



Encore JR/SR High School

Regular Encore Board of Directors Meeting - September 2021

Published on September 17, 2021 at 3:43 PM PDT

Date and Time

Monday September 20, 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.

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Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Rob Gabler, Board President	1 m
B. Record Attendance		Rob Gabler, Board President	1 m
C. Approve Minutes	Approve Minutes	Joseph Thibodeaux	3 m
<p>The Board minutes for approval are from Encore's August 23, 2021 Regular Board of Directors meeting, August 30, 2021 Special Board of Directors Meeting and September 9, 2021 Special Board of Directors Meeting.</p>			
D. Invitation for public to address the Board, open session items	Discuss	Joseph Thibodeaux	5 m
<p>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.</p>			
II. Operations			6:40 PM
A. Janitorial Bids	Vote	Johnny Griffin	5 m
<p>Proposals for cleaning programs and janitorial services for the Encore campus.</p>			
B. Encore's Pandemic Addendum	Vote	Denise Griffin	2 m
<p>Updated COVID response in order to follow current compliance. There are a couple key changes to the COVID response based on the changing guidelines.</p>			
C. Board Calendar for 2022	Vote	Denise Griffin	2 m
<p>The list of dates for the Encore Board Meetings for January to June 2022.</p>			
III. Finance			6:49 PM
A. Finance Consent Items	Vote	Denise Griffin	5 m
<p>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:</p> <ul style="list-style-type: none"> • STRS payment report, PERS payment report, 403B payment report • August 2021 Warrant Report Detail and August 2021 Warrant Report Summary for Hesperia 			
B. Employee Reimbursement	Vote	Joseph Thibodeaux	2 m

	Purpose	Presenter	Time
Employee reimbursement forms and receipts for a field trip and staff lunch.			

C. Salvage Items for Sale	Vote	Jim Barkdull	5 m
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On behalf of Encore Education Corporation the IT department will price and make available for purchase to Encore staff, staff friends and family, any working or nonworking equipment that no longer has any production value to Encore Education Corporation. Items include non-technology surplus items.

D. Emburse Certify Credit Card & Expense Management Platform	Vote	Karl Yoder, Key Charter Advisors, LLC	5 m
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Encore is seeking a solution that will allow staff to pay for smaller items incurred for travel, events, and on-site payments that cannot be efficiently processed through Encore’s standard purchasing process but meets all necessary accounting controls. In the past, these needs have been met with a combination of petty cash/checks and/or debit cards, which do not provide the same level of purchasing control and transparency. This Emburse Certify platform is a combination of physical and virtual Mastercards and an online web-based management tool, that will allow the Controller to approve individuals, purchasing limits, and even the type of approved purchases that each approved individual can make. It also updates all transactions in real-time at point of sale, substantially enhancing the level of accounting supervision and fiscal control over petty cash/checks and debit cards. The Emburse Certify platform is primarily paid for from the merchants’ credit card fees, but will have an additional management fee paid by Encore of approximately \$1,500/year, depending on the number of users.

IV. Adjourn to closed session 7:06 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.

Public Employee Discipline/Dismissal/Release

A. Reconvene from closed session	Discuss	Rob Gabler	15 m
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After the closed session is complete, the Board will reconvene and report any action taken on closed session.

V. Closing Items 7:21 PM

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

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

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2021_08_23_board_meeting_minutes (2).pdf 2021_08_30_board_meeting_minutes.pdf 2021_09_09_board_meeting_minutes.pdf

DRAFT



Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - August 23, 2021

Date and Time

Monday August 23, 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 (remote), G. Thackeray (remote), K. Staley (remote), R. Gabler (remote)

Directors Absent

K. Ahmed

Directors who arrived after the meeting opened

G. Thackeray

Directors who left before the meeting adjourned

G. Thackeray

Guests Present

A. Barkdull (remote), C. Peterson (remote), C. Walker (remote), D. Griffin (remote), J. Barkdull (remote), J. Dolf (remote), J. Griffin (remote), J. Thibodeaux (remote), W. Strumpfer (remote)

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 Aug 23, 2021 at 6:44 PM.

B. Record Attendance

C. Approve Minutes

C. Sutton made a motion to approve the minutes from Encore Board of Directors Meeting Workshop - July 2021 on 07-12-21.

K. Staley seconded the motion.

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

Roll Call

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

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

II. Operations

A. 21-22 Proposed Bell Schedule

C. Sutton made a motion to Approve.

K. Staley seconded the motion.

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

Roll Call

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

B. Western Association of Schools and Colleges Visit

G. Thackeray arrived at 6:52 PM.

C. Rock My Campus Bid

K. Staley made a motion to Approve bid.

C. Sutton seconded the motion.

Jonathan George and Shylla Webb to present professional and student development for Social and Emotional needs. Funding for both SPED population and General 50%/50% split under certain COVID-19 funding.

Add language to the contract in regard to any unforeseeable campus shutdowns due to COVID-19, language for any need for a combo of Zoom and in-person, etc.

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

Roll Call

- C. Sutton Aye
 - G. Thackeray Absent
 - R. Gabler Aye
 - K. Ahmed Absent
 - K. Staley Aye
- G. Thackeray arrived at 7:15 PM.

D. Janitorial Bids

Delay the janitorial bids due to the absence of Mr. Peterson. Set up for the next board meeting.

III. Finance

A. Finance Consent Items

C. Sutton made a motion to Approve.
K. Staley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Eide Bailly Examination Contract

C. Sutton made a motion to Approve.
K. Staley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

- G. Thackeray Aye
- C. Sutton Aye
- K. Staley Aye
- K. Ahmed Absent
- R. Gabler Abstain
- G. Thackeray left at 7:50 PM.

IV. Adjourn to closed session

A. Reconvene from closed session

Back in open session @ 10:08 PM

No action was taken on pending litigation.

In closed session, the Board voted 3 to 0 to adopt the following:

1. Changes to accounting records should be done only by the Controller or with the Controller's approval consistent the Controller job description, and according to the school's fiscal policies, the charter, and the MOU with the authorizer.
2. The Controller will report to Board member Sutton or Board member Sutton's Designee until further notice.
3. The Board authorizes the retention of an independent organization for employee supervision support.
4. Staff are to discontinue use of school debit cards and to transition all recurring payments through school debit cards to alternate authorized payment sources.
5. Staff are prohibited from incurring costs above the per diem allocation for travel as set by fiscal policy without prior Board approval. Costs for student travel must be approved anew by the Board Chair. Any questionable or uncertain expenses should be brought to the Board Chair for approval.

- 6. No employees may be terminated without Board approval until further notice.
- 7. No employee may engage in any conduct that could appear retaliatory, including issuing negative performance evaluations or written or verbal criticisms, and any suspected retaliatory conduct should be reported to the Board.
- 8. The Board authorizes its legal counsel, Young, Minney & Corr, to retain an independent third-party investigator to investigate a personnel complaint.
- 9. These directives are effective for at least the next 30 days and the Board will provide additional directives at the next month's Board meeting.

V. 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 10:13 PM.

Respectfully Submitted,

A. Barkdull

K. Staley made a motion to Adjourn Meeting.

C. Sutton seconded the motion.

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

Roll Call

G. Thackeray Absent

K. Staley Aye

R. Gabler Aye

C. Sutton Aye

K. Ahmed Absent

Documents used during the meeting

- BELL SCHEDULE 21.22 (AB).pdf
- Rock My Campus Encore High SCHOOL Agreement.pdf
- ENC 20-21 STRS, PERS, 403B.pdf
- ENCORE Jun 2021 Warrant Report (Summary for Riverside).pdf
- ENCORE June 2021 Warrant Report (Summary for Hesperia).pdf
- ENCORE June 2021 Warrant Report Details.pdf
- June.July.2021 purchase requisition.pdf
- Eide_Bailly_Signed_Accounting_Examination_051921__1_.pdf

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Encore JR/SR High School

Minutes

Special Board Meeting- August 30, 2021

Date and Time

Monday August 30, 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:

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Directors Present

C. Sutton (remote), G. Thackeray (remote), K. Staley (remote), R. Gabler (remote)

Directors Absent

K. Ahmed

Guests Present

A. Barkdull (remote), C. Walker (remote), D. Griffin (remote), J. Griffin (remote), J. Schwarck (remote), J. Thibodeaux (remote), Jerry Simmons (remote)

I. Opening Items

A. Record Attendance

B. 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 Aug 30, 2021 at 6:33 PM.

C. Variable Term Waiver Request

C. Sutton made a motion to Approve Variable Term Waiver.

K. Staley seconded the motion.

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

Roll Call

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

D. Adjourn to Closed Session

6:42 PM

E. Reconvene from Closed Session

7:34 PM -

No actions were taken in closed session.

F. Approval of Amendment to Key Charter Advisors (“KCA”) Contract

K. Staley made a motion to Approve Key Charter Advisors ("KCA") Contract - Amendment.

G. Thackeray seconded the motion.

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

Roll Call

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

II. 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 7:36 PM.

Respectfully Submitted,
R. Gabler
K. Staley made a motion to Close Meeting.
G. Thackeray seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Documents used during the meeting

- FIRST AMENDMENT TO Encore-KCA Services Agreement - 8-27-21 v2.pdf

Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, or military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics. Encore Education Corporation is an equal opportunity employer.

DRAFT



Encore JR/SR High School

Minutes

Special Board Meeting- September 9, 2021

Date and Time

Thursday September 9, 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:

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Directors Present

C. Sutton (remote), G. Thackeray (remote), K. Staley (remote), R. Gabler (remote)

Directors Absent

K. Ahmed

Directors who left before the meeting adjourned

C. Sutton

Guests Present

A. Barkdull, D. Griffin (remote), J. Barkdull (remote), J. Griffin (remote), W. Strumpfer (remote)

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 Thursday Sep 9, 2021 at 6:32 PM.

B. Record Attendance

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

II. Financials

A. Unaudited Actuals

G. Thackeray made a motion to Approve Unaudited Actuals.
K. Staley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. NetFortis Proposal

K. Staley made a motion to Approve Proposal.
G. Thackeray seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Operations

A. Construction Proposals

K. Staley made a motion to Approve Proposals.
G. Thackeray seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

- K. Staley Aye
- K. Ahmed Absent
- G. Thackeray Aye
- R. Gabler Aye
- C. Sutton Aye
- C. Sutton left at 6:57 PM.

B. Ebmeyer Charter Contract

- K. Staley made a motion to Approve.
- G. Thackeray seconded the motion.
- The board **VOTED** to approve the motion.

Roll Call

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

C. Vehicle Leases to Purchases

- K. Staley made a motion to Approve.
- G. Thackeray seconded the motion.
- Give John Griffin authority to trade in the highlanders to trade in for 3-10 passenger vans and 1 suburban with the assistance of Glen. The board **VOTED** to approve the motion.

Roll Call

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

IV. Adjourn to closed session

A. Reconvene from Closed Session

7:45 PM Return from closed.

No actions taken during closed session.

V. 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 7:46 PM.

Respectfully Submitted,

- K. Staley
- K. Staley made a motion to Adjourn Meeting.
- G. Thackeray seconded the motion.
- The board **VOTED** to approve the motion.

Roll Call

- R. Gabler Aye
- C. Sutton Absent
- K. Ahmed Absent
- G. Thackeray Aye

Roll Call

K. Staley Aye

Documents used during the meeting

- Signed Unaudited Actuals Full Report 090121.pdf
 - Net Fortis Quote .pdf
 - CSNK Bid 2.pdf
 - WW Nelson Bid .pdf
 - Encore Contract 2021.pdf
-

Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, or military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics. Encore Education Corporation is an equal opportunity employer.

Cover Sheet

Janitorial Bids

Section: II. Operations
Item: A. Janitorial Bids
Purpose: Vote
Submitted by: Johnny Griffin
Related Material: Janitorial Bid- Aladdin.pdf
Janitorial Bid- All American.pdf
Janitorial Bid- Green Team.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	AS APPLICABLE
ALL DOORS ARE TO BE LOCKED	UNLESS POSTED
NOTIFY BUILDING REPRESENTATIVE IN EVENT	AS NEEDED
OF ANY IRREGULARITIES	
AIR CONDITION VENTS -VACUUM- up to 10 FEET	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

The green that clean.

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).

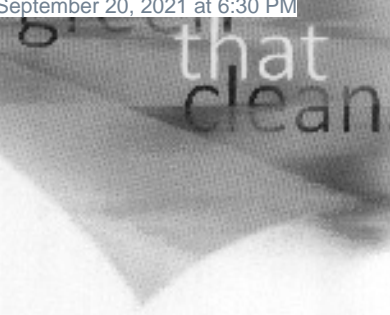
Casting vision....

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.





**Green Team
Maintenance and
Janitorial Services LLC**

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

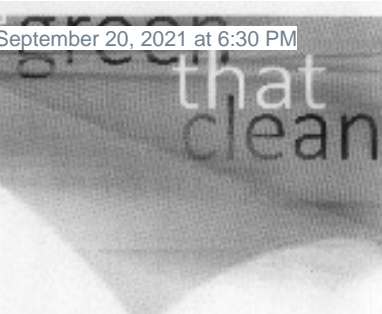
SATISFACTION GUARENTEED

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.



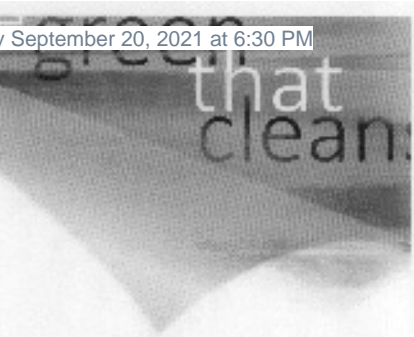


Ensuring that school cleaning programs support health is important of staff, students and the environment are important at all times, cleaning during a global pandemic presents unique challenges.

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





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 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 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 LUS 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

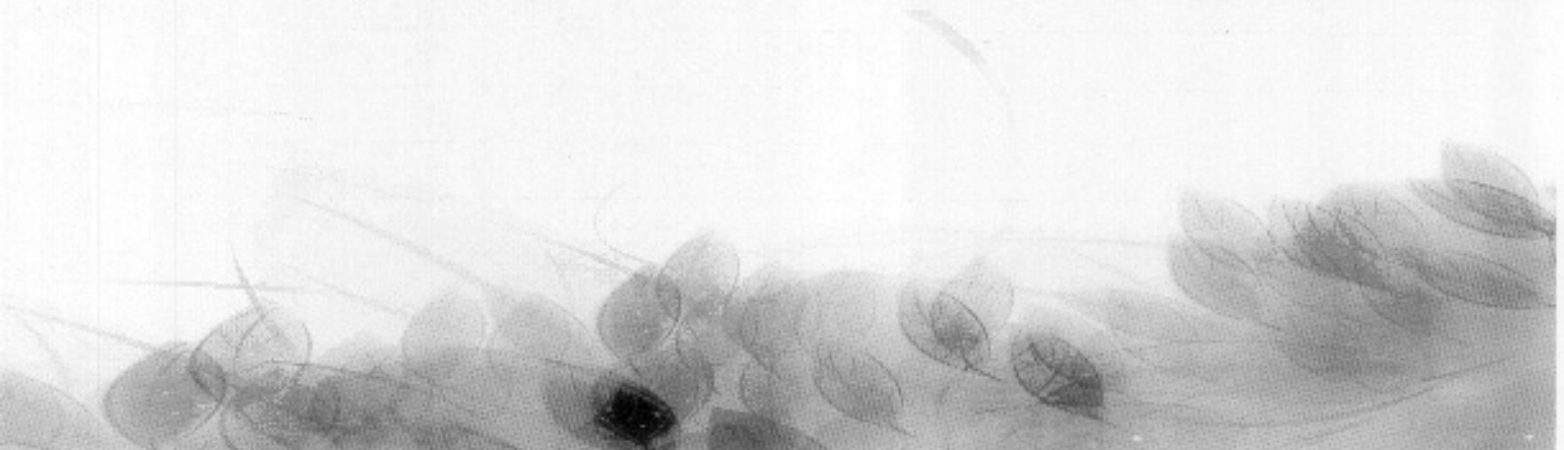




that
clean

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

Encore's Pandemic Addendum

Section: II. Operations
Item: B. Encore's Pandemic Addendum
Purpose: Vote
Submitted by: Denise Griffin
Related Material: Encore's Pandemic Addendum 2021-2022.docx-1.pdf

BACKGROUND:

Updated COVID response in order to follow current compliance. There are a couple key changes to the COVID response based on the changing guidelines.

RECOMMENDATION:

Encore staff recommends approval of this item.

Encore Jr./Sr. High School for the Arts Emergency Operations Plan 2021 – 2022

Pandemic Addendum/COVID-19 Safety Plan



Purpose/Responsibility/Scope

The 21-22 Disaster Preparedness Pandemic Addendum is meant to aid students, families and school sites to return to full time in-person instruction for the entire 2021-2022 school year to the greatest extent possible in accordance with the [CDPH \(California Department of Public Health\) guidelines for schools](#). These guidelines will adapt to ever changing federal, state and local health department guidelines. This plan is not meant to supersede any federal, state and/or local health regulations and/or requirements.

Masks

- Masks are optional outdoors for all in 7-12 school settings.
- 7-12 students are required to mask indoors, with exemptions per CDPH face mask guidance, regardless of vaccination status.
- Adults in 7-12 school settings are required to mask, when sharing indoor spaces with students, regardless of vaccination status.
- Students and/or adults who are in need of a mask break may step outside to take a short break as needed.
- When participating in indoor physical fitness learning activities (e.g. PE classes in the Big Top) students and staff will be required to wear face coverings when participating in the activity, even with heavy exertion, as tolerated.
- It is recommended that fully vaccinated Encore staff members wear a mask when indoors even when not sharing spaces with students per CDPH, CDC and Cal OSHA guidance. Vaccination status may be established by a supervising administrator through self-attestation per CDPH guidelines.
- Persons exempted from wearing a face covering due to a medical condition or other exemption per the [CDPH Guidance for Use of Face Coverings](#), must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Schools must develop and implement local protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Encore staff will take an educational approach to helping individuals not adhering to masks and/or other health and safety requirements, except in situations where malicious and purposeful intent to harm others is found to be present.
- Per CDPH requirement, schools will offer alternative educational opportunities, i.e. independent study, for students who are excluded from campus because they will not wear a face covering.
- In situations where a face covering cannot be used for pedagogical or developmental reasons a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.

Encore protocols to enforce mask requirements

In accordance with CDPH guidance Encore will utilize the following local protocols to enforce the CDPH mask requirement. This protocol will be rooted in Encore's experience in keeping students and educators safe while ensuring schools fully open for in-person instruction.

- Students who forget to bring a mask, remove the mask while indoors and/or are improperly wearing the mask while indoors, will be asked to correct the issue and/or be provided a mask by the school site. If the student is willing to correct the issue they will not be disciplined or sent out of the classroom and no discipline entry will be made, except in situations where the school site administrator finds there to be malicious and purposeful intent to harm others.
- If a student refuses to properly wear a mask indoors the student will be sent to the office for school site administrator intervention. Every effort shall be made to work with the student and parents/guardians to ensure that the student may continue to attend full-time in-person instruction without violating CDPH

requirements. Administrators will follow the intervention protocols below when helping a student who refuses to wear a mask indoors.

School Site Administrator Mask Intervention Protocols:

Throughout this intervention process the school site administrator will make every effort to work with the student/family to ensure that the student will continue to attend full-time in-person instruction while also adhering to CDPH health and safety requirements. The following steps shall be taken:

1. The school site administrator will speak with the student in an attempt to mutually agree to follow the CDPH mask requirements. If successful, no other steps must be taken, the verbal agreement will be documented in Infinite Campus and the student will be sent back to class. If unsuccessful, the school site administrator will continue to the next intervention step.
2. The school site administrator will speak with a parent/guardian in an attempt to mutually agree to follow the CDPH mask requirements. If successful, no other steps must be taken, the verbal agreement will be documented in Infinite Campus and the student will be sent back to class. If unsuccessful, the school site administrator will continue to the next intervention step.
3. Due to the CDPH mask REQUIREMENT for schools, if steps 1 and 2 fail, the school site administrator must explore out of classroom learning opportunities with the student/family (e.g. outdoor learning, independent study etc.) until the CDPH guidelines change or the student/family are willing to follow the CDPH mask requirement.

Note: Due to the CDPH indoor mask requirement, students who refuse to properly wear a mask may not be allowed in the classroom. Encore will NOT issue disciplinary consequences to students for failure/refusal to wear a mask unless coupled with other inappropriate behavior and/or where the school site administrator finds there to be malicious and purposeful intent to harm others.

Social/Physical Distancing

- Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDPH guidance for schools and CDC 7-12 School Guidance.
- Social distancing in the school setting is recommended during food service, e.g. breakfast and/or lunch as defined below.

Food service recommendations

- Maximize physical distance as much as possible while eating.
- Outdoor eating areas should be shaded whenever possible.
- As safety is Encore's chief concern, students/staff should be allowed to eat indoors, even if it negatively impacts physical distancing measures, when inclement weather, including excessive heat, is present per Encore's Risk Management.
- Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

Ventilation recommendations

- Teachers, classroom staff and/or bus drivers 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, excessive heat, etc., to students or staff.

Vaccination

- Encore respects that medical decisions, like COVID-19 vaccination, are personal decisions best made by families. Our goal is to provide resources and information so that parents and guardians may make a well informed decision for themselves and their children. Students, families and/or staff wishing to learn more about vaccines or who would like to get vaccinated should go to myturn.ca.gov, www.vaccines.gov or call the San Bernardino County Public Health Department COVID-19 hotline at (909)387-3911 9am-5pm M-F. Vaccination is not required.

Staying home when sick

[Encore Staff Visual Screening and Encore Staff/Student/Family Self-Screening Protocols:](#)

The district requires all staff and students to be vigilant in daily self-assessing for possible symptoms of illness. The district also requires that all staff be vigilant in observing possible symptoms of illness in others at school. Visual and self-screening should be for the symptoms listed below:

- 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

If individuals present with the above symptoms at home they must contact the school and go into isolation. If individuals present with the above symptoms while at school they must be referred to the isolation room and receive a secondary screening, as defined below, immediately.

[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:

Secondary screening protocols:

1. Secondary screening staff 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 HUSD 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

Note: If a student or staff member has medically confirmed chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom. For more information consult CDC guidance at

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#People-with-Seasonal-Allergies>

Section 2: Note any close contact/potential exposure

Discern if the student/staff member has had close indoor contact (within 6 feet of a laboratory-confirmed COVID-19 infected individual for at least 15 minutes, cumulative over a 24 hour period) from 2 days before the infected individual had any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until the infected individual meets criteria for discontinuing home isolation.

Close Contact exceptions per [CDPH guidance](#) and [CDC definition of a close contact](#):

- ★ Fully vaccinated individuals and/or an individual who can medically verify that they have been previously diagnosed with COVID-19 within the last three months.
- ★ In the 7–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed) where both students were engaged in consistent and correct use of well-fitting face masks; and other 7–12 school prevention strategies were in place. This exception does NOT apply to teachers, staff or other adults in the indoor classroom setting.

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

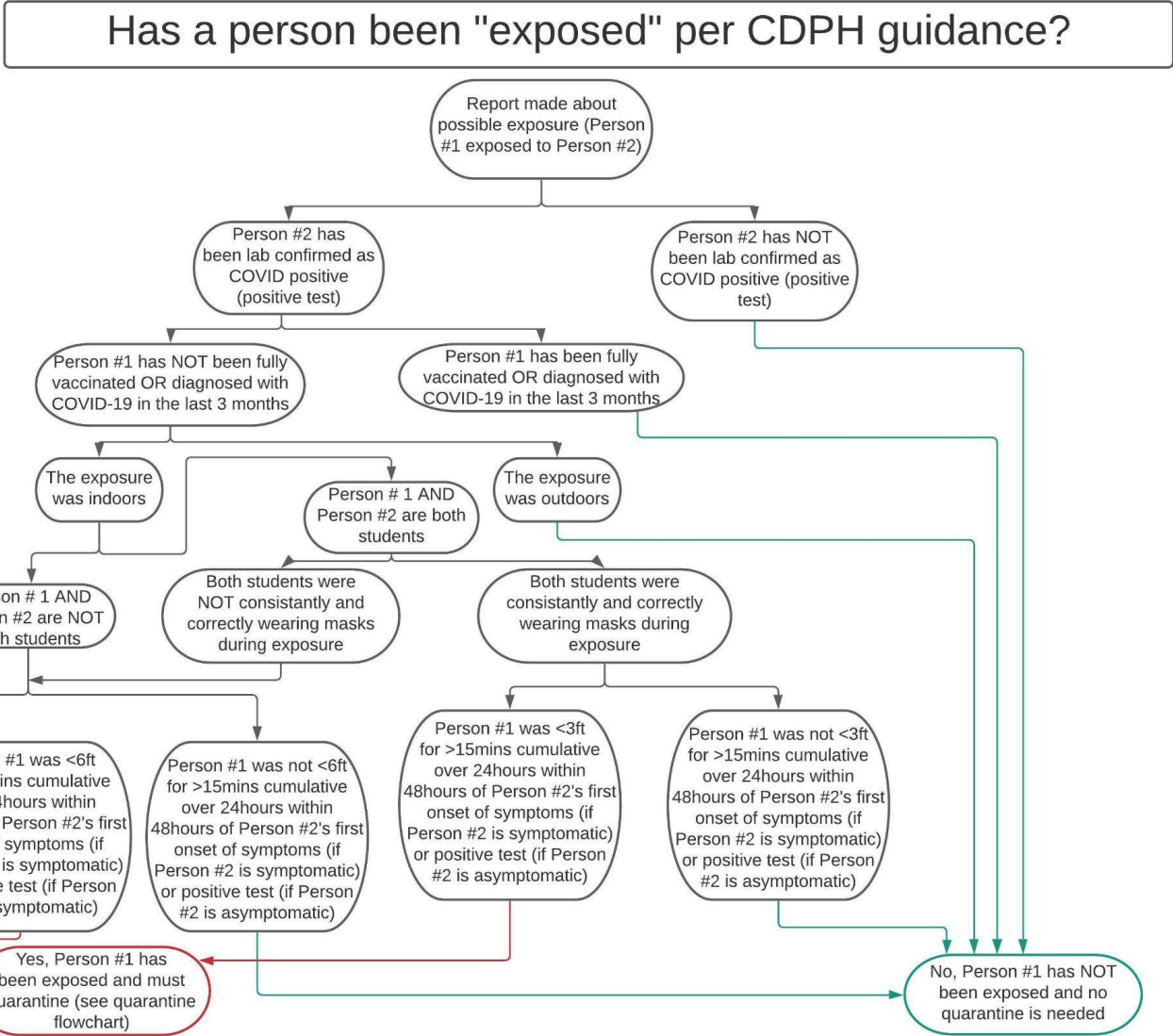
Isolate and send home: Keep the student or staff member in the isolation room, call home to notify parents that a secondary screening was completed and the student must be picked up as soon as possible. Staff should then follow the school quarantine/isolation protocols below. The student may NOT ride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

Quarantine Protocols

Students/staff are deemed to have been exposed to COVID-19 if they have had close indoor contact (within 6 feet of a laboratory-confirmed COVID-19 infected individual for at least 15 minutes, cumulative over a 24 hour period) from 2 days before the infected individual had any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until the infected individual meets criteria for discontinuing home isolation. Exposed individuals must immediately go into quarantine per CDPH guidelines.

Close Contact exceptions per [CDPH guidance](#) and [CDC definition of a close contact](#):

- ★ Fully vaccinated individuals and/or an individual who can medically verify that they have been previously diagnosed with COVID-19 within the last three months. Self attestation satisfies vaccination verification in accordance with [CDPH guidelines](#) and [CDC guidance](#). As stated above, and in accordance with CDPH guidelines, previous COVID-19 diagnosis verification requires medical verification (e.g doctor’s note, positive test results, etc.).
- ★ In the 7–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed) where both students were engaged in consistent and correct use of well-fitting face masks; and other 7–12 school prevention strategies were in place. This exception does NOT apply to teachers, staff or other adults in the indoor classroom setting.



Quarantine Protocol #1 (Unvaccinated adults/students when both parties were not wearing masks):

Asymptomatic individuals may discontinue quarantine under the following conditions:

- 10-days from the date of last exposure without testing

OR

- 7-days from the last date of exposure if the individual tests negative 5-days after the date of last exposure and tests.

Note: Household/continuous exposure requires that the exposed individual's quarantine period may not begin until after all household contacts complete their isolation period.

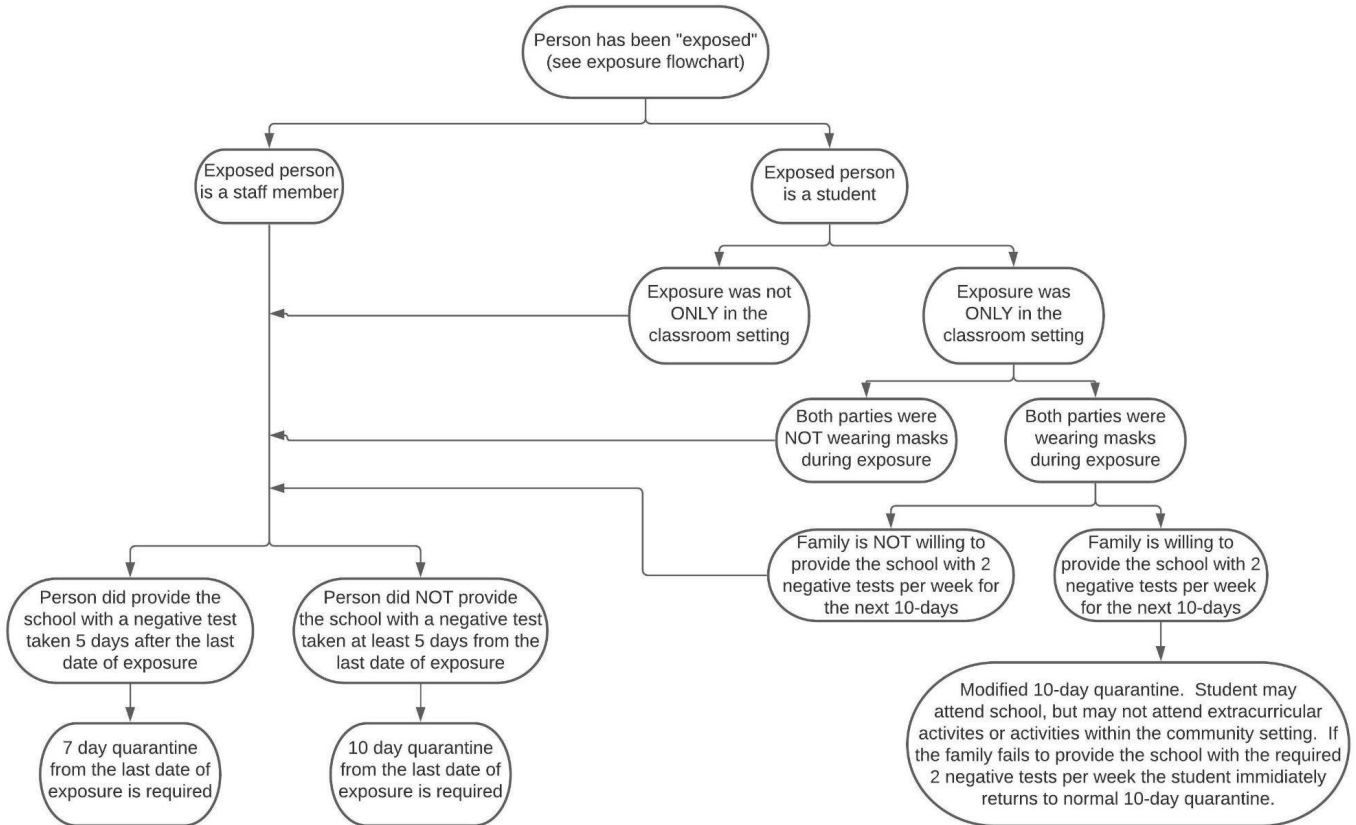
Quarantine Protocol #2 (Unvaccinated students when exposure was only in the classroom setting and both parties were wearing masks):

Exposed asymptomatic unvaccinated students, meeting the criteria above, may undergo a modified 10-day quarantine while continuing to attend school for in-person instruction if they:

- Are asymptomatic
- Continue to appropriately mask
- Undergo at least twice weekly testing during the 10-day quarantine and provide negative results to the school
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting

Note: Adults do NOT qualify for quarantine protocol #2.

How long does a person have to quarantine?

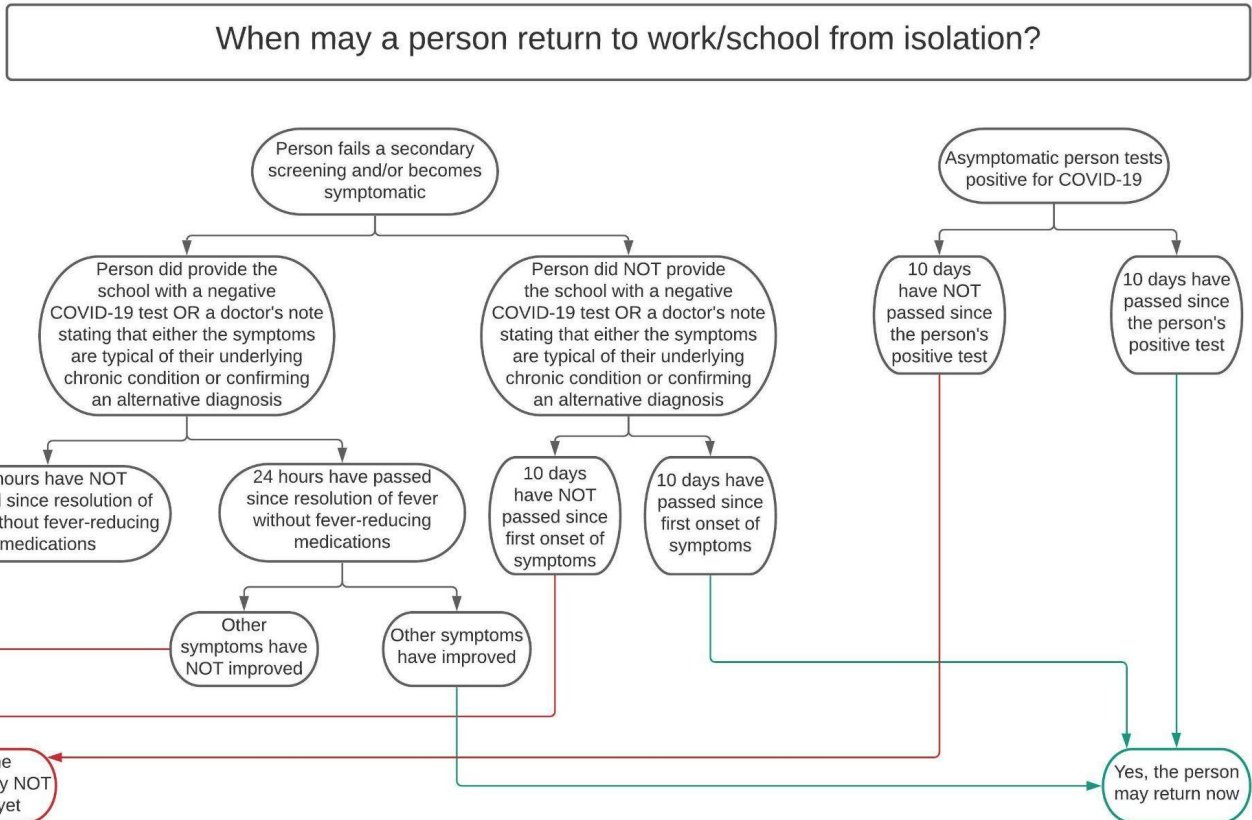


Notes: #1 For household exposure, the last date of exposure is the last day of the infected individual's isolation period.
 #2 If at any time a person in quarantine becomes symptomatic they must immediately begin isolation.

Isolation Protocols

Staff members and students with symptoms of COVID-19 infection must not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.



Testing

Encore urges individuals wishing to be tested for COVID-19 to schedule an appointment with a San Bernardino County testing lab at sb.fulgentgenetics.com/appointment/screen/landing or by calling the San Bernardino County Public Health Department COVID hotline at (909)387-3911 9am-5pm M-F.

Case reporting, contract tracing and investigation

- Encore will report all confirmed COVID-19 cases to Encore's Risk Management.
- Per AB 86 (2021) and California Code Title 17, section 2500, Encore Risk management will report confirmed COVID-19 cases to the San Bernardino County Public Health Department.
- Encore Risk Management and school site administrators will act as COVID-19 liaisons to assist with contact tracing and investigation.

Hand Hygiene

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

Campus/Classroom Cleaning

- **Any facility that has had a sick person with COVID-19 within the last 24-hours:** Sanitize and/or disinfect, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches, and all other touch points as soon as possible.
- **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.
- **School 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, 3 times per week.
- **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.
- **School site isolation rooms:** Sanitize and/or disinfect, all tables, chairs, benches, counters, doors, door handles, sinks, light switches, beds and all other touch points immediately after a student or staff member has occupied the room and left to go home. Mop, with disinfectant, immediately after a student or staff member has occupied the room and left to go home.
- **Cafeteria:** Sanitize and/or disinfect, all tables, chairs, benches, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, as frequently as possible and every day.
- **Big Top:** Sanitize and/or disinfect, all tables, doors, door handles, light switches and all other touch points every day. Mop, with disinfectant, every day.
- **Common Areas:** Sanitize and/or disinfect, all common touch points and playground equipment every day.
- **Restrooms:** Restrooms will be sanitized and/or disinfected, as many times as possible and every day. Disinfect and mop every day. Hand soap will remain readily available at all times in all restrooms.

New Custodial Practices/Equipment:

- During school hours staff will use food safe sanitizer to frequently clean.
- Campus Aide staff will provide all staff with hand sanitizer for use as needed.
- Marked increase in sanitizing and/or disinfectant frequency, protocols and procedures.
- Fogcraft cordless electrostatic lithium-ion battery-powered sprayers.
- UVC Sanitizer lights in all classrooms and offices.
- Increased hand sanitizing stations.

COVID-19 Safety Planning

- In order to build trust in the school community and support successful return to school, this addendum will be electronically posted Encore's website and social media pages.

School Events/Assemblies/Field Trips and Visitors

1. Events/assemblies/field trips/visitors deemed essential for student growth/learning may be approved by site administration on a case by case basis.
2. Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly if there is moderate-to-high COVID-19 community transmission at the time.
3. Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.
4. Any visitor who fails a visual screening will not be allowed onto campus.

Competition/Performance Guidance

Encore is committed to providing our students/families with full, in-person /competition/performance programs as they are essential to the learning of all students involved and also a key to lifelong success for many of our students. Encore is committed to following public health agency guidelines to minimize the risk of transmission of illness to students, families, coaches and the community. Encore approves the following activities with the following health and safety restrictions.

Guidelines:

1. All staff are required to train students on proper illness prevention/hygiene protocols.
2. Participants in indoor sports are required to wear face coverings when participating in the activity and in accordance with CDPH guidance for schools, even with heavy exertion, as tolerated.
3. Face coverings must be worn when indoors and face coverings can be tolerated (e.g., on the sidelines/bench of a sports practice, robotics practice, esports practice, fans etc.).
4. Staff will provide frequent visual screening for all who attend. Anyone who fails a visual screening will not be allowed to attend and/or participate.
5. Staff will be available for secondary screenings, as needed.
6. Hand washing or hand sanitizer will be readily available and encouraged.
7. No one with symptoms of COVID-19 or who is in isolation or quarantine for COVID-19 is permitted to attend practices or competitions.

8. Anyone with symptoms of COVID-19 should consult their physician for testing and notify their coach, and/or school administrator of their symptoms and test results. The coach and/or school administrator will communicate any positive tests to Encore Risk Management.
9. Youths recovering from COVID-19 will have different paths to return to performances based on the severity of their illness. See the American Academy of Pediatrics Interim Guidance on Return to Sports for additional guidance for more serious infections.
10. Encore staff should take an educational approach to helping individuals not adhering to health and safety guidelines.
11. Anyone who refuses to follow health and safety restrictions will be removed and may be banned from further events for the 21-22 school year.
12. Per CDPH guidance, unvaccinated individuals who are immune-compromised, who have pre-existing conditions, or are age 65 and older should not attend events. Individuals who are feeling sick or believe they might have been exposed to COVID-19 must stay home and may not attend events per CDPH guidelines.

Domestic Interstate or International Travel Guidelines

Encore will follow [CDPH travel guidelines](#). Fully vaccinated travelers are not required to test or quarantine when traveling. Unvaccinated travelers should follow the guidelines below:

- Delay travel until you're fully vaccinated.
- If you are NOT vaccinated, but choose to travel, get tested 1-3 days before and 3-5 days after your trip.
- Quarantine for 7 days after travel if your post-travel test, 3-5 days after your return, was negative.
- Quarantine for 10 days after travel if you choose to not get tested 3-5 days after travel.

Note: Anyone who develops symptoms or tests positive, regardless of vaccination status, must follow isolation protocols.

COVID 19 Testing Policy for all Unvaccinated School Staff and Students

- All unvaccinated staff must test on a weekly basis, by the Wednesday of each week.
- A copy of your test must be sent Encore Risk Management by the Friday of each week.

Cover Sheet

Board Calendar for 2022

Section: II. Operations
Item: C. Board Calendar for 2022
Purpose: Vote
Submitted by: Denise Griffin
Related Material: Encore Board Meeting Dates 2022.pdf

BACKGROUND:

The list of dates for the Encore Board Meetings for January to June 2022.

RECOMMENDATION:

Encore staff recommends approval of this item.



Board Meeting Dates 2022

6:30pm

Monday, January 24, 2022
Monday, February 28, 2022
Monday, March 7, 2022
Monday, April 11, 2022
Monday, May 9, 2022
Monday, June 20, 2022

Cover Sheet

Finance Consent Items

Section: III. Finance
Item: A. Finance Consent Items
Purpose: Vote
Submitted by: Monica Patel, DMS

Related Material:
ENC 21-22 -Monthly Payroll Retirement Contributions.xlsx - Sheet1.pdf
ENCORE August 2021 Warrant Report Details.pdf
ENCORE August 2021 Warrant Report Summary.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 payment report, PERS payment report, 403B payment report
- August 2021 Warrant Report Detail and August 2021 Warrant Report Summary for Hesperia

RECOMMENDATION:

Encore staff recommends approval of these items.

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	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	8/10/2021	69753	8/10/2021	69735	7/28/2021	7/23/2021	7/28/2021	-5
Aug-21	15th of the month	8/24/2021	69851	8/27/2021	69851	8/27/2021	69752	8/13/2021	8/6/2021	8/11/2021	-7
Aug-21	31th of the month	9/9/2021	69877	9/10/2021	69877	9/10/2021	69850	8/28/2021	8/24/2021	8/27/2021	
Sep-21	15th of the month						69876	9/13/2021	9/9/2021		
Sep-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.

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 HIGH SCHOOLS WARRANT REGISTER: August 2021

Check Number	Check Date	Payee	Reason	Sum of Amount
2246	8/3/2021	Patton Sales Corp	Ck 2246	\$2,471.53
2246 Total				\$2,471.53
2247	8/26/2021	WELLS FARGO BUSINESS CARD	Credit Card	\$11,772.77
2247 Total				\$11,772.77
69747	8/3/2021	Warren W Meyer & Sons Const. Co. Inc.	Concrete work as requested in the Tent	\$49,500.00
			Demo & grading work in the Big Tent	\$6,000.00
69747 Total				\$55,500.00
69748	8/3/2021	Presbyterian Camp & Conference Centers, Inc.	Summer Camp - GUEST GROUP CONTRACT- 2061	\$3,061.39
			Summer Camp - GUEST GROUP CONTRACT- 2061-Final	\$1,711.83
69748 Total				\$4,773.22
69751	8/5/2021	Kare Youth League, Inc.	Deposit for Mount Kare Camp	\$750.00
69751 Total				\$750.00
69754	8/9/2021	Lancaster - Lamar	Advertising	\$4,460.00
69754 Total				\$4,460.00
69755	8/9/2021	WELLS FARGO BUSINESS CARD	Jul 2021 Credit Card Statement	\$6,959.02
69755 Total				\$6,959.02
69756	8/11/2021	Amazon Capital Services, Inc.	Student Costumes	\$36.86
69756 Total				\$36.86
69757	8/11/2021	Big West Insurance Agency	Sexual Abuse and Molestation	\$52,694.00
69757 Total				\$52,694.00
69758	8/11/2021	California Department of Education / Cashier's Office	Student meals	\$196.65
69758 Total				\$196.65
69759	8/11/2021	College Board	AP Examinations	\$2,290.00
69759 Total				\$2,290.00
69760	8/11/2021	Converged Communication Systems, LLC	Remote Level 2 Telephony Support	\$160.00
69760 Total				\$160.00
69761	8/11/2021	Edgenuity Inc	Digital Libraries	\$106,449.00
69761 Total				\$106,449.00
69762	8/11/2021	Encore ASB Hesperia	ASB Reim April 2021 Misc	\$4,840.15
69762 Total				\$4,840.15
69763	8/11/2021	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$3,693.48
			ROI 5 Ton System - 5 Ton Split System Heat Pump - Basic 5BSH	\$17,874.72
69763 Total				\$21,568.20
69764	8/11/2021	Guard Dog Storage of Hesperia LLC	Late Fee	\$50.00
			Storage pre-lien fee	\$75.00
69764 Total				\$125.00
69765	8/11/2021	IPFS CORPORATION OF CALIFORNIA	6th Installment	\$6,667.64
69765 Total				\$6,667.64
69766	8/11/2021	IPFS CORPORATION OF CALIFORNIA	9nd Installment	\$2,134.28
69766 Total				\$2,134.28
69767	8/11/2021	Navitas Credit Corp.	Aug 2021 Payment for contract #40295324-1	\$371.19
			Jul 2021 Payment for contract #40295324-1	\$371.19
69767 Total				\$742.38
69768	8/11/2021	Omni Cheer	Uniforms	\$1,377.89

**ENCORE HIGH SCHOOLS
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69768 Total				\$1,377.89
69769	8/11/2021	Pitney Bowes Global Financial Services LLC	Postage equipment lease Acct #18223708	\$1,904.07
69769 Total				\$1,904.07
69770	8/11/2021	Ramsey Hassen	Bus Parking	\$100.00
69770 Total				\$100.00
69771	8/11/2021	Republic Master Chefs	4/22-6/16/21 Textile Rental Service	\$1,036.56
69771 Total				\$1,036.56
69772	8/11/2021	Riverside Express	Toll Fee - Vehicle Plate 8NEN299	\$55.65
69772 Total				\$55.65
69773	8/11/2021	Southwest Gas Corporation	June 2021 Gas Svc Acct #910000679629	\$43.22
			June 2021 Gas Svc Acct #910000679630	\$55.34
			June 2021 Gas Svc Acct #910000679631	\$40.55
			June 2021 Gas Svc Acct #910000679632	\$39.15
			June 2021 Gas Svc Acct #910000679633	\$51.31
			June 2021 Gas Svc Acct #910000886540	\$52.65
69773 Total				\$282.22
69774	8/11/2021	Staples Technology Solutions	PRINT	\$5.91
69774 Total				\$5.91
69775	8/11/2021	Terminix International Company	June 2021 Pest Control	\$118.00
69775 Total				\$118.00
69776	8/11/2021	Toyota Financial Services	July 2021 Acct # 01 0272 WX656	\$750.44
			July 2021 Acct # 01 0272 WX722	\$750.02
			July 2021 Acct # 01 0272 WX741	\$749.98
			July 2021 Acct # 01 0272 WY302	\$750.60
69776 Total				\$3,001.04
69777	8/11/2021	US Premium Finance	Insurance installment #10 Late Fee	\$99.06
			Insurance Late Fee	\$84.06
69777 Total				\$183.12
69778	8/11/2021	Verizon	June 2021 Wireless Service	\$1,048.38
69778 Total				\$1,048.38
69779	8/11/2021	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$135.00
69779 Total				\$135.00
69780	8/11/2021	Young, Minney & Corr, LLP	May 2021 Legal Service	\$3,461.50
69780 Total				\$3,461.50
69781	8/16/2021	Tulare County Office of Education	2021 Virtual Event - Booth Fee	\$300.00
69781 Total				\$300.00
69782	8/19/2021	Accrediting Commission for Schools	Annual Accreditation Fee 2021-2012	\$1,000.00
			Probation Visit Fee 2021-2012	\$1,500.00
69782 Total				\$2,500.00
69783	8/19/2021	Advance Disposal Co.	HAUL CHARGE	\$484.67
			July 2021 Trash Disposal Service	\$1,198.86
69783 Total				\$1,683.53
69784	8/19/2021	Amazon Capital Services, Inc.	Technology Equipment	\$878.94
69784 Total				\$878.94

**ENCORE HIGH SCHOOLS
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69785	8/19/2021	Amazon Capital Services, Inc.	Dry Erase Markets	\$27.00
69785 Total				\$27.00
69786	8/19/2021	Amazon Capital Services, Inc.	Paint & brushes	\$393.21
69786 Total				\$393.21
69787	8/19/2021	Amazon Capital Services, Inc.	Student supplies	\$164.05
69787 Total				\$164.05
69788	8/19/2021	Amazon Capital Services, Inc.	Technology Equipment	\$763.91
69788 Total				\$763.91
69789	8/19/2021	Amazon Capital Services, Inc.	Technology Equipment	\$1,055.97
69789 Total				\$1,055.97
69790	8/19/2021	Amazon Capital Services, Inc.	Business Prime Membership	\$649.00
69790 Total				\$649.00
69791	8/19/2021	Amazon Capital Services, Inc.	Supplies for performance	\$270.67
69791 Total				\$270.67
69792	8/19/2021	Amazon Capital Services, Inc.	Medical Supplies	\$218.14
69792 Total				\$218.14
69793	8/19/2021	Amazon Capital Services, Inc.	Medical Supplies	\$336.02
69793 Total				\$336.02
69794	8/19/2021	Amazon Capital Services, Inc.	Office supplies	\$119.89
69794 Total				\$119.89
69795	8/19/2021	Amazon Capital Services, Inc.	Wall-Mount Coat Rack	\$141.28
69795 Total				\$141.28
69796	8/19/2021	Amazon Capital Services, Inc.	Supplies for performance	\$116.29
69796 Total				\$116.29
69797	8/19/2021	Amazon Capital Services, Inc.	Wrap Banana Bags	\$118.40
69797 Total				\$118.40
69798	8/19/2021	Amazon Capital Services, Inc.	Office Supplies - Toner	\$25.48
69798 Total				\$25.48
69799	8/19/2021	Amazon Capital Services, Inc.	Supplies for performance	\$73.57
69799 Total				\$73.57
69800	8/19/2021	Amazon Capital Services, Inc.	Supplies for performance	\$36.98
69800 Total				\$36.98
69801	8/19/2021	Amazon Capital Services, Inc.	Student supplies	\$74.06
69801 Total				\$74.06
69802	8/19/2021	Amazon Capital Services, Inc.	Artificial flowers	\$79.60
69802 Total				\$79.60
69803	8/19/2021	Amazon Capital Services, Inc.	Student Costumes	\$34.88
69803 Total				\$34.88
69804	8/19/2021	Amazon Capital Services, Inc.	Supplies for performance	\$105.91
69804 Total				\$105.91
69805	8/19/2021	American Red Cross Training Services	Adult and Pediatric First Aid/CPR/AED	\$80.00
69805 Total				\$80.00
69806	8/19/2021	AT&T	July 2021 Phone Service	\$215.67
69806 Total				\$215.67

**ENCORE HIGH SCHOOLS
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69807	8/19/2021	AT&T	Phone Service	\$53.76
69807 Total				\$53.76
69808	8/19/2021	Brandon Hill	Fedex shipping	\$115.59
69808 Total				\$115.59
69809	8/19/2021	Chromebookparts.com	500 x Chromebooks	\$129,294.62
			Google Management Console License for Education	\$16,157.12
69809 Total				\$145,451.74
69810	8/19/2021	Cintas	Cleaning Supplies	\$349.27
69810 Total				\$349.27
69811	8/19/2021	City of Hesperia	Water Service acct #DB0022-002	\$2,420.96
			Water Service acct #DB0022-002 LF	\$24.21
69811 Total				\$2,445.17
69812	8/19/2021	Collaborative for Educational Services	English Learner Education (ELE) Program Development FY21	\$3,200.00
69812 Total				\$3,200.00
69813	8/19/2021	County of San Bernardino-Dept of Public Health	1657 School Full Service Preparation - Permit Fee	\$525.00
69813 Total				\$525.00
69814	8/19/2021	CSF Balfour	Gold Honor Cord & CFS Life Membership Pin	\$274.71
69814 Total				\$274.71
69815	8/19/2021	Delta Managed Solutions, Inc.	Accounting Service - July 2021	\$24,716.00
69815 Total				\$24,716.00
69816	8/19/2021	Delta Managed Solutions, Inc.	Accounting Service - August 2021	\$24,716.00
69816 Total				\$24,716.00
69817	8/19/2021	Eide Bailly LLP	CPA services	\$10,000.00
69817 Total				\$10,000.00
69818	8/19/2021	Encore ASB Hesperia	ASB Reim May 2021 Misc	\$5,000.00
69818 Total				\$5,000.00
69819	8/19/2021	FedEx	Shipping	\$80.96
69819 Total				\$80.96
69820	8/19/2021	Friesens Corporation	20-21 Friesens Year Books	\$6,376.02
69820 Total				\$6,376.02
69821	8/19/2021	Frontier	July 2021 Internet Service	\$86.85
69821 Total				\$86.85
69822	8/19/2021	Frontier	July 2021 Internet Service	\$68.06
69822 Total				\$68.06
69823	8/19/2021	Frontier	July 2021 Internet Service	\$59.95
69823 Total				\$59.95
69824	8/19/2021	Golden State Fire Protection, Inc.	Annual Fire Sprinkler Inspection	\$3,650.00
69824 Total				\$3,650.00
69825	8/19/2021	GreatAmerica Financial Services	Avaya Phone System/IPO Licenses	\$1,043.61
69825 Total				\$1,043.61
69826	8/19/2021	Hernandes Exhaust Cleaning	Kitchen Exhost System Maintenance	\$350.00
69826 Total				\$350.00
69827	8/19/2021	Hesperia Unified School District	Printing	\$362.34
69827 Total				\$362.34

ENCORE HIGH SCHOOLS WARRANT REGISTER: August 2021

Check Number	Check Date	Payee	Reason	Sum of Amount
69828	8/19/2021	Honors Graduation	Graduation Honor Cords & Medallions	\$904.00
			Graduation Supplies	\$282.35
69828 Total				\$1,186.35
69829	8/19/2021	IPFS CORPORATION OF CALIFORNIA	Installment #4	\$2,434.09
69829 Total				\$2,434.09
69830	8/19/2021	Leonardo C. Rivera	June 2021 Lawn care	\$600.00
69830 Total				\$600.00
69831	8/19/2021	Measure Education Inc.	July 2021 Data Management Services	\$1,928.88
69831 Total				\$1,928.88
69832	8/19/2021	Mission Water Company	Elkay 51300C_4PK WaterSentry Filter Replacement	\$699.10
69832 Total				\$699.10
69833	8/19/2021	Nuso, LLC	August 2021 Business Phone Service	\$281.27
			July 2021 Business Phone Service	\$276.83
69833 Total				\$558.10
69834	8/19/2021	PayFlex Systems USA, Inc.	July 2021 Service	\$150.00
69834 Total				\$150.00
69835	8/19/2021	Pitney Bowes Global Financial Services LLC	Postage equipment lease Acct #18223708	\$243.60
69835 Total				\$243.60
69836	8/19/2021	PresenceLearning, Inc.	June 2021 Sped Services	\$13,289.99
69836 Total				\$13,289.99
69837	8/19/2021	Purchase Power	Postage Equipment refill	\$551.17
69837 Total				\$551.17
69838	8/19/2021	Quill Corporation	Office supplies	\$190.71
69838 Total				\$190.71
69839	8/19/2021	Riverside County Treasurer	Property Tax Payment	\$294.97
69839 Total				\$294.97
69840	8/19/2021	Rush Order Tees	T-Shirts	\$2,674.93
69840 Total				\$2,674.93
69841	8/19/2021	Southern California Edison	June 2021 Service Acct #8002626274	\$21,192.79
69841 Total				\$21,192.79
69842	8/19/2021	Southwest Gas Corporation	July 2021 Gas Svc Acct #910000679629	\$22.09
			July 2021 Gas Svc Acct #910000679630	\$11.00
			July 2021 Gas Svc Acct #910000679631	\$11.00
			July 2021 Gas Svc Acct #910000679632	\$11.00
			July 2021 Gas Svc Acct #910000679633	\$11.00
			July 2021 Gas Svc Acct #910000886540	\$44.26
69842 Total				\$110.35
69843	8/19/2021	Staples Technology Solutions	PRINT	\$4.77
69843 Total				\$4.77
69844	8/19/2021	The Stepping Stones Group LLC	SPECIAL EDUCATION TEACHER - CTS	\$5,184.00
69844 Total				\$5,184.00
69845	8/19/2021	Terminix International Company	July 2021 Pest Control	\$118.00
69845 Total				\$118.00
69846	8/19/2021	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$135.00

**ENCORE HIGH SCHOOLS
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69846	8/19/2021	Western NRG, Inc.	Comprehensive Gateway Security Suite for NSA 4600	\$3,518.34
69846 Total				\$3,653.34
69847	8/19/2021	Young, Minney & Corr, LLP	July 2020 Legal Service	\$4,080.50
69847 Total				\$4,080.50
69849	8/23/2021	Law Offices of Gloria Dredd Haney/Clients Trust Account	Attorney Fees	\$4,500.00
69849 Total				\$4,500.00
69852	8/27/2021	All American Fence Erectors	Fence & Gate install	\$5,500.00
69852 Total				\$5,500.00
69853	8/27/2021	Amazon Capital Services, Inc.	Technology Equipment	\$8,343.43
			Student Costumes	\$7,761.25
			Supplies for performance	\$1,140.75
			Artificial flowers	\$429.84
			Class supplies	\$752.43
			Classroom Supplies	\$23,988.97
69853 Total				\$42,416.67
69854	8/27/2021	Cintas	Cleaning Supplies	\$509.26
69854 Total				\$509.26
69855	8/27/2021	Landry's Paintin	Painting	\$3,200.00
69855 Total				\$3,200.00
69856	8/27/2021	TCI - Teacher's Curriculum Institute	Middle School (6-8) Science: Teacher License	\$8,118.00
69856 Total				\$8,118.00
69857	8/30/2021	Frontier	July 2021 Internet Service	\$6,711.17
			August 2021 Internet Service	\$6,711.19
69857 Total				\$13,422.36
0821-001	8/23/2021	Webstarant	Restaurant Supplies	\$52,853.32
0821-001 Total				\$52,853.32
0821-002	8/2/2021	CA Newspapers Partnership - Southern California News Group	Paper & Digital advertisement	\$12,000.00
0821-002 Total				\$12,000.00
0821-201	8/11/2021	Wells Fargo Bank Service Fee	July 2021 Client Analysis Service Charge	\$419.87
0821-201 Total				\$419.87
Grand Total				\$738,772.64

**ENCORE JUNIOR/SENIOR HIGH SCHOOL
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Sum of Amount
0821-001	8/23/2021	Webstarant	\$52,853.32
0821-002	8/2/2021	CA Newspapers Partnership - Southern California News Group	\$12,000.00
0821-201	8/11/2021	Wells Fargo Bank Service Fee	\$419.87
2246	8/3/2021	Patton Sales Corp	\$2,471.53
2247	8/26/2021	WELLS FARGO BUSINESS CARD	\$11,772.77
69747	8/3/2021	Warren W Meyer & Sons Const. Co. Inc.	\$55,500.00
69748	8/3/2021	Presbyterian Camp & Conference Centers, Inc.	\$4,773.22
69751	8/5/2021	Kare Youth League, Inc.	\$750.00
69754	8/9/2021	Lancaster - Lamar	\$4,460.00
69755	8/9/2021	WELLS FARGO BUSINESS CARD	\$6,959.02
69756	8/11/2021	Amazon Capital Services, Inc.	\$36.86
69757	8/11/2021	Big West Insurance Agency	\$52,694.00
69758	8/11/2021	California Department of Education / Cashier's Office	\$196.65
69759	8/11/2021	College Board	\$2,290.00
69760	8/11/2021	Converged Communication Systems, LLC	\$160.00
69761	8/11/2021	Edgenuity Inc	\$106,449.00
69762	8/11/2021	Encore ASB Hesperia	\$4,840.15
69763	8/11/2021	Green Comfort	\$21,568.20
69764	8/11/2021	Guard Dog Storage of Hesperia LLC	\$125.00
69765	8/11/2021	IPFS CORPORATION OF CALIFORNIA	\$6,667.64
69766	8/11/2021	IPFS CORPORATION OF CALIFORNIA	\$2,134.28
69767	8/11/2021	Navitas Credit Corp.	\$742.38
69768	8/11/2021	Omni Cheer	\$1,377.89
69769	8/11/2021	Pitney Bowes Global Financial Services LLC	\$1,904.07
69770	8/11/2021	Ramsey Hassen	\$100.00
69771	8/11/2021	Republic Master Chefs	\$1,036.56
69772	8/11/2021	Riverside Express	\$55.65
69773	8/11/2021	Southwest Gas Corporation	\$282.22
69774	8/11/2021	Staples Technology Solutions	\$5.91
69775	8/11/2021	Terminix International Company	\$118.00
69776	8/11/2021	Toyota Financial Services	\$3,001.04
69777	8/11/2021	US Premium Finance	\$183.12
69778	8/11/2021	Verizon	\$1,048.38
69779	8/11/2021	Western NRG, Inc.	\$135.00
69780	8/11/2021	Young, Minney & Corr, LLP	\$3,461.50
69781	8/16/2021	Tulare County Office of Education	\$300.00
69782	8/19/2021	Accrediting Commission for Schools	\$2,500.00
69783	8/19/2021	Advance Disposal Co.	\$1,683.53
69784	8/19/2021	Amazon Capital Services, Inc.	\$878.94
69785	8/19/2021	Amazon Capital Services, Inc.	\$27.00
69786	8/19/2021	Amazon Capital Services, Inc.	\$393.21
69787	8/19/2021	Amazon Capital Services, Inc.	\$164.05
69788	8/19/2021	Amazon Capital Services, Inc.	\$763.91
69789	8/19/2021	Amazon Capital Services, Inc.	\$1,055.97
69790	8/19/2021	Amazon Capital Services, Inc.	\$649.00
69791	8/19/2021	Amazon Capital Services, Inc.	\$270.67
69792	8/19/2021	Amazon Capital Services, Inc.	\$218.14
69793	8/19/2021	Amazon Capital Services, Inc.	\$336.02
69794	8/19/2021	Amazon Capital Services, Inc.	\$119.89
69795	8/19/2021	Amazon Capital Services, Inc.	\$141.28
69796	8/19/2021	Amazon Capital Services, Inc.	\$116.29
69797	8/19/2021	Amazon Capital Services, Inc.	\$118.40
69798	8/19/2021	Amazon Capital Services, Inc.	\$25.48
69799	8/19/2021	Amazon Capital Services, Inc.	\$73.57
69800	8/19/2021	Amazon Capital Services, Inc.	\$36.98
69801	8/19/2021	Amazon Capital Services, Inc.	\$74.06
69802	8/19/2021	Amazon Capital Services, Inc.	\$79.60
69803	8/19/2021	Amazon Capital Services, Inc.	\$34.88
69804	8/19/2021	Amazon Capital Services, Inc.	\$105.91
69805	8/19/2021	American Red Cross Training Services	\$80.00
69806	8/19/2021	AT&T	\$215.67
69807	8/19/2021	AT&T	\$53.76
69808	8/19/2021	Brandon Hill	\$115.59
69809	8/19/2021	Chromebookparts.com	\$145,451.74
69810	8/19/2021	Cintas	\$349.27
69811	8/19/2021	City of Hesperia	\$2,445.17
69812	8/19/2021	Collaborative for Educational Services	\$3,200.00
69813	8/19/2021	County of San Bernardino-Dept of Public Health	\$525.00

**ENCORE JUNIOR/SENIOR HIGH SCHOOL
WARRANT REGISTER: August 2021**

Check Number	Check Date	Payee	Sum of Amount
69814	8/19/2021	CSF Balfour	\$274.71
69815	8/19/2021	Delta Managed Solutions, Inc.	\$24,716.00
69816	8/19/2021	Delta Managed Solutions, Inc.	\$24,716.00
69817	8/19/2021	Eide Bailly LLP	\$10,000.00
69818	8/19/2021	Encore ASB Hesperia	\$5,000.00
69819	8/19/2021	FedEx	\$80.96
69820	8/19/2021	Friesens Corporation	\$6,376.02
69821	8/19/2021	Frontier	\$86.85
69822	8/19/2021	Frontier	\$68.06
69823	8/19/2021	Frontier	\$59.95
69824	8/19/2021	Golden State Fire Protection, Inc.	\$3,650.00
69825	8/19/2021	GreatAmerica Financial Services	\$1,043.61
69826	8/19/2021	Hernandes Exhaust Cleaning	\$350.00
69827	8/19/2021	Hesperia Unified School District	\$362.34
69828	8/19/2021	Honors Graduation	\$1,186.35
69829	8/19/2021	IPFS CORPORATION OF CALIFORNIA	\$2,434.09
69830	8/19/2021	Leonardo C. Rivera	\$600.00
69831	8/19/2021	Measure Education Inc.	\$1,928.88
69832	8/19/2021	Mission Water Company	\$699.10
69833	8/19/2021	Nuso, LLC	\$558.10
69834	8/19/2021	PayFlex Systems USA, Inc.	\$150.00
69835	8/19/2021	Pitney Bowes Global Financial Services LLC	\$243.60
69836	8/19/2021	PresenceLearning, Inc.	\$13,289.99
69837	8/19/2021	Purchase Power	\$551.17
69838	8/19/2021	Quill Corporation	\$190.71
69839	8/19/2021	Riverside County Treasurer	\$294.97
69840	8/19/2021	Rush Order Tees	\$2,674.93
69841	8/19/2021	Southern California Edison	\$21,192.79
69842	8/19/2021	Southwest Gas Corporation	\$110.35
69843	8/19/2021	Staples Technology Solutions	\$4.77
69844	8/19/2021	The Stepping Stones Group LLC	\$5,184.00
69845	8/19/2021	Terminix International Company	\$118.00
69846	8/19/2021	Western NRG, Inc.	\$3,653.34
69847	8/19/2021	Young, Minney & Corr, LLP	\$4,080.50
69849	8/23/2021	Law Offices of Gloria Dredd Haney/Clients Trust Account	\$4,500.00
69852	8/27/2021	All American Fence Erectors	\$5,500.00
69853	8/27/2021	Amazon Capital Services, Inc.	\$42,416.67
69854	8/27/2021	Cintas	\$509.26
69855	8/27/2021	Landry's Paintin	\$3,200.00
69856	8/27/2021	TCI - Teacher's Curriculum Institute	\$8,118.00
69857	8/30/2021	Frontier	\$13,422.36
Grand Total			\$738,772.64

Cover Sheet

Employee Reimbursement

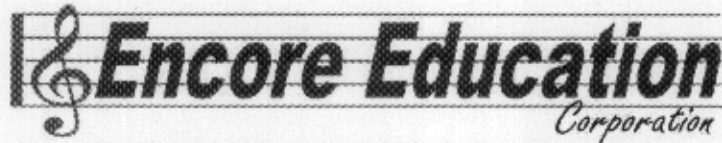
Section: III. Finance
Item: B. Employee Reimbursement
Purpose: Vote
Submitted by: Joseph Thibodeaux
Related Material: Reimbursement Staff Lunch Meeting 081121.pdf
Reimbursement Field Trip Parking 061021.pdf

BACKGROUND:

Employee reimbursement forms and receipts for a field trip and staff lunch.

RECOMMENDATION:

Encore staff recommends approval of these items.



**Encore Junior & Senior High School
Employee Reimbursement Form**

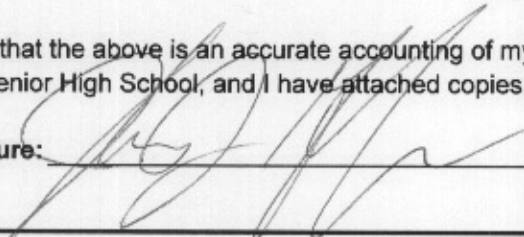
Employee Requesting Reimbursement:

Date: 8/26/21
 Name: John Griffin
 Address: 9546 SVL Bux
 City, State, Zip: Victorville CA 92395

Please photo copy original receipt(s) and attach copies to this form. Keep original(s) for your records.

Date	Description	Total Amt
6/10/21	Sr. Beach Day Parking	\$15 ⁰⁰
Grand Total:		<u>15⁰⁰</u>

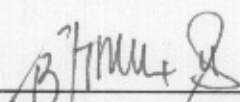
I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Junior & Senior High School, and I have attached copies of receipts and/or proof of payment.

Employee's Signature: 


OFFICE USE ONLY

APPROVED

DENIED

Administrator Signature: 

Date: 8/30/21

Administrator Signature: 

Date: 8/31/21



Pre-Approval Stamp
APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES



VENDOR:

HUNTINGTON SB

DATE OF PURCHASE:

6/10/21

AMOUNT:

\$15.00

REIMBURSE TO / ACCOUNT:

JOHN GRIFFIN

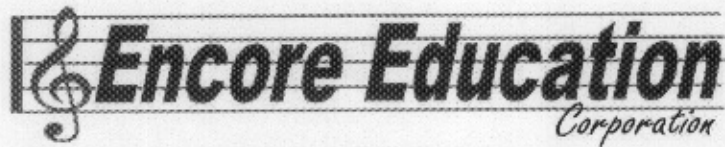
ADMIN APPROVAL ONLY

PURPOSE:

SR. BEACH DAY

FIRST APPROVAL

SECOND APPROVAL



**Encore Junior & Senior High School
Employee Reimbursement Form**

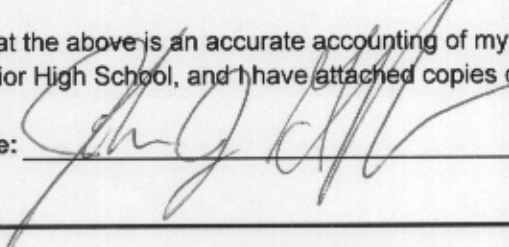
Employee Requesting Reimbursement:

Date: 8/11/21
 Name: John Griffin
 Address: 8546 SVL Bx
 City, State, Zip: Victorville CA 92395

Please photo copy original receipt(s) and attach copies to this form. Keep original(s) for your records.

Date	Description	Total Amt
8/11/21	Los Pollos Bros - Door Dash	80.98
Grand Total:		80.98

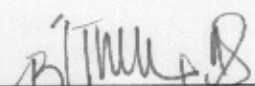
I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Junior & Senior High School, and I have attached copies of receipts and/or proof of payment.

Employee's Signature: 


OFFICE USE ONLY

APPROVED

DENIED

Administrator Signature: 

Date: 8/30/21

Administrator Signature: 

Date: 8/31/21



DoorDash Delivery

Customer Name

John G.

Dasher Pickup Time

Wed Aug 11, 11:28 AM

Order Number

#a49ef447

Total Items

1 item

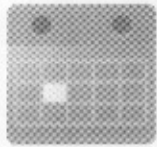
- 1x Jumbo Meal \$74.37**
- 1x XL-Rice (\$0.00)
- 1x XL-Potato Salad (\$0.00)
- 1x XL-Beans (\$0.00)
- 1x Mild & Hot Pico (\$0.00)
- 1x Both Tortillas (\$0.00)
- 1x 12 Flour Tortillas (\$2.19)
- 1x 12 Corn Tortillas (\$2.19)

1 total item

Subtotal \$74.37

Tax \$6.51

Total \$80.88



Encore Admin Team - Microix training

Created by: abarkdull@encorehighschool.com

Time

10am - 11am (Pacific Time - Los Angeles)

Date

Wed Aug 11, 2021

Where

<https://us02web.zoom.us/j/82971825377?pwd=YXM1N05aVUw1bmFQb29vSHFpSIVxQT09>

Description

Hello Encore team.

Attached are some training materials for our next week Microix training. (We can all tease Ms. Denise on Wednesday by calling it CapX training) I look forward to meeting with you and getting the PO train moving. Here's to a successful 2021-22 school year!!!

The Zoom link is below

Thank you
Destiny

DMS AP & PR is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/82971825377?>

Guests

- abarkdull@encorehighschool.com
- cpeterson@encorehighschool.com
- cwalker@encorehighschool.com
- dg@officerteam.com
- Jim (IT) Barkdull
- jdolf@encorehighschool.com
- jg@encorehighschool.com
- jgriffin@officerteam.com
- jthibodeaux@encorehighschool.com
- madina.sokaeva@charteradmin.com
- marques.reed@charteradmin.com

Cover Sheet

Salvage Items for Sale

Section: III. Finance
Item: C. Salvage Items for Sale
Purpose: Vote
Submitted by: Jim Barkdull
Related Material: Board approval to sell nontech items.pdf

BACKGROUND:

On behalf of Encore Education Corporation the IT department will price and make available for purchase to Encore staff, staff friends and family, any working or nonworking equipment that no longer has any production value to Encore Education Corporation. Items include non-technology surplus items.

RECOMMENDATION:

Encore staff recommends approval of this item.

I am here with an update on selling old equipment and to ask for additional clarification.

We have sold \$700 worth of old technology to staff. So far everyone has thought this was a great idea and is happy we are thinking of them first.

Now it is time to consider listing these items on PublicSurplus.com and providing them to other schools and the public at large. PublicSurplus.com handles all of the payments and sends us a check once an auction completes. The buyer pays any cost associated with the sale and it costs Encore nothing.

During a previous meeting when we covered selling surplus technology, we did not cover PublicSurplus.com

We have over 100 IMACs that we will be offering next. First to Staff, family and friends. The price will be \$100.

The costume design department has approximately 75 old sewing machines they would like to sell as surplus. The price would be \$15. The original purchase price over 8 years ago was under \$100. These are not currently being used and are taking valuable classroom space. Since they are not really technology, I wanted to get clarification on selling nontechnology equipment. First offered to staff, family and friends.

I would like to verify where the money from those sales should be directed. Would it go to the general fund as the computer sales do, or should it go to department funding like a fundraiser?

I am asking for approval to list items on PublicSurplus.com after offering to staff, family and friends.

I am asking for approval to sell nontechnology surplus items.

Cover Sheet

Emburse Certify Credit Card & Expense Management Platform

Section: III. Finance
Item: D. Emburse Certify Credit Card & Expense Management Platform
Purpose: Vote
Submitted by: Karl Yoder, Key Charter Advisors, LLC
Related Material: 20.CER.PRD_Emburse-Cards_Datasheet-UPDATE.pdf

BACKGROUND:

Encore is seeking a solution that will allow staff to pay for smaller items incurred for travel, events, and on-site payments that cannot be efficiently processed through Encore's standard purchasing process but meets all necessary accounting controls. In the past, these needs have been met with a combination of petty cash/checks and/or debit cards, which do not provide the same level of purchasing control and transparency. This Emburse Certify platform is a combination of physical and virtual Mastercards and an online web-based management tool, that will allow the Controller to approve individuals, purchasing limits, and even the type of approved purchases that each approved individual can make. It also updates all transactions in real-time at point of sale, substantially enhancing the level of accounting supervision and fiscal control over petty cash/checks and debit cards. The Emburse Certify platform is primarily paid for from the merchants' credit card fees, but will have an additional management fee paid by Encore of approximately \$1,500/year, depending on the number of users.

RECOMMENDATION:

Recommend approval to enter into an agreement with Emburse, Inc. for use of the Emburse Certify credit card and expense management platform, under the direct supervision of the Encore Controller.

EMBURSE CARDS

Physical and Virtual Corporate Cards
with smart policy controls.

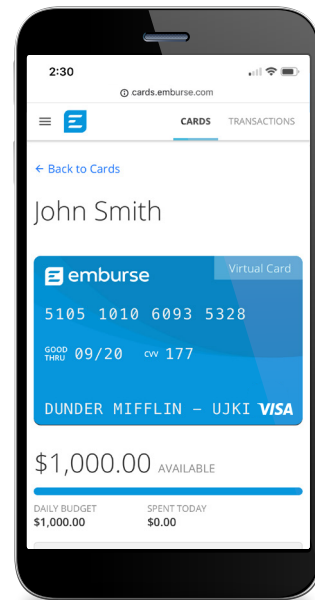


Not every employee has the means to cover business expenses. Additionally, using centralized corporate cards create more risk than reward. Certify offers Emburse Cards so employees can make approved purchases that automatically link back to Certify Expense—and without having to reach for a personal card.

EASY TO ISSUE, EASIER TO MANAGE

Emburse Cards offer a powerful way to enable employee spending with a completely customizable end-to-end expense solution. Robust policy controls and predefined budgets let your finance teams better manage cashflow and spend efficiently.

- Stop rogue spend before it happens with granular policy rules
- Build custom budgets and spending policies for every scenario
- Simplify reconciliation and automate expense report approvals
- Accrue cashback rewards on every transaction
- Support via by phone, chat, and email available to all users



ELIMINATE THE WAIT

Corporate cards eliminate out-of-pocket expenses and the need to wait for reimbursement.



SIMPLIFY REPORTING

Transactions automatically sync with Certify Expense for an effortless expense management experience.

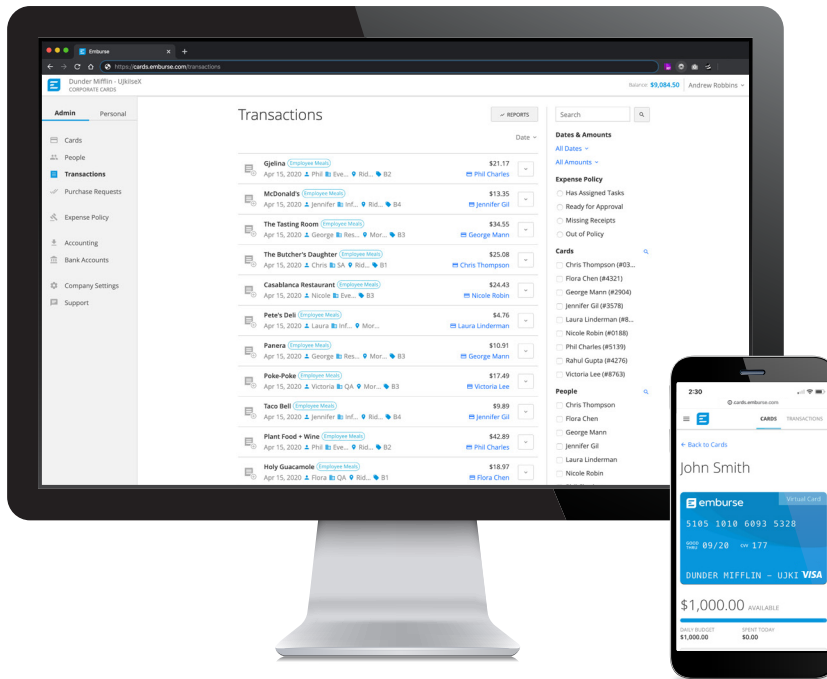


IMPROVE CONTROL AND VISIBILITY

Smart policy controls keep spending in check while providing real-time insights into spending trends.

EMBURSE CARDS

Physical and Virtual Corporate Cards with Smart Policy Controls



EMBURSE CARDS AND CERTIFY EXPENSE

Robust, user-friendly tools will help keep your expense reporting process streamlined so that every team can focus on delivery value—instead of managing expenses.

Customized to You

Tailor each card with spending rules for categories, merchants, time periods, transaction limits, and more.

Enhance Fraud Protection

Reduce risk with the ability to auto-expire, freeze, or deactivate issued cards with a single click.

Maintain Accuracy and Compliance

Every transaction is automatically tagged and coded in Certify Expense then synced to your accounting system.

Gain Real-Time Insight

Get secure transaction data as soon as someone swipes a card and directly sync it with your reports.

GIVE YOUR TEAM THE BEST OF BOTH WORLDS

Having more employees use corporate cards is a smart choice—but historically challenging to manage. Now with Emburse Cards, you can maintain total control of spending by combining Certify Expense with a user-friendly card issuing platform.

Happier Finance Teams

Every transaction is coded correctly and tagged before arriving in Certify Expense. Spend less time managing expenses and more time driving strategic initiatives with the data to back it up.

Happier First Impressions

Emburse Cards remove the need for candidate and contractors to cover out-of-pocket costs, and get to know how it feels when a company cares about their experience.

Happier Employees and Recruits

Keep business and personal expenses separated for lightning-fast expense reporting. And with seamless integration with Certify Expense, employees who choose to use their credit cards for business expenses and accrue cashback rewards.

REPORTING & ANALYTICS

Organize expenses with custom reports to gain insights into purchasing trends with near real-time visibility.