



Encore JR/SR High School

Regular Encore Board of Directors Meeting - August 23, 2021

Published on August 19, 2021 at 3:09 PM PDT

Date and Time

Monday August 23, 2021 at 6:30 PM PDT

Location

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

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

Agenda

| | Purpose | Presenter | Time |
|-------------------------------------|--------------------|--|----------------|
| I. Opening Items | | | 6:30 PM |
| A. Call the Meeting to Order | | Rob Gabler, Board President | |
| B. Record Attendance | | Rob Gabler, Board President | 1 m |
| C. Approve Minutes | Approve Minutes | Ashlin Barkdull, General Executive Manager | 1 m |

The Board minutes for approval are from Encore's July 12, 2021 Encore Board of Directors meeting.

Approve minutes for Encore Board of Directors Meeting Workshop - July 2021 on July 12, 2021

| | Purpose | Presenter | Time |
|--|----------------|------------------|-------------|
| D. Invitation for public to address the Board, open session items | Discuss | Ashlin Barkdull | 5 m |

This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to three (3) minutes. Public comments can be related to agenda items or non-agenda items. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

II. Operations

6:37 PM

| | | | |
|--|------|-----------------|-----|
| A. 21-22 Proposed Bell Schedule | Vote | Ashlin Barkdull | 5 m |
|--|------|-----------------|-----|

Proposed Bell Schedule for the 21-22 School Year.

| | | | |
|---|-----|----------------|-----|
| B. Western Association of Schools and Colleges Visit | FYI | Denise Griffin | 5 m |
|---|-----|----------------|-----|

Western Association of Schools and Colleges (WASC) will be conducting an in-person visit to Encore Jr./Sr. High School for the Performing & Visual Arts (Hesperia, CA). The dates have been confirmed for February 28 - March 1, 2022.

| | | | |
|------------------------------|------|---|------|
| C. Rock My Campus Bid | Vote | Jonathan George-JJPZ Talent Development, Inc. | 10 m |
|------------------------------|------|---|------|

Rock My Campus Bid for 2 Full-Day In-Person, hands-on, and transformative SEL workshops designed to teach your staff how to thrive in overwhelming situations using practical, evidence-based strategies.

| | | | |
|---------------------------|------|-----------------|-----|
| D. Janitorial Bids | Vote | Curtis Peterson | 5 m |
|---------------------------|------|-----------------|-----|

Proposals for cleaning programs and janitorial services for the Encore campus.

III. Finance

7:02 PM

| | | | |
|---------------------------------|------|---|-----|
| A. Finance Consent Items | Vote | Monica Patel, DMS and Carol Walker, Fiscal Controller | 5 m |
|---------------------------------|------|---|-----|

It is recommended that the board considers approving a number of agenda items as a finance consent list. These items can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change. Included in this list:

- STRS, PERS, 403B Payments
- June 2021 Warrant Report Detail, June 2021 Warrant Report Summary for Hesperia, June 2021 Warrant Report Summary for Riverside
- May 2021 Student Services Reconciliation Summary
- June and July Purchase Requisition

| | | | |
|--|------|--------------|-----|
| B. Eide Bailly Examination Contract | Vote | Carol Walker | 2 m |
|--|------|--------------|-----|

| | Purpose | Presenter | Time |
|---|---------|-----------|------|
| Scope of Engagement for services provided by Eide Bailly in regards to the audit of pupil fees. | | | |

IV. Adjourn to closed session 7:09 PM

Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items.

Conference with Legal Counsel- Anticipated Litigation.

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

Conference with Legal Counsel- Employee Action.

Public Employee Discipline/Dismissal/Release

| | | | |
|----------------------------------|---------|------------|-----|
| A. Reconvene from closed session | Discuss | Rob Gabler | 3 m |
|----------------------------------|---------|------------|-----|

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

V. Closing Items 7:12 PM

| | | | |
|--------------------|------|------------|-----|
| A. Adjourn Meeting | Vote | Rob Gabler | 1 m |
|--------------------|------|------------|-----|

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

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

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by: Ashlin Barkdull
Related Material:
Minutes for Encore Board of Directors Meeting Workshop - July 2021 on July 12, 2021

BACKGROUND:

The Board minutes for approval are from Encore's July 12, 2021 Encore Board of Directors meeting.

RECOMMENDATION:

Encore staff recommends approval of these minutes.

APPROVED



Encore JR/SR High School

Minutes

Encore Board of Directors Meeting Workshop - July 2021

Date and Time

Monday July 12, 2021 at 6:30 PM

Location

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

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

Directors Present

C. Sutton, G. Thackeray, K. Ahmed, K. Staley, R. Gabler

Directors Absent

None

Guests Present

A. Barkdull, C. Peterson, C. Walker, J. Barkdull, J. Thibodeaux

I. Opening Items

A. Call the Meeting to Order

R. Gabler called a meeting of the board of directors of Encore JR/SR High School to order on Monday Jul 12, 2021 at 6:36 PM.

B. Record Attendance

C. Approve Minutes

K. Ahmed made a motion to approve the minutes from Regular Encore Board of Directors Meeting- June 2021 on 06-21-21.

C. Sutton seconded the motion.

II.C needs to be changed to VVC not VVS

IV.D Eide Bailly Contract - was not added to the 7.12.21 Meeting

A. reconvene from closed session change the work ad-hawk to ad-hoc.

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

Roll Call

R. Gabler Aye

C. Sutton Aye

G. Thackeray Aye

K. Staley Aye

K. Ahmed Aye

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

II. Operations

A. Board Chairperson Election

K. Staley made a motion to Nominate Rob Gabler for President.

G. Thackeray seconded the motion.

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

Roll Call

R. Gabler Aye

G. Thackeray Aye

C. Sutton Aye

K. Staley Aye

K. Ahmed Aye

G. Thackeray made a motion to Nominate Chandale Sutton for Vice President.

K. Staley seconded the motion.

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

Roll Call

K. Staley Aye

G. Thackeray Aye

R. Gabler Aye

K. Ahmed Aye

C. Sutton Aye

III. Development

A. Brown Act, Conflicts of Interest, and Legal Update Training

Jerry Simmons with YM&C will be holding the training.

IV. Finance

A. Approval of Consolidated Application

C. Sutton made a motion to Approve the Consolidated Application.

K. Staley seconded the motion.

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

Roll Call

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

V. Adjourn to closed session

A. Reconvene from closed session

Actions Taken -

None on Litigation

Work on creating a compensation Ad-Hoc committee for the August Agenda

Performance Evaluations will be worked on through the end of the calendar year and presented at the end of the school year for the CEO and COO.

VI. Finance

A. CEO and COO Compensation Comparability Study

C. Sutton made a motion to Approve the Comparability Study.

K. Staley seconded the motion.

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

Roll Call

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

B. CEO and COO Compensation Increase Oral Report

Read by Rob Gabler

C. CEO Compensation

C. Sutton made a motion to Approval of Compensation Increase of the CEO.

K. Staley seconded the motion.

Retroactive 7/1/2021. The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. COO Compensation

K. Staley made a motion to Approve.

K. Ahmed seconded the motion.

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

Roll Call

G. Thackeray Aye
C. Sutton Aye

Roll Call

K. Staley Aye
R. Gabler Aye
K. Ahmed Aye

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:14 PM.

Respectfully Submitted,

C. Sutton

C. Sutton made a motion to Approve to Close.

K. Ahmed seconded the motion.

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

Roll Call

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

Documents used during the meeting

- Encore Hesperia Consolidated Application 2021-22.pdf
- Compensation_Survey_Encore_CEO_June_2021.pdf
- Compensation_Survey_Encore_COO_June_2021.pdf

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Cover Sheet

21-22 Proposed Bell Schedule

Section: II. Operations
Item: A. 21-22 Proposed Bell Schedule
Purpose: Vote
Submitted by: Ashlin Barkdull
Related Material: BELL SCHEDULE 21.22 (AB).pdf

BACKGROUND:

Proposed Bell Schedule for the 21-22 School Year.

RECOMMENDATION:

Encore staff recommends approval of this item.



| HIGH SCHOOL (GRADES 9 -12) | MONDAY THROUGH THURSDAY | MINUTES |
|----------------------------|-----------------------------|----------------------|
| NUTRITION | 8:00 – 8:15 AM | 15 non-instructional |
| HOMEROOM (1/5) | 8:20 – 8:25 AM | 5 |
| PERIOD 1/5 | 8:25 – 10:00 AM | 95 |
| PERIOD 2/6 | 10:05 – 11:37 AM | 92 |
| LUNCH | 11:37 – 12:10 PM | 33 non-instructional |
| PERIOD 3/7 | 12:15 – 1:47 PM | 92 |
| PERIOD 4/8 | 1:52 – 3:22 PM | 90 |
| | Total Instructional Minutes | 374 |

| JUNIOR HIGH (GRADES 7-8) | MONDAY THROUGH THURSDAY | MINUTES |
|--------------------------|-----------------------------|----------------------|
| NUTRITION | 8:00 – 8:15 AM | 15 non-instructional |
| HOMEROOM | 8:20 – 8:30 AM | 10 non-instructional |
| JUMP START | 8:30 – 8:40 AM | 10 |
| BLOCK 1 | 8:40 -10:10 AM | 90 |
| BLOCK 2 | 10:15 – 11:15 AM | 60 |
| STUDY HALL | 11:20 – 12:10 PM | 50 |
| LUNCH | 12:10 – 12:40 PM | 30 non-instructional |
| BLOCK 3 | 12:45 – 2:15 PM | 90 |
| BLOCK 4 | 2:20 – 3:20 PM | 60 |
| | Total Instructional Minutes | 360 |

| JUNIOR & HIGH SCHOOL (GRADES 7 -12) | FRIDAY | MINUTES |
|-------------------------------------|-----------------------------|----------------------|
| NUTRITION | 8:00 – 8:15 AM | 15 non-instructional |
| PERIOD 0 | 8:30 – 11:30 AM | 180 |
| LUNCH | 11:35 – 12:10 PM | 35 non-instructional |
| PERIOD 9 | 12:15 – 3:20 PM | 185 |
| | Total Instructional Minutes | 365 |

| HIGH SCHOOL (GRADES 9 -12) | PERIOD 1 - 8 | MINUTES |
|----------------------------|-----------------------------|----------------------|
| NUTRITION | 8:00 – 8:15 AM | 15 non-instructional |
| HOMEROOM | 8:20 – 8:25 AM | 5 |
| PERIOD 1 | 8:25 – 9:09 AM | 44 |
| PERIOD 2 | 9:14 – 9:58 AM | 44 |
| PERIOD 3 | 10:03 – 10:47 AM | 44 |
| PERIOD 4 | 10:52 – 11:36 AM | 44 |
| LUNCH | 11:36 AM – 12:11 PM | 35 |
| PERIOD 5 | 12:11 – 12: 55 PM | 44 |
| PERIOD 6 | 1:00 – 1:44 PM | 44 |
| PERIOD 7 | 1:49 – 2:33 PM | 44 |
| PERIOD 8 | 2:38 – 3:22 PM | 44 |
| | Total Instructional Minutes | 357 |

Cover Sheet

Western Association of Schools and Colleges Visit

Section: II. Operations
Item: B. Western Association of Schools and Colleges Visit
Purpose: FYI
Submitted by: Denise Griffin

BACKGROUND:

Western Association of Schools and Colleges (WASC) will be conducting an in-person visit to Encore Jr./Sr. High School for the Performing & Visual Arts (Hesperia, CA). The dates have been confirmed for February 28 - March 1, 2022.

RECOMMENDATION:

There is no action required for this discussion.

Cover Sheet

Rock My Campus Bid

Section: II. Operations
Item: C. Rock My Campus Bid
Purpose: Vote
Submitted by: Jonathan George- JJPZ Talent Development, Inc.
Related Material: Rock My Campus Encore High SCHOOL Agreement.pdf

BACKGROUND:

Rock My Campus Bid for 2 Full-Day In-Person, hands-on, and transformative SEL workshops designed to teach your staff how to thrive in overwhelming situations using practical, evidence-based strategies.

RECOMMENDATION:

Encore staff recommends approval of this item.



Rock My Campus

6232 Babcock Ave., North Hollywood, CA 91606
323.377.3200 | info@rockmycampus.com

Fee Agreement for Social & Emotional Learning

This agreement is made effective as of July 26, 2021, by and between Denise Giffin (the “Client”), of Encore High School at [16955 Lemon St, Hesperia, CA 92345](https://www.google.com/maps/place/16955+Lemon+St,+Hesperia,+CA+92345), and Jonathan George, of JJPZ Talent Development, Inc (DBA Rock My Campus) (the “Consultant”) at 6232 Babcock Ave, North Hollywood, CA 91606 for Social and Emotional Learning.

Rock My Campus, referred to herein as “Consultant” agrees to provide professional and student development services to Encore High School, referred to herein as “Client” for the 2021-2022 school year.

Consultant will provide the school district with any professional credentials upon request.

Consultant agrees to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

DESCRIPTION OF SERVICES:

Beginning on September 1, 2021, the Consultant will provide the following services (collectively, the “Service”):

Staff Development Workshops- 2 Full-Day In-Person, hands-on, and transformative SEL workshops designed to teach your staff how to thrive in overwhelming situations using practical, evidence-based strategies. These same strategies can be implemented in the classroom to increase mental health in students.

Meet special licensure hours in:

- Social and Emotional Learning
- Special Education
- Autism Spectrum Disorders (ASD)
- Specific Learning Disabilities (SLD)
- Emotional Behavior Disorder (EBD)
- Trauma-Informed Teaching
- Positive Behavior Intervention Support (PBIS)

2 x 2 Hour Interactive Assembly for Students - This fun, hands-on experience will get the kids motivated and focused.

Membership Site- Quick and Powerful ready-to-go video content (with activities) at your fingertips for staff and students to help deal with immediate issues.

Monthly Consulting/Coaching workshops - This is a live Q&A for your staff/teachers to ask us anything and get immediate help, ideas, and support for pressing issues.

Private Community Group - Get access to ongoing support and community building.

Quarterly Consulting/Coaching Call - This is for Administration, Superintendents, Admin, and other specialists to support this initiative

School Board Presentation - If you need funding for this initiative, we will gladly present to the board.

BONUS- 3 SOS Calls- These three calls can be used anytime during the year to get immediate consulting and support for difficult situations and emergencies.

PAYMENT FOR SERVICES

The recipient will pay compensation to the Consultant for the Services in the amount of \$50,000.00. This compensation shall be payable in two payments:

- **The first payment** is due within 30 days of this signed agreement.
- **The second payment** is due by the first day of the second semester.

No other fees and/or expenses will be paid to the Consultant unless such fees and/or expenses have been approved in advance by the appropriate executive on behalf of the Client in writing. The Contractor shall be solely responsible for any and all taxes, Social

Security contributions or payments, disability insurance, unemployment taxes, and other payroll type taxes applicable to such compensation.

Make payments to:

- JJPZ Talent Development, Inc.
- Mail payment to: 6232 Babcock Ave, North Hollywood, CA 91606

Travel

The Consultant is responsible for their own travel and expenses.

INDEPENDENT CONSULTANT STATUS

It is understood by the parties that the Consultant is an independent contractor with respect to the Client, and not an employee of the Client. The Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Consultant.

TERM/TERMINATION

This agreement shall terminate automatically on June 1, 2022.

A regular, ongoing relationship of indefinite term is not contemplated. The Client has no right to assign services to the Consultant other than as specifically contemplated by this Agreement. However, the parties may mutually agree that the Consultant shall perform other services for the Client, pursuant to the terms of this Agreement.

It is contemplated that the relationship between the Consultant and the Client shall be a non-exclusive one. The consultant also performs services for other organizations and/or individuals. The Client has no right to further inquire into the Consultant's other activities.

CONFIDENTIALITY

The Consultant may have access to proprietary, private, and/or otherwise confidential information ("Confidential Information") of the Client. Confidential Information shall mean all non-public information that constitutes, relates, or refers to the operation of the organization of the Client. The nature of the information and the manner of disclosure are such that a reasonable person would understand it to be confidential. The Consultant will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Consultant, or divulge, disclose, or communicate in any manner any Confidential Information. The Consultant will protect such information and treat the Confidential Information as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

The Consultant is ethically and legally bound to the confidentiality of communication and student data.

CANCELLATION

Cancellation without a substantial reason incurs contract fulfillment of fees regardless if services are provided. If the engagement is canceled due to an Act of God or dangerous situations, both parties agree to reschedule the event with the same terms stated in the initial contract. In the event of an emergency situation that causes the Contractor to cancel the scheduled engagement(s), the parties will reschedule the engagement(s).

INSURANCE

The Consultant acknowledges the Consultant's obligations to obtain appropriate insurance coverage for the benefit of the Consultant (and the Consultant's employees or consultants, if any).

APPLICABLE LAW

This Agreement shall be governed by the laws of the State of California.

Denise Griffin, Client Print

Date

Denise Griffin, Client Signature

Jonathan George, Consultant Print

Date

Jonathan George, Consultant Signiture

Cover Sheet

Janitorial Bids

Section: II. Operations
Item: D. Janitorial Bids
Purpose: Vote
Submitted by: Curtis Peterson
Related Material: Janitorial Bid- All American.pdf
Janitorial Bid- Green Team.pdf
Janitorial Bid- Aladdin.pdf

BACKGROUND:

Proposals for cleaning programs and janitorial services for the Encore campus.

RECOMMENDATION:

Encore staff recommends approval of this item.

Aladdin Cleaning Services Inc.

Via Blairo, Corona CA 92879
951. 272. 2068

Date: 8/2/2021
Firm: Encore High School
Attention: Curtis Peterson, Executive Manager
cpeterson@encorehighschool.com
Address: 16955 Lemon Street, Hesperia, CA
Telephone: 951. 733-1140

Monthly Rate:

\$8,934.00 per month. Five days a week per attached schedule provided by the school.
(All prices are based on the current state min wage of \$14.00/hour and any future increase in minimum wage will directly impact the prices.)

\$250.00 additional for the first-time cleaning

\$0.50 per square foot charged for the floor strip/seal/wax. Minimum charge \$2,000.00 each occurrence.

SUPPLIES: We can deliver toiletries and bill once a month at extra charge.

Schedule of Work to be performed:

The schedule for work to be performed is detailed on the schedule provided by the school (Attached).

Quality Assurance:

Our Office hours are for 8:00 AM to 5:00 PM Monday through Friday.

Our team will be routinely checking the point of contact at the school by phone. Their observations and your comments or questions will be promptly communicated to the cleaning crew.

Payment terms:

You will receive an invoice at the beginning of each month of service and the payment will be due by the 30th of the month. 5% Late fee will apply to all late payments.

Termination:

This agreement is good for a year. After that it can be terminated by either with a thirty day notice after one year of service. Termination agreement must be in writing.

If both parties agree, please sign below

Signature: _____ Date: _____
Curtis Peterson, Executive Manager Encore High School

Signature: _____ Date: _____
M. Quraishi - Aladdin Cleaning Services Inc.

CLOSING (BEFORE LEAVING):

ALL DESIGNATED LIGHTS TO BE EXTINGUISHED
CLEAN AND STORE ALL EQUIPMENT
ALARM SYSTEM TO BE SET
ALL DOORS ARE TO BE LOCKED
NOTIFY BUILDING REPRESENTATIVE IN EVENT
OF ANY IRREGULARITIES
AIR CONDITION VENTS -VACUUM- up to 10 FEET

AS APPLICABLE
UNLESS POSTED
AS NEEDED

TWO TIMES A YEARLY

SUPPLIES AND DISPENSERS

CLEANING SUPPLIES
DEODORANT SYSTEM
SEAT COVERS
SOAP HAND
TOILET PAPERS
TRASH CAN LINERS

SUPPLIED BY

ALADDIN CLEANING SERVICES
ALADDIN- ADDITIONAL CHARGE
ALADDIN- ADDITIONAL CHARGE
ALADDIN- ADDITIONAL CHARGE
ALADDIN- ADDITIONAL CHARGE
ALADDIN- ADDITIONAL CHARGE

ALADDIN CLEANING SERVICES INC. WILL DELIVER SUPPLIES AT ADDITIONAL COST BILLED MONTHLY.

Sample of our prices:

- 1 Box of Toilet Papers Box of 96 rolls; \$62.95/each
- 1 Box of Seat Covers box of 20 packs (250 /seat covers Pack); \$39.95
- 1 Box of Trash Liners 40 X 48. 100 /case; \$35.75
- 1 Box of Trash Liners 24X33. 1000 / case; \$39.75
- 1 Box of Multi fold paper towels – 2000 sheets \$35.95 / case

Thumbtack



Presented to

Aladdin Cleaning Services Inc.

For earning great reviews from
Thumbtack customers.

Based on the following rating by customers on Thumbtack:



A handwritten signature in black ink, appearing to read "Marco Zappacosta".

Marco Zappacosta, CEO, Thumbtack

Janitorial Service QUOTE & PROPOSAL

June 29, 2021

Encore High School

Phone: (760) 956-2632

Attention: Curtis Peterson – Executive Manager

cpeterson@encorehighschool.com

SUBMITTED BY:

All American Janitorial Services

Branamier Courtney – Owner

Physical: 17130 Sequoia Ave Suite #206 Hesperia Ca 92345

Mailing: P.O. Box 400130, Hesperia CA 92395

Office: (760) 552-4141 / Direct: (760) 963-4500

aajsinfo@gmail.com / www.allamericanjanitorial.com

A CA certified Small Business

FED TAX NO. 81-3342809

**2020 Daily Press “Best of the Desert” Finalist
Carpet Cleaning & Cleaning Service**



To: Curtis & Staff,

Thank you for allowing All American Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide the necessary information. ***So again, thanks!*** Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at All American Janitorial, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep you building looking good! At All American Janitorial we offer strong management and quality control to plan and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any question, or need additional information as you review our proposal.

Sincerely,

Branamier Courtney, Owner

All American Janitorial Services
Commercial Cleaning Services
Direct (760) 963-4500
Office (760) 552-4141

CONTRACTOR INFORMATION

- NAME: All American Janitorial Service
- MAILING ADDRESS: P.O. Box 400130 Hesperia CA 92340
- PHYSICAL ADDRESS: 17130 Sequoia Ave Suite 206, Hesperia CA 92345
- AUTHORIZED SIGNING AGENTS:
 Branamier Courtney, General Manager/Owner
 Amber Bobo, Manager/ Trainer
 Andrew Diaz – Manager
 Maria Leal - Manager

REFERENCES (partial list)

| Customer Name | Value | Contact |
|-----------------------------------|----------|---------------------------|
| 1. Mountain Montessori Elementary | \$65,000 | Jerri R. (760) 843-3303 |
| 2. Victor Elementary School Dist. | \$24,000 | Sharon G. (760) 985-7180 |
| 3. Desert View Memorial Park | \$50,000 | Annette D. (760) 947-8671 |
| 4. Family First Life Insurance | \$20,000 | Paul M. (760) 713-3547 |
| 5. Exquadrin Inc. | \$10,000 | Cari T. (760) 780-7908 |
| 6. Coldwell Banker Home Source | \$40,000 | Trudy B. (760) 662-4454 |

Pre-employment Safety Training

Correct use and interpreting the MSDS Book, Correct use of the chemicals

INSURANCE INFORMATION

Three Million Dollars – Nation Wide Insurance
 Workers Compensation – Scottsdale Insurance
 Bond: \$50,000.00 minimum.

PROPOSED WORK SCHEDULE:

5x per week
 Sunday – Thursday

UNIFORMED PERSONNEL

All personnel are uniformed and carry an Identification Badge.

Quality Control Inspection Process

It is the duty and practice of All American Janitorial to maintain a regular and systematic inspection program. Accounts are routinely checked by account POC/Point of Contacts, in addition accounts are inspected a minimum of once per month by an Executive TEAM Member using the All American Janitorial Facility INSPECTION Report (41) Key Areas. All results are recorded and maintained.

EQUIPMENT NEEDED

All American Janitorial to provide the necessary equipment to perform the job
(Mop buckets, Vacuums, Duster, Towels etc...)

Supplies (Chemicals)

Encore High School to provide all cleaning chemicals.
(Glass cleaner, All Purpose cleaner, disinfectants etc...)

Supplies (Toiletries)

Encore High School to provide all Toiletries
(Toilet Paper, Paper towels, Seat covers, soap, trash can liners)

Payment / Billing

All Invoices will be sent via email or hand delivered on the 1st of each month for the upcoming month. All invoices are net 30 days. Example: You receive invoice for Octobers cleaning on October 1st but the payment isn't due until October 30th.

Scope of Work

1. Clean Sanitize & Restock Restrooms
2. Sweep & Mop all floors
3. Vacuum all carpet
4. Empty & Reline all trash

*No dusting or wiping furniture

Building Cleaning Days:

Sunday – A & F Building (floors & restrooms)

Monday – G, D, F Building (floors, restrooms)

Tuesday – D, D Portable, E, E Portable, C Building (Floors, Restrooms)

Wednesday – C, C Portable, B, B Portable (floor, restrooms)

Thursday – Office floors

No cleaning Friday & Saturday

BID SUMMARY

1. 5x Per Week Janitorial cleaning Service
Total Monthly Cost = \$4,755.00

2. Strip & Wax all (vct) flooring
Initial Cleaning = \$8,000 (One time cost)

3. Quarterly Strip & Wax (vct) floors = \$3,500 (optional)

The All American Janitorial Services Mission: We will be a leading contract service provider. We will continue to evolve our avenue of services, while we continue to sustain a partnership with our customers, employees, business associates, affiliated service partners and sub-contractors. The hallmark of this partnership and success will be built on integrity, mutual respect, profitability and accountability.

In preparing and presenting this offer to serve, All American Janitorial Services is committed to providing the most efficient and cost effective services available anywhere; and please note, that nothing presented is set in concrete and everything is open for discussion and re-consideration. At All American Janitorial Services we strive to always be recognized as a quality provider of contract services, having trained staff; while promoting a fair, drug free and equal opportunity work place for all who want it!

Respectfully Submitted,
Branamier Courtney

Standard Service Agreement

Agreement Term: August 1st 2021 – July 31st 2022

Encore High School and All American Janitorial Services enter into a 1 year contract each giving the other party the option to opt out of the contract at any time with a written 30 day notice.

Contract Total Value – \$57,060.00

+ Optional floor cleaning at additional price.

All American Janitorial Services

Encore High School

By: Branamier Courtney – Owner

By: _____

Signed Date: 06/29/2021

Signed Date: _____

Signature: *Branamier Courtney*

Signature: _____



Green Team Maintenance and Janitorial Services LLC

Monday, July 19, 2021

Curtis Peterson,

Manager - Risk / Maintenance

16955 Lemon Street | Hesperia, CA 92345



Thank You for giving Green Team the opportunity to talk meeting your janitorial needs for your facility . Our Team is dedicated to meeting our clients needs and surpassing all their expectations. We are proud to share with you why Green Team is genuine and stands out among other janitorial services.

Two main points that we hope you take from our bid are:

1. We care. What differentiates us from other competitive companies, is our high standards and set priorities to the environment through using Green Certified cleaning products to ensure the cleanliness and safety of the patients and workplace environment

2. Our work is fast, efficient and reliable. We strive to anticipate your needs to ensure you that we've got you covered. Through our intentional communication with your management our top priority will always be to make sure you are 100% satisfied with the quality of our services.

| | |
|--|------------|
| Green Team Cost | \$7,200.00 |
| Crew of two persons for 5 hours daily. | |

Green Team consistently demonstrates a high level of quality service and intentionality to meet your every need. We genuinely care about our clients and are dedicated to serving them in every way possible . We are thankful for your consideration and time, and we look forward to working with you.

Green Team Maintenance and Janitorial Services LL



Our History:

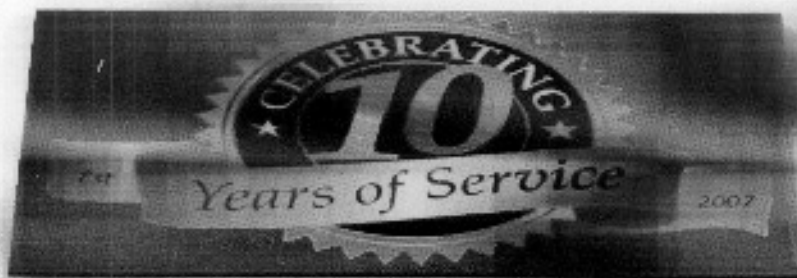
From humble beginnings, Green Team started within a family environment and was officially founded in 2007. Green Team has more than 10 years of experience.

Starting off with smaller assignments and vastly growing to professional opportunities throughout different businesses, many related to the health/medical field, among others.

Our goal has always been to meet all the needs of these workplaces, but with one fundamental principle: *offering a sustainable cleaning service*. Cleaning in a way that is considerate and respectful to the not only the environment, but also those within the work environment in which we clean. Such principles and philosophies that we stand by are also widely known to be used by significant companies like EPA (Environmental Protection Agency).

Casting vision....

Our vision is to radically optimize cleaning processes that could be implemented in your establishment with the intention of providing quality service, with effective responses to your needs to exhibit our dependability. We strive to be one step ahead in knowing your needs and satisfying them, so that you don't have to worry about anything.





**Green Team
Maintenance and
Janitorial Services LLC**



An Overview

At Green Team our cleaning services are at your disposition, they are fast and precise to relieve any stress or worry about the cleanliness in your work environment. We strive to facilitate the flourishing of your workplace with our efficient and effective janitorial services for the dialysis treatment clinics in your region.

Capabilities

The advantage of contracting a sustainable company like Green Team isn't limited only to the use of our eco-friendly cleaning products. There are so many more benefits.

- **Machinery, techniques, treatments and modern products.** We are proud of having AUTOSCRUBBERS to clean the floors. This machine has come to revolutionize the quality of our services as it reduces significant cross contamination, leaves floors cleaner and provides a safer environment for staff.
- **Professionalism and dedication to service.** Our company currently represents up to 80% of the cleaning being done in your facilities, in doing so we are confident that we know the needs of your facilities and can meet them to exceed your expectations.
- **Knowledge within the sector.** Our services are focused on the needs and maintenance of the health/ medical sector with specific trainings in regards to how to confidently handle prevention of transmission of infections.
- **Efficient and reliant communication.** The communication is direct with the administrators of the clinic and the director of our team, which makes it faster to communicate the information and updates of anything that may need to get done. Through this communication we are dependable and quickly available to resolve any issues, challenges, or needs of service.





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Green Team Model

WE SEE YOUR NEED

Green Team is attentive and precise to recognize the need within your facilities.

COMMUNICATE WITH MANAGEMENT

There is a direct channel of communication between your management and the director of Green Team.

WE RESPOND

We have a full team ready to respond to any request as soon as you bring it to our attention

SATISFACTION GUARENTEED

We strive to ensure that you are beyond satisfied with our services. Your satisfaction is our priority.

Why settle for anything less than the best?

Green Team is proud to say that we offer the attention and service that covers all the specific needs in your work environment. We make sure to have an extensive follow up with the result of our service to ensure the objective for which you have contacted us has been accomplished with consistent quality during the whole process of our services.





Ensuring that school cleaning programs support health is important of staff, students and the environment are important at all times, cleaning during a global pandemic presents unique challenges.

SECTION A: LOBBY AND PUBLIC AREAS.

| | DAILY | 1 PER WEEK | 2 PER WEEK | 1 PER MONTH |
|--|-------|------------|------------|-------------|
| ALL TRASH RECEPTABLES ARE TO BE EMPTIED (SACAR LA TODA LA BASURA) | X | | | |
| VACUUM WALK OFF MATS. (ASPIRAR EL TAFETE DE LA ENTRADA) | X | | | |
| SWEEP WALL TO WALL FLOOR SURFACES. (BARRER DE PARED A PARED EL PISO) | X | | | |
| DAMP MOP WALL TO WALL FLOOR SURFACE. (TRAPEAR DE PARED A PARED EL PISO) | X | | | |
| DUST AND CLEAN FURNITURE. (SACUDIR Y LIMPIAR MUEBLES) | | X | | |
| CLEAN AND DISINFECT DRINKING FOUNTAINS. (LIMPIAR Y DESENFECTAR FUENTES DE AGUA) | X | | | |
| ENTRANCE DOOR GLASS AND WINDOW OF THE RECEPTIONIST. (LIMPIAR EL VIDRIO DE LA ENTRADA Y VENTANILLA DE LA RECEPCION) | X | | | |
| CLEAN WINDOW-DOOR FRAMES. (LIMPIAR LOS MARCOS DE LA PUERTA Y VENTANAS) | | X | | |
| CLEAN DOOR KNOBS-LIGHT SWITCHES AND REMOVE FINGERPRINTS AND MARKS ON THE WALLS (LIMPIAR LAS CERRADURAS LOS APAGADORES DE LUS Y LIMPIAR LOS DEDOS DE LAS PAREDES) | | X | | |
| DUST SURFACE PICTURES FRAMES (SACUDIR CUADROS - FOTOGRAFIAS) | | | X | |
| CLEAN AND DISINFECT TRASH RECEPTABLES. (LIMPIAR Y DISINFECTAR LOS BOTES DE BASURA) | | | | X |
| DUST TV'S AND CLEAN CHAIRS. (SACUDIR TELEVISION Y SILLAS) | | | | X |
| DUST AND CLEAN LIGHT FIXTURES, CEILING A/C VENTS. (LUCES Y REJILLAS DE AIRE A/C) | | | | X |
| CLEAN BASEBOARDS AND WALLS (LIMPIAR MOLDURAS Y PAREDES) | | | | X |
| CLEAN AND DISINFECT ALL WASTE RECEPTABLE OUTSIDE (LIMPIAR BOTES DE BASURA DE AFUERA) | | | | X |





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SECTION B: OFFICES AND CONFERENCE ROOMS

| | | DAILY | WEEKLY | BI WEEK | 1 X MONTH |
|--|---|-------|--------|---------|-----------|
| ALL TRASH RECEPTABLES ARE TO BE EMPTIED. | (SACAR LA TODA LA BASURA) | X | | | |
| DUST AND CLEAN FURNITURE. | (SACUDIR Y LIMPIAR MUEBLES) | X | | | |
| SWEEP WALL TO WALL FLOOR SURFACES | (BARRER DE PARED A PARED EL PISO) | X | | | |
| DAMP MOP WALL TO WALL FLOOR SURFACE. | (TRAPEAR DE PARED A PARED EL PISO) | X | | | |
| CLEAN WINDOW DOOR FRAMES. | (LIMPIAR LOS MARCOS DE LA PUERTA Y VENTANAS) | | X | | |
| CLEAN DOOR KNOBS LIGHT SWITCHES AND REMOVE FINGERPRINTS AND MARKS ON THE WALLS | (LIMPIAR LAS CERRADURAS LOS APACADORES DE LUZ Y LIMPIAR LOS DEDOS DE LAS PAREDES) | | X | | |
| DUST SURFACE PICTURES FRAMES | (SACUDIR CUADROS - FOTOGRAFIAS) | | | X | |
| CLEAN AND DISINFECT TRASH RECEPTABLES. | (LIMPIAR Y DISINFECTAR LOS BOTES DE BASURA) | | | | X |
| DUST TV'S AND CLEAN CHAIRS. | (SACUDIR TELEVISION Y SILLAS) | | | | X |
| DUST AND CLEAN LIGHT FIXTURES, CEILING A/C VENTS | (LUCES Y REGILLAS DE AIRE A/C) | | | | X |
| CLEAN BASEBOARDS AND WALLS | (LIMPIAR MOLDURAS Y PAREDES) | | | | X |

SECTION C: RESTROOMS

| | | | | | |
|---|---|---|---|--|---|
| ALL TRASH RECEPTABLES ARE TO BE EMPTIED. | (SACAR LA TODA LA BASURA) | X | | | |
| SWEEP WALL TO WALL FLOOR SURFACES | (BARRER DE PARED A PARED EL PISO) | X | | | |
| DAMP MOP WALL TO WALL FLOOR SURFACE. | (TRAPEAR DE PARED A PARED EL PISO) | X | | | |
| THOROUGHLY CLEAN AND DISINFECT SINKS, TOILETS BOWLS AND URINALS INSIDE OUTSIDE. | (LIMPIAR COMPLETAMENTE LAVAMANOS, TASA DE BANO Y URINARIOS POR DENTRO Y FUERA) | X | | | |
| CLEAN DOOR KNOBS LIGHT SWITCHES AND REMOVE FINGERPRINTS AND MARKS ON THE WALLS | (LIMPIAR LAS CERRADURAS LOS APACADORES DE LUZ Y LIMPIAR LOS DEDOS DE LAS PAREDES) | X | | | |
| CLEAN AND DISINFECT ALL DISPENSERS | (LIMPIAR Y DISINFECTAR DISPENSADORES) | X | | | |
| STOCK PAPER TOWELS, TOILET TISSUE, HAND SOAP AND LINERS | (RELLENAR TOALLAS, PAPEL DE BANO Y JABONES EN LOS DISPENSADORES) | X | | | |
| CLEAN WALLS AND PICTURES FRAMES | (LIMPIAR PAREDES Y CUADROS DE FOTOGRAFIAS) | | X | | |
| CLEAN AND DISINFECT TRASH RECEPTABLES. | (LIMPIAR Y DISINFECTAR LOS BOTES DE BASURA) | | | | X |
| DUST AND CLEAN LIGHT FIXTURES, CEILING A/C VENTS | (LUCES Y REGILLAS DE AIRE A/C) | | | | X |

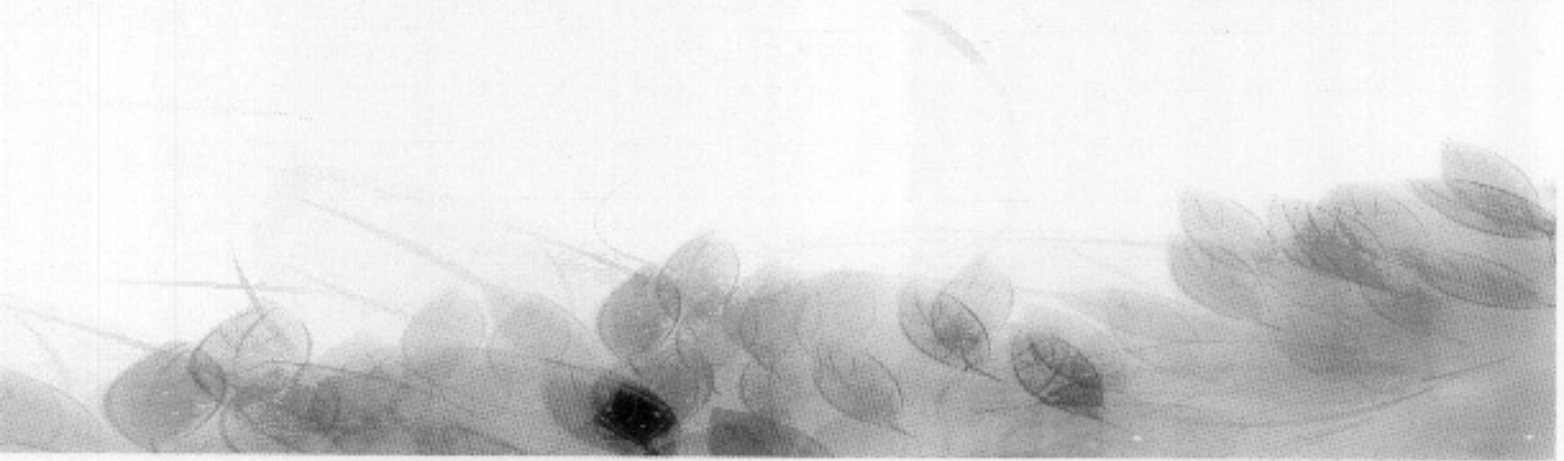




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| SECTION D: BREAK ROOM | | | | |
|--|-------|--------|---------|-----------|
| | DAILY | WEEKLY | BI WEEK | 1 X MONTH |
| ALL TRASH RECEPTABLES ARE TO BE EMPTIED. (SACAR LA TODA LA BASURA) | X | | | |
| SWEEP WALL TO WALL FLOOR SURFACES. (BARRER DE PARED A PARED EL PISO) | X | | | |
| DAMP MOP WALL TO WALL FLOOR SURFACE. (TRAPEAR DE PARED A PARED EL PISO) | X | | | |
| CLEAN MICROWAVES INSIDE AND OUTSIDE. (LIMPIAR MICRONDAS POR DENTRO Y FUERA) | X | | | |
| CLEAN TABLES, COUNTERTOPS CABINETS AND HORIZONTAL SURFACES (LIMPIAR MESAS, CUBIERTAS, PUERTAS DE GABINETES Y PARTES HORIZONTALES) | X | | | |
| THOROUGHLY SCRUB AND DISINFECT SINKS, DRINKING FOUNTAINS AND WATER COOLERS (LIMPIAR COMPLETAMENTE EL FREGADERO Y TOMAS DE AGUA) | X | | | |
| STOCK PAPER TOWELS, HAND SOAP AND LINERS (RELLENAR TONLLAS DE PAPEL Y JABONES EN LOS DISPENSADORES) | X | | | |
| CLEAN WALLS AND PICTURES FRAMES (LIMPIAR PAREDES Y CUADROS DE FOTOGRAFIAS) | | X | | |
| CLEAN WINDOW DOOR FRAMES. (LIMPIAR LOS MARCOS DE LA PUERTA Y VENTANAS) | | X | | |
| CLEAN DOOR KNOBS LIGHT SWITCHES AND REMOVE FINGERPRINTS AND MARKS ON THE WALLS (LIMPIAR LAS CERRADURAS LOS APAGADORES DE LUZ Y LIMPIAR LOS DEDOS DE LAS PAREDES) | | X | | |
| CLEAN AND DISINFECT TRASH RECEPTABLES (LIMPIAR Y DISINFECTAR LOS BOTES DE BASURA) | | | | X |
| DUST AND CLEAN LIGHT FIXTURES, CEILING A/C VENTS. (LUCES Y REGILLAS DE AIRE A/C) | | | | X |

| ADDITIONAL SERVICE'S | |
|--|---------------|
| CLEANING INTERIOR AND EXTERIOR WINDOWS | UPPON REQUEST |
| POWER WASHING SERVICE | UPPON REQUEST |
| CARPET CLEANING | UPPON REQUEST |
| TILE AND GROUT CLEANING | UPPON REQUEST |
| SPECIALITY FLOOR CARE | UPPON REQUEST |
| DEEP CLEANING SERVICES | UPPON REQUEST |
| LIGHT HANDYMAN WORK | UPPON REQUEST |
| CONSUMABLE PRODUCTS PURCHASING | UPPON REQUEST |



Cover Sheet

Finance Consent Items

Section: III. Finance
Item: A. Finance Consent Items
Purpose: Vote
Submitted by: Monica Patel, DMS and Carol Walker, Fiscal Controller

Related Material:
ENC 20-21 STRS, PERS, 403B.pdf
ENCORE June 2021 Warrant Report Details.pdf
ENCORE June 2021 Warrant Report (Summary for Hesperia).pdf
ENCORE Jun 2021 Warrant Report (Summary for Riverside).pdf
June.July.2021 purchase requisition.pdf

BACKGROUND:

It is recommended that the board considers approving a number of agenda items as a finance consent list. These items can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change. Included in this list:

- STRS, PERS, 403B Payments
- June 2021 Warrant Report Detail, June 2021 Warrant Report Summary for Hesperia, June 2021 Warrant Report Summary for Riverside
- May 2021 Student Services Reconciliation Summary
- June and July Purchase Requisition

RECOMMENDATION:

Encore staff recommends approval of these items.

| Hesperia Payroll Month | STRS/PERS Payment | | PERS Ck | | STRS CK | | 403B Check number | Due Date based on regular rules, Payment | | | |
|------------------------|-------------------|--------------|---------|--------------|---------|--------------|-------------------|--|------------|--------------|-----|
| | Due Date | Payment Date | Number | Date Cleared | Number | Date Cleared | | not safe harbor | 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 |
| | 30th 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 |
| | 30th 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 |
| | 30th 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 |
| | 30th of the month | 2/8/2021 | 69233 | 2/9/2021 | 69233 | 2/9/2021 | 69222 | 1/28/2021 | 1/22/2021 | 1/26/2021 | -6 |
| February | 15th of the month | 2/23/2021 | 69285 | 3/1/2021 | 69285 | 3/1/2021 | 69232 | 2/13/2021 | 2/8/2021 | 2/11/2021 | -5 |
| | 30th of the month | 3/9/2021 | 69314 | 3/10/2021 | 69314 | 3/10/2021 | 69284 | 2/28/2021 | 2/23/2021 | 2/26/2021 | -5 |
| March | 15th of the month | 3/25/2021 | 69324 | 3/26/2021 | 69324 | 3/26/2021 | 69313 | 3/13/2021 | 3/9/2021 | 3/15/2021 | -4 |
| | 30th of the month | 4/8/2021 | 69430 | 4/12/2021 | 69430 | 4/12/2021 | 69323 | 3/28/2021 | 3/25/2021 | 3/30/2021 | -3 |
| April | 15th of the month | 4/22/2021 | 69443 | 4/27/2021 | 69443 | 4/27/2021 | 69429 | 4/13/2021 | 4/8/2021 | 4/13/2021 | -5 |
| | 30th of the month | 5/10/2021 | 69482 | 5/11/2021 | 69428 | 5/11/2021 | 69442 | 4/28/2021 | 4/22/2021 | 4/27/2021 | -6 |
| May | 15th of the month | 5/25/2021 | 69577 | 5/27/2021 | 69577 | 5/27/2021 | 69481 | 5/13/2021 | 5/7/2021 | 5/11/2021 | -6 |
| | 30th of the month | 6/9/2021 | 69593 | 6/9/2021 | 69593 | 6/10/2021 | 69576 | 5/28/2021 | 5/25/2021 | 6/1/2021 | -3 |
| June | 15th of the month | 6/28/2021 | 69628 | 7/2/2021 | 69628 | 7/2/2021 | 69592 | 6/13/2021 | 6/9/2021 | 6/23/2021 | -4 |
| | 30th of the month | 7/8/2021 | 69715 | 7/9/2021 | 69715 | 7/9/2021 | 69627 | 6/28/2021 | 6/28/2021 | 7/1/2021 | 0 |
| July | 15th of the month | 7/23/2021 | 69736 | 7/26/2021 | 69736 | 7/26/2021 | 69714 | 7/13/2021 | 7/8/2021 | 7/14/2021 | -5 |
| July | 31th of the month | 8/6/2021 | 69753 | | 69753 | | 69735 | 7/28/2021 | 7/23/2021 | 7/28/2021 | -5 |
| Aug-21 | 15th of the month | | | | | | 69752 | 8/13/2021 | 8/6/2021 | | -7 |
| Aug-21 | 31th of the month | | | | | | | | | | |

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.

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

| Check Number | Check Date | School | Payee | Sum of Amount |
|---------------------|-------------------|---------------|--------------|----------------------|
| 69494 | 5/14/2021 | Riverside | AT&T | \$204.34 |
| Grand Total | | | | \$204.34 |

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

| Check Number | Check Date | School | Payee | Sum of Amount |
|--------------------|------------|----------|--|---------------------|
| 0621-202 | 6/25/2021 | Hesperia | Internal Revenue Service - US Treasury | \$178.29 |
| 0621-203 | 6/1/2021 | Hesperia | TEQlease, Inc. | \$4,237.53 |
| 0621-204 | 6/11/2021 | Hesperia | Wells Fargo Bank Service Fee | \$403.94 |
| 2238 | 6/4/2021 | Hesperia | Jayleen Hill | \$150.00 |
| 2239 | 6/4/2021 | Hesperia | Andrew Jacob Miles | \$150.00 |
| 2242 | 6/4/2021 | Hesperia | Taylor Miles | \$150.00 |
| 2243 | 6/4/2021 | Hesperia | Brandon Hill | \$150.00 |
| 2244 | 6/4/2021 | Hesperia | Denise Griffin | \$150.00 |
| 2245 | 6/4/2021 | Hesperia | John Griffin | \$150.00 |
| 68571 | 6/28/2021 | Hesperia | Dylan Zamanis | (\$21.34) |
| 69025 | 6/28/2021 | Hesperia | Dylan Zamanis | (\$67.01) |
| 69038 | 6/28/2021 | Hesperia | Kelsey White | (\$14.68) |
| 69587 | 6/2/2021 | Hesperia | Gaines & Gaines, APLC, Client's Trust Account | \$62,500.00 |
| 69588 | 6/7/2021 | Hesperia | Kristina Craig | \$176.00 |
| 69589 | 6/7/2021 | Hesperia | Loretta Henson | \$220.25 |
| 69591 | 6/9/2021 | Hesperia | BROADCAST VIDEO SOLUTIONS | \$2,850.00 |
| 69594 | 6/11/2021 | Hesperia | Megan C James | \$1,545.71 |
| 69595 | 6/14/2021 | Hesperia | Big West Insurance Agency | \$18,217.00 |
| 69596 | 6/14/2021 | Hesperia | Amber Plummer | \$118.04 |
| 69598 | 6/16/2021 | Hesperia | American Red Cross Training Services | \$680.00 |
| 69599 | 6/16/2021 | Hesperia | AT&T | \$225.89 |
| 69600 | 6/16/2021 | Hesperia | AT&T | \$27.04 |
| 69601 | 6/16/2021 | Hesperia | Bell Mountain Enterprise, Inc. dba Hi Desert Alarm | \$720.00 |
| 69602 | 6/16/2021 | Hesperia | Candace Snow | \$21.00 |
| 69603 | 6/16/2021 | Hesperia | City of Hesperia | \$29.68 |
| 69604 | 6/16/2021 | Hesperia | Encore ASB Hesperia | \$6,894.02 |
| 69605 | 6/16/2021 | Hesperia | IPFS CORPORATION OF CALIFORNIA | \$6,667.64 |
| 69606 | 6/16/2021 | Hesperia | IPFS CORPORATION OF CALIFORNIA | \$2,134.28 |
| 69607 | 6/16/2021 | Hesperia | IPFS CORPORATION OF CALIFORNIA | \$2,434.09 |
| 69608 | 6/16/2021 | Hesperia | Leonardo C. Rivera | \$750.00 |
| 69609 | 6/16/2021 | Hesperia | Nigro & Nigro | \$12,420.00 |
| 69611 | 6/16/2021 | Hesperia | Sandra Del Sole | \$2,685.92 |
| 69612 | 6/16/2021 | Hesperia | Toyota Financial Services | \$3,129.04 |
| 69613 | 6/16/2021 | Hesperia | US Premium Finance | \$6,377.01 |
| 69614 | 6/16/2021 | Hesperia | US Premium Finance | \$1,582.23 |
| 69615 | 6/16/2021 | Hesperia | Western NRG, Inc. | \$135.00 |
| 69616 | 6/17/2021 | Hesperia | Delta Managed Solutions, Inc. | \$24,716.00 |
| 69621 | 6/21/2021 | Hesperia | Mahinatea S Clark | \$969.03 |
| 69629 | 6/28/2021 | Hesperia | Brittany Harter | \$42.09 |
| 69630 | 6/28/2021 | Hesperia | Dylan Zamanis | \$88.35 |
| 69631 | 6/28/2021 | Hesperia | Jamie Waggoner | \$10.93 |
| 69632 | 6/28/2021 | Hesperia | Joshua Allen | \$1.19 |
| 69633 | 6/28/2021 | Hesperia | Kelsey White | \$14.68 |
| 69634 | 6/28/2021 | Hesperia | Matthew Armenta | \$104.00 |
| 69635 | 6/28/2021 | Hesperia | Nikola Chekardzhikov | \$50.99 |
| 69636 | 6/28/2021 | Hesperia | Ramsey Hassen | \$15.98 |
| 69637 | 6/28/2021 | Hesperia | TPR Education, LLC | \$11,500.00 |
| 69638 | 6/28/2021 | Hesperia | WELLS FARGO BUSINESS CARD | \$13,573.02 |
| 69639 | 6/29/2021 | Hesperia | Navitas Credit Corp. | \$325.06 |
| Grand Total | | | | \$189,567.89 |

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

| Check Number | Check Date | Payee | Reason | Sum of Amount |
|--------------------|------------|--|---|--------------------|
| 2238 | 6/4/2021 | Jayleen Hill | Per Diem 6-4-21 | \$150.00 |
| 2238 Total | | | | \$150.00 |
| 2239 | 6/4/2021 | Andrew Jacob Miles | Per Diem 6-4-21 | \$150.00 |
| 2239 Total | | | | \$150.00 |
| 2242 | 6/4/2021 | Taylor Miles | Per Diem 6-4-21 | \$150.00 |
| 2242 Total | | | | \$150.00 |
| 2243 | 6/4/2021 | Brandon Hill | Per Diem 6-4-21 | \$150.00 |
| 2243 Total | | | | \$150.00 |
| 2244 | 6/4/2021 | Denise Griffin | Per Diem 6-4-21 | \$150.00 |
| 2244 Total | | | | \$150.00 |
| 2245 | 6/4/2021 | John Griffin | Per Diem 6-4-21 | \$150.00 |
| 2245 Total | | | | \$150.00 |
| 68571 | 6/28/2021 | Dylan Zamanis | Expense Reimbursement - Flash Cards | (\$21.34) |
| 68571 Total | | | | (\$21.34) |
| 69025 | 6/28/2021 | Dylan Zamanis | Whiteboard tor Zoom classroom | (\$67.01) |
| 69025 Total | | | | (\$67.01) |
| 69038 | 6/28/2021 | Kelsey White | 1-29-20 Board Meeting Food Reimbursement | (\$14.68) |
| 69038 Total | | | | (\$14.68) |
| 69587 | 6/2/2021 | Gaines & Gaines, APLC, Client's Trust Account | Settlement June 2021 Payment #13 | \$62,500.00 |
| 69587 Total | | | | \$62,500.00 |
| 69588 | 6/7/2021 | Kristina Craig | Stale dated ck #66905 re-issue | \$176.00 |
| 69588 Total | | | | \$176.00 |
| 69589 | 6/7/2021 | Loretta Henson | Stale dated ck #63508 re-issue | \$220.25 |
| 69589 Total | | | | \$220.25 |
| 69591 | 6/9/2021 | BROADCAST VIDEO SOLUTIONS | 06/12/21 - Shoot, Stream and Edit Hesperia Graduation | \$2,850.00 |
| 69591 Total | | | | \$2,850.00 |
| 69594 | 6/11/2021 | Megan C James | Check #66841 Re-issue - Payroll 5/1-5/15/2019 | \$1,545.71 |
| 69594 Total | | | | \$1,545.71 |
| 69595 | 6/14/2021 | Big West Insurance Agency | 21-22 Workers Compensation Insurance | \$18,217.00 |
| 69595 Total | | | | \$18,217.00 |
| 69596 | 6/14/2021 | Amber Plummer | Payroll Ck #61407 Reissue | \$63.12 |
| | | | Stale Dated check #61597 8/30/17 reissue | \$49.92 |
| | | | Stale Dated check #63153 11/3/17 reissue | \$5.00 |
| 69596 Total | | | | \$118.04 |
| 69598 | 6/16/2021 | American Red Cross Training Services | Adult and Pediatric First Aid/CPR/AED | \$680.00 |
| 69598 Total | | | | \$680.00 |
| 69599 | 6/16/2021 | AT&T | May 2021 Phone Service | \$225.89 |
| 69599 Total | | | | \$225.89 |
| 69600 | 6/16/2021 | AT&T | Phone Service | \$27.04 |
| 69600 Total | | | | \$27.04 |
| 69601 | 6/16/2021 | Bell Mountain Enterprise, Inc. dba Hi Desert Alarm | 6/1-8/31/2021 Fire Alarm Monitoring | \$720.00 |
| 69601 Total | | | | \$720.00 |
| 69602 | 6/16/2021 | Candace Snow | Mealtime Refund | \$21.00 |
| 69602 Total | | | | \$21.00 |

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

| Check Number | Check Date | Payee | Reason | Sum of Amount |
|--------------------|------------|--------------------------------|--|--------------------|
| 69603 | 6/16/2021 | City of Hesperia | Water Service acct #DB0022-002 LF | \$28.95 |
| | | | Water Service acct #DB0022F-002 LF | \$0.73 |
| 69603 Total | | | | \$29.68 |
| 69604 | 6/16/2021 | Encore ASB Hesperia | ASB Reim March 2021 Misc | \$6,894.02 |
| 69604 Total | | | | \$6,894.02 |
| 69605 | 6/16/2021 | IPFS CORPORATION OF CALIFORNIA | 4nd Installment | \$6,667.64 |
| 69605 Total | | | | \$6,667.64 |
| 69606 | 6/16/2021 | IPFS CORPORATION OF CALIFORNIA | 7th Installment | \$2,134.28 |
| 69606 Total | | | | \$2,134.28 |
| 69607 | 6/16/2021 | IPFS CORPORATION OF CALIFORNIA | Installment #2 | \$2,434.09 |
| 69607 Total | | | | \$2,434.09 |
| 69608 | 6/16/2021 | Leonardo C. Rivera | April 2021 Lawn care | \$750.00 |
| 69608 Total | | | | \$750.00 |
| 69609 | 6/16/2021 | Nigro & Nigro | 2019/20 Audit Services | \$12,420.00 |
| 69609 Total | | | | \$12,420.00 |
| 69610 | 6/16/2021 | Riverside Public Utilities | Credit for initial deposit | (\$350.40) |
| | | | February 2021 Water, Electric, City Svc | \$131.90 |
| | | | January 2021 Water, Electric, City Svc | \$130.34 |
| | | | March 2021 Water, Electric, City Svc | \$158.99 |
| | | | November 2020 Water, Electric, City Svc | \$228.40 |
| | | | October 2020 Water, Electric, City Svc | \$456.87 |
| | | | Outstanding balancies transfer from Acct #0191822001 | \$6,187.18 |
| | | | Water, Electric, City Svc | \$151.23 |
| 69610 Total | | | | \$7,094.51 |
| 69611 | 6/16/2021 | Sandra Del Sole | Costumes for performance | \$2,640.26 |
| | | | GigaTent Pop Up Pod Changing Room Privacy Tent | \$45.66 |
| 69611 Total | | | | \$2,685.92 |
| 69612 | 6/16/2021 | Toyota Financial Services | June 2021 Acct # 01 0272 WX656 | \$782.33 |
| | | | June 2021 Acct # 01 0272 WX722 | \$782.36 |
| | | | June 2021 Acct # 01 0272 WX741 | \$781.85 |
| | | | June 2021 Acct # 01 0272 WY302 | \$782.50 |
| 69612 Total | | | | \$3,129.04 |
| 69613 | 6/16/2021 | US Premium Finance | Insurance installment #10 | \$6,377.01 |
| 69613 Total | | | | \$6,377.01 |
| 69614 | 6/16/2021 | US Premium Finance | Insurance installment #9 | \$1,582.23 |
| 69614 Total | | | | \$1,582.23 |
| 69615 | 6/16/2021 | Western NRG, Inc. | Western NRG's 24x7 URGENT CARE SUPPORT | \$135.00 |
| 69615 Total | | | | \$135.00 |
| 69616 | 6/17/2021 | Delta Managed Solutions, Inc. | Accounting Service - June 2021 | \$24,716.00 |
| 69616 Total | | | | \$24,716.00 |
| 69621 | 6/21/2021 | Mahinatea S Clark | Re-issue ck #66942 | \$969.03 |
| 69621 Total | | | | \$969.03 |
| 69629 | 6/28/2021 | Brittany Harter | Reissue of Stale dated check #56449 | \$40.34 |
| | | | Reissue of Stale dated check #60319 | \$1.75 |

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

| Check Number | Check Date | Payee | Reason | Sum of Amount |
|-----------------------|------------|--|--|---------------------|
| 69629 Total | | | | \$42.09 |
| 69630 | 6/28/2021 | Dylan Zamanis | Expense Reimbursement - Flash Cards | \$21.34 |
| | | | Whiteboard for Zoom classroom | \$67.01 |
| 69630 Total | | | | \$88.35 |
| 69631 | 6/28/2021 | Jamie Waggoner | Reissue of Stale dated check #60465 | \$10.93 |
| 69631 Total | | | | \$10.93 |
| 69632 | 6/28/2021 | Joshua Allen | Reissue of Stale dated check #69148 | \$1.19 |
| 69632 Total | | | | \$1.19 |
| 69633 | 6/28/2021 | Kelsey White | 1-29-20 Board Meeting Food Reimbursement | \$14.68 |
| 69633 Total | | | | \$14.68 |
| 69634 | 6/28/2021 | Matthew Armenta | Reissue of Stale dated check #66022 | \$104.00 |
| 69634 Total | | | | \$104.00 |
| 69635 | 6/28/2021 | Nikola Chekardzhikov | Reissue of Stale dated check #66772 | \$50.99 |
| 69635 Total | | | | \$50.99 |
| 69636 | 6/28/2021 | Ramsey Hassen | Reissue of Stale dated check #63136 | \$15.98 |
| 69636 Total | | | | \$15.98 |
| 69637 | 6/28/2021 | TPR Education, LLC | Tutor.com K-12 Student Center Per Hour 50 | \$11,500.00 |
| 69637 Total | | | | \$11,500.00 |
| 69638 | 6/28/2021 | WELLS FARGO BUSINESS CARD | June 2021 Credit Card Statement | \$13,573.02 |
| 69638 Total | | | | \$13,573.02 |
| 69639 | 6/29/2021 | Navitas Credit Corp. | June 2021 Payment for contract #40295324-1 | \$325.06 |
| 69639 Total | | | | \$325.06 |
| 0621-202 | 6/25/2021 | Internal Revenue Service - US Treasury | Penalty | \$6.29 |
| | | | Social Security due for S Walton from March 25, 2020 | \$172.00 |
| 0621-202 Total | | | | \$178.29 |
| 0621-203 | 6/1/2021 | TEQlease, Inc. | June 2021 Teqlease Lease #410218 | \$4,237.53 |
| 0621-203 Total | | | | \$4,237.53 |
| 0621-204 | 6/11/2021 | Wells Fargo Bank Service Fee | May 2021 Client Analysis Service Charge | \$403.94 |
| 0621-204 Total | | | | \$403.94 |
| Grand Total | | | | \$196,662.40 |



PURCHASE REQUISITION CODE LIST JUNE/JULY 2021

| PreApproval Requisition Code | Vendor Name / Department | General Coding | Amount |
|------------------------------|--------------------------|---|-------------------------|
| 060121 | Maintenance | Facilities/Repairs/ Maintenance | \$500.00 mo |
| 052521 | Transportation | Fuel | \$1000.00 mo |
| 060921 | Postage Year | Postage | \$10,000.00 yr |
| 060721 | Text-Em-All | Parent Communication 10% COVID | \$7,200.00 yr |
| 060821 | NCR | Accounting | 250.00 yr. |
| 060421 | Westgate Las Vegas | Field Trips 50% COVID due to social distancing | \$2,500.00 one time |
| 052421 | HomeSchool Diploma | Student Incentives | \$2,500.00 one time |
| 052321 | Churchgoers.com | Student Incentives | \$1,500.00 one time |
| 052221 | The Studio | Student Incentives | \$1,500.00 |
| 052121 | Motor Vehicle Network | Advertising 50% COVID | \$10,000.00 contract |
| 052021 | NCR Silver | Accounting | \$1000.00 annual |
| 051921 | Constant Contact | Parent Communication - 50% COVID | \$1,800.00 annual |
| 051820 | EventGroove | Security | \$500.00 one time |
| 051721 | WIX.com | Communication - 50% COVID | \$1,500.00 annual |
| 052421 | Field Trip Food | Cafeteria | \$2,000.00 one time |
| 051521 | Enterprise Rent A Car | Transportation | \$1,000.00 one time |
| 051421 | Quickbooks | Accounting | \$900.00 annual |
| 051321 | The Home Depot | Field Trip | \$50.00 one time |
| 051221 | Classe Party Rentals | Student Incentives | \$450.00 one time |
| 051121 | Costco Wholesale | Cafeteria - 100% COVID | \$650.00 one time |

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036.
www.encorehighschool.com

Cover Sheet

Eide Bailly Examination Contract

Section: III. Finance
Item: B. Eide Bailly Examination Contract
Purpose: Vote
Submitted by: Carol Walker
Related Material: Eide_Bailly_Signed_Accounting_Examination_051921__1_.pdf

BACKGROUND:

Scope of Engagement for services provided by Eide Bailly in regards to the audit of pupil fees.

RECOMMENDATION:

Encore staff recommends approval of this item.



CPAs & BUSINESS ADVISORS

April 27, 2021

Denise Griffin
Chief Executive Officer
Encore Junior and Senior High School for the Arts
16955 Lemon St.
Hesperia, CA 92345

RE: Forensic Accounting Examination

This letter is to confirm our understanding of the services that we are to provide.

Scope of Engagement

We will conduct a forensic accounting examination of Encore Junior and Senior High School for the Arts for the fiscal years 2016/2017 – 2020/2021. The services we are to provide include, and are limited to:

- Estimate the Unlawful Pupil Fees to be returned to the providers.
- Conduct a transactional examination of revenues, that include deposits, revenue reports, and bank transfers.
- Compare accounting entries to bank records and note inconsistencies.
- Employ forensic accounting methodologies commonly used during an examination to search for misuse or misappropriation of assets.
- Conduct interviews with employees, as deemed necessary, to gain an understanding of the job responsibilities, processes, and procedures.
- Communicate our findings to you (orally and/or in writing as desired).

Should additional items surface during our examination, we will only proceed after consultation with you.

Our engagement will be conducted in accordance with lawful forensic accounting techniques which include, but are not limited to: forensic examination of books and records; voluntary interviews of appropriate personnel; and other such evidence-gathering procedures as necessary under the circumstances. Due to the hidden nature of fraud, we cannot provide assurances that fraud, if it exists, will be uncovered as a result of our engagement. However, we will report to you on a regular basis, thus providing you with a sense of progress in terms of cost and findings.

You understand that any written reports or other documents we may prepare are to be used only for the purpose of litigation and/or internal use associated with any findings discovered, as a result of our engagement. Such reports or other documents may not be published or used for any other purposes without our written consent. We may employ, contract with or use the service of any third party in connection with the performance of the services, we deem reasonably necessary or desirable to complete this engagement.

What inspires you, inspires us. | eidebailly.com

3130 Crow Canyon Pl., Ste. 300 | San Ramon, CA 94583-1386 | T 925.480.4000 | F 925.884.2480 | EOE

Ms. Denise Griffin
Chief Executive Officer
Encore Junior and Senior High School for the Arts
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Timeline

We will begin our procedures upon acceptance of this engagement agreement. If delays are experienced in receiving information, the delivery of the report will be delayed accordingly. Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you.

You also agree that we may discuss this engagement with other partners or associates in our firm for the purpose of obtaining expertise, research materials or other matters essential to this engagement. You agree to accept the limiting conditions as listed in our report and to the scope of the report. You also agree that we may disengage ourselves from this engagement for any reason.

Fees

Eide Bailly LLP is dedicated to professionalism and service to our clients. While professional fees should be reasonable, they must be representative of the professional quality of the services to be provided. Our fees are based upon the amount of time required to complete the assignment and the level of personnel assigned. The fees for our forensic accounting services will be as follows: \$320/hour for partners/directors/senior managers, \$250/hour for managers and \$180/hour for staff associates. If you request that we issue a report or provide testimony, we will be paid in full in advance for our total estimated time and expenses for the completion of such report or testimony.

We will bill out-of-pocket expenses as incurred. Expenses to be reimbursed to us include, but are not limited to: travel, lodging, food, telephone, photocopying and facsimile charges. Automobile mileage will be reimbursed at the rate of \$0.56 per mile. Travel time will be charged at half the standard hourly rates identified. Due to inflation or other cost-of-living increases, hourly rates may increase slightly annually. One month advance notice will be provided of any rate changes.

We will utilize progressive billings in increments of \$5,000 for the forensic accounting examination. This will allow us to give you up-to-date oral progress reports and be able to have a better estimate of the time frame in which we will need to conclude our work. Please note that we may require payment in full prior to the issuance of our final report/deliverable.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

In accordance with our firm policies, work may be suspended if your account becomes 30 or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Ms. Denise Griffin
Chief Executive Officer
Encore Junior and Senior High School for the Arts
Page 3

Should our relationship terminate before our examination procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Dispute Resolution

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Pasadena, California.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Either party may commence suit on a Dispute after the mediator declares an impasse.

Governing Law and Venue

We also both agree to submit any unresolved Dispute to a trial by a federal or state court venued in Minneapolis, Minnesota. This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

Limitation of Damages and No Punitive Damages

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys' fees.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months

Ms. Denise Griffin
Chief Executive Officer
Encore Junior and Senior High School for the Arts
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("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the report. The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Indemnity

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements and/or tax return that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

Assignments Prohibited

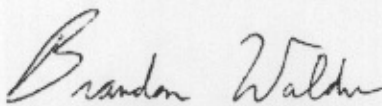
You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Conclusion

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,

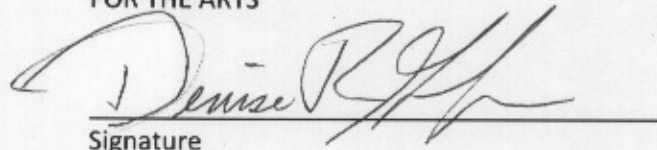
Eide Bailly LLP



Brandon Waldren, CPA, CFE, CFI
Senior Manager, Forensic Services

Accepted By:

ENCORE JUNIOR AND SENIOR HIGH SCHOOL
FOR THE ARTS



Signature

CEO / EXECUTIVE DIRECTOR
Title

5/19/2021
Date