Company Name: Encore Education  
Corporation  
Cardholder Name: Ashlin Barkdull  
●●●● ●●●● ●●●● 7974  
Confirmation #: 8D8837999B5E127

Subscription Monthly Fee for Group Size of 2500 Phone Numbers	\$450.00
Tax	\$0.00
<hr/>	
Total Charged	\$450.00

Copyright © 2005-2020 Call-Em-All, LLC. All Rights Reserved.

*Parent Communication  
- Mass calls Service*

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

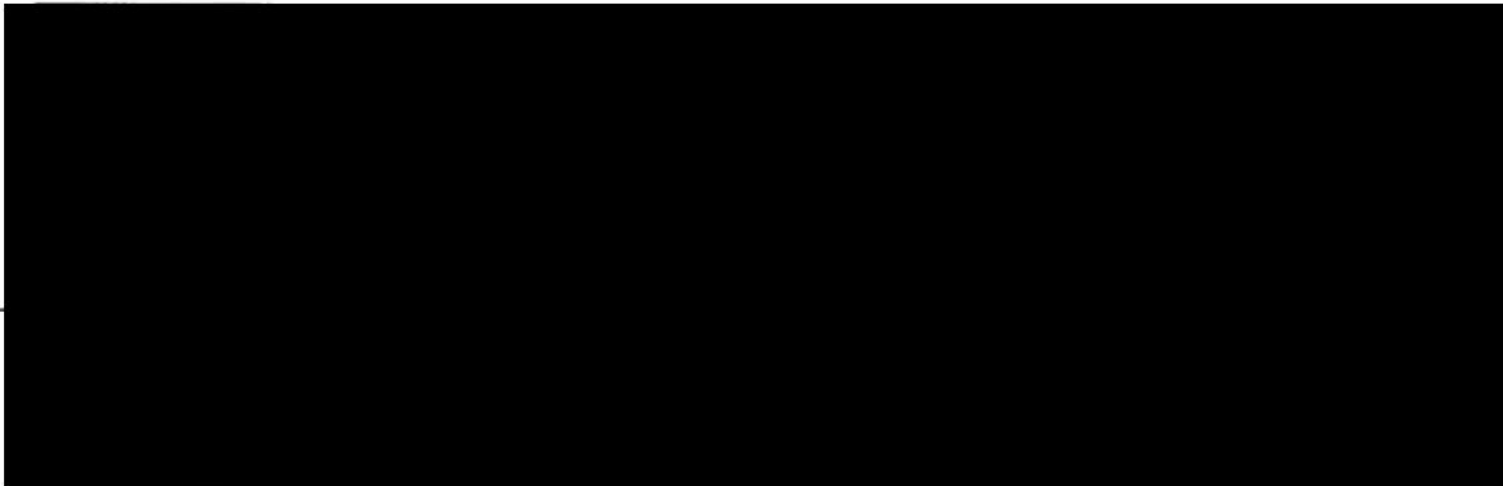
001848



**PRE-APPROVED BY**

Name: Contract

Date: \_\_\_\_\_



Payment success

**Denise Griffin, thank you for your payment.**

*Book keeping services*

Invoice number: 1000172628021
Invoice date: 11/09/2020
Total: \$25.00
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

[View billing history](#)

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

**Account details**

Billed to:

Encore ASB

Company ID ending:

1556

Items on this invoice:

QuickBooks Online Simple Start

001862

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.



## Questions or concerns?

Visit customer support.

**intuit.**



[View on web.](#)

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Intuit Inc. 2800 E. Commerce Center Place, Tucson, AZ 85706

ETC\_oBill\_Notify\_100\_QuickBooks Online\_en\_US\_US\_USD\_Charge  
eda4c853-fb53-4ad0-b17e-dd82e5dc5e1b

SMALL\_BUSINESS

--  
**- Mrs. Denise Griffin**  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

*Thank you for your email. Our average response time to email due to activity is five business days. CONFIDENTIALITY STATEMENT: This electronic message contains information that may be confidential or privileged. The information is intended solely for the use of the individual(s) or entity(ies) named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please notify us immediately by telephone at (760) 949-2036 or by e-mail reply and delete this message. Thank you.*

---

**Denise Griffin** <ceo@officerteam.com>  
To: **Kelsey White** <kwhite@encorehighschool.com>

Tue, Jan 5, 2021 at 3:42 PM

[Quoted text hidden]





# BANK CHARGE FORM

Date:	11/12/20
Bank Charge:	\$20.00 = \$20.00
Reason:	BANKCARD FEE
Completed by:	

Reviewed by:	
<b>FIRST APPROVAL:</b> <i>Encore Second Approval - Senior Management</i> <b>APPROVED</b> <b>Ashlin Barkdull</b> General Executive Manager	<b>SECOND APPROVAL:</b> <i>Encore Final Approval - Board / CEO</i> <b>APPROVED</b> <b>Denise Griffin</b> Chief Executive Officer

Scanned by: 
Submission Date: 

**U-HAUL EQUIPMENT CONTRACT** **In-Town Return (IN)**

Monday 11/9/2020 12:04 PM Mariposa Tire & Auto (047208) 12011 Mariposa Rd Ste A HESPERIA, CA. 92345 (760)951-4668

Customer Name: **JOSEPH THIBODEAUX**  
 16955 lemon  
 HESPERIA, CA 92345

Cust Ph - Email: **jthibodeaux@encorahighschool.com**

**EXPENSE**

**PRE-APPROVED BY**

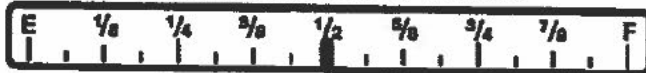
Name: Denise  
 Date: 11/9/20

Rental Date/Time: 10/26/2020 1:23 PM  
 Return Date/Time: 11/9/2020 12:01 PM

Chargeable Rental Periods: 14

Equipment	MI Out	MI In	MI Rate	MI Charge	Coverage	Missing or Damage Charge:	Rental Rate	Rental Charge	Actual Charges
JH - 26' Truck JH 3416A Plate: AD35074 State: AZ	159611.0	159627.0	\$0.89 X 16.0	\$14.24	\$0.00	\$0.00	\$39.95	\$559.30	\$573.54

FUEL TANK CAPACITY: 57 GALLONS



Environmental Fee: \$5.00  
 SubTotal: \$578.54  
 Rental Tax: \$44.84  
 Rental Charges: \$623.38  
 Previous Paid: \$627.22

Card Type: Visa Account: XXXXXXXXXXXXXXXXXXXX 120 Type: REFUND Ref No: Approved: Credit Card Payment: -\$3.84

**Net Refunded Today: -\$3.84**

- U-Haul immediately issues and processes debit and credit card refunds. Federal regulations allow banks up to five days to process refund requests. Credit processing delays are caused by a customer's issuing bank that takes advantage of this regulation.
- I confirm that during the term of my rental there was not an accident involving the rented U-Haul equipment and no incidence where this equipment struck or otherwise caused damage to any person or property either while on a public road or private property. There was no injury or damage sustained by me or any other drivers or passengers of this equipment.

X \_\_\_\_\_  
 Customer Signature - (JOSEPH THIBODEAUX)

TEMP AGENT  
 U-Haul Signature - (TEMP AGENT)

For hotel discounts, please visit [www.uhaul.com/discounts](http://www.uhaul.com/discounts)

**How are we doing? Please go to [uhaul.com/review](http://uhaul.com/review) and let us know if you received the level of quality and service you expect from this U-Haul location.**

Contract Close

*AMOUNT REFUNDED AFTER THE UHAUL WAS RETURNED.*  
*[Signature]*  
 11-9-20

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager *[Signature]*

**RECEIVED**  
 11-9-20  
*[Signature]*

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001849



11/1/20 - 11/30/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748715D	[REDACTED]	80.25	-2.98	77.29
11/2/20	General Withdrawal - Bank Account ID: 28U44248UA278530J	[REDACTED]	-115.83	0.00	-115.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA82823148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48295Y8522204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392828	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M883874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719163T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164281L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL48259U2688814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934812318816023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814815T	[REDACTED]	22.00	-0.94	21.06
11/18/20	General Withdrawal - Bank Account ID: 1BP85382R9910093A	[REDACTED]	-63.18	0.00	-63.18
11/17/20	General Credit Card Deposit ID: 8U456884PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL96394AL086883C	[REDACTED]	-1,998.00	0.00	-1,998.00



**CERTIFICATION OF LOST RECEIPT  
FOR REIMBURSEMENT**

Name: Ashlin Barkdull Date: 11/16/2020

Description: Gas Mart - \$18.39  
McDonalds - \$5.08

Purpose: I used the wrong card in the dark on a trip to tend to my father.  
Because I thought it was my own personal card I did not get the receipt.  
Attached to the receipt form is a receipt paying Encore for the purchases I made.

Where: Gas Mart and McDonalds

Amount: \$ 23.47

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Ashlin Barkdull

Employee Signature: *Ashlin Barkdull*

**Please attach any other information needed. Please submit to your director's box.  
Please allow 2 weeks for processing.**

**OFFICE USE ONLY**

.....  
Approved / Denied

**APPROVED**  
Encore Second Approval - Senior Management  
Administrator Signature: *Johnny Griffin*  
**Johnny Griffin**  
Chief Operations Officer

**APPROVED**  
Encore Final Approval - Board / CEO  
Date: \_\_\_\_\_  
**Denise Griffin**  
Chief Executive Officer  
Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise Griffin  
 Date: 11/19/20

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
 TAPE RECEIPTS FLAT - NO STAPLES

**Encore High School**

16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

Ticket #10125557 User: Ms. Kelsey  
 Sales: Ms. Kelsey

11/19/20, 10:54 AM

Customer Name: Ashlin Barkdull

Item Description	Qty	Price	Total
Misc Checks Miscellaneous	1	23.47	23.47
Subtotal			23.47
Tax			0.00
Total			23.47
Tender: CASH			23.47

Number of line items purchased: 1

Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!  
 \*\*\*\*\*4-6 weeks to process a refund.  
 There are no refunds on mealtime or for ticketed events\*\*\*\*\*



VENDOR:

Repayment

DATE OF PURCHASE:

11/19/2020

AMOUNT:

\$23.47

REIMBURSE TO / ACCOUNT:

ASB General

ADMIN APPROVAL ONLY

PURPOSE:

Repayment on a Mistakin Purchase

FIRST APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

SECOND APPROVAL

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
 Chief Executive Officer



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 8/13/20

Student/Parent Requesting Reimbursement: \_\_\_\_\_ Date: 3/13/2020

Name (make check payable to): \_\_\_\_\_

Address (check will be mailed to this address): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date	Description	Total Amount
3/13/20	CSUSB (Theater Troupe Competition)	\$ 5
		\$ 5.00

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason: Competition cancelled due to Corona Virus

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Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

**PAID**  
AUG 12 2020  
BY: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: 3/13/2020

**OFFICE USE ONLY**

Approval  YES /  NO

Administrative Signature: \_\_\_\_\_ **APPROVED** Date: \_\_\_\_\_  
Encore First Approval - Administration

ASB Signature: \_\_\_\_\_ **APPROVED** Date: \_\_\_\_\_  
Encore Second Approval - Senior Management

Check # 6817 Amount: 500 Date: 8/13/20

**Kelsey White** Central Bookkeeping Manager  
**Ashlie Barkdull** General Executive Manager

**Encore Education Corporation**

Debit Card Account  
16955 Lemon Street  
Hesperia, CA 92345  
760-956-2632

**WELLS FARGO BANK, NA**  
17442 Main St  
Hesperia, CA 92345  
11-4288/1210

**6817**

08/13/2020

PAY TO THE ORDER OF



\$ \*\*5.00

Five and 00/100\*\*\*\*\*

DOLLARS



ENCORE HIGH SCHOOL



MEMO



Encore Education Corporation  
08/13/2020



**6817**

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		5.00	5.00	5.00
			Check Amount		5.00

ENCORE HIGH SCHOOL

Platinum Business C

5.00

Encore Education Corporation  
08/13/2020



**6817**

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		5.00	5.00	5.00
			Check Amount		5.00

Platinum Business C

5.00



11/1/20 - 11/30/20

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
11/18/20	PayPal Here Payment ID: 7U985630CW0899111	[REDACTED]	150.00	-4.05	145.95
<del>11/18/20</del>	<del>Mobile Payment ID: 7FS86236E07700515</del>	<del>[REDACTED]</del>	<del>22.00</del>	<del>0.00</del>	<del>22.00</del>
11/21/20	Payment Refund ID: 3MT49925PL595450J	[REDACTED]	-40.00	0.00	-40.00
11/21/20	Bank Deposit to PP Account ID: 33295699KU832272M	[REDACTED]	40.00	0.00	40.00

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).



DEPOSIT TICKET

11-4288/1210 6499

DATE 11/17/2017

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	960	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8000	00
2		
3		
4		
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6		
7		
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9		
10		
11		
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32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	896000
USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.		

USE FRONT SIDE FOR YOUR CHECKS FOR AUTOMATIC DEPOSIT. USE OTHER SIDE FOR ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE CHECKS CONFIDENTIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.



WEST'S  
FARGO

West Fargo Bank, N.A.  
California  
westfargo.com

\$

896000

## WELLS FARGO

### Investigation has been completed

ATM/Debit/Prepaid Card Claim Reference Number [REDACTED]

RE: Business Debit Card XXXX-XXXX-XXXX-3686

Thank you for your patience in the time required to review your claim. We have completed our investigation of this claim and determined that an error did occur. We have sent a letter by mail with the details of our investigation.

Please refer to the letter for the final amount credited to your Wells Fargo account XXXXXX1118.

If you have further questions after receiving the letter, please call us at 1-800-548-9554. Our hours are:

Monday - Friday, 7:00 am to 12:00 am or Saturday, 8:00 am to 8:00 pm Eastern Time.

Thank you for bringing this matter to our attention. We appreciate the opportunity to assist you with resolving this claim.

Sincerely,

Wells Fargo Claims Assistance Center

---

[wellsfargo.com](https://www.wellsfargo.com) | [Security Center](#)

You received this notification because you are a cardholder, account owner, or an authorized representative for this account.

**Please do not reply to this email directly.**

F6A

e2f155d8-6a60-482b-a121-1bd397d0c802

## WELLS FARGO

### Account temporarily credited

ATM/Debit/Prepaid Card Claim Reference Number [REDACTED]

RE: Business Debit Card XXXX-XXXX-XXXX-3686

We are processing a temporary credit to your Wells Fargo account XXXXXX1118. This credit is provisional until our investigation is complete.

We have sent a detailed letter by mail. Please refer to the letter for the credit amount.

To view the credit amount online, allow one business day for processing and then [sign on](#) and go to **Account Activity**.

Once the investigation is complete, we will notify you of the final outcome.

If you have questions, please call us at 1-800-548-9554. Our hours are:  
Monday – Friday, 7:00 am to 12:00 am or Saturday, 8:00 am to 8:00 pm Eastern Time.

For more information regarding the claims process, visit [wellsfargo.com/claimstips](https://wellsfargo.com/claimstips).

Thank you for your patience in this matter.

Sincerely,

Wells Fargo Claims Assistance Center

---

[wellsfargo.com](https://wellsfargo.com) | [Security Center](#)

You received this notification because you are a cardholder, account owner, or an authorized representative for this account.

**Please do not reply to this email directly.**

F4A

e870d7ac-00bd-4a3f-8c51-d1ad6dcfefe7

11/10/20      2 Transactions in Claim      \$28.00    21110207385  
Status: **Closed**

---

**Transactions**

04/01/20      RECURRING PAYMENT      \$14.00  
AUTHORIZED ON 03/31  
Amazon Prime\*N01P0  
Amzn.com/bill WA  
S460091620127418  
CARD 3686  
Status: **Closed**

---

03/02/20      RECURRING PAYMENT      \$14.00  
AUTHORIZED ON 02/29  
Amazon Prime\*W2004  
Amzn.com/bill WA  
S580060611273209  
CARD 3686  
Status: **Closed**

---

**Details**

Updated:      **11/17/20**

---

Dispute      **Don't remember this transaction**  
reason:

---

Submitted:      **11/10/20**

---





Pre-Approval Stamp  
**EXPENSE**

**PRE-APPROVED BY**  
Name: Denise  
Date: 11/16/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**



VENDOR:  
Stater Bros

DATE OF PURCHASE:  
11/17/20

AMOUNT:  
\$325.75

REIMBURSE TO / ACCOUNT:  
—

ADMIN APPROVAL ONLY

PURPOSE:  
Talent Show Prizes

FIRST APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

SECOND APPROVAL

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

2 of 2



Junior High School for the Arts

Pre-Approval Stamp  
**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/16/20

Circle One:  
**ASB / General Fund**

VENDOR:

Stater bros

DATE OF PURCHASE:

11/17/20

AMOUNT:

\$ 325.75

REIMBURSE TO / ACCOUNT:

—

ADMIN APPROVAL ONLY

PURPOSE:

Talent show Prizes

FIRST APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager

Denise Barkdull  
General Executive Manager

SECOND APPROVAL

**APPROVED**

Encore Final Approval - Board / CEO

Denise Griffin  
Chief Executive Officer

Card Acct #6039539111356034816  
Amount 50.00  
Card Activation: APPROVED  
AA

PT(S) AND NO STAPLES

Card Acct #6039539111984685336  
Amount 50.00  
Card Activation: APPROVED  
AA

Card Acct #603953911118377744  
Amount 50.00  
Card Activation: APPROVED  
AA

Card Acct #6039539111928236642  
Amount 50.00  
Card Activation: APPROVED

\*\*\*\*\*  
Stater Bros. Markets  
Store # 122  
\*\*\* Electronic Payment Activity \*\*\*  
SALE

LK388654  
388854  
11/17/2020 14:08:55  
Payment Method: Chip  
Card # 603967  
Approval Code: 044745

CH11  
Card # XXXXXXXXXXXX9569  
ATM A0000000980840  
TVR: 8000048000  
FAD: 06061203A03000  
ISS: 0200 ARC: 044745  
IC: E7AF3819576F7459  
IRN: 034957

Total USD\$ 325.75

APPROVED BY ISSUER

VERIFIED BY PIN

\*\*\*\*\*  
11/17/20 Oper # 1174698 Trx # 162  
14:09:27 Term # 3 Store #122  
\*\*\*\*\*

PLEASE RETAIN RECEIPT FOR ALL REFUNDS

YOU CAN ACCESS YOUR WEEKLY AD ANYTIME AT  
STATERBROS.COM

Gift Cards may take up to 24 hrs to activate  
All Gift Cards are Final Sale \*\*\*\*\*



# INVOICE

**Paid**

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: \_\_\_\_\_

Invoice #: FMR - 102025  
 Invoice Date: Oct 22, 2020  
 Reference: Encore HS - Ambulance and Cop Car Rental  
 Due date: Oct 22, 2020

For Movie Rentals



Phone: 323-919-6544  
 formovierentals@gmail.com  
 www.facebook.com/formovierentals

Amount due:  
**\$0.00**

Bill To:

jayleen@encorehighschool.com

Description	Quantity	Price	Amount
Ambulance Rental @ \$122/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$122.00	\$1,098.00
Police Car Rental @ \$100/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$100.00	\$900.00
		Subtotal	\$1,998.00
		Total	\$1,998.00
		Amount paid	-\$1,998.00
		<b>Amount due</b>	<b>\$0.00 USD</b>

*Hallo freak*

Attachments 2020 W-9 For Movie Rentals.jpeg

Notes

W-9 Attached  
**APPROVED**  
 Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer



### Wells Fargo Bank Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118  
 CHK 00114  
 Serial #

Number of Checks 3  
 Check Listing

\$99.00  
 \$77.30  
 \$150.00

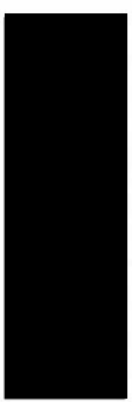
Total Checks Amount \$326.30  
 Total Deposit \$326.30

Deposit Availability  
 The full amount of your deposit is included in your available balance.

Transaction # 140 0152  
 03:40PM 11/19/20  
 Deposit Credit Date: 11/19/20

Thank you, JESSICA

USE BOTTOM SIDE FOR ADDITIONAL CHECKS AND ANY APPLICABLE COLLECTION AGREEMENT



\$ 326.30

DATE: 11/19/2020 14288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1	99	00
2 107	77	30
3 103	150	00
4		
5		
6		
7		
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30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	326 30

USE OTHER SIDE FOR ADDITIONAL LISTING.  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DATE **11/19/20** 11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	12	00
COINS		58
CHECKS <small>LIST EACH SEPARATELY</small>		
1 114	23	47
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL 36	05

USE OTHER SIDE FOR ADDITIONAL LISTING.  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

**Wells Fargo Bank  
Transaction Receipt**

Branch #0000945 21 Deposit

Account Number XXXXXX1118  
CHK 00114  
Serial #

Cash In \$12.58  
Number of Checks 1  
Check Listing \$23.47

Total Checks Amount \$23.47  
Total Deposit \$36.05

Deposit Availability  
The full amount of your deposit is included in your available balance.

Transaction # 141 0153  
03:41PM 11/19/20  
Deposit Credit Date: 11/19/20

Thank you, JESSICA



11/19

\$

36.05



Thanks for signing up for Instacart Express!

**PAYMENT RECEIPT**

---

Payment Date: 11/19/2020

Billed To: jayleen@encorehighschool.com

Amount Received: \$9.99

Credit Card: Ending in 0914

If you have any questions, please visit our help center at <https://www.instacart.com/help>

- The Instacart Team

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

\* Accidental Purchase - will be refunded.



Final Details for Order #112-4210047-0568231

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/18/20

Order Placed: November 18, 2020  
 PO number : COVID PREPARATION  
 Amazon.com order number: 112-4210047-0568231  
 Order Total: \$105.60

Shipped on November 18, 2020	
<b>Items Ordered</b>	<b>Price</b>
2 of: WYB Wall-Mounted Forehead Temperature, Non-Contact 0.1S Real-Time Reading Abnormality Automatic Hands-Free Alarm Temperature Scanner, Used for Rapid Detection in Public Places Sold by: Dino Koda ( <a href="#">seller profile</a> ) Business Price Condition: New	\$49.00
<b>Shipping Address:</b> Denise Griffin [REDACTED] United States	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00 Total before tax: \$98.00 Sales Tax: \$7.60
<b>Shipping Speed:</b> Standard Shipping	Total for This Shipment: <b>\$105.60</b>

Payment information	
<b>Payment Method:</b> Visa   Last digits: 0914	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00
<b>Billing address</b> Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345 United States	Total before tax: \$98.00 Estimated Tax: \$7.60 Grand Total: <b>\$105.60</b>

To view the status of your order, return to [Order Summary](#) .

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**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore First Approval - Administration  
**Curtis Peterson**  
 Executive Risk Manager

001850



# INVOICE

LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, B1  
Limassol 3032  
Cyprus

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 11/19/20

Invoice # 3001-22487  
Invoice Date Nov 19, 2020  
Invoice Amount \$999.00 (USD)  
**PAID**

**BILLED TO**  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

**SUBSCRIPTION**  
Billing Period Nov 19 to Dec 19, 2020  
Next Billing Date Dec 19, 2020  
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
<b>Total</b>	<b>\$999.00</b>
Payments	(\$999.00)
<b>Amount Due (USD)</b>	<b>\$0.00</b>

**PAYMENTS**

\$999.00 was paid on 19 Nov, 2020 16:50 UTC by Visa card ending 0914.

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Covid Curriculum

001857



**RNS Communications, Inc. dba**  
**Motor Vehicle Network**  
 1 Selleck Street - 3rd Floor  
 Norwalk, CT 06855  
 (203) 899-1700

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract  
 Date: \_\_\_\_\_

**Invoice**

DATE 11/1/2020

INVOICE # 20-43623

**PAID**  
 11/19/2020

**BILL TO:**

Encore Education Corp  
 Kelsey White  
 16955 Lemon Street  
 Hesperia, CA. 92345

TERMS - Credit Card

DESCRIPTION	RATE	AMOUNT
MOTOR VEHICLE NETWORK ADVERTISING IN THE FOLLOWING CALIFORNIA DMV LOCATION(s): Victorville - Broadcast	750.00	750.00

*Advertising*

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Social Management  
**Ashlin Bark**  
 General Executive Manager

Per your instructions, your credit card on file will be processed accordingly.  
 Thank you for your business!

**Total \$750.00**

Thank you for your credit card payment

001851



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/20/20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIPT** **How doers get more done.**

STORE MANAGER ADAM.H.VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00053 46994 11/20/20 08:05 AM  
 SALE CASHIER ELIZA

021709023107 CONC DEGREAS <A> <M> 10.48  
 ZEP IND PURPLE DEGREASER CONC 1280Z  
 MAX REFUND VALUE \$9.43  
 -----10% off Military Discount-----  
 10.48 10% off Military Discount -1.05  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL	9.43
SALES TAX	0.73
TOTAL	10.16

XXXXXXXXXXXX7120 DEBIT USD\$ 10.16

AUTH CODE 001027  
 Chip Read Verified By PIN  
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/20/20 08:05 AM

0665 53 46994 11/20/2020 0323

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 05/19/2021

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**  
 \*\*\*\*\*

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español  
[www.homedepot.com/survey](http://www.homedepot.com/survey)  
 User ID: H88 94942 94330  
 PASSWORD: 20570 94277

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary

VENDOR: The Home Depot

DATE OF PURCHASE: 11-20-20

AMOUNT: \$ 10.16

REIMBURSE TO / ACCOUNT: Debit Card

ADMIN APPROVAL ONLY

PURPOSE: Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Curtis Peterson**  
 Executive Risk Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Manager  
**Johnny Griffin**  
 Chief Operations Officer

001852



Pre-Approval Status  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Joe T.  
 Date: 11/20/20

**Circle One:**  
**ASB / General Fund**

ARCO GASOLINE

TAPE RI

ARCO AM M 1244  
 14920 MAIN ST.  
 HESPERIA, CA  
 ARCO42883001  
 VeriFone Gold Disk

D NO STAPLES

VENDOR:

ARCO Gasoline

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 43.05

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**

Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

TAX 1 Reg#  
 \*\*\*PRE-AUTHORIZED RECEIPT\*\*\*

Description	Qty	Amount
FOUNT LARGE-NT:TPR	1	0.77
DOG BEEF JMB:TPR	1	1.79
PREPAY CA #04		40.00
debitfee	1	0.35
Subtotal		42.91
Amount TAX 1	Taxable	1.79
	7.750% Tax	0.14
<b>TOTAL</b>		<b>43.05</b>
	PREAUTH \$	43.05

Tax Type	Purchase	Rebate	Taxable	Tax
(7.750%)	1.79	0.00	1.79	0.14

Prepay Receipt  
 DEBIT \$43.05  
 Acct/Card #: XXXXXXXX7120  
 Auth #: 015028  
 Resp Code: 000  
 Stan: 07473252839  
 Reference:84673

APPLABEL : US DEBIT  
 AID : A0000000980840  
 APP CRYPTOGRAM : TC 3527816E5DAD593A  
 ENTRY METHOD : Chip

SITE ID: ARCO42883001  
 MERCHANT COPY

PIN USED  
 NO SIGNATURE NEEDED

THANK YOU  
 FOR CHOOSING ARCO  
 COMMENTS?

CALL 1 800 322-2726

ST# 42883 11/20/20 11/20/20 11/20/20  
 LSN: 6

001853



encorehighscho...  
 Role Owner

Payouts > Payout History > Nov 20, 2020 Payout

*Wix Deposit*

## November 20, 2020 Payout

**SENT \$4,518.88**

Funds estimated to arrive in your bank account on November 25, 2020. [Learn more](#)

- Finances
- Payments
- Price Quotes
- Invoices
- Financial Integrations
- Wix Payments
- Payouts
- Settlement Report

### Summary

	Amount	Fees	Net
Credits	\$5,870.00	\$360.18	\$5,509.82
Refunds	-\$520.00	-\$31.15	-\$488.85
Adjustments ⓘ			
Reserve Held	-\$502.09	\$0.00	-\$502.09
<b>Total</b>			<b>\$4,518.88</b>

### Transactions

[Download detailed table](#)

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Hold	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	-\$502.09	\$0.00	-\$502.09

Upgrade  
[Edit Site](#)

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 6, 2020	Refund	1052f23e-d49a-4668-a7ad-da684487ebd8	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	1052f23e-d49a-4668-a7ad-da684487ebd8	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	becd3d5f-ed59-43a0-99d8-1822710c6727	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	efbfa72a-c88b-4f52-91b9-7641256f1525	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	b61373f3-b840-41ab-a4b4-a155293cd279	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	b61373f3-b840-41ab-a4b4-a155293cd279	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	19974150-bebb-4a51-8228-ed37e7f7803b	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	f7542111-9a0a-453c-a4f2-cd52417d90f5	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	241ac2a6-4430-4cd6-babc-22880d9ba616	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	592ee6a8-0439-4143-80e5-f21a596d7f80	\$20.00	\$1.38	\$18.62
Nov 5, 2020	Credit	79263501-d04d-4049-a55b-a176481e4f43	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	0ca1d2f2-997e-4f89-a3b5-650dba03a6ed	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	b0104f58-9f61-458c-9edb-babdff495afc	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 5, 2020	Credit	081d7752-fe7a-48df-bbf3-6676ab97c00a	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	2dec2166-028a-418e-a38b-215d3e66e598	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	40324c5f-9732-4385-9d52-dc7e9f952410	\$40.00	\$2.46	\$37.54

0-20 of 156 payables

office supplies



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: \_\_\_\_\_



**Thank you for your order, Ashlin**

A confirmation email will be sent to you at [abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com) with your complete order details.

**Order Number: 9904319435**

**Total: \$70.03**

**Shipping address**

Ashlin Barkdull  
Encore Education Corp.  
16955 Lemon St  
Hesperia, CA 92345

**Payment methods**

Visa card ending in 7974 - \$70.03 charged.  
Ashlin Barkdull  
16955 Lemon St  
Hesperia, CA 92345

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

Items (1):

Coupons :

Subtotal:

Staples rewards:

Shipping:

Estimated Tax:

**Total:**

\$189.99

-\$0.00

\$189.99

-\$125.00

FREE

\$5.04

**\$70.03**

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

**1 item**

**Expected delivery by Friday, Nov 20**

16955 Lemon St, Hesperia, CA



Staples Hyken Mesh Computer and Desk Chair, Red (50218)

Qty. 1

**\$189.99**

Reg. \$219.99

001854



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Joe Y  
 Date: 11-24-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**



Costco #1010  
 14555 Valley Center Dr  
 Victorville, CA 92392

Member# [REDACTED]  
 Invoice# 94301  
 Date: 11/24/20  
 Time: 14:03  
 Auth# 120070

DB Acct #  
 \*\*\*\*\*7120

Pump	Gallons	Price
6	8.931	\$ 2.799

Product	Amount
Regular	\$ 25.00

Total Sale \$ 25.00

SALE- Chip Read  
 Approved  
 TranID# 032906094301

US DEBIT  
 Payment Network 48  
 A0000000980840  
 Verified by PIN  
 Mode: ISSUER

Thank you  
 your purchase of  
 and signature

VENDOR:  
COSTCO Wholesale

DATE OF PURCHASE:  
11-24-20

AMOUNT:  
\$ 25.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**  
 Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

001855

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11-20-20



Student/Parent Requesting Reimbursement: [Redacted] Date: 13/13/2020

Name (make check payable to): [Redacted]

Address (check will be mailed to this address): [Redacted]

City, State, Zip: [Redacted]

Date	Description	Total Amount
10/2020	Grad Bash/ Universal	120
		\$ 120

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

**Reason:**

Universal Studios is closed and we might be moving

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

**PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process**

Parent Signature: [Redacted] Date: 10/13/2020

Student Signature: [Redacted] Date: 10/13/2020

**OFFICE USE ONLY**

Approval  YES /  NO

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Signature: **APPROVED** Encore Second Approval - Senior Management Date: \_\_\_\_\_

Encore First Approval - Administration **Ashlin Barkdull** Date: 11/20/20

Check # 6862 **Kelsey White** Amount: \$ 120.00 General Executive Manager

Central Bookkeeping Manager

te/Time	Ticket Number	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price
2/20/2020 12:04	20202154	Ashlin Barkdull	Riverside	Grad Bash 2020 R		1 Each	1 Each	Sale	100.00
2/27/2020 10:56	20201817	Shelly Bernal	Riverside	Grad Bash 2020 R		1 Each	1 Each	Sale	20.00
Selling									
2/20/2020 12:04	20202154	Sale					Default	\$	100.00
2/27/2020 10:56	20201817	Sale					Default	\$	20.00
									<b>Total</b>
									100.00
									20.00
									<b>Tendered</b>
									\$ 100.00
									\$ -
									<b>Change</b>
									\$ -
									<b>MOP</b>
									Credit Card
									Cash

**Encore Education Corporation**

Debit Card Account  
18955 Lemon Street  
Hesperia, CA 92345  
760-956-2632

WELLS FARGO BANK, NA  
17442 Main St  
Hesperia, CA 92345  
11-4288/1210

6862

11/20/2020

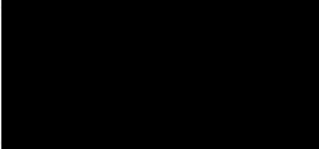
PAY TO THE ORDER OF



\$ \*\*120.00

One hundred twenty and 00/100

ENCORE JUNIOR/SENIOR HIGH SCHOOL



MEMO



Encore Education Corporation  
11/20/2020

6862

Date	Type	Reference	Original Amount	Balance Due	Payment
11/20/2020	Bill	[Redacted]	120.00	120.00	120.00
			Check Amount		120.00

ENCORE JUNIOR/SENIOR HIGH SCHOOL ARTS

Platinum Business C

120.00

Encore Education Corporation  
11/20/2020

6862

Date	Type	Reference	Original Amount	Balance Due	Payment
11/20/2020	Bill	[Redacted]	120.00	120.00	120.00
			Check Amount		120.00

PAYMENT RECORD

Platinum Business C

120.00





Final Details for Order #112-2804421-0097016

**EXPENSE**

**PRE-APPROVED BY**

Order Placed: November 20, 2020  
 PO number : COVID  
 Amazon.com order number: 112-2804421-0097016  
 Order Total: \$193.92

Name: Denise  
 Date: 11/20/20

Shipped on November 25, 2020	
<b>Items Ordered</b>	<b>Price</b>
1 Of: IESTARING Table Light&#x2602;Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$59.99
<b>Shipping Address:</b> Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$59.99 Shipping & Handling: \$0.00 Total before tax: \$59.99 Sales Tax: \$4.65
<b>Shipping Speed:</b> Amazon Day Delivery	<b>Total for This Shipment: \$64.64</b>

Shipped on November 25, 2020	
<b>Items Ordered</b>	<b>Price</b>
2 Of: IESTARING Table Light&#x2602;Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$59.99
<b>Shipping Address:</b> Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$119.98 Shipping & Handling: \$0.00 Total before tax: \$119.98 Sales Tax: \$9.30
<b>Shipping Speed:</b> Amazon Day Delivery	<b>Total for This Shipment: \$129.28</b>

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

Payment information	
<b>Payment Method:</b> Visa   Last digits: 0914	Item(s) Subtotal: \$179.97 Shipping & Handling: \$0.00
<b>Billing address</b> Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345	Total before tax: \$179.97 Estimated Tax: \$13.95

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

United States

Grand Total: \$193.92

To view the status of your order, return to [Order Summary](#).

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**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001859



# DEBIT CARD USAGE REPORTS BY CARD NUMBER

The student services debit account is used for on campus purchases where other means of purchasing (invoice, check, etc.) is not feasible. Each debit card is reconciled monthly by the assigned user of the debit card. It is important to note that other people might use the debit cards contained in these reports, but it is the responsibility of the assigned card holder to reconcile the card every month. The following reports outline each individual card.

Each card report will have the following information:

The reconciliation report compiled using the bank statement

Receipts / backup documentation for each debit or credit (chronologically)



Name: JOSEPH THIBODEAUX		Credit Card: 7120	
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/4/2020	The Home Depot	FLAG POLE REPAIR	2.89
11/5/2020	Locksavvy	DOOR LOCK REPAIR	25.00
11/9/2020	Nutty Bolts Screws	OUTDOOR POSTER DISPLAY	17.00
11/20/2020	The Home Depot	DEGREASER TO WASH OIL LEAK FROM AUTO PROPS HALL O FREAKS	10.16
11/20/2020	Arco	FUEL	43.05
11/24/2020	Costco Gas	FUEL	25.00



~~Pre-Approved Expense~~  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

TAPE REC
O STAPLES

**How doers get more done.**

STORE MANAGER ADAM H. VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00051 18229 11/04/20 08:21 AM  
 SALE SELF CHECKOUT

030699434145 ROPE CLEAT <A> <M> 2.98  
 ROPE CLEAT 4-1/2 CHROME  
 MAX REFUND VALUE \$2.68

-----10% off Military Discount-----  
 2.98 10% off Military Discount -0.30  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

	SUBTOTAL	2.68
	SALES TAX	0.21
	TOTAL	\$2.89

XXXXXXXXXXXX7120 DEBIT USD\$ 2.89

AUTH CODE 002877  
 Chip Read Verified By PIN  
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/04/20 08:21 AM

0665 51 18229 11/04/2020 8947

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 05/03/2021

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**  
 \*\*\*\*\*

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español  
[www.homedepot.com/survey](http://www.homedepot.com/survey)  
 User ID: H88 37412 36798  
 PASSWORD: 20554 36747

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

VENDOR:  
The Home Depot

DATE OF PURCHASE:  
11-04-20

AMOUNT:  
\$ 2.89

REIMBURSE TO / ACCOUNT:  
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001839



**EXPENSE**

**INVOICE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/4/20

**Please remit payments to:**

LockSavvy L.L.C.  
10459 C Ave  
Hesperia, CA 92345, USA  
(760) 948-1975  
locksavvy@gmail.com

**Invoice #** 451  
**Date** Wed Nov 04 2020  
**Balance** 25.00  
**Due On** Wed Nov 04 2020  
**P.O./W.O.#** Verbal  
**P.O.C** Curtis

**Bill To:**

Encore High School  
16955 Lemon Street  
Hesperia, California 92345  
(760) 956-2632  
cpeterson@encorehighschool.com

**Service Location:**

Encore High School  
16955 Lemon Street  
Hesperia, California 92345  
(760) 956-2632  
cpeterson@encorehighschool.com

Description	QTY	Price	Amount
<b>Rekey</b> Rekey cylinder	1.00	25.00	25.00
		<b>Sub total</b>	25.00
		<b>Tax</b>	0.00
		<b>Tax Rate</b>	7.750%
		<b>Total</b>	25.00
		<b>Balance</b>	25.00

*Joseph Thibodeaux*  
Encore First Approval - Administration  
Student Services Manager

**APPROVED**  
Encore First Approval - Administration  
**Curtis Peterson**  
Executive Risk Manager

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

**Terms:**

By paying the due balance on Invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory install/repair, unless otherwise stated on the invoice, in which labor service charges will apply. If any repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the total section of the invoice.

**Notes:**

*Maintenance*

**Thank You For Your Business!**

001842



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Joe T  
 Date: 11/5/20

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES

NUTTY BOLTS SCREWS & FASTENERS  
11126 I AVE STE 2  
HEALDEN, CA 92345  
760 948-2658

Merchant ID: 9115000945  
Term ID: 2525

**Sale**

Application Label: VISA DEBIT

VISA

XXXXXXXXXXXX7120

ATD: A0000000031010

Entry Method: Chip Read

Apprvd: Online

Batch#: 000009

11/05/20

13:30:34

Inv#: 00000002

Appr Code: 096456

Total: USD\$

17.00

Node: Issuer  
TVR: 0000000000  
IAD: 00010003600000  
ISI: 6000  
ARC: 00

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement if credit voucher)

X \_\_\_\_\_

THIBODEAUX, JOSEPH

Customer Copy

THANK YOU

VENDOR:

Nutty Bolts Screws & Fasteners

DATE OF PURCHASE:

11-05-20

AMOUNT:

\$ 17.00

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**

Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

001845



**Pre-Approval Stamp**  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/20/20

**Circle One:**  
**ASB / General Fund**

TAPE RECI



**How doers  
get more done.**

3 STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPOT  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00053 46994 11/20/20 08:05 AM  
 SALE CASHIER ELIZA

021709023107 CONC DEGREAS <A> <M> 10.48  
 ZEP IND PURPLE DEGREASER CONC 1280Z  
 MAX REFUND VALUE \$9.43

-----10% off Military Discount-----  
 10.48 10% off Military Discount -1.05  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 9.4  
 SALES TAX 0.73  
 TOTAL 10.13

XXXXXXXXXXXX7120 DEBIT USD\$ 10.16

AUTH CODE 001027  
 Chip Read Verified By PIN  
 AED A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/20/20 08:05 AM



0665 53 46994 11/20/2020 0323

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 05/19/2021

Due to COVID-19, we have extended our  
 returns policy for most items.  
 Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
 A \$5,000 HOME DEPOT GIFT CARD

Opine on español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H88 94942 94330  
 PASSWORD: 20570 94277

Entries must be completed within 14 days  
 of purchase. Entrants must be 18 or  
 older to enter. See complete rules on

VENDOR:

The Home Depot

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 10.16

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**  
 Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager

**Johnny Griffin**  
 Chief Operations Officer

001852





Pre-Approval Status  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Joe T.  
 Date: 11/20/20

**Circle One:**  
**ASB / General Fund**

TAPE R/

14920 MAIN ST.  
 HESPERIA, CA  
 ARCO42883001  
 VeriFone Gold Disk

**NO STAPLES**

VENDOR:

ARCO Gasoline

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 43.05

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Curtis Peterson**

Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

TAX 1 Reg#  
 \*\*\*PRE-AUTHORIZED RECEIPT\*\*\*

Description	Qty	Amount
FOUNT LARGE-NT:TPR	1	0.77
DOG BEEF JMR:TPR	1	1.79
PREPAY CA #04		40.00
debitfee	1	0.31
Subtotal		42.9
amt TAX 1	Taxable	1.7
	7.750% Tax	0.1
<b>TOTAL</b>		<b>43.0</b>
	PREAUTH \$	43.0

Type	Purchase	Rebate	Taxable	Ta
(50%)	1.79	0.00	1.79	0.1

Receipt  
 \$43.05  
 Card #: XXXXXXXX7120  
 #: 015028  
 Code: 000  
 #: 07473252839  
 Reference: B4673

APPLABEL : US DEBIT  
 AID : A0000000980840  
 APP CRYPTOGRAM : TC 3527816ESDAD593A  
 ENTRY METHOD : Chip

SITE ID: ARCO42883001  
 MERCHANT COPY

PIN USED  
 NO SIGNATURE NEEDED

THANK YOU  
 FOR CHOOSING ARCO

001853



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Joe Y  
 Date: 11-24-20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



Costco #1010  
 14555 Valley Center Dr  
 Victorville, CA 92392

Member# [REDACTED]  
 Invoice# 94301  
 Date: 11/24/20  
 Time: 14:03  
 Auth# 120070

DB Acct #  
 \*\*\*\*\*7120

Pump	Gallons	Price
0	8.931	\$ 2.799

Product	Amount
Regular	\$ 25.00

Total Sale \$ 25.00

SALE- Chip Read  
 Approved  
 TranID# 032906094301

US DEBIT  
 Payment Network 48  
 A0000000980040  
 Verified by PIN  
 Mode: ISSUER

Thank you  
 for your purchase of  
 Card # 1234567890

VENDOR:  
COSTCO Wholesale

DATE OF PURCHASE:  
11-24-20

AMOUNT:  
\$ 25.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Curtis Peterson**  
 Executive Risk Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001855



<b>Name: Ashlin Barkdull</b>			<b>Credit Card: 7974</b>
<b>Reconciliation Month: November 2020</b>			
<b>Date</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
11/2/2020	Constant Contact	Parent Communication	125.00
11/4/2020	NCR	Accounting	19.00
11/6/2020	Staples	Audit/Accounting Supplies	507.91
11/9/2020	QuickBooks	Accounting	70.00
11/10/2020	Call-Em-All (Text-Em-All)	Parent Communication	450.00
11/16/2020	Gasmart	Mistaken Purchase (Repayment)	18.39
11/16/2020	McDonalds	Mistaken Purchase (Repayment)	5.08
11/18/2020	For Movie Rentals	Prop Rentals Hall-O-Freak	1,998.00
11/23/2020	Staples	Office Supplies	70.03



**Payment Receipt  
for November 1, 2020**

Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: \_\_\_\_\_

Today's Date: November 1, 2020  
Payment Date: November 1, 2020  
Payment Method: Visa (last 4 digits: 7974)  
User Name: [ceo@officerteam.com](mailto:ceo@officerteam.com)

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
US / Canada Toll Free: (855) 229-5506  
UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!  
US / Canada Toll Free: 855-229-5506  
UK Toll Free: 0808-234-0945  
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

*Parent  
Communication*

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001863



SILVER

**NCR Silver**

864 Spring St NW  
Atlanta, GA 30308

Customer Care: 1-877-270-3475

# INVOICE

Invoice Date: 11/02/2020  
 Invoice #: INV04761321  
 Payment Terms: Due Upon Receipt  
 Due Date: 11/02/2020

Account Information: Encore High School  
 16955 Lemon Street

Hesperia, California  
 92345  
 United States

(760) 949-2036  
 abarkdull@encorehighschool.com

## EXPENSE PRE-APPROVED BY

Name: Denise  
 Date: \_\_\_\_\_

MY CHARGES							
Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00003715	\$19 per Month Flat Fee Additional Device	11/02/2020-12/01/2020	1	\$19.00	\$19.00	\$0.00	\$19.00

MY DEVICES				
Charge Number	Pricing	Allowance	Used	Overage

### INVOICE TOTALS

<b>Gross Amount:</b>	\$19.00
<b>Discount:</b>	\$0.00
<b>Subtotal:</b>	\$19.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$19.00
<b>Invoice Balance:</b>	\$0.00

### TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
11/03/2020	P-00761173	Payment		\$19.00	(\$19.00)
				<b>Invoice Balance</b>	<b>\$0.00</b>

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
 Chief Executive Officer

001864

Powered by **zuora**

*Book Keeping  
 Service*



**Order# 9823312798**

Order placed: November 04, 2020

**EXPENSE**

**PRE-APPROVED BY**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: \_\_\_\_\_

Invoice # 268645806

CHARGED on November 05, 2020

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
41157	Staples Lightweight Sheet Protectors, Semi-Clear, 200/Box (10522-CC)	\$18.13	26	\$0.00	\$471.38

Method of payment

VISA ending in 7974 - \$507.91

Subtotal:	\$471.38
Discounts:	\$0.00
Shipping/Fees:	\$0.00
Tax:	\$36.53
<b>Total:</b>	<b>\$507.91</b>

*AUDIT SUPPLIES*

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

001865



# Invoice

**Invoice number:** 1000172333856

**Total:** \$70.00

**Date:** Nov 7, 2020

**Payment method:** VISA ending 7974

## EXPENSE

### PRE-APPROVED BY

Intuit Inc.

2800 E. Commerce Center Place  
Tucson, AZ 85706

Name: Denise  
Date: \_\_\_\_\_

### Bill to

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US  
Address may be standardized for tax purposes  
Company ID: 123146488247864

### Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total Invoice:</b>			<b>\$70.00</b>

### Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Nov 7, 2020 - Dec 7, 2020  
\$70.00  
\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice. All dates and times are Pacific Standard Time (PST).

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

*Bookkeeping Service*

001866

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: \_\_\_\_\_

 **text-em-all** November 7, 2020  
10:02 PM

3803 Parkwood Blvd.  
Suite 900  
Frisco, TX 75034  
www.text-em-all.com  
Tax Id: 03-0565922

Denise Griffin  
Company Name: Encore Education  
Corporation  
Cardholder Name: Ashlin Barkdull  
●●●● ●●●● ●●●● 7974  
Confirmation #: 8D8837999B5E127

Subscription Monthly Fee for Group Size of 2500 Phone Numbers	\$450.00
Tax	\$0.00
<hr/> Total Charged	<hr/> \$450.00

Copyright © 2005-2020 Call-Em-All, LLC. All Rights Reserved.

*Parent  
communication  
- Mass calls service*

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

**001867**



# ENCORE

Junior & Senior High School for the Arts

## CERTIFICATION OF LOST RECEIPT FOR REIMBURSEMENT

Name: Ashlin Barkdull

Date: 11/16/2020

Description: Gas Mart - \$18.39  
McDonalds - \$5.08

Purpose: I used the wrong card in the dark on a trip to tend to my father.  
Because I thought it was my own personal card I did not get the receipt.  
Attached to the receipt form is a receipt paying Encore for the purchases I made.

Where: Gas Mart and McDonalds

Amount: \$ 23.47

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Ashlin Barkdull

Employee Signature: *Ashlin Barkdull*

Please attach any other information needed. Please submit to your director's box.  
Please allow 2 weeks for processing.

### OFFICE USE ONLY

Approved / Denied

**APPROVED**

Encore Second Approval - Senior Management  
Administrator Signature:

**Johnny Griffin**  
Chief Operations Officer

Administrator Signature: \_\_\_\_\_

**APPROVED**

Encore Final Approval - Board / CEO  
Date: \_\_\_\_\_

**Denise Griffin**  
Chief Executive Officer

Date: \_\_\_\_\_



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/19/20

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
 TAPE RECEIPTS FLAT TO YOUR FILED RECEIPTS AND NO STAPLES

**Encore High School**  
 16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

Ticket #10125557      User: Ms. Kelsey  
 Sales: Ms. Kelsey  
 11/19/20, 10:54 AM

Customer Name: Ashlin Barkdull

Item Description	Qty	Price	Total
Misc Checks Miscellaneous	1	23.47	23.47
Subtotal			23.47
Tax			0.00
Total			23.47
Tender: CHECK			23.47

Number of line items purchased: 1

Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!  
 \*\*\*\*\*4-6 weeks to process a refund.  
 There are no refunds on mealtime or for ticketed events\*\*\*\*\*



VENDOR: Repayment  
 DATE OF PURCHASE: 11/19/2020  
 AMOUNT: 23.47  
 REIMBURSE TO / ACCOUNT: ASB General  
 ADMIN APPROVAL ONLY

PURPOSE: Repayment on a Mistake Purchase  
 FIRST APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

SECOND APPROVAL

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer



# INVOICE

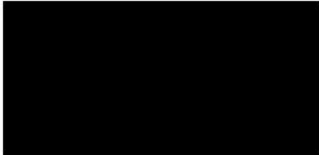
**Paid**

**EXPENSE**  
**PRE-APPROVED BY**

Name: Denise  
Date: \_\_\_\_\_

Invoice #: FMR - 102025  
Invoice Date: Oct 22, 2020  
Reference: Encore HS - Ambulance and Cop Car Rental  
Due date: Oct 22, 2020

For Movie Rentals



Phone: 323-919-6544  
formovierentals@gmail.com  
www.facebook.com/formovierentals

Amount due:  
**\$0.00**

Bill To:

jayleen@encorehighschool.com

Description	Quantity	Price	Amount
Ambulance Rental @ \$122/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$122.00	\$1,098.00
Police Car Rental @ \$100/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$100.00	\$900.00
		Subtotal	\$1,998.00
		Total	\$1,998.00
		Amount paid	-\$1,998.00
		<b>Amount due</b>	<b>\$0.00 USD</b>

Hallofreak

Attachments 2020 W-9 For Movie Rentals.jpeg

Notes

W-9 Attached  
Second Approval - Senior Management

**APPROVED**  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

**Staples** **EXPENSE**  
**PRE-APPROVED BY**

 **Thank you for your order, Ashlin**

Name: Denise  
 Date: \_\_\_\_\_

A confirmation email will be sent to you at [abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com) with your complete order details.

**Order Number: 9904319435**

**Total: \$70.03**

**Shipping address**

Ashlin Barkdull  
 Encore Education Corp.  
 16955 Lemon St  
 Hesperia, CA 92345

**Payment methods**

Visa card ending in 7974 - \$70.03 charged.  
 Ashlin Barkdull  
 16955 Lemon St  
 Hesperia, CA 92345

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Items (1):		\$189.99
<b>Coupons :</b>		<b>-\$0.00</b>
Subtotal:		\$189.99
<b>Staples rewards:</b>		<b>-\$125.00</b>
<b>Shipping:</b>		<b>FREE</b>
Estimated Tax:		\$5.04
<b>Total:</b>		<b>\$70.03</b>

**1 item**

**Expected delivery by Friday, Nov 20**  
 16955 Lemon St, Hesperia, CA

 **Staples Hyken Mesh Computer and Desk Chair, Red (50218)**

Qty. 1

**\$189.99**

Reg. \$219.99

001868



Name: Kiara Sampson		Credit Card: 9569	
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/17/2020	Stater Brothers	Talent show Prizes	325.75
11/20/2020	Motor Vehicle	School Advertisement	750.00

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 11/16/20



# EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.  
**TEACHERS AND INSTRUCTORS:** You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.  
**TEAM ADVISORS:** For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.  
**ALL STAKEHOLDERS:** Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Kiara Sampson

(Circle One): Student  **Staff**  Parent  Other

Requested Expense: Gift cards from Stater Bros

Reason for Expense: Talent show prizes

Estimated Amount: \$325.75

Is this an ASB Expense?  Yes  No

What account should this expense be debited from? ASB General

Date of Expense: 11/17/20

If an ASB team expense, current fund balance? Encore Final Approval - Board / CEO

How much of the current balance is restricted funds? Denise Griffin  
Chief Executive Officer

Will this expense use restricted funds? NO

Approval: Ashlin Barkdull  
**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager  
Date: 11/19/2020



Pre-Approval Stamp  
**EXPENSE**

**PRE-APPROVED BY**  
Name: Denise  
Date: 11/16/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**



Main Maple  
(760) 244-2299  
\*\*\*\*\* MANAGER \*\*\*\*\*  
Diana Caffee  
Store # 122

11/17/20 14:07:21

V GIFT CARD	100.00
allow up to 24 hrs for activation	
Card # 6019539111908360711 5	
NO TRANS FEE	5.95
GIFT CARD	50.00
allow up to 24 hrs for activation	
Card # 6019539111908360711 5	
NO TRANS FEE	4.95
GIFT CARD	50.00
allow up to 24 hrs for activation	
Card # 6019539111908360711 5	
NO TRANS FEE	4.95
VISA GIFT CARD	50.00
Allow up to 24 hrs for activation	
Card # 60195391118377744 5	
GIFT CARD TRANS FEE	4.95
VISA GIFT CARD	50.00
allow up to 24 hrs for activation	
Card # 6019539111928206642 5	
GIFT CARD TRANS FEE	4.95
NO BAGS	.00
<b>SUBTOTAL</b>	<b>325.75</b>
<b>TOTAL TAX</b>	<b>.00</b>
<b>TOTAL DUE</b>	<b>325.75</b>
cash tender	325.75
<b>CASH CHANGE</b>	<b>.00</b>
<b>Number OF ITEMS</b>	<b>11</b>

VENDOR:

Stater Bros

DATE OF PURCHASE:

11/17/20

AMOUNT:

\$325.75

REIMBURSE TO / ACCOUNT:

—

ADMIN APPROVAL ONLY

PURPOSE:

Talent show Prizes

FIRST APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

SECOND APPROVAL

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

2020



Jun 17, 2020 - High School for the Arts

Pre-Approval Stamp  
**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/16/20

Circle One:  
**ASB / General Fund**

VENDOR:

Stater bros

DATE OF PURCHASE:

11/17/20

AMOUNT:

\$ 325.75

REIMBURSE TO / ACCOUNT:

—

ADMIN APPROVAL ONLY

PURPOSE:

Talent show Prize

FIRST APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

Denise Barkdull  
General Executive Manager

SECOND APPROVAL

**APPROVED**

Encore Final Approval - Board / CEO

Denise Griffin  
Chief Executive Officer

Card Acct #6039549111356034816  
Amount 50.00  
Card Activation: APPROVED  
AA

Card Acct #6039549111904685336  
Amount 50.00  
Card Activation: APPROVED  
AA

Card Acct #603954911183777744  
Amount 50.00  
Card Activation: APPROVED  
AA

Card Acct #6039549111908236642  
Amount 50.00  
Card Activation: APPROVED  
AA

PT(S) AND NO STAPLES

\*\*\*\*\*  
Stater Bros. Markets  
Store # 122  
\*\*\* Electronic Payment Activity \*\*\*  
SALE

LK38864  
388854

11/17/2020  
Payment Method: Chip  
Approval Code: 044745

\*\*\*\*\*  
Card # XXXXXXXXXXXX9569  
Exp. Date: 00/00/0000  
Card Type: 8000048000  
BIN: 06061203A03000  
IC: ARC: 044745  
E7AF0819576F7459  
LFIN: 034957

Total USD\$ 325.75

APPROVED BY ISSUER

VERIFIED BY PHU

\*\*\*\*\*  
11/17/20 Oper # 1174698 Trx # 162  
14:09:27 Term # 3 Store #122  
\*\*\*\*\*

PLEASE RETAIN RECEIPT FOR ALL REFUNDS

YOU CAN ACCESS YOUR WEEKLY AD ANYTIME AT  
STATERBROS.COM

Gift Cards may take up to 24 hrs to activate  
\*\*\*\*\*





RNS Communications, Inc. dba  
Motor Vehicle Network  
1 Selleck Street - 3rd Floor  
Norwalk, CT 06855  
(203) 899-1700

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract  
Date: \_\_\_\_\_

**Invoice**

DATE 11/1/2020

INVOICE # 20-43623

**PAID**  
11/19/2020

**BILL TO:**

Encore Education Corp  
Kelsey White  
16955 Lemon Street  
Hesperia, CA. 92345

TERMS - Credit Card

DESCRIPTION	RATE	AMOUNT
MOTOR VEHICLE NETWORK ADVERTISING IN THE FOLLOWING CALIFORNIA DMV LOCATION(s): Victorville - Broadcast	750.00	750.00

*Advertising*

**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central Bookkeeping Manager

**APPROVED**  
Encore Second Approval - Student Management  
**Ashlin Bark**  
General Executive Manager

Per your instructions, your credit card on file will be processed accordingly.  
Thank you for your business!

**Total \$750.00**

Thank you for your credit card payment

001851



Name: Denise Griffin			Credit Card: 0914
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/2/2020	Wix.com	Parent Communication	23.00
11/2/2020	Spirit Halloween	Hallofreak	226.05
11/2/2020	Facebook	Advertising	274.69
11/2/2020	Google Ads	Advertising	217.56
11/3/2020	Box Inc.	CalPads	15.00
11/3/2020	Shop N Go	Fuel - Transportation	50.93
11/3/2020	Staples	Office Supplies	47.39
11/3/2020	Staples	Office Supplies	143.23
11/4/2020	Staples	Office Supplies	12.92
11/4/2020	Staples	Office Supplies	419.02
11/6/2020	Wix.com	Parent Communication	59.00
11/9/2020	Staples	Accounting	41.98
11/10/2020	Quickbooks	Accounting	25.00
11/19/20	Instacart Subscription	Mistake Purchase	9.99
11/19/2020	Amazon Marketplace	Covid Prep	105.60
11/20/2020	Learnworlds	Covid Curriculum	999.00
11/27/2020	Amazon Marketplace	Covid Prep	193.92



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract  
 Date: \_\_\_\_\_

Issued to:  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

**Invoice #793770541 | Oct 30, 2020 | Paid**

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Oct 30, 2020 - Nov 30, 2020	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$23.00

**Total \$23.00**

*Parent  
 Website*

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**001834**

Feel free to contact us:

[wix.com/support](https://wix.com/support)

1-415-639-9034

[wix.com/contact](https://wix.com/contact)



**EXPENSE**  
**PRE-APPROVED BY**  
Name: Mr. Johnny Griffin  
Date: 11/02/2020

**CERTIFICATION OF LOST RECEIPT  
FOR REIMBURSEMENT**

Name: Helsey White Date: 11/2/20

Description: I lost the receipt after Mr. Griffin handed it to me.

Purpose: Bought supplies for Hallofreak

Where: Spirit Halloween

Amount: \$ 226.05

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Helsey White

Employee Signature: [Signature]

**Please attach any other information needed. Please submit to your director's box.**

**Please allow 2 weeks for processing.**

**OFFICE USE ONLY**

Approved / Denied

**APPROVED**

Administrator Signature: Ashlin Barkdull  
Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**  
Chief Executive Officer

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Kelsey White <kwhite@encorehighschool.com>

Advertising

**Fwd: Your Facebook Ads Receipt (Account ID: 69551964)**

1 message

Denise Griffin <ceo@officerteam.com>  
To: Kelsey White <kwhite@encorehighschool.com>

Mon, Nov 2, 2020 at 10:33 AM

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin  
Date: 10/20/20

----- Forwarded message -----

From: Facebook Ads Team <advertise-noreply@support.facebook.com>  
Date: Sat, Oct 31, 2020 at 7:08 AM  
Subject: Your Facebook Ads Receipt (Account ID: [REDACTED])  
To: Denise Griffin <ceo@officerteam.com>



Receipt for Denise Griffin (Account ID: [REDACTED])

**Summary**

AMOUNT BILLED

**\$274.69 USD**

DATE RANGE

Oct 15, 2020, 12:00 AM - Oct 30, 2020, 11:59 PM

PRODUCT TYPE  
Facebook Ads

BILLING REASON

Remaining ad costs at the end of the month.

PAYMENT METHOD  
Visa\*0914

REFERENCE NUMBER ⓘ

2KQ22XJVX2

CAMPAIGN	RESULTS	AMOUNT
🖱 [10/15/2020] Promoting www.hallofreak.com	21,676 Impressions	\$123.69
🖱 [10/20/2020] Promoting Contact Us	12,329 Impressions	\$151.00
<b>CAMPAIGN TOTAL</b>		<b>\$274.69</b>
<b>TOTAL</b>		<b>\$274.69</b>

Transaction ID: 3343771675740444-6499741

998100

Thanks,

[Empty signature boxes]

The Facebook Ads Team

Manage Your Ads

See Full Receipt

This is an automated message. Please do not reply. If you have questions about ads, you can get help. You can also manage your email notification settings for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

--  
- Mrs. Denise Griffin  
Chief Executive Officer  
Encore Education Corporation  
www.encorehighschool.com

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
abarkdull@encorehighschool.com

"Where academics and arts grow together."

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APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull  
General Executive Manager

APPROVED

Encore First Approval - Administration

Kelsey White  
Central Bookkeeping Manager

001856



# Payment Receipt

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise Griffin

Date: 11-1-20

Google LLC  
1600 Amphitheatre Pkwy  
Mountain View, CA 94043  
United States

Payment date: Nov 1, 2020  
Billing ID: 4285-2345-0599  
Payment method: Visa \*\*\*\*0914



Encore Education Corporation  
Denise Griffin  
HESPERIA, CA 92345  
United States

Description	
Payment amount	\$217.56

**APPROVED**

Encore First Approval - Administration

**Kelsey White**  
Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

*Advertising*

**198100**



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Contract

**INVOICE**

INV08398667  
 PO Number:

**Sold To:**  
 dg@officerteam.com  
 Denise Griffin

Date: \_\_\_\_\_

Account Number: [REDACTED]  
 Invoice Number: INV08398667  
 PO Number:

**Bill To:**  
 dg@officerteam.com  
 Denise Griffin  
 16955 Lemon Street

Invoice Date: 11/02/2020  
 Payment Due By: 11/02/2020  
 Payment Terms: Due Upon Receipt  
 Payment Method: CreditCard

Hesperia California 92345  
 United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 11/02/2020-12/01/2020	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				Total:	\$15.00
				Balance Due:	\$0.00
				Currency:	USD

*Cal Pads*

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
11/02/2020	P-09490356	Payment		(\$15.00)
Balance Due:				\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
 Submit new billing information securely  
 online at: <https://www.box.com/update>  
 (be sure to login as the Box administrator)

Account Number: [REDACTED]  
 Invoice Date: 11/02/2020  
 Invoice Number: INV08398667  
 Payment Due Date: 11/02/2020  
 Total Amount Due: \$0.00  
 Amount Enclosed: \_\_\_\_\_

**APPROVED**

Encore First Approval - Administration

**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
 General Executive Manager

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

General billing inquiries: <https://community.box.com/>  
 For additional billing assistance or to pay by credit card, submit a case by visiting:  
<https://cloud.box.com/SubmitCase> or call us at:  
 1-877-729-4269

001858

Box Inc. | 900 Jefferson Ave, Redwood City, CA 94063





Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Joe T  
Date: 11/3/20

Circle One:  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

SHOP N GO  
FG06145364001  
11254 I AVE  
HESPERIA , CA  
92345  
11/03/2020 360290397  
09:31:09 AM

XXXXXXXXXXXX0914  
Debit  
INVOICE 064715  
AUTH 460866

PUMP# 8  
Regular CR 16.540G  
PRICE/GAL \$2.970

FUEL TOTAL \$ 50.93

DEBIT \$ 50.93

Customer-activated Purchase/Capture  
Site #: 00000000202020  
Shift Number 1  
Sequence Number 57773  
Signed  
APPROVED 488866

VENDOR:  
Shop N Go

DATE OF PURCHASE:  
11/03/2020

AMOUNT:  
\$ 50.93

REIMBURSE TO / ACCOUNT:  
Debit Account

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Curtis Peterson**  
Executive Risk Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

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visit.com

001835

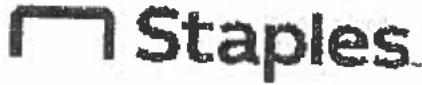


Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/3/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

ENCORE JR/SR HIGH SCHOOL FOR THE ARTS  
 19201 A BEAR VALLEY ROAD  
 APPLE VALLEY, CA 92308  
 (760) 961-6472



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE		1965226 2 003 11585	
		1426 11/03/20 09:53	
QTY	SKU		PRICE
1	360 60L 2USB STUDI		
	819124011768		29.99
1	UTW 5FT CABLE BLAN		
	052418006361		13.99
SUBTOTAL			43.98
Standard Tax 7.7500%			3.41
TOTAL			\$47.39

US DEBIT USD\$47.39  
 Card No.: XXXXXXXXXXXX0914 [C]  
 Chip Read  
 Auth No.: 002816  
 AID.: A0000000980840  
**Verified By PIN**  
 TOTAL ITEMS 2

TRU RED  
 Business essentials designed  
 thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.  
 Staples Rewards members get up to 5%  
 back in Rewards in store only.  
 Exclusions Apply. See an associate for  
 full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

VENDOR:

Staples

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$47.39

REIMBURSE TO / ACCOUNT:

Debit account

ADMIN APPROVAL ONLY

PURPOSE:

office Supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001836



**Pre-Approval Stamp**

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise

Date: 11/3/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1965226 3 001 89180  
 1426 11/03/20 11:01

QTY	SKU	PRICE
-----	-----	-------

QTY	SKU	PRICE
1	STAPLES STD SHEET 718103009898	18.99
5	STAPLES STD SHEET 718103009898	18.990ea 94.95
1	STAPLES STD SHEET 718103009898	18.99
SUBTOTAL		132.93
Standard Tax 7.7500%		10.30
TOTAL		\$143.23

US DEBIT USD\$143.23  
 Card No.: XXXXXXXXXXXX0914 [C]  
 Chip Read  
 Auth No.: 000614  
 AID.: A00000C0980B40  
**Verified By PIN**

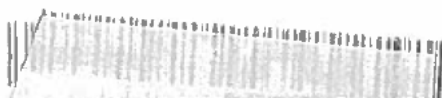
TOTAL ITEMS 7

TRU RED

thoughtfully to work beautifully.

Shop smarter. Get Rewarded.  
 Staples Rewards members get up to 5%  
 back! Rewards in store only.  
 Exclusions apply. See an associate for  
 full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



VENDOR:  
Staples

DATE OF PURCHASE:  
11/03/2020

AMOUNT:  
\$143.23

REIMBURSE TO / ACCOUNT:  
Debit Account

ADMIN APPROVAL ONLY

PURPOSE:  
office supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001837



**Pre-Approval Stamp**  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

VENDOR:  
Staples

DATE OF PURCHASE:  
11/04/2020

AMOUNT:  
\$ 12.92

REIMBURSE TO / ACCOUNT:  
Debit Account

ADMIN APPROVAL ONLY

PURPOSE:  
office supplies

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Ashlin Barkdull**  
 General Executive Manager

001840

19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1965226 2 001 89387  
 1426 11/04/20 09:21

QTY	SKU	PRICE
1	UTW 5FT COMPCT CRDP 891449002835	11.99
SUBTOTAL		11.99
Standard Tax 7.7500%		0.93
TOTAL		\$12.92

US DEBIT USD\$12.92  
 Card No.: XXXXXX XXXX0914 [C]  
 Chip Read  
 Auth No.: 001594  
 AID: A0000000990040  
**Verified By PIN**

TOTAL ITEMS 1

Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewards.  
 Staples Rewards members get up to 5% back in Rewards in store only.  
 Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 11/4/20

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

SALE 1928360 2 001 89441  
 1426 11/04/20 12:12  
 QTY SKU PRICE

REWARDS NUMBER [REDACTED]

1	HD BINDER 4IN BLK	718103338257	38.99
1	HD BINDER 4IN BLK	718103338257	38.99
1	STPLS HD BINDER 5T	718103338264	32.99
1	STPLS HD BINDER 5T	718103338264	32.99
1	STPLS HD BINDER 5T	718103338264	32.99
1	STPLS HD VIEW BIND	718103199131	35.99
1	STPLS HD VIEW BIND	718103199131	35.99
1	STPLS HD VIEW BIND	718103199131	35.99
1	STPLS HD VIEW BIND	718103336615	35.99
1	STPLS HD VIEW BIND	718103336615	35.99
1	STPLS HD VIEW BIND	718103336615	35.99
SUBTOTAL			388.88
Standard Tax 7.7500%			30.14
TOTAL			\$419.02

US DEBIT USD\$419.02  
 Card No.: XXXXXXXXXX0914 [1]  
 Chip-Read  
 Auth No.: 000182  
 AID.: A0000000980040  
**Verified By PIN**

VENDOR: Staples

DATE OF PURCHASE: 11/04/2020

AMOUNT: \$419.02

REIMBURSE TO / ACCOUNT: Debit Account

ADMIN APPROVAL ONLY

PURPOSE: Office Supplies

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Manager  
**Ashlin Barkdull**  
 General Executive Manager

001841



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**  
**PRE-APPROVED**  
 Name: Contract  
 Date: \_\_\_\_\_

Issued to:  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

**Invoice #796563063 | Nov 4, 2020 | Paid**

Description	Site	Billing Period	Quantity	Amount
Ascend	encorehighschool.com	Monthly	1	\$59.00
Ascend Unlimited		Nov 4, 2020 - Dec 4, 2020		

Payment Method: Visa \*\*\*\* 0914

Subtotal

\$59.00

**Total**

**\$59.00**

*Parent website*

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

001843

Feel free to contact us:

[wix.com/support](http://wix.com/support)

1-415-639-9034

[wix.com/contact](mailto:wix.com/contact)

19201 A Bear Valley Road  
APPLE VALLEY, CA 92308  
(760) 961-6472

SALE 1957572 1 001 90309  
1426 11/08/20 10:32  
QTY SKU PRICE

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 1/8/20

REWARDS NUMBER [REDACTED]  
1 STPLS STAN VIEW BN \* 4.99  
718103325493  
1 STPLS STAN VIEW BN \* 8.99  
718103325509  
2 PASTELS 8.5X11 BLU 24.98  
718103076296 12.490ea  
SUBTOTAL 38.96  
Standard Tax 7.7500% 3.02  
TOTAL \$41.98  
US DEBIT USD\$41.98  
Card No.: XXXXXXXXXXXX0914 [C]  
Chip Read  
Auth No.: 000860  
AID.: A0000000980840  
Verified By PIN

*Accounting*

TOTAL ITEMS 4  
\*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

TRU RED  
Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.  
Staples Rewards members get up to 5% back in Rewards in store only.  
Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

14261108209030901



14261108209030901

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**Kelsey White**  
Central Bookkeeping Manager

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**Ashlin Barkouli**  
General Executive Manager

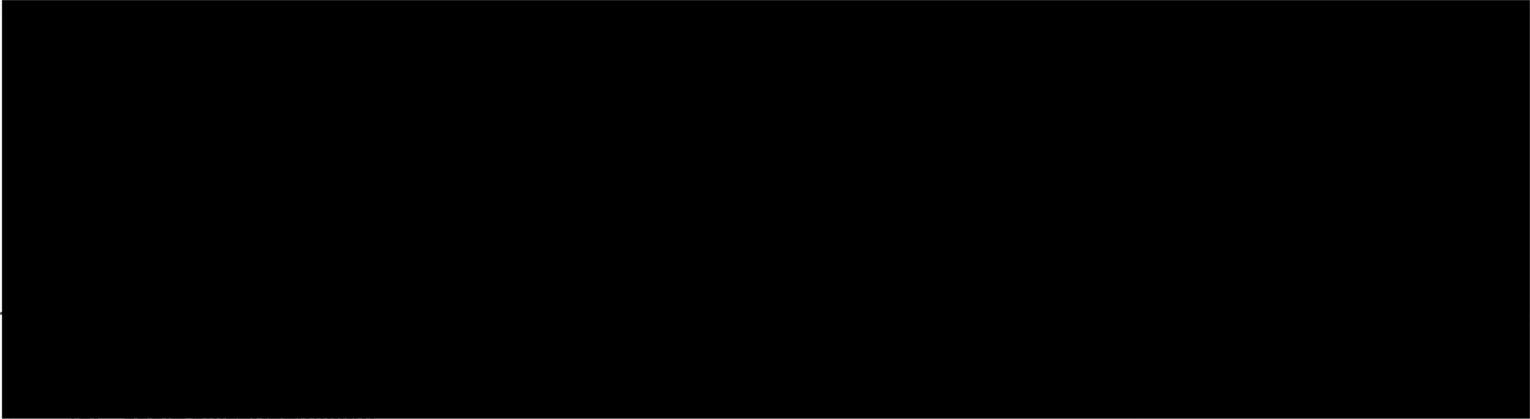
001847



**PRE-APPROVED BY**

Name: Contract

Date: \_\_\_\_\_



## Payment success

**Denise Griffin, thank you for your payment.**

*Bookkeeping Service*

Invoice number: 1000172628021  
Invoice date: 11/09/2020  
Total: \$25.00  
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

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Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

[View billing history](#)

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**Ashlin Barkdull**

General Executive Manager

## Account details

**Billed to:**

Encore ASB

**Company ID ending:**

1556

**Items on this invoice:**

QuickBooks Online Simple Start



(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.



## Questions or concerns?

Visit customer support.



[View on web.](#)

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ETC\_oBill\_Notify\_100\_QuickBooks Online\_en\_US\_US\_USD\_Charge

eda4c853-fb53-4ad0-b17e-dd82e5dc5e1b

SMALL\_BUSINESS

--  
**- Mrs. Denise Griffin**  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

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---

**Denise Griffin** <ceo@officerteam.com>  
To: **Kelsey White** <kwhite@encorehighschool.com>

Tue, Jan 5, 2021 at 3:42 PM

[Quoted text hidden]



Thanks for signing up for Instacart Express!

PAYMENT RECEIPT

---

Payment Date: 11/19/2020

Billed To: jayleen@encorehighschool.com

Amount Received: \$9.99

Credit Card: Ending in 0914

If you have any questions, please visit our help center at <https://www.instacart.com/help>  
- The Instacart Team

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Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

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Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

\* Accidental Purchase - will be refunded.



Final Details for Order #112-4210047-0568231

Order Placed: November 18, 2020  
 PO number : COVID PREPARATION  
 Amazon.com order number: 112-4210047-0568231  
 Order Total: \$105.60

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: 11/18/20

Shipped on November 18, 2020	
<b>Items Ordered</b>	<b>Price</b>
2 of: WYB Wall-Mounted Forehead Temperature, Non-Contact 0.1S Real-Time Reading Abnormality Automatic Hands-Free Alarm Temperature Scanner, Used for Rapid Detection in Public Places Sold by: Dino Koda ( <a href="#">seller profile</a> ) Business Price Condition: New	\$49.00
<b>Shipping Address:</b> Denise Griffin [REDACTED] United States	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00 Total before tax: \$98.00 Sales Tax: \$7.60
<b>Shipping Speed:</b> Standard Shipping	Total for This Shipment: \$105.60

Payment information	
<b>Payment Method:</b> Visa   Last digits: 0914	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00
<b>Billing address</b> Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345 United States	Total before tax: \$98.00 Estimated Tax: \$7.60 Grand Total: \$105.60

To view the status of your order, return to [Order Summary](#) .

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**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore First Approval - Administration  
**Curtis Peterson**  
 Executive Risk Manager

001850



# INVOICE

LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, 81  
Limassol 3032  
Cyprus

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 11/19/20

Invoice # 3001-22487  
Invoice Date Nov 19, 2020  
Invoice Amount \$999.00 (USD)  
PAID

**BILLED TO**  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

**SUBSCRIPTION**  
Billing Period Nov 19 to Dec 19, 2020  
Next Billing Date Dec 19, 2020  
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
<b>Total</b>	<b>\$999.00</b>
Payments	(\$999.00)
<b>Amount Due (USD)</b>	<b>\$0.00</b>

**PAYMENTS**

\$999.00 was paid on 19 Nov, 2020 16:50 UTC by Visa card ending 0914.

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Covid Curriculum

001857



Final Details for Order #112-2804421-0097016

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 11/20/20

Order Placed: November 20, 2020  
PO number : COVID  
Amazon.com order number: 112-2804421-0097016  
Order Total: \$193.92

Shipped on November 25, 2020	
<b>Items Ordered</b>	<b>Price</b>
1 of: IESTARING Table Light&#x26;x26;Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile)   Product question? (Ask Seller) Business Price Condition: New	\$59.99
<b>Shipping Address:</b> Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$59.99 Shipping & Handling: \$0.00 ----- Total before tax: \$59.99 Sales Tax: \$4.65 -----
<b>Shipping Speed:</b> Amazon Day Delivery	<b>Total for This Shipment: \$64.64</b> -----

Shipped on November 25, 2020	
<b>Items Ordered</b>	<b>Price</b>
2 of: IESTARING Table Light&#x26;x26;Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile)   Product question? (Ask Seller) Business Price Condition: New	\$59.99
<b>Shipping Address:</b> Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$119.98 Shipping & Handling: \$0.00 ----- Total before tax: \$119.98 Sales Tax: \$9.30 -----
<b>Shipping Speed:</b> Amazon Day Delivery	<b>Total for This Shipment: \$129.28</b> -----

**APPROVED**  
Encore First Approval - Administration  
**Kelsey White**  
Central-Bookkeeping-Manager

Payment information	
<b>Payment Method:</b> Visa   Last digits: 0914	Item(s) Subtotal: \$179.97 Shipping & Handling: \$0.00 -----
<b>Billing address</b> Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345	Total before tax: \$179.97 Estimated Tax: \$13.95 -----

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

United States

Grand Total: \$193.92

To view the status of your order, return to [Order Summary](#) .

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**Kelsey White**  
Central Bookkeeping Manager

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Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

001859



# MONTHLY WE PAY / WIX REPORTING

WePay and WIX are credit card payment systems that Encore uses for third parties to make payments and purchase merchandise. The request for these payments come directly from our communication email system, Constant Contact and from purchases made from the internet for special events.

- The first report reflects the bank charges associated with this service
- The second report reflects the individuals that have made the payments
- Last, a sampling of the actual purchases from Constant Contact are included. If you are looking for a specific charge through Constant Contact, it is available online for download.



encorehighsch...  
 Role: Director

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payouts

Settlement Report

Upgrade

Edit Site

# Settlement Report

Understand how funds move in and out of your Wix Payments account.

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Release	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	\$502.09	\$0.00	\$502.09
Nov 20, 2020	Reserve Hold	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	-\$502.09	\$0.00	-\$502.09
Nov 6, 2020	Refund	1052f23e-d49a-4668-a7ad-da684487ebd8	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	1052f23e-d49a-4668-a7ad-da684487ebd8	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	becd3d5f-ed59-43a0-99d8-1822710c6727	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	efbfa72a-c88b-4f52-91b9-7641256f1525	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	b61373f3-b840-41ab-a4b4-a155293cd279	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	b61373f3-b840-41ab-a4b4-a155293cd279	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	19974150-bebb-4a51-8228-ed37e7f7803b	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 6, 2020	Credit	f7542111-9a0a-453c-a4f2-cd52417d90f5	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	241ac2a6-4430-4cd6-babc-22880d9ba616	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	592ee6a8-0439-4143-80e5-f2fa596d7f80	\$20.00	\$1.38	\$18.62
Nov 5, 2020	Credit	79263501-d04d-4049-a55b-a176481e4f43	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	0ca1d2f2-997e-4f89-a3b5-650dba03a6ed	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	b0104f58-9f61-458c-9edb-babdf495afc	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	081d7752-fe7a-48df-bbf3-6676ab97c00a	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	2dec2166-028a-418e-a38b-215d3e66e598	\$40.00	\$2.46	\$37.54

0-20 of 157 payables



encorehighsch...  
Role: Owner

Main Menu

# Settlement Report

Understand how funds move in and out of your Wix Payments account.



**Finances**

Payments

Price Quotes

Invoices

Financial Integrations

**Wix Payments**

Payments

**Settlement Report**

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 5, 2020	Credit	40324c5f-9732-4385-9d52-dc7eff952410	\$40.00	\$2.46	\$37.54
Nov 3, 2020	Refund	a81422c3-7304-4736-b678-5ec87c529909	-\$40.00	-\$2.46	-\$37.54
Nov 3, 2020	Credit	a81422c3-7304-4736-b678-5ec87c529909	\$40.00	\$2.46	\$37.54
Nov 3, 2020	Credit	1ac23004-980f-4935-9ba4-0fd1b87f8f5b	\$40.00	\$2.46	\$37.54
Nov 2, 2020	Credit	87476c73-7cc9-4527-867f-d0b9e81450ae	\$40.00	\$2.46	\$37.54
Nov 2, 2020	Credit	e4f8797c-ceb4-454f-b56b-0e77b44ffbeb	\$40.00	\$2.46	\$37.54
Nov 1, 2020	Credit	4303b587-1602-4676-92b3-cca4d4c6401a	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Refund	9765491a-bdac-4b3c-bcae-b7d10e9cb7fa	-\$40.00	-\$2.46	-\$37.54
Oct 31, 2020	Credit	9765491a-bdac-4b3c-bcae-b7d10e9cb7fa	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Refund	bd3f79fe-64c3-4498-bc9a-158c75dcdacf	-\$40.00	-\$2.46	-\$37.54
Oct 31, 2020	Credit	bd3f79fe-64c3-4498-bc9a-158c75dcdacf	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Credit	9619738b-80d6-4402-b284-ff4965921dab	\$40.00	\$2.46	\$37.54

Upgrade

Edit Site

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 31, 2020	Refund	bb39f42c-6d4a-4a77-b638-d0745b56fc2a	-\$40.00	-\$2.46	<b>-\$37.54</b>
Oct 31, 2020	Credit	bb39f42c-6d4a-4a77-b638-d0745b56fc2a	\$40.00	\$2.46	<b>\$37.54</b>
Oct 31, 2020	Credit	e19e02ec-b695-4f06-bdcb-26bd4d09d5ee	\$40.00	\$2.46	<b>\$37.54</b>
Oct 30, 2020	Credit	35a38a0c-d503-410a-9385-3db6ab658ed1	\$40.00	\$2.46	<b>\$37.54</b>
Oct 30, 2020	Credit	4d681ea7-ad67-47c6-8f8a-31b4e49e4e4a	\$40.00	\$2.46	<b>\$37.54</b>
Oct 30, 2020	Credit	c7adb5ff-0d24-446a-a626-df3d1e27e9f3	\$40.00	\$2.46	<b>\$37.54</b>
Oct 30, 2020	Credit	eb446cf1-599b-4882-b76b-eabae8bb187a	\$40.00	\$2.46	<b>\$37.54</b>
Oct 30, 2020	Credit	78c364a4-de5b-4fbd-8d79-df2bdee4b7e3	\$40.00	\$2.46	<b>\$37.54</b>

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Role Owner

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payouts

Settlement Report

Upgrade

Edit Site

# Settlement Report

Understand how funds move in and out of your Wix Payments account.



From  To  Transaction ID

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 30, 2020	Credit	4e57aa9e-49f9-45cf-8a68-5cacaee405f42	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	ca02547e-3bde-4955-93b0-686192cd146a	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	ff4319d7-f25e-4751-b0f1-1a3d68cb72a9	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	1b141c91-10ac-4dbf-bb67-faae82bae1a7	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	aa40bfd9-d32f-4f84-abf4-50568f7e66ab	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	a765d2bf-c53e-48ba-a326-e9f4f81d9d58	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	633f9f18-37d4-4a21-aa6c-1da02d5649b9	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	c5fbbcca-e069-4ec6-a84d-1915c4ac8692	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	b32c1437-2b16-4546-912e-7044d92371ed	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	8aff25f2-fd46-4fe0-bf6b-439fbf26c07b	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	8a569fd9-1fc0-4954-850b-a4ed9fd7349e	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	fc8d6d9-6e6e-460a-9dc7-ccec75be9863	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 30, 2020	Credit	d8e940ae-d750-4b2c-be1b-c33675fa8746	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	c0a7cb3a-581a-47e1-bd84-cffcfd69cb0	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	80132ee2-21c3-4017-972c-417e6c66f2f4	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	a7781522-d181-4f09-a073-09d350b9e552	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	29551eee-ef9a-4833-9a92-a0cbbaccb217	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	962b2c7f-f304-4be7-b8db-1a3fc58c67a6	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	eadbc2d9-3a0e-49e6-bb88-4c7222db95b3	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	71ff3de2-3bd8-4919-a781-7d3d94d869c7	\$40.00	\$2.46	\$37.54

Oct 29, 2020	Credit	5e0c3509-9008-497a-8892-328b09aa86e9	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	2b2f44f9-4677-4c72-86bc-275f4d913d85	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	1cf141a2-6c64-4ba6-8c64-acc68744e235	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	f7c94a8e-2ab2-4d97-a0a7-9f43006726c3	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	bcf0b579-02db-40b5-b676-d7864ad3d9f5	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	e0ecd28d-42b0-4a78-a4fa-938295b3adf1	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	c207dde1-bdf6-4e25-bc56-b3991d11e0b0	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
------------------	------	----------------	--------	-----	-----

60-80 of 157 payables < 1 2 3 4 5 6 7 8 >

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 27, 2020	Credit	880217ad-564c-4a77-b80b-4c6e46ad142f	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	918af3a-aa41-41be-800b-0c2330e5773d	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	a9c7cd6b-c698-433f-b576-632d3236be04	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	b6b9400d-d83c-4c2d-ae6a-435245d19e0e	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	3237a10c-b048-42f2-8c11-16e4eeb24fd6	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Refund	7c250b98-645a-4dee-b3ff-3cc8a1ab9152	-\$40.00	-\$2.31	-\$37.69
Oct 27, 2020	Credit	7c250b98-645a-4dee-b3ff-3cc8a1ab9152	\$80.00	\$4.62	\$75.38
Oct 27, 2020	Credit	8ce9da04-6a27-4490-a4fb-ec4809c8f6da	\$40.00	\$2.46	\$37.54

80-100 of 157 payables

◀ 1 2 3 4 5 6 7 8 ▶



Settlement Report

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Relo. Owner

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payments

Settlement Report



From  To  Transaction Id

Oct 29, 2020	Credit	7563f105-879c-4a9c-85dd-64b3e2d530a6	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	712f4403-25dd-4010-a59c-7d8340190cc8	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	8fef6a20-ee7a-44c8-9698-38e472675a93	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	3249478c-e48b-4003-af36-2f3c4c57afb0	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	12b6c080-7d39-430d-ae68-444aa2173ec9	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	490e08f5-bb5c-4d06-8479-fc9ba6c6a551	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	c985c7f5-8b23-4231-a625-96a710d61a7f	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 29, 2020	Credit	792fb2a4-af0b-4d10-8304-945eff23adbb	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	2c96bf7d-1677-4396-8ed5-2266da30c147	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	aff9fcdb-4f46-410a-a533-61b4a96e2e56	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	9be28110-93e0-4ee6-a427-70ebe6b08d51	\$40.00	\$2.46	\$37.54

Upgrade

Edit Site

encorehighscho...

Role Owner

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payments

Settlement Report

Upgrade

Edit Site

# Settlement Report

Understand how funds move in and out of your Wix Payments account.



From  To  Transaction Id

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 27, 2020	Credit	3fcb8c05-f817-4f91-926e-82b99c03f994	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	f5650c9e-bea8-4325-961b-3317b17249ce	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	729296d2-11db-46f2-a615-dac1f90161af	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	274f0b57-8908-47d9-8c99-1c941cd1f6b2	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	a969d05c-fe23-4ac3-9b7a-6f148009c750	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	d9a65001-1f53-4e38-b704-dea37f0da49e	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	8ed5876e-2ded-459b-8b25-d8a8bd654fb8	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	889140f9-5a07-4331-bafb-be385003c80d	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	37970c5e-08b5-49a9-957c-77516b31b37e	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	51703c96-13fc-419b-9531-0b3f42044bb2	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	c37a0512-1ab5-4d85-a405-9880ccca606f	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	79e00716-66e1-4427-98eb-0db994916ad0	\$40.00	\$2.46	\$37.54

encorehighscho...

Role Owner

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payments

Settlement Report

Upgrade

Edit Site

# Settlement Report

Understand how funds move in and out of your Wix Payments account.



From  To  Transaction Id

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 28, 2020	Credit	3667a2c8-d646-4d54-b754-056ab7d36ea5	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	90f8d0cb-4b12-4357-b02b-49c6bcf5606e	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	9ee82715-108a-4e42-a323-f0ebdde77292	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	c4cc2e17-bc50-4b87-a3a7-6c4721fe60fd	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	964f1318-a134-462a-8233-cba3289a7b91	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	15e1e7b1-abff-4b71-af6f-7042ee980301	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	ef8be488-9588-45b8-9416-3e7d61466907	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	e3af244f-a727-4d8a-ae14-6660dcf25ec7	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	4f1d9dae-9dcc-4e96-babb-f335a5fa120b	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	755ba699-f7f2-4274-a927-c83543e7689e	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	3d8dd1aa-5d54-4a26-b9db-dc201981f4dc	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	c81e6e72-b47a-4907-bef1-d4d2fd38ce70	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 25, 2020	Credit	236dc6b6-f180-4d7c-8bd0-0c3a9bd209b1	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	39d7de09-d0cf-42ee-ae48-b5dbc9c4ed60	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	b716f814-1063-43bc-bfac-51ac5367aca5	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	a520466b-31d3-43c8-ab10-19ba48c638ef	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Refund	a638f33b-e660-4b1e-9609-792b9da8d259	-\$40.00	-\$2.46	-\$37.54
Oct 25, 2020	Credit	a638f33b-e660-4b1e-9609-792b9da8d259	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	22fac65e-cbf4-4a60-91e5-bfa203e43e21	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	e16dfd0a-39ac-4329-8fcd-b8b47c9552b8	\$40.00	\$2.46	\$37.54

encorehighscho...

Role Owner

Main Menu

**Finances**

Payments

Price Quotes

Invoices

Financial Integrations

**Wix Payments**

Payments

**Settlement Report**

Upgrade

Edit Site

# Settlement Report

Understand how funds move in and out of your Wix Payments account.

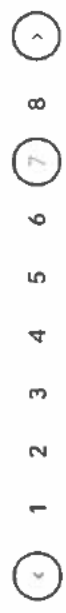


From  To  Transaction Id

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 24, 2020	Credit	7c51f800-0b60-48bc-9fbd-fe724e5f4ad2	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	ecbd95c1-4d00-46f7-8c7f-9d82a69059fb	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	6a0a28f3-8029-4cd3-90db-773de7e3f5c5	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	87daee3a-9de5-44c4-9e49-6bad9b46f435	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	3377822c-2110-4bde-9e3c-2b4909ffe46	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	1e7ee301-0920-48f9-b689-2444b830bdbe	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	253263ab-a492-4baa-b4b9-644a7b1a2955	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	1bbab348-5e0b-43ad-85bf-50dd6125ef72	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	52b0b9cf-c14f-4a28-afc1-56c41697bd8e	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	564e8690-8adc-4fd1-bb47-0860914b5357	\$40.00	\$2.46	\$37.54
Oct 21, 2020	Credit	00caa423-acf9-4fe4-a396-5f6a977e8674	\$40.00	\$2.46	\$37.54
Oct 21, 2020	Credit	237ae785-b181-4a93-8abe-b6fae3196443	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 21, 2020	Credit	aab29d68-5043-4059-af6c-7960053f8277	\$40.00	\$2.46	\$37.54
Oct 20, 2020	Credit	c6949677-a594-4537-a4fc-2455a816c5e6	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	aceea211-91b5-4618-a003-6ef27dcbb1b4	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	ce67a7a2-d657-4f1f-83ff-5d6a194152ab	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	76f385f9-b8bd-47d7-8cd9-951af52d063b	\$40.00	\$2.46	\$37.54
Oct 16, 2020	Credit	402aa312-71fe-49e2-b26a-178bcce39b25	\$40.00	\$2.46	\$37.54
Oct 15, 2020	Credit	cc0646d5-090a-4e5a-bdd7-f19a99e9a615	\$40.00	\$2.46	\$37.54
Oct 14, 2020	Credit	08f3f971-ebd3-4c01-9b5d-78c15890476c	\$40.00	\$2.46	\$37.54

120-140 of 157 payables



**Settlement Report**

encorehighscho...

Roll Over

Main Menu

**Finances**

Payments

Price Quotes

Invoices

Financial Integrations

**Wix Payments**

Payouts

**Settlement Report**

Oct 10, 2020	Refund	f323df16-19ee-41c5-aa6e-efdbb129c447	-\$120.00	-\$6.70	-\$113.30
Oct 10, 2020	Credit	f323df16-19ee-41c5-aa6e-efdbb129c447	\$160.00	\$8.94	\$151.06
Oct 10, 2020	Credit	4aa4c0d1-15ea-48a4-8032-38d42178bb64	\$30.00	\$1.92	\$28.08
Oct 9, 2020	Credit	d6fe3d6a-dcb4-48e5-8169-e2896cc77b0d	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 6, 2020	Credit	9fde9b5b-0f53-4c03-9f13-258cfa5440d	\$40.00	\$2.46	\$37.54
Oct 6, 2020	Credit	ad13c100-a4c7-4468-a96e-cb60e586ce67	\$30.00	\$1.92	\$28.08
Oct 5, 2020	Credit	5d169bc1-109d-4f16-b53a-6c96ff4898d7	\$40.00	\$2.46	\$37.54
Oct 4, 2020	Credit	674ed9e7-9b11-403a-a603-1165cf0ec33e	\$40.00	\$2.46	\$37.54
Oct 3, 2020	Credit	81f39638-48bf-4fa1-98ea-3e8360d7f1c7	\$40.00	\$2.46	\$37.54
Oct 2, 2020	Credit	f412d117-8a13-45ba-9b2c-66652ad46549	\$40.00	\$2.46	\$37.54
Oct 1, 2020	Credit	0d9899daa-d79d-4312-856a-a99ccac87011	\$40.00	\$2.46	\$37.54

Upgrade

Edit Site

Sep 28, 2020	Credit	966bfc84-a20c-45cf-8e7d-35456f1b5c46	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	8f0c5f69-2e62-4b9a-bcfc-871052ba574e	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	76d86a29-ead6-4f18-abad-46fba1a76e51	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	30138d87-93b1-4444-bf5e-06099d2a826c	\$40.00	\$2.46	\$37.54
Transaction Date	Type	Transaction ID	Amount	Fee	Net

140-157 of 157 payables





Payments

encorehighscho...

Role Owner

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payments

Settlement Report

Overview of Today

<b>GROSS VOLUME</b>	<b>NET VOLUME</b>	<b>SUCCESSFUL PAYMENTS</b>
<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

All Payments

Filter 

Date	Customer	Product/Service	Payments Method	Status	Amount
Oct 6, 12:50 PM	Anthony Rivera	WEDS. Hall-O-Freak Drive Thru E...	Credit/Debit Cards	SUCCESSFUL	\$30.00
Oct 5, 09:35 PM	Cassie Bartlett	TUES. Hall-O-Freak Drive Thru Ex...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 4, 12:41 PM	Victoria Garcia	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 3, 06:46 PM	Damaris Mercado	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 2, 12:13 PM	Sonja Scott	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 1, 08:03 PM	Eileen Radzik	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 28, 06:34 PM	Betsy Otte	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 28, 08:40 AM	Carrine Bell	WEDS. Hall-O-Freak Drive Thru E...	PayPal	SUCCESSFUL	\$40.00

Upgrade

Edit Site

Sep 26, 03:29 PM	Mari Miller	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 11:54 AM	Rebecca Sutterfield	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 11:09 AM	Kelly Feldman	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 10:54 AM	Amanda Morris	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 10:41 AM	Amanda Finley	TUES. Hall-O-Freak Drive Thru Ex...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 10:30 AM	jaqueline kline	THURS. Hall-O-Freak Drive Thru ...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 09:07 AM	Amanda Morris	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$30.00
Sep 26, 07:49 AM	Sandra Griffin	TUES. Hall-O-Freak Drive Thru Ex...	PayPal	SUCCESSFUL	\$30.00
Date ↑	Customer	Product/Service	Payments Method	Status	Amount
Sep 26, 07:17 AM	ana serrano	THURS. Hall-O-Freak Drive Thru ...	PayPal	SUCCESSFUL	\$30.00
Sep 26, 07:08 AM	Nicole Randall	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$30.00

160-178 of 178 payments ◀ 1 2 3 4 5 6 7 8 9 ▶

encorehighscho...

← View All Payments

Rate Order

Main Menu

**\$30.00** **SUCCESSFUL**

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payouts

Settlement Report

DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Oct 14, 2020	PayPal	[REDACTED]	Wix Event:
01:57 PM	PayPal	[REDACTED]	1 x FRI, Hall-

### Payment Details

Amount	\$30.00
Wix Events Fee	\$0.75
Status	Successful
Payment Type	Single Payment

### Payment Method

Payment Provider	PayPal
Your Merchant Account	[REDACTED]
Method	PayPal
PayPal Payment ID	[REDACTED]

### BILLING DETAILS

Billing Name	[REDACTED]
Billing Address	[REDACTED]
Email	[REDACTED]

### Order #a43a0cb7-f635-4e1c-a7b6-1456839a7cd9 Details

### SHIPPING DETAILS

Email	[REDACTED]
Phone	[REDACTED]

Upgrade

### PRODUCTS OR SERVICES

FRI, Hall-O-Freak Drive Thru Experience-Hall-O-Freak Kids Tour

Edit Site

G

**Total Amount**

**Payment History**

**De**

October 14, 2020, 01:57 PM

SUCCESSFUL

**Payment successful**

encorehighscho...

← View All Payments

Role: Owner

Main Menu

**\$40.00** **REFUNDED**

**Finances**

**Payments**

Price Quotes

Invoices

Financial Integrations

**Wix Payments**

Payouts

Settlement Report

DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Nov 6, 2020 05:04 PM	Credit/Debit Cards Wix Payments	[REDACTED]	Wix Event: 1 - SAT. Hall

**Payment Details**

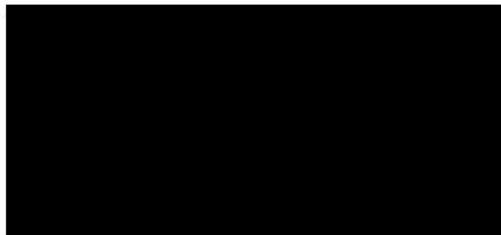
Amount	\$40.00
Processing Fee	\$1.46
Wix Events Fee	\$1.00
Net	\$37.54
Status	Refunded
Payment Type	Single Payment

**REFUND**

Refunded Amount	\$40.00
Refund Note	Event canceled

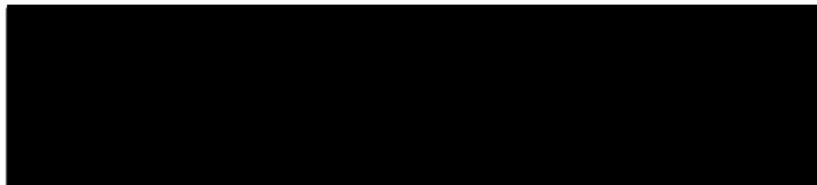
**Payment Method**

Payment Provider  
 Your Merchant Account  
 Method  
 Wix Payments Payment ID



**BILLING DETAILS**

Billing Name  
 Billing Address  
 Email



Upgrade

Edit Site

Order #74f949e2-9d26-4d2c-b631-094fc9af1a21 Details

**PRODUCTS OR SERVICES**

**SAT. Hall-O-Freak Drive Thru Experience - CLOSING NIGHT-Hall-O-Freak Carload Mid Eve**

C

**Total Amount**

**Payment History**

De

November 16, 2020, 12:12 PM	REFUNDED	<b>\$40.00 of payment amount refunded to customer</b> Event canceled
November 6, 2020, 05:04 PM	SUCCESSFUL	<b>Payment successful</b>

encorehighscho...

Role: Owner

← View All Payments

Main Menu

**\$20.00** **SUCCESSFUL**

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payouts

Settlement Report

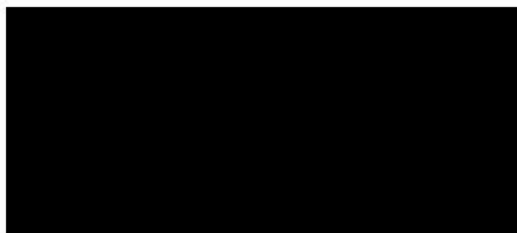
DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Nov 6, 2020 09:49 AM	Credit/Debit Cards Wix Payments	[REDACTED]	Wix Event: 1 x FRI. Hall-

Payment Details

Amount	\$20.00
Processing Fee	\$0.88
Wix Events Fee	\$0.50
Net	\$18.62
Status	Successful
Payment Type	Single Payment

Payment Method

Payment Provider  
 Your Merchant Account  
 Method  
 Wix Payments Payment ID



BILLING DETAILS

Billing Name  
 Billing Address  
 Email



Order #392bb4e5-c6ed-46dd-b388-1dbd3cbb7173 Details

PRODUCTS OR SERVICES

FRI. Hall-O-Freak Drive Thru Experience - WEEK 2-Hall-O-Freak Carload Last Call

C

Upgrade

Edit Site

**Discount**

21

**Total Amount**

**Payment History**

De

November 6, 2020, 09:49 AM

SUCCESSFUL

Payment successful





# NCR DAILY RECAP SUMMARIES

NCR is a point of sale software that connects directly to Encore's cash register. The purpose for this software is to track daily income and sales that happen directly on campus. This recap is reconciled with the daily reports created by the front desk receptionist. The front desk reports are verified by the administrative assistant bookkeeper.

- Item sales are listed first. This is a description of the payments collected.
- The NCR Monthly Report follows the item sales descriptions
- The Daily Register Recaps follow the NCR Monthly Report that report all daily sales.

**Encore High School**

**Item Sales**

16955 Lemon St.  
Hesperia, CA 92345

Sunday, November 1, 2020 - Monday, November 30, 2020

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
ASB-H	Hallofreak Drive Through Ticket		\$0.00	\$220.00	2.00		\$440.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	3.00		\$450.00	\$0.00	100.00 %
	<b>Total</b>				<b>5.00</b>		<b>\$890.00</b>	<b>\$0.00</b>	
MAIN ACCT.	CHILD LUNCH-MAIN		\$0.00	\$80.25	1.00		\$80.25	\$0.00	100.00 %
	IT FEE-MAIN		\$0.00	\$55.00	2.00		\$109.99	\$0.00	100.00 %
	<b>Total</b>				<b>3.00</b>		<b>\$190.24</b>	<b>\$0.00</b>	
Returns	Misc Checks		\$0.00	\$66.59	3.00		\$199.77	\$0.00	100.00 %
	Preimbursement Change		\$0.00	\$12.58	1.00		\$12.58	\$0.00	100.00 %
	<b>Total</b>				<b>4.00</b>		<b>\$212.35</b>	<b>\$0.00</b>	
<b>Total</b>					<b>12.00</b>		<b>\$1,292.59</b>	<b>\$0.00</b>	





# STUDENT SERVICES DAILY RECONCILIATION FORM

These forms must be reviewed by and signed by the ASB Treasurer quarterly.  
A monthly report must be reported to Student Council and Encore School Board.

RECONCILIATION FOR (DATE): 11-17-2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	960.00
CHECK DEPOSIT	326.30
NCR CREDIT AMOUNT	388.75
RECAP TOTAL	1675.05

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	1695.04
RECAP TOTAL	1675.05
OVER / SHORT	(19.99)

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	979.99
NCR CHECK	326.30
NCR DEPOSIT TOTAL	1306.29

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	1286.30
NCR DEPOSIT TOTAL	1306.29
ACTUAL OVER / SHORT	(19.99)

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

**REMARKS:** Pre-reimbursement of \$20.00 to Mr. Thibodeaux for gas.

PREPARED BY: X. Ramirez VIEWED BY (ASB TREASURER): \_\_\_\_\_  
DATE: 11-17-2020 DATE: \_\_\_\_\_

# Encore High School

16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

## Closed Shift Summary Shift #1 - Hesperia

Opened 10/28/20, 2:51 PM by Kelsey White  
 Closed 11/17/20, 11:20 AM by Kathy Cumming

	Qty	Total	Average
Gross Sales	13	\$1695.04	\$130.39
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	13	\$1695.04	\$130.39
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>13</b>	<b>\$1,695.04</b>	<b>\$130.39</b>

### PAY OUT

Pay Out #10125555 User: Ms. Kathy  
 Sales: Ms. Kathy

11/17/20, 11:20 AM

CASH -960.00

Reason:  
 SAFEDROP - Safe Drop

Payment Types	Qty	Total
CASH	4	\$979.99
Over/Short		-\$19.99
CHECK	3	\$326.30
CREDIT	6	\$388.75
Sales		\$388.75
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	1	\$960.00

Tax Categories	Rate %
No Tax	0.000
Taxable Subtotal	\$1695.04
Amount	\$0.00

No Sales Qty 7

Discount Names Qty Amount

Price Overrides Qty Amount

Clears Qty Amount  
 Cleared Tickets 0 \$0.00  
 Cleared Items 2 \$0.00

Printed 11/17/20, 11:23 AM



## ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE): 11-17-2020

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using Invisible tape.

100s	500
50s	100
20s	360
10s	0
5s	0
1s	0
Total Cash	960
Total Coin	0
Total Checks	326.30
Total Amount	1286.30

**REMARKS:** \_\_\_\_\_

PREPARED BY: Kathy Cummings

DATE: 11-17-2020

**Encore High School**

**Item Sales**

16955 Lemon St.  
Hesperia, CA 92345

Wednesday, October 28, 2020 - Tuesday, November 17, 2020

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
2021-H	Donation-2021		\$0.00	\$250.00	1.00		\$250.00	\$0.00	100.00 %
	<b>Total</b>				<b>1.00</b>		<b>\$250.00</b>	<b>\$0.00</b>	
ASB-H	Donations H		\$0.00	\$250.00	1.00		\$250.00	\$0.00	100.00 %
	Hallofreak Drive Through Ticket		\$0.00	\$130.00	4.00		\$520.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	2.00		\$300.00	\$0.00	100.00 %
	<b>Total</b>				<b>7.00</b>		<b>\$1,070.00</b>	<b>\$0.00</b>	
MAIN ACCT.	CHILD LUNCH-MAIN		\$0.00	\$44.38	2.00		\$88.75	\$0.00	100.00 %
	IT FEE-MAIN		\$0.00	\$55.00	2.00		\$109.99	\$0.00	100.00 %
	<b>Total</b>				<b>4.00</b>		<b>\$198.74</b>	<b>\$0.00</b>	
Returns	Misc Checks		\$0.00	\$88.15	2.00		\$176.30	\$0.00	100.00 %
	<b>Total</b>				<b>2.00</b>		<b>\$176.30</b>	<b>\$0.00</b>	
<b>Total</b>					<b>14.00</b>		<b>\$1,695.04</b>	<b>\$0.00</b>	





## STUDENT SERVICES BOOKKEEPING DAILY PAID OUT CASH RECONCILIATION FORM

These forms must be reviewed by and signed by the ASB Treasurer quarterly.  
A monthly report must be reported to Student Council and Encore School Board.

PAID OUT RECAP FOR (DATE): 11/16/2020

This form is only needed on days when paid outs affect the overall bank deposit total. The purpose of this form is to be able to reconcile and plan action for the paid outs that happen during the day.

EACH PAID OUT THAT IS A CASH PAID OUT SHOULD HAVE BACK UP PAPERWORK. BACKUP SHOULD BE INCLUDED IN THE DAILY RECAP. THIS FORM IS TO GIVE AN AT A GLANCE UNDERSTANDING OF WHERE THE MONEY WENT AND WHAT MONEY REQUIRES REIMBURSEMENT.

Name / Team: Write the team or person that has received the cash from the daily register.

Expensed: Write the account that will pay for the expense.

Amount: Write the amount of cash taken by the person.

Reimbursable?: Will ASB General get reimbursed for these expenses or will the expense be applied to an ASB account?

Name / Team	Expensed	Amount	Reimbursable?
Joseph Thibodeaux	General Fund Fuel	20.00	YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
		\$ 20.00	

PREPARED BY: Ashlin Berkelund

DATE: 11/17/2020



## ASB PRE REIMBURSEMENT FORM

Team/Class Advisor/Employee Name: Joseph Thibodeaux

Team/Class Requesting Reimbursement: \_\_\_\_\_

Location: HESPERIA / RIVERSIDE

Date	Description	Total Amount
11/16	Fuel-tech van	\$20.00
<b>Grand Total</b>		<b>\$ 20.00</b>

Check Number: ~~\_\_\_\_\_~~

I hereby certify that the above pre reimbursement's change (if any) will be attached with copies of receipts and/or proof of payment and I will fill out a separate "Expense Form" and "Receipt Form" and turn in later the same day or next business day.

Employee's Signature: *Joseph Thibodeaux* Date: 11-16-20

OFFICE USE ONLY

**APPROVED**

Approval:  Yes / No

Administrator Signature: *Ashlin Barkdull*

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
General Executive Manager

Date: 11/16/2020

Administrator Signature: *Johnny Griffin*

Date: 11/16/20

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

Executive Offices,  
16955 Lemon Street, Hesperia, CA 92345. 760.949.2036,  
3666 University Avenue, Riverside, CA 92501. 951.824.1358, encorehighschool.com

Updated May 2018





Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denice  
 Date: 11/16/2020

**Circle One:**  
**ASB / General Fund**

VENDOR:  
Circle K  
 DATE OF PURCHASE:  
11-16-20  
 AMOUNT:  
\$20.00  
 REIMBURSE TO / ACCOUNT:  
CASH

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel/Transportation  
 FIRST APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

11/16/2020 10:48:08 AM  
 Order Number: 2488576  
 Circle K 2706059  
 15289 Nisqually Rd  
 Victorville, CA 92395  
 (760) 843-5910

Register:2	Leal, Lisa
Prepay Pump # 8	\$20.00
Sub. Total:	\$20.00
Tax:	\$0.00
Total:	\$20.00
Discount Total:	\$0.00
Cash	\$20.00
Change	\$0.00

Thank You  
Come Again

CHECK DATE: 11/16/2020

PAYEE: Encore ASB Hesperia

VENDOR ID: ENCO000

ACCOUNT #:

Invoice	Description	Discount	Amount
Mar 2020 ASB	ASB Reim Mar 2020 Misc	\$0.00	\$4,454.89
May 2020 ASB	ASB Reim May 2020 Misc	\$0.00	\$3,545.11
<b>Total :</b>		\$0.00	\$8,000.00

# Wells Fargo Bank Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118  
 CHK 00114  
 Serial #  
 Number of Checks 3  
 Check Listing  
 \$99.00  
 \$77.30  
 \$150.00

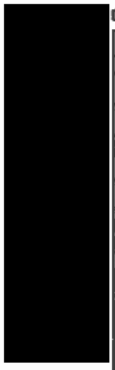
Total Checks Amount \$326.30  
 Total Deposit \$326.30

Deposit Availability  
 The full amount of your deposit is included in your available balance.

Transaction # 140 0152  
 03:40PM 11/19/20  
 Deposit Credit Date: 11/19/20

Thank you, JESSICA

USE POSTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS ALSO OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE PERSONAL CHECKS, COFF AND A/R AFFIDAVIT COLLECTION AGREEMENT.



WELLS FARGO  
 California  
 wells.fargo.com  
 Wells Fargo Bank, N.A.

\$

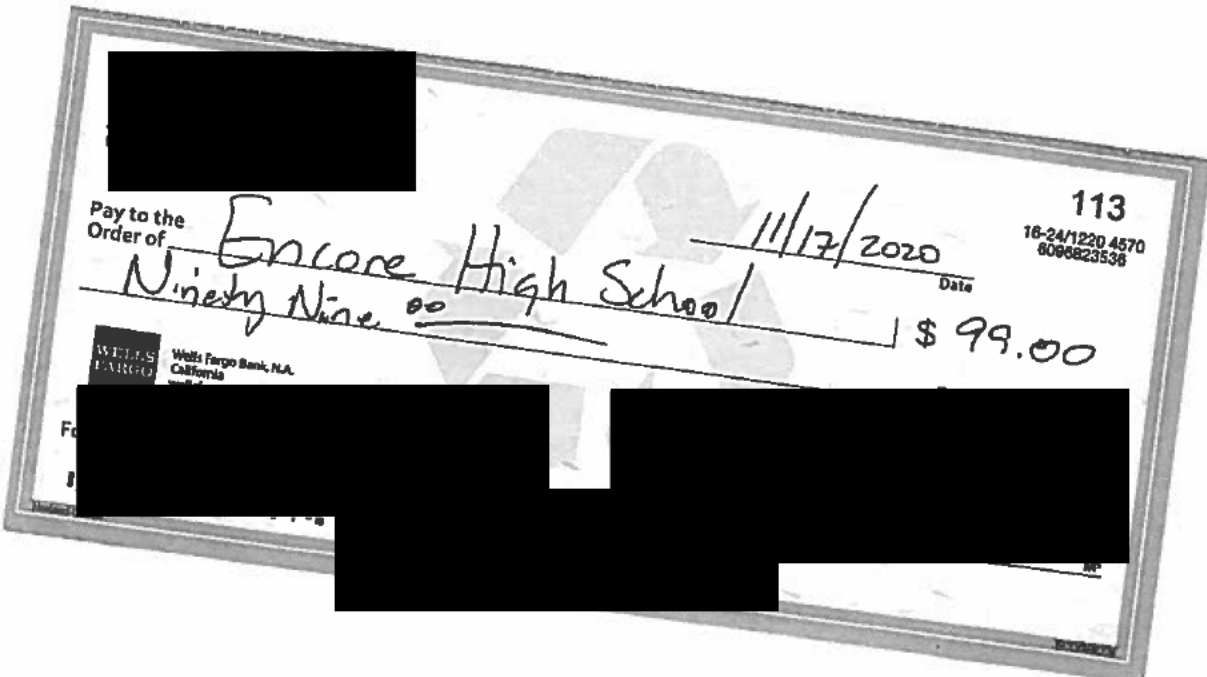
326.30

DATE 11/17/2020 11-1288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1	99	00
2 107	77	30
3 103	150	00
4		
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33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE TOTAL	326	30

USE OTHER SIDE FOR ADDITIONAL LISTING  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED



107  
90-8200/3222  
01  
DATE 11/04/2020 CHECK RESERVE  
PAY TO THE ORDER OF Encore High School \$ 77.30  
Seventy Seven 30/100 DOLLARS  
SCHOOLSFIRST FEDERAL CREDIT UNION  
MEMO Instant Payment - Mistake Acct.

0103  
90-8123/3222  
Date 11-4-2020  
Pay to the Order of Encore Junior Senior High School \$ 150.00  
one hundred fifty and 00/100 Dollars  
Altura CREDIT UNION  
For L. Jacket

DEPOSIT TICKET

11-4288/1210 6499

DATE 11/17/2017

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	9100	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8000	00
2		
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TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	896000

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

USE ADDITIONAL SLIPS FROM YOUR CHECKS FROM AUTO... (text is partially obscured and difficult to read)



WESTERN  
FUND  
WESTERN FUND BANK, N.A.  
California  
www.westernfund.com

\$ 8960.00

DEPOSIT TICKET

11-4288/1210 6488

DATE 11/17/2017

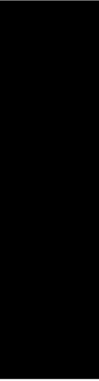
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	900	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8000	00
2		
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TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE TOTAL	8900	00

\$ 8900.00



USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



Encore  
16955 Lemon Street  
Hesperia, CA 92345



WELLS FARGO BANK  
WELLS FARGO BANK

69081

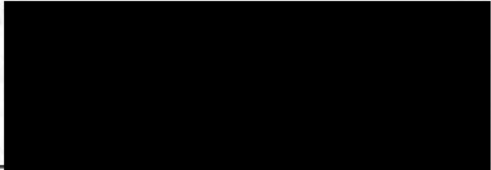
11-4288/1210

DATE  
11/16/2020  
AMOUNT  
\$ 8,000.00

PAY: \*\*\*\*Eight Thousand and 00/100 Dollars

TO THE ORDER OF:

Encore ASB Hesperia  
16955 Lemon St  
Hesperia, CA 92345-5139



MEMO:



Encore Education Corporation dba Encore Jr/Sr High School

CHECK NO.: 69081

PAYEE: Encore ASB Hesperia  
VENDOR ID: ENCO000

CHECK DATE: 11/16/2020

ACCOUNT #:

Invoice	Description	Discount	Amount
Mar 2020 ASB	ASB Reim Mar 2020 Misc	\$0.00	\$4,454.89
May 2020 ASB	ASB Reim May 2020 Misc	\$0.00	\$3,545.11
<b>Total :</b>		<b>\$0.00</b>	<b>\$8,000.00</b>



### Wells Fargo Bank Transaction Receipt

Branch #0000945 03    Deposit

Account Number            XXXXXX1118  
CHK 00114  
Serial #

Cash In                    \$960.00

Loose Currency

\$100	\$900.00
\$50	\$50.00
\$10	\$10.00
Sub total	\$960.00

Number of Checks                    1  
Check Listing

                                  \$8,000.00

Total Checks Amount            \$8,000.00  
Total Deposit                    \$8,960.00

Deposit Availability  
\$3,460.00 of your deposit is  
included in your available balance.

\$5,500.00 will be available on  
Wednesday, 11/18/20

Transaction # 081 0084  
01:28PM 11/17/20  
Deposit Credit Date: 11/17/20

Thank you, VALERIE



# STUDENT SERVICES DAILY RECONCILIATION FORM

These forms must be reviewed by and signed by the ASB Treasurer quarterly.  
A monthly report must be reported to Student Council and Encore School Board.

RECONCILIATION FOR (DATE): 11-18-2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	<u>0</u>
CHECK DEPOSIT	<u>0</u>
NCR CREDIT AMOUNT	<u>150.00</u>
RECAP TOTAL	<u>150.00</u>

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	<u><del>150.00</del> 0</u>
RECAP TOTAL	<u>150.00</u>
OVER / SHORT	<u>0</u>

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	
NCR CHECK	
NCR DEPOSIT TOTAL	

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	
NCR DEPOSIT TOTAL	
ACTUAL OVER / SHORT	

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

**REMARKS:**

PREPARED BY: Kathy Cummings REVIEWED BY (ASB TREASURER): \_\_\_\_\_  
DATE: 11-18-2020 DATE: \_\_\_\_\_

# Encore High School

16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

## Closed Shift Summary

Shift #1 - Hesperia

-----  
 Opened 11/17/20, 2:13 PM by Kathy Cummings  
 Closed 11/18/20, 3:56 PM by Kathy Cummings  
 -----

	Qty	Total	Average
Gross Sales	1	\$150.00	\$150.00
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	1	\$150.00	\$150.00
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>1</b>	<b>\$150.00</b>	<b>\$150.00</b>

Payment Types	Qty	Total
CASH	0	\$0.00
Over/Short		\$0.00
CREDIT	1	\$150.00
Sales		\$150.00
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	0	\$0.00

Tax Categories	Rate %
No Tax	0.000
Taxable Subtotal	\$150.00
Amount	\$0.00

No Sales	Qty
	0

Discount Names	Qty	Amount
----------------	-----	--------

Price Overrides	Qty	Amount
-----------------	-----	--------

Clears	Qty	Amount
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00

Printed 11/18/20, 3:56 PM



## STUDENT SERVICES DAILY RECONCILIATION FORM

These forms must be reviewed by and signed by the ASB Treasurer quarterly.  
A monthly report must be reported to Student Council and Encore School Board.

RECONCILIATION FOR (DATE): November 11 2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	12.58
CHECK DEPOSIT	23.47
NCR CREDIT AMOUNT	0
<b>RECAP TOTAL</b>	<b>36.05</b>

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	36.05
RECAP TOTAL	36.05
<b>OVER / SHORT</b>	<b>0</b>

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	12.58
NCR CHECK	23.47
<b>NCR DEPOSIT TOTAL</b>	<b>36.05</b>

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	36.05
NCR DEPOSIT TOTAL	36.05
<b>ACTUAL OVER / SHORT</b>	

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

**REMARKS:**

PREPARED BY: Kelsey White VIEWED BY (ASB TREASURER): \_\_\_\_\_  
DATE: 11/19/20 DATE: \_\_\_\_\_

# PAY OUT

Pay Out #10125559

User: Ms. Kathy  
Sales: Ms. Kathy

11/19/20, 3:12 PM

CASH -12.58

Reason:  
LAFEDROP - Safe Drop

# Encore High School

16955 Lemon St.  
Hesperia, CA 92345  
(760) 956-2632

## Closed Shift Summary

### Shift #1 - Hesperia

Opened 11/19/20, 10:53 AM by Kelsey White  
Closed 11/19/20, 3:12 PM by Kathy Cummings

	Qty	Total	Average
Gross Sales	2	\$36.05	\$18.02
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	2	\$36.05	\$18.02
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>2</b>	<b>\$36.05</b>	<b>\$18.02</b>

Payment Types	Qty	Total
CASH	1	\$12.58
Over/Short		\$0.00
CHECK	1	\$23.47

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	1	\$12.58

Tax Categories	Rate %	
No Tax	0.000	
Taxable Subtotal		\$36.05
Amount		\$0.00

No Sales	Qty
	1

Discount Names	Qty	Amount
----------------	-----	--------

Price Overrides	Qty	Amount
-----------------	-----	--------

	Qty	Amount
Clears		
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00

Printed 11/19/20, 3:13 PM



## ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE): 11-19-20

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s		$  \begin{array}{r}  Q - 50 \\  N - 5 \\  P - \cancel{3} \\  \hline  .58  \end{array}  $
50s		
20s		
10s		
5s	10	
1s	2	
Total Cash	12	$  \begin{array}{r}  12.58 \\  23.47 \\  \hline  36.05  \end{array}  $
Total Coin	.58	
Total Checks	23.47	
Total Amount	36.05	

**REMARKS:**

PREPARED BY: Kathy Cummings

DATE: 11-19-20

18-24/1220 4570  
6096823536

11/17/2020 Date

Pay to the  
Order of

Encore High School

\$ 23.47

Twenty Three 47/100

Dollars



Security  
Features  
Details on  
Back.



Wells Fargo Bank N.A.  
California  
wellsfargo.com

For Gas / McDonalds repayment

BOOKEND

**Encore High School**

**Item Sales**

16955 Lemon St.  
Hesperia, CA 92345

Thursday, November 19, 2020

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
Returns	Misc Checks		\$0.00	\$23.47	1.00		\$23.47	\$0.00	100.00 %
	Prelmbursement Change		\$0.00	\$12.58	1.00		\$12.58	\$0.00	100.00 %
	<b>Total</b>				<b>2.00</b>		<b>\$36.05</b>	<b>\$0.00</b>	
<b>Total</b>					<b>2.00</b>		<b>\$36.05</b>	<b>\$0.00</b>	





DATE **11/19/20** 11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	12	00
COINS		56
CHECKS LIST EACH SEPARATELY		
1 114	23	47
2		
3		
4		
5		
6		
7		
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33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL 36	05
USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		

WELLS FARGO BANK, N.A.  
California  
wellsfargo.com

11/19

\$

36.05

**Wells Fargo Bank**  
Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118  
CHK 00114  
Serial #

Cash In \$12.58  
Number of Checks 1  
Check Listing \$23.47

Total Checks Amount \$23.47  
Total Deposit \$36.05

Deposit Availability  
The full amount of your deposit is included in your available balance.

Transaction # 141 0153  
03:41PM 11/19/20  
Deposit Credit Date: 11/19/20

Thank you, JESSICA

# Encore High School

# Department Sales

16955 Lemon St.  
Hesperia, CA 92345

Sunday, November 1, 2020 - Monday, November 30, 2020

Department	Gross Sales	Gross Refunds (-)	Discounts (-)	Net Sales (=)	% of net sales
Unassigned	\$212.35	\$0.00	\$0.00	\$212.35	16.43 %
ASB-H	\$890.00	\$0.00	\$0.00	\$890.00	68.85 %
Encore Main Account	\$190.24	\$0.00	\$0.00	\$190.24	14.72 %
<b>Total</b>	<b>\$1,292.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,292.59</b>	<b>100.00 %</b>





# DEBIT SUB-ACCOUNT MONTHLY BALANCE REPORT

**This report shows the monthly balances of each sub-account within the debit account based on the monthly activity within the account. The NCR accounting software is used to determine the credits for the accounts. Sub Accounts include both team and general fund accounts.**



TEAM	November	Monthly Change
STUDENT PAYMENT PLAN	\$ -	
2021	\$ 2,701.87	
2022	\$ 3,809.47	
2023	\$ 3,296.07	
2024	\$ 1,201.50	
ACADEMIC	\$ 998.25	
AMBASSADORS	\$ 4,395.00	
ART	\$ 5,000.00	
ART CREW	\$ 735.07	
ASB	\$ (3,134.91)	\$ (337.18)
BAND	\$ 600.00	
BASKETBALL	\$ 1,200.00	
BENEFIT/FUNDRAISING BALL	\$ -	
CHEER	\$ (451.00)	
CHOIR	\$ -	
CIRCUS ELITE	\$ -	
CIRQUE	\$ 250.00	
COOKING	\$ 900.00	
COSPLAY	\$ 925.32	
COSTUME DESIGN	\$ 500.00	
COSTUME FEES	\$ -	
CSF	\$ 111.26	
DANCE PRO	\$ -	
DIRECTOR GRIFFIN	\$ -	
DIRECTOR RAE	\$ -	
DRAMA PRO	\$ 500.00	
EP	\$ -	
FOUNDER	\$ -	
GEN THEATER	\$ -	
HIP HOP	\$ 874.50	
ITS	\$ 1,000.00	
JHASB	\$ 795.08	
JR DANCE	\$ 942.13	
JV DANCE	\$ -	
LEGACY BALL BENEFIT	\$ -	

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MEDIA TEAM	\$	2,489.40	
MOCKTRIAL	\$	75.00	
MUSIC	\$	500.00	
MUSICAL PRO	\$	(528.75)	
NHD	\$	-	
NHS	\$	-	
PAC	\$	-	
PHOTO	\$	1,500.00	
PLAYHOUSE	\$	-	
PROD X	\$	-	
SNOW	\$	-	
SR. PROD	\$	387.93	\$
STAR QUEST	\$	5.00	
STREET BAND	\$	-	
TROUPE	\$	769.65	\$ (5.00)
VDANCE	\$	-	
WORLD	\$	6,960.00	
YEARBOOK - H	\$	5,975.80	
Gen Fund	\$	(8,210.39)	\$ (4,743.28)

# Cover Sheet

## Finance Internal Controls Action Plan

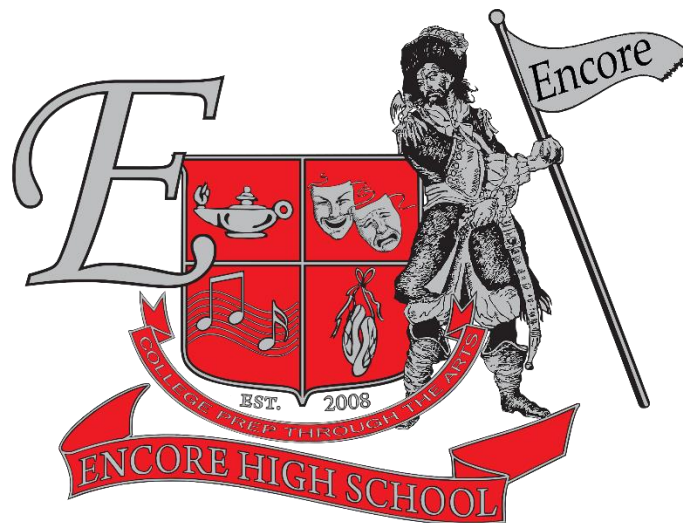
**Section:** V. Finance  
**Item:** C. Finance Internal Controls Action Plan  
**Purpose:** FYI  
**Submitted by:** Denise Griffin  
**Related Material:** FINANCE\_INTERNAL\_CONTROLS\_2020.pdf

### BACKGROUND:

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.

### RECOMMENDATION:

Staff recommends approval of this action.



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# FINANCE INTERNAL CONTROLS ACTION PLAN

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2021 – 2026 CHARTER TERM



CREATED 2020  
ENCORE EDUCATION CORPORATION  
16955 Lemon Street, Hesperia, CA 92345



# FINANCE INTERNAL CONTROLS ACTION PLAN

## Contents

Introduction ..... 2

The Original 2018 Action Plan..... 2

Update and Responses to Original Action Plan from January 2018. .... 8

    Department of Justice Livescan Background Checks..... 8

    Hiring Process..... 8

    STRS, PERS, and 403b payments and reporting..... 8

    Payroll ..... 8

    Human Resources Training ..... 8

    Staff Training ..... 8

    Staff Accountability..... 9

    Contracts & Agreements..... 9

    Administrators, Executives, and Officers Training..... 9

    Textbooks & Resources..... 9

    Facilities ..... 9

    On Site Cash Handling..... 9

    Parent / Student Resources ..... 10

    Encore’s Board of Directors ..... 10

2021 Internal Controls Action Plan ..... 12

    Updates to approval processes based on auditor’s report..... 12

    Implementation of H&R Block Bookkeeping Service ..... 13

    Controller hired on site ..... 13

    Auditor spring visit for review..... 14

Conclusion..... 14





## FINANCE INTERNAL CONTROLS ACTION PLAN

### Introduction

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.

Page | 2

### The Original 2018 Action Plan

This action plan was created and adopted by Encore's Board of Directors in January 2018. Prior to the adoption of this 2018 Action Plan, there were multiple iterations that were discussed with, provided to, and revised with the liaisons from both Hesperia Unified School District (HUSD) and Riverside Unified School District (RUSD). The following document is the actual action plan that was adopted in January 2018. The text provided here is from February 2018, one month after the Encore Board of Director's approval to give an update. The original report is in italics here:

#### ***Encore Education Corporation 2018 Action Plan***

*Encore is submitting for Encore Board of Directors' approval, an action plan based on an internal investigation as a result of anonymous complaints submitted to a variety of District, County, and State agencies. The executive team recommends approval of this Action Plan.*

#### ***Background:***

*As a result of the reorganization of multiple positions within the organization and the removal of the entire Executive Director department (about 38 positions in total were discontinued), Encore had a string of complaints submitted to a variety of agencies with requests for investigations. These complaints included complaints to both Hesperia Unified School District and Riverside Unified School District.*

*Encore's internal investigation was conducted by the executive team spanning from October through January. There were several hundred documents reviewed and given to agencies at their request. Encore has fully responded to and actively helped agencies complete their investigations while conducting their own internal investigation.*

#### ***Findings:***

*At the conclusion of the investigation, there were no findings of intentional misconduct. There were extensive mistakes that were found that will require an action plan to improve Encore as an overall program and organization. There are several policies and procedures that need to be updated and implemented to make sure that Encore can improve transparency to agencies that might receive requests and complaints.*

#### ***The Action Plan:***

1. ***STAFFING & HUMAN RESOURCES -***
  - a. ***Department of Justice Livescan Background Checks – To close the gap of exposure created by the computer glitch in the human resources department, Encore will:***

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## FINANCE INTERNAL CONTROLS ACTION PLAN

- i. *After investigating the computer glitch and at the recommendation of the DOJ, Encore will redo all Livescans for employees and volunteers as outlined so a printout can be made and stored in a separate secure file. (Prior training had advised not to make a printout of the Livescan results for confidentiality.)*  
**COMPLETE**
  - ii. *Encore's on site human resources manager will create a separate secure file of all employees' and appropriate volunteer Livescan results.* **COMPLETE**
  - iii. *Encore has already completed the Livescan printout results for all employees and volunteers from July of 2017 to present.* **COMPLETE**
  - iv. *By February 20, 2018 – Encore will have all remaining employees during the time of the computer (June 2015 through June 2017) glitch resubmit for a DOJ Livescan at the expense of Encore Education Corporation. This process has already started.* **COMPLETE**
  - v. *By June 1, 2018 – All other Encore employees will resubmit for a DOJ Livescan at the expense of Encore Education Corporation.* **COMPLETE**
  - vi. *Encore will report to the Encore Board of Directors upon completion of each phase of this implementation. This report will be forwarded to both RUSD and HUSD.* **COMPLETE**
- b. **Hiring process – Effective February 1, 2018** – Any candidate employee, regardless of position, that has a conflict of interest with any Chief Officer will interview with a Board member and have the Board approve hiring the candidate. This will not be necessary if the person is already employed by Encore prior to February 1, 2018 OR they become a conflict of interest after they are hired. All relationships will be disclosed as required by Board policy. Prior to the Board member interview, the candidate will have to undergo the same hiring processes as every other candidate employee and be chosen for a final interview. **COMPLETE**
- c. **STRS, PERS, and 403b payments and reporting** – Encore will add proof of contributions made to STRS, PERS, and 403b in the monthly financial reports given to RUSD, HUSD, and to the Encore Board of Directors. **COMPLETE**
- d. **Payroll** – Due to the State ruling from March 2017 (and as a result of recent mediation) that designated charter schools not a government employer, all non exempt employees have been switched to bimonthly payroll effective November 2017. Prior to the end of the current fiscal year, Encore will move all exempt employees to bimonthly payroll as well. **COMPLETE**
- e. **Human Resources Training** – Beginning June 1, 2018 – Encore Education Corporation will send the on site human resources manager to a minimum of 20 hours of professional human resources training each school year to make sure that Encore stays in compliance. Completion of this training will be shared with stakeholders as an information item in the Board of Director's meeting. **COMPLETE**
- f. **Staff Training** –
  - i. *Encore will hold organization wide trainings on the complaint process with the updated forms prior to March 1, 2018.* **COMPLETE**



## FINANCE INTERNAL CONTROLS ACTION PLAN

- ii. *Encore will re-establish the annual requirement for all staff members to attend at least one board meeting and one interest meeting each school year. Hourly employees will be paid to attend these meetings. **COMPLETE***
  - iii. *Encore will hold an annual staff summit with the staff liaison giving staff members an opportunity to complete a satisfactions survey and be able to talk openly without administration or executives. The liaison will report the results to the Chief Officers. **COMPLETE***
  - iv. *Encore will hold annual sexual harassment training based on the new statute for all staff members including California state based management training. **COMPLETE***
- g. **Staff Accountability** – *For any position that manages one or more staff members, the person in that position will be required to present to Encore’s Board of Directors once per year AND the Advisory Board for their campus once per year. Executive level managers will present at both Advisory Board meetings. **COMPLETE***
  - i. **Facilities Manager**
  - ii. **Risk Manager**
  - iii. **Department Chairs**
  - iv. **Master Teachers**
  - v. **Executive Support**
  - vi. **Executive Assistant Managers**
  - vii. **Executive Managers**
  - viii. **Kitchen Leads**
  - ix. **Psychologist / SPED**
  - x. **Counseling**
  - xi. **College / Careers**
- 2. **Contracts & Agreements** – *Encore will submit all current contracts and agreements to Encore counsel for review and update to stay in compliance. Encore will also build a timeline for when counsel should periodically review all contracts and agreements. **COMPLETE***
- 3. **Administrators, Executives, and Officers Training** – *Encore will require a minimum of 30 hours of training annually for all administrators, executives, and officers to attend that is in regards to updates to legal policies and procedures, updates in curriculum / professional developments, human resources, SPED and/or fiscal accountability. **COMPLETE***
- 4. **Textbooks & Resources** – *Encore will add to the Board agenda annually prior to the eighth week of school, a report of full textbook and resources used on campus and availability thereof for Williams Act Compliance. **COMPLETE***
- 5. **Facilities** – *The Risk / Maintenance Manager already completes facilities reports. Beginning March 2018, this manager will submit a semester report of each campus and formally present updates and actions to the Board. **COMPLETE***
- 6. **On Site Cash Handling** –
  - a. *Encore will schedule a full retrain of cash handling procedures for everyone that touches cash prior to March 1, 2018 by financial advisor and based on GAAP. **COMPLETE***



## FINANCE INTERNAL CONTROLS ACTION PLAN

- b. Encore will schedule an annual inservice for all people that handle cash regarding proper procedures in regards to GAAP. **COMPLETE**
- c. Financial advisor will review current cash handling procedures and update according to GAAP. **COMPLETE**
- d. Encore will establish a school credit card by December 2018 to minimize reimbursements. **IN PROCESS**
- e. Effective February 1, 2018 – Executive chief officers will no longer submit reimbursements (CEO, COO, CMO) **COMPLETE**
- i. Chief Officers will submit an expense report with supporting backup to the Board of Directors. This will be listed in consent items during the Board meeting
  - ii. The Board of Directors will approve all expense reports after review.
  - iii. After the Board of Directors have approved the expense report with supporting backup, Executive chief officers expenses will be approved for reimbursement.
7. **Parent / Student Resources –**
- a. Encore will include the updated complaint process that is in line with up to date complaint forms during the parent / student orientation. **COMPLETE**
  - b. Encore will include information on when the Board meetings happen and how attend a Board meeting during the parent / student orientation. **COMPLETE**
  - c. Encore will add an overview of how to navigate the encorehighschool.com web site and how to find the available resources available to them on the site to help their student succeed. **COMPLETE**
  - d. ASB Directors on both campuses will be tasked to build a parent team on both campuses that can work to be more involved and build a hardship fund for students. **COMPLETE**
  - e. Dean of Students will host monthly meetings for parents that want to meet to discuss topics regarding their campus. **COMPLETE**
  - f. The web site will be updated to reflect any and all prescriptive recommendations and update per Encore’s legal counsel, specifically including updated contracts, forms, agreements, and board policies. **COMPLETE**
8. **Encore Education Corporation’s Board of Directors Board Compliance – To make sure that Encore’s Board of Directors is in full compliance, Encore will:**
- a. Encore will submit all board policies, procedures, and forms to Encore’s legal counsel for a complete audit, overhaul, and update. **COMPLETE AND ONGOING**
  - b. Encore will report prescriptive advice made by legal counsel to both HUSD and RUSD and will take action based on prescriptive advice from counsel with complete timelines for completions. Completions will be made no later than June 15, 2018. **COMPLETE**
  - c. Beginning February 1, 2018 – Encore’s Dean of Students will advertise Board Meetings in the weekly All Call to parents and stakeholders. **COMPLETE**
    - i. Encore, working directly with Encore’s legal counsel, will set up a full board training including Brown Act Compliance prior to June of 2018 and then annually thereafter based on the Board Calendar. **COMPLETE**
    - ii. All Board members
    - iii. All chief officers



## FINANCE INTERNAL CONTROLS ACTION PLAN

- iv. *All Administrators*
- v. *All Executive Managers*
- vi. *Any other staff and or volunteers recommended by legal counsel to attend*
- d. *Encore will create an Advisory Committee for each separate campus that will meet quarterly with the help of Encore’s legal counsel. **COMPLETE, and in progress for updates***
  - i. *This committee will have three to five members.*
  - ii. *At least one member of the committee will be an active parent from the respective campus.*
  - iii. *The Advisory committee will have interested parties from within the community as members, but may not include a staff member.*
  - iv. *The Advisory committee will review fiscal, operational, and procedural issues that are campus specific.*
  - v. *The Advisory committee will also approve campus specific budgets and expenses for their respective campus.*
- e. *BOARD CALENDAR – The Executive Board of Directors, under the advice of legal counsel, will create an annual Board calendar of when certain reports will be brought to the Board. **COMPLETE***
  - i. *By the March 2018 Board meeting, Encore will submit an Agenda template that will include anything that will be reported at every Board of Directors meeting. Examples of this include, but are not limited to:*
    1. *Consent Items (Define what a consent item is)*
    2. *Fiscal Reports*
    3. *Backoffice Human Resources reports including proof of payments of STRS, PERS, and 403b*
    4. *Legal Briefs*
    5. *Chief Officer Reports*
    6. *Dean of Student Reports*
    7. *Dean of Academics Reports*
- f. *By the May 2018 Board meeting, Encore will submit a board calendar that will include in which month each of the following actions will take place so all necessary annual actions are brought to the board accordingly. **COMPLETE***
  1. *700 forms (annual)*
  2. *1090 (annual)*
  3. *Brown Act Training (annual)*
  4. *Textbook Adoptions (annual)*
  5. *Williams Act Report (each campus annually)*
  6. *Budgets (three times annually)*
  7. *Salary Schedules*
  8. *Data Reporting / Disaggregation*
  9. *Sexual Harassment Training*
  10. *LCAP*



## FINANCE INTERNAL CONTROLS ACTION PLAN

11. *SARC*
12. *Audit*
13. *Credential Audit*
14. *Organization Chart*
15. *Attendance Reports (three times annually)*
16. *School Division Reports (twice annually)*
  - a. *Risk Manager*
  - b. *Facilities Manager*
  - c. *Transportation / Cafeteria Manager*
  - d. *Department Chairs*
  - e. *Master Teachers*
  - f. *Creative Director of Arts*
  - g. *Creative Director of Academics*
  - h. *School Psychologist*
  - i. *SPED Department*
  - j. *Counseling*
  - k. *Kitchen Manager*
  - l. *Health Technician*

*Encore Education Corporation will report completion of each item on this action plan to the Board of Directors during a Board meeting.*



## FINANCE INTERNAL CONTROLS ACTION PLAN

### Update and Responses to Original Action Plan from January 2018.

#### Department of Justice Livescan Background Checks

Since the implementation of the original action plan, Encore does not allow any person to start employment paperwork without first receiving clearance from their DOJ Livescan. As part of the monthly Board meeting, DOJ reports are submitted by human resources outlining the results of the DOJ report. In 2020, human resources altered how the report was administered to include a listing of documents recorded for the month, rather than just a report that all documents came back cleared or not cleared. In January of 2021, with the implementation of the new Board on Track format for the Board meetings, the DOJ report was moved out of the consent items and is now placed as a report within the "Operations" section of the monthly Board meeting.

- Encore now has a separate, secure file of all Livescan results.
- Encore continues to maintain completed Livescan printouts.
- Before June of 2018, Encore had all current employees complete a new DOJ Livescan to diminish any questions that were brought up as a result of the computer glitch

#### Hiring Process

Since the implementation of the Action plan in January of 2018, no family member related to any Chief Officer has been hired by Encore. In the Charter Renewal Petition process, HUSD has negotiated that no additional "Griffins" or "Barkdulls" can be hired.

#### STRS, PERS, and 403b payments and reporting

Since the implementation of the Action plan in January of 2018, regular reporting of the completed STRS, PERS, and 403b payments have been entered and adopted as consent items in regular board meeting.

#### Payroll

All Encore employees are now paid twice monthly, on the 10<sup>th</sup> and 25<sup>th</sup>, eliminating any exposure to liability based on the change to charter school law for the purposes of payroll.

#### Human Resources Training

Since 2018, Encore has implemented annual human resources training for a minimum of 20 hours per school year. This professional development has included trainings from SELPA, RUSD, Fred Pryor Seminars, CSDC, CCSA, and CDE components. Internally, human resources also takes part in legal training, CALPADs training for the purpose of CBEDS, and Aeries training.

#### Staff Training

- Encore forms training – Every year during start of year inservice, staff members go through training on completing appropriate internal forms.



## FINANCE INTERNAL CONTROLS ACTION PLAN

- Encore's staff members are required to attend at least one board meeting per school year. Until COVID-19 changed the execution of enrollment interest meetings, staff was also required to attend one interest meeting per school year.
- Encore's staff meets with their elected staff liaison at least once per semester. The liaison reports monthly to the Encore Board of Directors.
- Sexual harassment training happens annually during the start of year inservice.

Page | 9

### Staff Accountability

Encore's staff reports regularly to the Encore Board of Directors within the regular Board meetings. On average, three informational reports are given to the Board during the Academic Excellence portion of the Board meeting every month.

### Contracts & Agreements

At the implementation of the action plan in 2018, all contracts & agreements were reviewed by Encore's legal counsel. Since 2018, Encore has changed their legal counsel. When the legal counsel changed, the general executive manager worked with current legal counsel to review the active contracts & agreements at that time. Employment agreements are reviewed annually with legal counsel and contracts & agreements are being reviewed in conjunction with the charter renewal petition.

### Administrators, Executives, and Officers Training

Each school year beginning in the 17/18 school year, all management positions attend a minimum of 30 hours annually specific to updates of legal policies and procedures, updates in curriculum/professional development, human resources, SPED, and fiscal accountability. There are two major conferences that the legal team attends each year, the CSDC and the CCSA that covers most of these items each year. In addition to this training, the management team has attended a variety of training through SELPA, legal counsel, District trainings, County trainings, and EDD training. Since the action plan in 2018, two members of the management team have been in their administrative credentialing program.

### Textbooks & Resources

Encore has fully implemented the adoption and Williams Act reporting annually at the beginning of the school year for the Encore Board of Directors.

### Facilities

Encore has fully implemented the Board reporting of the facilities twice a year. Part of this reporting happens as part of the Williams Act Reporting.

### On Site Cash Handling

There were five specific areas outlined in the action plan of 2018 to be executed by Encore's team. Overall, the implementation and the new policies and procedures proved difficult for Encore's bookkeeper in 2018. As a result, Encore replaced the bookkeeper at the beginning of 2019. The current bookkeeper would have completed her first full year of training in June of 2020. The training that was scheduled for end of year was delayed due to COVID-19 until November 2020. As a result, incomplete





## FINANCE INTERNAL CONTROLS ACTION PLAN

end of year reports were given to the auditor in July 2020. The administrative team worked with the bookkeeper to help provide the complete end of year reports to the auditor in November 2020.

- There was a full retrain of cash handling based on GAAP.
- Encore hosts an inservice at the beginning of every school year that goes over cash handling and proper financial procedures based on GAAP to all staff that deal with on campus cash handling.
- Encore worked with the financial advisor (DMS) to create current cash handling and updates to the student services debit account.
- Encore has not yet been able to establish a credit card. This action is still in process.
- All chief officer reimbursements must go through a regular board meeting for approval as a consent item prior to any reimbursement being approved or paid. The reimbursements are presented as an expense report and must have all accompanying backup prior to board approval.

Page | 10

### Parent / Student Resources

There were several items in the 2018 action plan that were implemented to help improve parent communication.

- Encore updated the Uniform Complaint Policy and posted it on the website first in February of 2018. The policy is reviewed and updated annually.
- Encore has the annual Board meeting calendar on the [encorehighschool.com](http://encorehighschool.com) website available through a link to the Board on Track website. Parents and students are taught how to attend Board meetings at orientation.
- To make the website more “user friendly” Encore added a search button where anyone can type in what they are looking for to search. There is also a contact form in the bottom margin of the website where anyone can ask anything. Contact forms are reviewed five days a week.
- The Dean of Students worked to build a stronger Parent Advisory Committee. There has been struggle getting parents involved in this volunteer committee. During the 19/20 school year, there were six active parents on the committee.
- During non-COVID times, the Dean of Students offers “coffee with the Dean” monthly for parents to come and ask questions. Attendance to these meetings has been minimal (less than six parents) each time.
- Encore continues to update websites regularly based on ongoing recommendations.

### Encore’s Board of Directors

There were several items outlined in the 2018 Action Plan to help improve the Board efficiency.

Beginning in December of 2020, Encore’s Board implemented Board on Track to help keep tabs on Board efficiency.

- Policies, procedures, forms – Encore’s legal counsel reviewed, overhauled, and updates all of the Board documents in 2018. In conjunction with the current charter renewal and with implementation of “Board on Track”, Encore’s current counsel is reviewing Board policies and

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## FINANCE INTERNAL CONTROLS ACTION PLAN

documents prior to new documents being uploaded to Encore's Board Sit through Board on Track.

- Encore took the prescriptive advice made by legal counsel to overhaul bylaws and adopted new documents in 2018. In conjunction with the implementation of Board on Track and the charter renewal process, Encore's legal team is doing a review of all current Board documents for updates and revisions.
- Board meetings are advertised in a variety of ways including all call, email, social media, and blog posts.
- Encore's administration and Board members go through Brown Act Compliance training each year, usually in July. Currently, Encore is working with legal counsel to have all agendas approved by legal counsel prior to posting. Encore's legal counsel is also attending every board meeting through June of 2021 to work through training of how to operate a Board meeting.
- Encore developed an Advisory Committee, but is still working on make sure that this committee meets quarterly.
- The Board Calendar was approved in March of 2018 and has been followed, reviewed, and updated annually.



## FINANCE INTERNAL CONTROLS ACTION PLAN

### 2021 Internal Controls Action Plan

#### Updates to approval processes based on auditor's report

Since the initial complaint letters in 2017, Encore has undergone multiple reviews, audits, and investigations. These actions were completed by auditors, lawyers, District staff, and by Encore's staff. As a result of these reviews, audits, and investigations; investigative sources have defined that while they have not found fraud or misuse of funds, the bookkeeping methods for the student services debit account are still lacking the appropriate levels of control through the entire process.

Page | 12

Encore has taken extensive measures to improve the process for this specific account:

- Conducted an internal review of the documents from the 2018/2019 school year.
- Terminated the bookkeeper in 2019.
- Hired a new bookkeeper for the 2019/2020 school year. (This bookkeeper was hired on the same qualifications as defined by HUSD's Bookkeeper job description.)
  - The new bookkeeper attended training through HUSD in 2019.
  - All income is recorded through a point of sale software NCR.
  - Monthly reports were given to the Encore School Board and the Student Council for review.
  - Account activity is reconciled through bank statements.
  - The first complete annual report would happen in July 2020.
  - Training happened throughout the school year until COVID-19 closures.
  - COVID-19 closures delayed the end of year reporting training until November 2020.
- Encore updated some processes on the student services debit account in January 2020 after conference with Nigro & Nigro.
  - Checks written on site are now done electronically.
  - Checks written on site require two signatures.
  - Expense approvals must indicate how the expense is approved prior to the expense being generated.
  - Expense approvals must have a minimum of two approvals after the expense is made.
  - Bank reconciliation is to happen within a month of the bank statement arriving.
  - Encore has a monthly accounting committee meeting with staff to reconcile all expenses according to the bank statement.
  - Monthly activity is kept in an individual binder and is uploaded electronically.
  - The monthly activity binders are reviewed by the CEO, a member of the School Board, and an ASB officer. Once reviewed each reviewer signs "approved" on the front page and the entire book is placed into public session as a consent item for the Encore School Board (20/21 school year start).
  - Quickbooks has been implemented for expenses.
  - In the 20/21 school year, Quickbooks version will be updated so the software platform can reconcile NCR versus bank statements and give an up to date reporting of team account balances.



## FINANCE INTERNAL CONTROLS ACTION PLAN

- After receipt of the HUSD internal review report from Nigro & Nigro in November 2020, Encore updated receiving and reimbursement protocols for items.
  - Prior to receipt of the Nigro & Nigro report, receiving was done only for items that would be capitalized or marked for asset controls.
  - Now, the front desk receptionist is responsible for checking in all packages that arrive in the mail and the delivery of the packages to the respective parties. On her receiving document, she notates what day the staff member picks up the item for use in their area of work. This started in November of 2020.
  - When a staff member makes a purchase for reimbursement based on preapproval from their manager, they must take the item to the front desk receptionist so she can log it as being on campus on the receiving document before a reimbursement can be approved.
  - Capital assets and any asset that will be tracked with a bar code are still received through the IT department where an extensive inventory is taken.
  - Textbooks and novels are tracked through a separate inventory platform.
  - The four debit cards are kept in a safe and checked out to the carriers only when needed.
- Work is still being completed to minimize the use of debit/credit cards in an age where buying online saves a tremendous amount of money.
  - A credit card is still trying to be established.
  - Within the Amazon business account, Encore has been able to establish an ACH transfer process. This was first used in December 2020 in response to purchase of teacher computers through Amazon for LMFF.

### Implementation of H&R Block Bookkeeping Service

At the recommendation from HUSD, Encore sought out a third party bookkeeping service specifically for the student services debit account. During COVID-19, the response from professional bookkeepers has been delayed slightly. After phone interviews with multiple firms, Encore chose H&R Block's bookkeeping service to reconcile and create monthly reports for this account. This reconciliation will be presented to Encore's School Board and to HUSD. HUSD will have access to this bookkeeper upon request at any time during the school year to maintain transparency.

This action was Board approved in December 2020 and will start implementation in January of 2021.

### Controller hired on site

There has been some confusion on the hiring and implementation of a Chief Business Officer for Encore based on the size of the organization. In drafts of the Action Plan of 2018, this position was included. After several conferences with liaisons from both districts and legal counsel from RUSD, it was decided that the alternate measures and the increased oversight from DMS would work in lieu of hiring an on site CBO. The final version of the Action Plan that was adopted in January 2018 did not include this position. The backoffice company, DMS (Delta Managed Solutions LLC) acts as Encore's CBO currently.

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## FINANCE INTERNAL CONTROLS ACTION PLAN

Encore believes that the inclusion of an active charter backoffice company is critical to staying in line with rapidly changing charter laws and regulations in the state of California (127 bills and laws were passed in 2020 that changed the fabric of charters in the state.) The initial decision to remove the CBO position and update DMS controls and communication was decided because the amount of training that an individual CBO would have to attend on an annual basis for Encore would be cost prohibitive when DMS already attends all of the critical annual trainings within the state. DMS currently represents over 80 charter schools in the state. This change to the action plan was discussed with both Districts prior to the removal of this action.

Page | 14

Since the adoption of the action plan in 2018, Encore has changed the communication between Encore and DMS and several changes (including frequency of formal meetings) have been implemented. The implementation of these changes have helped Encore improve overall cash position immensely over the past few years. While Encore is still working toward the appropriate reserve amount (projected for the end of the 20/21 school year), the improvement of cash position and fiscal solvency is largely from the changes made after the adoption of the Action Plan in 2018 and the advice given by RUSD and HUSD liaisons regarding the use of DMS the company as Encore's CBO functionality.

Regardless of the tremendous improvement overall, the questions are still active and ongoing regarding the student services debit account. In the interest of transparency and resolution, Encore plans on closing the current bookkeeper position to replace the bookkeeper with a controller. (The balance of the controller's salary will come with Encore's plan to realign transportation costs in 21/22 school year.) This controller will work directly with DMS and Encore's administrative staff to tighten on campus financial activities. With a proposed implementation (as soon as reasonable after approval of the renewal charter petition) the controller will be responsible for the reconciliation and reporting of the student services debit account, reporting to DMS for all on site AP invoices and like, asset tracking, and staff training for reimbursement and preapproval activity. The Controller will work with both H&R Block and DMS to complete the overall oversight of Encore's fiscal activity.

### Auditor spring visit for review

At the meeting held in December 2020 with HUSD Assistant Superintendents, it was a recommendation made by HUSD to include an annual auditor spring visit for an informal "check up" and review. Encore plans on implementing this practice starting in 2021. The purpose of this pre-visit from the auditor is to be able to "flag" anything that may need to be addressed prior to the actual audit so Encore has time to fix mistakes and practices before the formal audit commences.

### Conclusion

It has been a very short window for improvements to be made to the overall cash handling and financial internal controls. While some progress was made in the 18/19 school year, Encore has made tremendous progress on financial internal controls during the 19/20 school year. Even more improvements were made in the first quarter of the 20/21 school year. With the addition of the H&R Bookkeeper and the Internal Controller, Encore will have multiple outlets for transparency of all funding.

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