



## Encore JR/SR High School

### Regular Encore Board of Directors Meeting - February 2022

Amended on February 26, 2022 at 9:48 AM PST

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#### **Date and Time**

Monday February 28, 2022 at 6:30 PM PST

#### **Location**

This meeting is being held virtually pursuant to Government Code Section 54953 (e). The public can access this meeting via Zoom as follows:

Join Zoom Meeting

<https://zoom.us/j/5871494303?pwd=Mit3eIRMOVhzYjM4K1d2SStPeEZiQT09>

Meeting ID: 587 149 4303

Passcode: 936591

One tap mobile

+16699006833,,5871494303#,,,,,0#,,936591# US (San Jose)

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+1 301 715 8592 US (Washington D.C.)

Meeting ID: 587 149 4303

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Find your local number: <https://zoom.us/u/aFccAHayh>

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

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#### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Call the Meeting to Order</b>		Rob Gabler, Board President	
<b>B. Record Attendance</b>		Rob Gabler, Board President	1 m
<b>C. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency</b>	Vote	Joseph Thibodeaux	1 m
Board findings pursuant to Government Code Section 54953(e)			

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

<b>D. Public Comment</b>		Joseph Thibodeaux	1 m
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All public comment, both on agenda items and non-agenda items within the jurisdiction of the Board, should be provided during the agenda item titled, "invitation for public to address the Board." Members of the public who wish to comment during the Board meeting may use the "raise hand" tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes per agenda item and one three (3) minute period to address an item not on the agenda. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes per person per agenda item. The Board limits the total time for public comment to thirty minutes, and may extend this time at its sole discretion. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

<b>II. Approval of Board Meeting Minutes</b>			<b>6:33 PM</b>
<b>A. Approve Minutes</b>	Approve Minutes	Joseph Thibodeaux	1 m

The Board minutes for approval are from Encore's January 24, 2022 Regular Board of Directors Meeting, the January 30, 2022 Special Board Meeting, the February 10, 2022 Special Board Meeting and the February 19, 2022 Special Board Meeting. Please note the typo on the meeting minutes for February 19. The date should be February 19, 2022. Please address this correction when approving these minutes.

<b>III. Consent Items</b>			<b>6:34 PM</b>
<b>A. DOJ Report</b>	FYI	Joseph Thibodeaux	2 m
Report outlining background checks from the Department of Justice.			
<b>B. Finance Reports</b>	Vote	Carol Walker	1 m

**Purpose    Presenter    Time**

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
- January 2022 Warrant Report Detail and January 2022 Warrant Report Summary
- December 2021 Student Services Reconciliation Summary

**IV. Staff Reports 6:37 PM**

**A. Executive Director Report** FYI    Sabrina Bow    3 m

Encore's Executive Director routinely reports on the operations on campus to the Encore Board of Directors. This is for information purposes only.

**B. Audit Findings Progress Report** FYI    Sabrina Bow    2 m

Per Board direction, an audit findings progress report will be included in each regular meeting agenda.

**C. Director of Academics Report** FYI    Julia Dolf    2 m

Encore's Director of Academics provides regular reports on curriculum, instruction, and assessment to the Encore Board of Directors. This is for information purposes only.

**D. Staff Liaison Report** Discuss    Jamie Waggoner    2 m

Encore High School has a staff elected liaison that makes themselves available to the staff for questions, comments, and concerns throughout the school year. The liaison also meets each semester with the staff and reports monthly to the Encore Board of Directors.

**V. Governance 6:46 PM**

**A. Revised 2021-22 Board Meeting Calendar** Vote    Sabrina Bow    2 m

Encore is proposing changes to the previously scheduled board meeting dates. The change in dates better accommodates other reports that are presented to the board. You will see that the June date has remained the same, there has only been an addition of a second meeting to be held in the month of June.

**B. Removal and Appointment of Directors for Western Encore Properties, Inc.** Vote    Sabrina Bow    10 m

**VI. Finance 6:58 PM**

**A. Ratification of Engagement Letter with Stifel** Vote    Sabrina Bow    2 m

Stifel is the investment banking company that represents Encore Education Corporation to investors associated with the School's 2016 bond transaction.

**B. January 2022 Financial Statements** Vote    Paul Khoury    10 m

<b>C. LCAP Supplemental Report</b>	<b>Purpose</b> Vote	<b>Presenter</b> Sabrina Bow	<b>Time</b> 5 m
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**VII. Adjourn to Closed Session 7:15 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.

- A. Conference with Legal Counsel. Anticipated Litigation**  
Significant exposure to litigation pursuant to Section 54956.9(d)(2): Two (2) Cases
- B. Public Employment**  
Title: Executive Director

<b>A. Reconvene from closed session</b>	Discuss	Rob Gabler	2 m
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After the closed session is complete, the Board will reconvene and report any action taken on closed session.

**VIII. Compensation Study 7:17 PM**

<b>A. Review and Adoption of Comparable Compensation Data for Charter School Executives</b>	Vote	Rob Gabler	5 m
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**IX. Employment Agreement for Executive Director 7:22 PM**

<b>A. Review and Approval of Employment Agreement for Executive Director</b>	Vote	Rob Gabler	5 m
<b>B. Oral Report of Executive Compensation Paid to the Executive Director</b>	Vote	Rob Gabler	2 m

**X. Closing Items 7:29 PM**

<b>A. Adjourn Meeting</b>	Vote	Rob Gabler	2 m
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# Cover Sheet

## Approve Minutes

**Section:** II. Approval of Board Meeting Minutes  
**Item:** A. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** 2022\_01\_24\_board\_meeting\_minutes draft.pdf  
2022\_01\_30\_board\_meeting\_minutes draft.pdf  
2022\_02\_10\_board\_meeting\_minutes DRAFT.pdf  
2022\_02\_19\_board\_meeting\_minutes DRAFT.pdf

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## Encore JR/SR High School

### Minutes

#### Regular Encore Board of Directors Meeting - January 2022

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**Date and Time**

Monday January 24, 2022 at 6:30 PM

**Location**

This meeting is being held virtually pursuant to Government Code Section 54953 (e). The public can access this meeting via Zoom as follows:

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### **Directors Present**

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

### **Directors Absent**

*None*

### **Guests Present**

A. Barkdull (remote), A. Estrada (remote), Alejandro Torres (remote), C. Walker (remote), J. Barkdull (remote), J. Dolf (remote), J. Simmons (remote), J. Thibodeaux (remote), John Parker (remote), S. Bow (remote), jamie Waggoner (remote), joseph Griffin (remote), nikola Chekardzhikov (remote)

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## **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 Jan 24, 2022 at 6:32 PM.

### **B. Record Attendance**

### **C. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency**

C. Sutton made a motion to Approve of Board Findings Relating to Teleconference Meetings During State of Emergency.

G. Thackeray seconded the motion.

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

#### **Roll Call**

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

### **D. Approve Minutes**

C. Sutton made a motion to approve the minutes from Special Board Meeting- January 13, 2022 on 01-13-22.

K. Staley seconded the motion.

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

#### **Roll Call**

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

C. Sutton made a motion to approve the minutes from Special Board Meeting-December 20, 2021 on 12-20-21.

K. Staley seconded the motion.

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

**Roll Call**

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

C. Sutton made a motion to approve the minutes from Regular Encore Board of Directors Meeting - December 2021 on 12-13-21.

K. Staley seconded the motion.

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

**Roll Call**

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

**E. Invitation for public to address the Board**

Mr. Torres was not responding due to technical difficulty, but Mr. Thibodeaux Text him the one tap number 669-900-6833 to call in to speak to the board. Awaiting for him to call in.

Mr. Torres went left the meeting and returned.

Calling out of desperation because not getting any help for his student Math, Teachers, Counselors are not responding. Mr. Gabler is going to talk with Dr. Bow about a course of action, and contact Mr. Torres tomorrow.

Mr. Torres left the meeting approx. 6:45 pm

**II. Curriculum and Instruction**

**A. Bell Schedule**

K. Staley made a motion to approve updated Bell Schedule Version D.

C. Sutton seconded the motion.

Appropriate titles to the blocks of the three different schedules to help Identify what each one does.

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

**Roll Call**

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

**B. Instructional Calendar**

C. Sutton made a motion to Approve the Instructional Calendar.

K. Ahmed seconded the motion.

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

**Roll Call**

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



**Roll Call**

C. Sutton     Aye

**C. ESG President Report**

Report presented by Anabel Estrada

**D. Academic Director Report**

Report presented by Julia Dolf.

**E. Information Items- Academic Excellence**

Report presented by Julia Dolf.

**F. Music Department Chair Report**

Report presented by Nikola Chekardzhilkov

**G. Technical Arts Department Chair Report**

Report presented by Joshua Barkdull via phone at 7:28 pm  
Joshua has left the board meeting at 7:33 pm

**H. Humanities Chair Report**

Report presented by John Parker

**I. Dance/Cirque Department Chair Report**

Report not presented.

**III. Governance**

**A. Staff Liaison Report**

Report presented by Jamie Waggoner.

**B. DOJ Report**

Report presented by Joseph Thibodeaux

**IV. Operations**

**A. Discipline Report**

No Report presented.

**B. Facilities Manager Report**

Report presented by Joseph Griffin.

**C. School Accountability Report Card (SARC) Report**

C. Sutton made a motion to Approve the School Accountability Report Card (SARC) Report.

K. Staley seconded the motion.

Approve the SARC Report as is to comply with the requirements, and then when the rest of the data comes in, it will be brought to the board for the final approval.

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

**Roll Call**

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

**D. Health Technician Report**

No report presented.

**E. Kitchen Lead Report**

Report presented by Joseph Thibodeaux

**V. Finance**

**A. Termination of Leases with Toyota Financial Services**

G. Thackeray made a motion to Vote to Termination of Leases with Toyota Financial Services.

K. Ahmed seconded the motion.

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

**Roll Call**

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

**B. Finance Consent Items**

C. Sutton made a motion to Approve the Finance Consent Items.

G. Thackeray seconded the motion.

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

**Roll Call**

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

Brandon Waldren Joins board meeting 8:02 pm

The following left the meeting at 8:02 pm

John Parker

Jamie Waggoner

Carol Walker

Joseph Griffin

Julia Dolf

Nikola Chekardzhilkov

**VI. Adjourn to closed session**

**A. Reconvene from closed session**

reconvene from closed session at 9:37 pm  
There are no reportable action during closed session

## VII. Closing Items

### A. Adjourn Meeting

G. Thackeray made a motion to approve to adjourn meeting.  
K. Ahmed seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:38 PM.

Respectfully Submitted,  
J. Thibodeaux

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### Documents used during the meeting

- 2021\_12\_13\_board\_meeting\_minutes (1).pdf
- 2021\_12\_20\_board\_meeting\_minutes.pdf
- 2022\_01\_13\_board\_meeting\_minutes DRAFT.pdf
- BELL SCHEDULE 21.22.pdf
- BELL\_SCHEDULE\_21.22\_\_AB\_ (BOARD APPROVED AUGUST 23, 2021).pdf
- Instructional Minutes Comparison.pdf
- 2021-22 Yearly School Calendar.pdf
- Prior Calendar.pdf
- Prior calendar JH.pdf
- \_ESG Board Report 01\_24\_22.pdf
- Director of Academics Report.pdf
- Counseling Meeting 1-11-22.pdf
- Counseling Meeting 12-14-2021.pdf
- Department Chair Meeting 1\_14\_2022.pdf
- Department Chair Meeting.pdf
- NWEA Formative Assessment Reflection(Data).pdf
- NWEA PD Agenda 1\_14\_2022.pdf
- Professional Development Reflection Form (1)(Data).pdf
- Professional Development Reflection Form (2)(Data).pdf
- Student Services Meeting 1\_13\_2022.pdf
- Tuesday Meeting Notes 1.18.2022.pdf
- Tutor.com Report (Data).pdf
- Music Department Report Fall 2021 2022.pdf

- Technical Arts Department.pdf
- 2021-2022 Humanities Department Chair Report (1).pdf
- 2021- 2022 Dance and Cirque Board Report-2.pdf
- Staff Liaison board report Jan 2022.pdf
- DOJ Report Joseph Thibodeaux December 2021.pdf
- Discipline Report 1-24-22.pdf
- Facilities Report 2022 (1).pdf
- 2021\_School\_Accountability\_Report\_Card\_Encore\_Education\_Corporations\_20220121.pdf
- Health Technician Report 2122 (1).pdf
- CAFETERIA REPORT dec (1).pdf
- ENC 21-22 -Monthly Payroll Retirement Contributions (3).pdf
- ENCORE December 2021 Warrant Report Details.pdf
- ENCORE December 2021 Warrant Report Summary.pdf
- Encore Financials December 2021.pdf
- Monthly Attendance Summary Month 4 11-22-21 to 12-17-2021\_001414.pdf
- Monthly Attendance Summary Month 5 12-20-21 to 1-14-2022\_001415.pdf
- November Financials\_Redacted.pdf
- October Financials\_Redacted.pdf

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## Encore JR/SR High School

### Minutes

Special Board Meeting- January 30, 2022

**Date and Time**

Sunday January 30, 2022 at 4:30 PM

**Location**

This meeting is being held virtually pursuant to Government Code Section 54953 (e). The public can access this meeting via Zoom as follows:

Join Zoom Meeting

<https://zoom.us/j/5871494303?pwd=Mit3eIRMOVhzYjM4K1d2SSStPeEZiQT09>

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

C. Walker (remote), J. Barkdull (remote), J. Simmons (remote), J. Thibodeaux (remote), Paul Khoury (remote), S. Bow (remote)

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**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 Sunday Jan 30, 2022 at 4:32 PM.

**B. Record Attendance**

**C. Invitation for public to address the Board**

There is no one from the public to address the board.

**II. Finance**

**A. Acceptance of 2020-21 Audited Financial Statements**

Report is presented by Dr. Sabrina Bow.

G. Thackeray made a motion to Approve to Acceptance of 2020-21 Audited Financial Statements.

C. Sutton seconded the motion.

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

**Roll Call**

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

**III. Closing Items**

**A. Adjourn Meeting**

G. Thackeray made a motion to Adjourn the Meeting.

C. Sutton seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:06 PM.

Respectfully Submitted,  
J. Thibodeaux

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

- Encore Education Corp Audit Report 2021.pdf

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## Encore JR/SR High School

# Minutes

### Special Board Meeting- February 10, 2022

**Date and Time**

Thursday February 10, 2022 at 6:30 PM

**Location**

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**Directors Present**

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

**Directors Absent**

K. Ahmed

**Guests Present**

J. Barkdull (remote), J. Thibodeaux (remote), S. Bow (remote)

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**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 Feb 10, 2022 at 6:34 PM.

**B. Record Attendance**

**C. Invitation for public to address the Board**

There is no one waiting to address the board.

**II. Operations**

**A. Approval of Independent Study Policy**

K. Staley made a motion to Approve Independent Study Policy.

C. Sutton seconded the motion.

Presented by Sabrina Bow

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

**Roll Call**

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

**III. Finance**

**A. Encore Banking Resolution 2022-02**

G. Thackeray made a motion to Approve Encore Banking Resolution 2022-02.

C. Sutton seconded the motion.

Presented by Sabrina Bow.

resolution should be corrected to read #2022-02 instead #2022-01

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

**Roll Call**

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

**Roll Call**

C. Sutton      Aye

**IV. Adjourn to Closed Session**

**A. Reconvene from Closed Session**

The time is 11:17 pm- Chandale Sutton had to leave due to an emergency  
The board provided direction to legal counsel on a matter of anticipated litigation  
and a vote was taken.

Kathy Staley made a motion,  
Glen Thackeray seconded.

A role call vote:

Rob Gabler - Aye

Kathy Staley - Aye

Glen Thackeray - Aye

Chandale Sutton - absent

the motion passes

**V. Closing Items**

**A. Adjourn Meeting**

K. Staley made a motion to To Adjourn Meeting.

G. Thackeray seconded the motion.

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

**Roll Call**

C. Sutton      Absent

K. Staley      Aye

K. Ahmed      Absent

R. Gabler      Aye

G. Thackeray      Aye

There being no further business to be transacted, and upon motion duly made,  
seconded and approved, the meeting was adjourned at 11:20 PM.

Respectfully Submitted,

J. Thibodeaux

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**Documents used during the meeting**

- Encore - Independent Study Policy (AB 130 and 167 Compliant) (4890-4043-5213.v1).pdf
- ENCORE Board Resolution 2022-02 (bank signatories).pdf

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A copy of the agenda will be posted at least 24 hours before such meeting. A copy of the written materials which will be submitted to the Board of Encore Junior and Senior High School for the Arts is available along with this agenda following the posting of the agenda by emailing sbow@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 [jthibodeaux@encorehighschool.com](mailto:jthibodeaux@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.

DRAFT



## Encore JR/SR High School

# Minutes

### Special Board Meeting- February 19, 2021

**Date and Time**

Saturday February 19, 2022 at 2:30 PM

**Location**

This meeting is being held virtually pursuant to Government Code Section 54953 (e). The public can access this meeting via Zoom as follows:

Join Zoom Meeting

<https://zoom.us/j/5871494303?pwd=Mit3eIRMOVhzYjM4K1d2SSStPeEZiQT09>

Meeting ID: 587 149 4303

Passcode: 936591

One tap mobile

+16699006833,,5871494303#,,,,,0#,,936591# US (San Jose)

+13462487799,,5871494303#,,,,,0#,,936591# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

Meeting ID: 587 149 4303

Passcode: 936591

Find your local number: <https://zoom.us/u/aFccAHayh>

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

J. Barkdull (remote), J. Simmons (remote), J. Thibodeaux (remote), S. Bow (remote), Sarah Cassady (remote)

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**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 Saturday Feb 19, 2022 at 2:35 PM.

**B. Record Attendance**

**C. Invitation for public to address the Board**

**II. Human Resources**

**A. Approval of a reduction in force for balance of 2021-2022 academic year.**

G. Thackeray made a motion to approve reduction in force for balance of 2021-2022 academic year.

C. Sutton seconded the motion.

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

**Roll Call**

G. Thackeray Aye

K. Staley Aye

K. Ahmed Aye

R. Gabler Aye

C. Sutton Aye

**III. Adjourn to Closed Session**

**A. Reconvene from Closed Session**

Reconvening from Closed Session at 7:00 pm

Here are the motions approved by the board:

1. A motion was made by Rob Gabler and seconded by Chandale Sutton to terminate an employee without cause effective Wednesday, February 23, 2022. The termination notice will provide that he may resign in lieu of termination before that date. There was a roll call vote of 5 to 0 : Glen Thackeray - Aye, Rob Gabler - Aye, Kathy Staley - Aye, Kelly Ahmed - Aye, and Chandale Sutton - Aye. The motion passes.

2. A motion was made by Rob Gabler and seconded by Chandale Sutton to terminate an employee without cause effective Wednesday, February 23, 2022. The termination notice will provide that she may resign in lieu of termination before that date. There was a role call vote of 4 to 0 : Rob Gabler - Aye, Kathy Staley - Aye, Kelly Ahmed - Aye, and Chandale Sutton - Aye, Glen Thackeray - abstained. The motion passes.
3. A motion was made by Rob Gabler and seconded by Chandale Sutton to direct counsel to release the investigation report to the Hesperia Unified School District. There was a role call vote of 5 to 0 : Glen Thackeray - Aye, Rob Gabler - Aye, Kathy Staley - Aye, Kelly Ahmed - Aye, and Chandale Sutton - Aye. The motion passes.
4. A motion was made by Glen Thackeray and seconded by Kathy Staley to release the investigation report to Mr. and Mrs. Griffin. There was a role call vote of 5 to 0 : Glen Thackeray - Aye, Rob Gabler - Aye, Kathy Staley - Aye, Kelly Ahmed - Aye, and Chandale Sutton - Aye. The motion passes.

#### IV. Closing Items

##### A. Adjourn Meeting

G. Thackeray made a motion to Adjourn meeting.  
K. Ahmed seconded the motion.  
The board **VOTED** to approve the motion.

##### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:04 PM.

Respectfully Submitted,  
J. Thibodeaux

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#### Documents used during the meeting

- Encore Board Resolution 2022-003 (Reduction in Force).pdf

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# Cover Sheet

## DOJ Report

**Section:** III. Consent Items  
**Item:** A. DOJ Report  
**Purpose:** FYI  
**Submitted by:** Joseph Thibodeaux  
**Related Material:** DOJ Report Feb 2022.pdf

### BACKGROUND:

Report outlining background checks from the Department of Justice.

### RECOMMENDATION:

There is no action required for this report.



## **Human Resources:**

### **D.O.J. Reporting – January 2022**

**Completed and Cleared Live Scans**

None

**Subsequent Arrest/Disposition Notices** None



# Cover Sheet

## Finance Reports

**Section:** III. Consent Items  
**Item:** B. Finance Reports  
**Purpose:** Vote  
**Submitted by:** Carol Walker

**Related Material:**  
ENC 21-22 -Monthly Payroll Retirement Contributions FEB 2022.pdf  
ENCORE January 2022 Warrant Report Details.pdf  
ENCORE January 2022 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
- January 2022 Warrant Report Detail and January 2022 Warrant Report Summary
- December 2021 Student Services Reconciliation Summary

### RECOMMENDATION:

Encore staff recommends approval of these items.

Hesperia								Due Date based on		
Payroll Month	STRS/PERS Payment Due Date	Payment Date	PERS Ck Number	STRS CK Date Cleared	STRS CK Number	STRS CK Date Cleared	403B Check number	regular rules, not safe harbor	Payment Date	Payment 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 -4
Sep-21	15th of the month	9/24/2021	69943	9/30/2021	69943	9/30/2021	69876	9/13/2021	9/9/2021	9/15/2021 -4
Sep-21	31th of the month	10/7/2021	69993	10/8/2021	69993	10/8/2021	69942	9/28/2021	9/24/2021	9/29/2021 -4
Oct-21	15th of the month	10/22/2021	70005	10/25/2021	70005	10/25/2021	69992	10/13/2021	10/7/2021	10/14/2021 -6
Oct-21	31th of the month	11/8/2021	70084	11/10/2021	70084	11/10/2021	70004	10/28/2021	10/22/2021	11/10/2021 -6
Nov-21	15th of the month	11/23/2021	70120	12/1/2021	70120	12/1/2021	70086	11/13/2021	11/9/2021	11/29/2021 -4
Nov-21	31th of the month	12/8/2021	70164	12/10/2021	70164	12/10/2021	70119	11/28/2021	11/23/2021	12/16/2021 -5
Dec-21	15th of the month	12/22/2021	70202	1/4/2022	70202	1/4/2022	70163	12/13/2021	12/8/2021	12/20/2021 -5
Dec-21	31th of the month	1/10/2022	70259	1/11/2022	70259	1/11/2022	70201	12/28/2021	12/22/2021	1/10/2021 -6
Jan-22	15th of the month	1/24/2022	70265	1/27/2022	70265	1/27/2022	70258	1/13/2022	1/10/2022	1/21/2022 -3
Jan-22	31th of the month	2/7/2022	70300	2/8/2022	70300	2/8/2022	70264	1/28/2022	1/24/2022	1/31/2022 -4
Feb-22	15th of the month						70299	2/13/2022	2/7/2022	2/16/2022 -6
Feb-22	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: January 2022**

Check Number	Check Date	Payee	Reason	Sum of Amount
0122-001	1/11/2022	WELLS FARGO BUSINESS CARD	November & December 2021 CC Statement	\$7,500.00
<b>0122-001 Total</b>				<b>\$7,500.00</b>
0122-002	1/19/2022	US Premium Finance	Insurance installment #4	\$3,221.78
<b>0122-002 Total</b>				<b>\$3,221.78</b>
0122-003	1/19/2022	US Premium Finance	Insurance installment #5	\$12,691.85
<b>0122-003 Total</b>				<b>\$12,691.85</b>
0122-004	1/19/2022	US Premium Finance	Insurance installment #6	\$5,191.89
<b>0122-004 Total</b>				<b>\$5,191.89</b>
0122-005	1/19/2022	US Premium Finance	Insurance installment #2	\$8,184.91
<b>0122-005 Total</b>				<b>\$8,184.91</b>
0122-201	1/11/2022	Wells Fargo Bank Service Fee	Dec 2021 Client Analysis Service Charge	\$377.17
<b>0122-201 Total</b>				<b>\$377.17</b>
123121-Use Tax	1/6/2022	California Department of Tax and Fee Administration	Q4 2021 Use Tax	\$5,086.00
<b>123121-Use Tax Total</b>				<b>\$5,086.00</b>
70226	1/6/2022	Advance Disposal Co.	October 2021 Trash Disposal Service	\$420.00
			December 2021 Storage Box	\$426.42
			December 2021 Trash Disposal Service	\$802.86
<b>70226 Total</b>				<b>\$1,649.28</b>
70227	1/6/2022	Amazon Capital Services, Inc.	Supplies for a performance	\$2,037.59
			AOQUNFS Rhinestones Ballroom Dance	\$49.99
			MUNBYN Receipt Printer	\$681.39
			Semi Navy Sheer Curtains 96 inches Long	\$131.88
<b>70227 Total</b>				<b>\$2,900.85</b>
70228	1/6/2022	APEX Rentals	Equipment rent for maintenace & repairs	\$1,115.06
<b>70228 Total</b>				<b>\$1,115.06</b>
70229	1/6/2022	CA Charter Schools Conference	Conference fee	\$2,795.00
<b>70229 Total</b>				<b>\$2,795.00</b>
70230	1/6/2022	California Department of Education / Cashier's Office	Student meals	\$48.45
<b>70230 Total</b>				<b>\$48.45</b>
70231	1/6/2022	Cintas	Janitorial Supplies	\$1,795.16
<b>70231 Total</b>				<b>\$1,795.16</b>
70232	1/6/2022	City of Hesperia	Water Service acct #DB0022-002	\$3,452.59
			Water Service acct #DB0022F-002	\$80.58
<b>70232 Total</b>				<b>\$3,533.17</b>
70233	1/6/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING U	November 2021 Fingerprints	\$147.00
<b>70233 Total</b>				<b>\$147.00</b>
70234	1/6/2022	Discount Dance Supply	NYGMP Pointe 10.0 W 4 H DH	\$138.77
<b>70234 Total</b>				<b>\$138.77</b>
70235	1/6/2022	Encore ASB Hesperia	Big AZ Inflatables Inv #8663779 reimbursement	\$750.00
<b>70235 Total</b>				<b>\$750.00</b>
70236	1/6/2022	Frontier	October & December 2021 Internet Service	\$13,317.49
<b>70236 Total</b>				<b>\$13,317.49</b>
70237	1/6/2022	Frontier	November 2021 Internet Service	\$81.28
<b>70237 Total</b>				<b>\$81.28</b>

**ENCORE HIGH SCHOOLS  
WARRANT REGISTER: January 2022**

Check Number	Check Date	Payee	Reason	Sum of Amount
70238	1/6/2022	Frontier	November 2021 Internet Service	\$77.11
<b>70238 Total</b>				<b>\$77.11</b>
70239	1/6/2022	Frontier	November 2021 Internet Service	\$68.79
<b>70239 Total</b>				<b>\$68.79</b>
70240	1/6/2022	GTM - Green Team Maintenance and Janitorial Services LLC	November 2021 Cleaning services	\$7,200.00
<b>70240 Total</b>				<b>\$7,200.00</b>
70241	1/6/2022	Hesperia Unified School District	Printing	\$1,058.68
<b>70241 Total</b>				<b>\$1,058.68</b>
70242	1/6/2022	Leonardo C. Rivera	November 2021 Lawn care	\$800.00
<b>70242 Total</b>				<b>\$800.00</b>
70243	1/6/2022	MealTime / The CLM Group, Inc.	Income Survey Module	\$652.50
<b>70243 Total</b>				<b>\$652.50</b>
70244	1/6/2022	Measure Education Inc.	December 2021 Data Management Services	\$2,025.88
<b>70244 Total</b>				<b>\$2,025.88</b>
70245	1/6/2022	Navitas Credit Corp.	Dec 2021 Payment for contract #40295324-1	\$325.06
<b>70245 Total</b>				<b>\$325.06</b>
70246	1/6/2022	PayFlex Systems USA, Inc.	November 2021 Cobra Service Fee	\$150.00
<b>70246 Total</b>				<b>\$150.00</b>
70247	1/6/2022	Purchase Power	Postage Equipment refill	\$814.22
<b>70247 Total</b>				<b>\$814.22</b>
70248	1/6/2022	Quill Corporation	Office Supplies	\$1,300.72
<b>70248 Total</b>				<b>\$1,300.72</b>
70249	1/6/2022	Robert Half	Employment agency	\$2,940.00
<b>70249 Total</b>				<b>\$2,940.00</b>
70250	1/6/2022	Skyler Wilcutt	2021 yearbook refund	\$80.00
<b>70250 Total</b>				<b>\$80.00</b>
70251	1/6/2022	Sprint	November 2021 Phone Service	\$434.78
<b>70251 Total</b>				<b>\$434.78</b>
70252	1/6/2022	Staples Technology Solutions	PRINT	\$655.33
<b>70252 Total</b>				<b>\$655.33</b>
70253	1/6/2022	Terminix International Company	November 2021 Pest Control	\$118.00
<b>70253 Total</b>				<b>\$118.00</b>
70254	1/6/2022	Verizon	November 2021 Wireless Service	\$615.26
<b>70254 Total</b>				<b>\$615.26</b>
70255	1/6/2022	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$135.00
<b>70255 Total</b>				<b>\$135.00</b>
70256	1/6/2022	Young, Minney & Corr, LLP	October 2021 Legal Service	\$13,561.50
<b>70256 Total</b>				<b>\$13,561.50</b>
70266	1/24/2022	Amazon Capital Services, Inc.	Supplies for performance	\$509.55
<b>70266 Total</b>				<b>\$509.55</b>
70267	1/24/2022	APEX Rentals	Equipment rent for maintenace & repairs	\$319.98
<b>70267 Total</b>				<b>\$319.98</b>
70268	1/24/2022	AT&T	Phone Service	\$26.17
<b>70268 Total</b>				<b>\$26.17</b>

**ENCORE HIGH SCHOOLS  
WARRANT REGISTER: January 2022**

Check Number	Check Date	Payee	Reason	Sum of Amount
70269	1/24/2022	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	Ticket# 49933 Fire Alarm	\$2,000.00
<b>70269 Total</b>				<b>\$2,000.00</b>
70270	1/24/2022	Cintas	Janitorial Supplies	\$1,760.03
<b>70270 Total</b>				<b>\$1,760.03</b>
70271	1/24/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING U	December 2021 Fingerprints	\$98.00
<b>70271 Total</b>				<b>\$98.00</b>
70272	1/24/2022	Ebmeyer Charter	10-4-21 Wrightwood, CA	\$892.50
			12-18-21 Ontario Convention Center	\$1,497.56
<b>70272 Total</b>				<b>\$2,390.06</b>
70273	1/24/2022	Eide Bailly LLP	CPA Services	\$10,000.00
<b>70273 Total</b>				<b>\$10,000.00</b>
70274	1/24/2022	GreatAmerica Financial Services	Avaya Phone System/IPO Licenses	\$1,043.61
<b>70274 Total</b>				<b>\$1,043.61</b>
70275	1/24/2022	Guard Dog Storage of Hesperia LLC	January 2022 Storage Rent	\$640.00
<b>70275 Total</b>				<b>\$640.00</b>
70276	1/24/2022	Hesperia Unified School District	Printing	\$1,498.36
<b>70276 Total</b>				<b>\$1,498.36</b>
70277	1/24/2022	Julia Dolf	1-14-22 Miles reimbursement	\$136.64
			12-17-21 Teacher Meal	\$20.00
			12-6-21 Teacher meal	\$27.28
<b>70277 Total</b>				<b>\$183.92</b>
70278	1/24/2022	Key Charter Advisors, LLC	Controller Support through 12/18/2021	\$7,891.25
<b>70278 Total</b>				<b>\$7,891.25</b>
70279	1/24/2022	Locksavvy LLC	Locks repair service	\$1,665.81
<b>70279 Total</b>				<b>\$1,665.81</b>
70280	1/24/2022	Monoprice Inc.	Technology Equipment	\$43.78
<b>70280 Total</b>				<b>\$43.78</b>
70281	1/24/2022	Nicole Miller & Associates, Inc	Independent investigative service	\$14,488.50
<b>70281 Total</b>				<b>\$14,488.50</b>
70282	1/24/2022	Purchase Power	Postage Equipment refill	\$25.12
<b>70282 Total</b>				<b>\$25.12</b>
70283	1/24/2022	Quill Corporation	Quill plus points renewal	\$21.54
<b>70283 Total</b>				<b>\$21.54</b>
70284	1/24/2022	San Bernardino County Fire Protection District	Fire Annual Permit	\$329.00
<b>70284 Total</b>				<b>\$329.00</b>
70285	1/24/2022	Southern California Edison	November 2021 Electric Svc Acct #700439790970	\$10,026.02
<b>70285 Total</b>				<b>\$10,026.02</b>
70286	1/24/2022	Southwest Gas Corporation	November 2021 Gas Svc Acct #910000679629	\$227.65
			November 2021 Gas Svc Acct #910000679630	\$631.11
			November 2021 Gas Svc Acct #910000679631	\$328.19
			November 2021 Gas Svc Acct #910000679632	\$646.04
			November 2021 Gas Svc Acct #910000679633	\$423.26
			November 2021 Gas Svc Acct #910000886540	\$239.93
<b>70286 Total</b>				<b>\$2,496.18</b>

**ENCORE HIGH SCHOOLS  
WARRANT REGISTER: January 2022**

Check Number	Check Date	Payee	Reason	Sum of Amount
70287	1/24/2022	The Stepping Stones Group LLC	SPECIAL EDUCATION TEACHER - WST	\$9,912.00
<b>70287 Total</b>				<b>\$9,912.00</b>
70288	1/24/2022	SYSCO RIVERSIDE , INC.	Event Meal	\$1,431.09
<b>70288 Total</b>				<b>\$1,431.09</b>
70289	1/24/2022	True Liberty Protection	True Liberty Protection Services	\$675.00
<b>70289 Total</b>				<b>\$675.00</b>
70290	1/24/2022	WELLS FARGO BUSINESS CARD	November & December 2021 CC Statement	\$5,500.61
<b>70290 Total</b>				<b>\$5,500.61</b>
<b>Grand Total</b>				<b>\$178,513.52</b>

**ENCORE JUNIOR/SENIOR HIGH SCHOOL  
WARRANT REGISTER: January 2022**

Check Number	Check Date	Payee	Sum of Amount
0122-001	1/11/2022	WELLS FARGO BUSINESS CARD	\$7,500.00
0122-002	1/19/2022	US Premium Finance	\$3,221.78
0122-003	1/19/2022	US Premium Finance	\$12,691.85
0122-004	1/19/2022	US Premium Finance	\$5,191.89
0122-005	1/19/2022	US Premium Finance	\$8,184.91
0122-201	1/11/2022	Wells Fargo Bank Service Fee	\$377.17
123121-Use Tax	1/6/2022	California Department of Tax and Fee Administration	\$5,086.00
70226	1/6/2022	Advance Disposal Co.	\$1,649.28
70227	1/6/2022	Amazon Capital Services, Inc.	\$2,900.85
70228	1/6/2022	APEX Rentals	\$1,115.06
70229	1/6/2022	CA Charter Schools Conference	\$2,795.00
70230	1/6/2022	California Department of Education / Cashier's Office	\$48.45
70231	1/6/2022	Cintas	\$1,795.16
70232	1/6/2022	City of Hesperia	\$3,533.17
70233	1/6/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING UNIT	\$147.00
70234	1/6/2022	Discount Dance Supply	\$138.77
70235	1/6/2022	Encore ASB Hesperia	\$750.00
70236	1/6/2022	Frontier	\$13,317.49
70237	1/6/2022	Frontier	\$81.28
70238	1/6/2022	Frontier	\$77.11
70239	1/6/2022	Frontier	\$68.79
70240	1/6/2022	GTM - Green Team Maintenance and Janitorial Services LLC	\$7,200.00
70241	1/6/2022	Hesperia Unified School District	\$1,058.68
70242	1/6/2022	Leonardo C. Rivera	\$800.00
70243	1/6/2022	MealTime / The CLM Group, Inc.	\$652.50
70244	1/6/2022	Measure Education Inc.	\$2,025.88
70245	1/6/2022	Navitas Credit Corp.	\$325.06
70246	1/6/2022	PayFlex Systems USA, Inc.	\$150.00
70247	1/6/2022	Purchase Power	\$814.22
70248	1/6/2022	Quill Corporation	\$1,300.72
70249	1/6/2022	Robert Half	\$2,940.00
70250	1/6/2022	Skyler Wilcutt	\$80.00
70251	1/6/2022	Sprint	\$434.78
70252	1/6/2022	Staples Technology Solutions	\$655.33
70253	1/6/2022	Terminix International Company	\$118.00
70254	1/6/2022	Verizon	\$615.26
70255	1/6/2022	Western NRG, Inc.	\$135.00
70256	1/6/2022	Young, Minney & Corr, LLP	\$13,561.50
70266	1/24/2022	Amazon Capital Services, Inc.	\$509.55
70267	1/24/2022	APEX Rentals	\$319.98
70268	1/24/2022	AT&T	\$26.17
70269	1/24/2022	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	\$2,000.00
70270	1/24/2022	Cintas	\$1,760.03
70271	1/24/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING UNIT	\$98.00
70272	1/24/2022	Ebmeyer Charter	\$2,390.06
70273	1/24/2022	Eide Bailly LLP	\$10,000.00
70274	1/24/2022	GreatAmerica Financial Services	\$1,043.61
70275	1/24/2022	Guard Dog Storage of Hesperia LLC	\$640.00
70276	1/24/2022	Hesperia Unified School District	\$1,498.36
70277	1/24/2022	Julia Dolf	\$183.92
70278	1/24/2022	Key Charter Advisors, LLC	\$7,891.25
70279	1/24/2022	Locksavvy LLC	\$1,665.81
70280	1/24/2022	Monoprice Inc.	\$43.78
70281	1/24/2022	Nicole Miller & Associates, Inc	\$14,488.50
70282	1/24/2022	Purchase Power	\$25.12
70283	1/24/2022	Quill Corporation	\$21.54
70284	1/24/2022	San Bernardino County Fire Protection District	\$329.00
70285	1/24/2022	Southern California Edison	\$10,026.02
70286	1/24/2022	Southwest Gas Corporation	\$2,496.18
70287	1/24/2022	The Stepping Stones Group LLC	\$9,912.00
70288	1/24/2022	SYSCO RIVERSIDE , INC.	\$1,431.09
70289	1/24/2022	True Liberty Protection	\$675.00
70290	1/24/2022	WELLS FARGO BUSINESS CARD	\$5,500.61
<b>Grand Total</b>			<b>\$178,513.52</b>

# Cover Sheet

## Executive Director Report

**Section:** IV. Staff Reports  
**Item:** A. Executive Director Report  
**Purpose:** FYI  
**Submitted by:** Sabrina Bow

### BACKGROUND:

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

### RECOMMENDATION:

There is no action required for this report.



# Cover Sheet

## Director of Academics Report

**Section:** IV. Staff Reports  
**Item:** C. Director of Academics Report  
**Purpose:** FYI  
**Submitted by:** Julia Dolf  
**Related Material:** Director of Academics February 2022.pdf  
Fall 2021 - Winter 2022 Data Analysis Report.pdf

### BACKGROUND:

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

### RECOMMENDATION:

There is no action required for these reports.



## Director of Academics Board Report

February 2022

### Curriculum and Instruction

NWEA: During the weeks of January 24, 2022, through February 11, 2022, students grade 7-11 participated in their winter benchmark assessments. This is the second round of benchmarks for the 2021/2022 school year. The Director of Academics, teaching staff, and support staff came together to discuss this data on February 18, 2022, in a meeting that would guide teachers in evaluating different academic data points, help understand how performance on these data points may differ by student subgroups, provide explanations of key concepts, offer placeholders to record data, and offer guiding questions to support further discussion. A follow up meeting will take place Friday, March 4, 2022, to discuss the analysis provided by teaching and support staff.

To summarize, student attendance rate was at an all time low during those three weeks due to numerous reasons however, the most conclusive reason would be the Omicron, COVID-19 variant. Based on an Aeries attendance report, about 48% of our students were out ill per day during the assessment block. We have much growth that still needs to be done with our students prior to state summative assessments and our final benchmark window for the 2021/2022 school year. A more detailed analysis of the winter NWEA session can be found in the [Winter 2022 Benchmark Analysis Report](#).

English Learners (ELPAC): Encore currently has an 10% average of the student population designated as English Language Learners. Currently, Encore's EL coordinator is administering ELPAC summative assessments to all EL students as the window for assessments started opened in February through March with make-up sessions from May 23-27, 2022. A letter was mailed to all parents of EL students prior to the start of the ELPAC assessments with these dates and instructional support tools for

students and parents. With the assistances of Encores EL instructional aide, the EL coordinator has been successfully implemented and completed summative assessments for fourteen students out of our fifty-nine EL students. In addition, at the start of the summative assessment block, three new EL students were enrolled at Encore. These students participated in their Initial ELPAC assessment during the first week of enrollment.

As of February 25, 2022, assessment completion numbers for the ELPAC summative assessment are as follows:

- 14 ELPAC assessments completed in full
- 33 students need to complete just the speaking portion of the assessment

Program Adoption: Looking into the 2022/2023 school year, Encore will adopt new curriculum for all History and Science courses. Teaching staff will participate in Encores curriculum adoption process starting in the Spring. In addition, Encore art teaching staff and the Director of Academics will analyze Career Technical Education (CTE) curriculum provided by Edgenuity for the 2022/2023 school year. Currently, Edgenuity has offered a quote for all Math, English, Science, History, and CTE curriculum for the next four school years. The Director of Academics will meet with to analyze and review additional curriculum companies in the Spring for adoption.

### **Professional Development**

EL Professional Development: Encore enrolled its EL Department into The Master Teacher Program for continuous and ongoing professional development. The EL PD focuses on fundamental EL topics, methods for teaching EL students and resources for EL students and staff. The professional development is ongoing with a new thirty-minute course each week for teachers to participate and reflect upon. Completion records are provided at the end of each professional development.

The Master Teacher: All administration, teaching, and support staff will participate in The Master Teacher professional development program through the school year. A list of courses can be found on the Master Teacher worksheets for all staff. Staff will work independently and collaboratively on these professional development courses.

CAHELP: All of Encore staff participate in ongoing professional development that assists with their current position at Encore and improve student academics and safety. Below is a list of current PD trainings that staff have attended through SELPA and CAHelp:

- Improving Positive Behavior Strategies in the Classroom
- Real Talk Autism Resources and Support for Teachers
- LCAP Collaboratives: LCAP progress monitoring and system of support
- History Day Coach Orientation
- Aligning PBIS with SEL Practices
- Web IEP/DocuSign
- De-Escalation Strategies for Education
- Online Accessibility for students with disabilities
- Behavior Interventional Plan Principals

Rock My Campus: All students and staff participated in the board approved Rock My Campus SEL professional development. The Rock My Campus company visited the campus on February 24, 2022, to discuss De-Escalation Strategies for administration and the counseling staff and worked on strategies for resilience for staff and students. Rock My Campus will continue their monthly online check-ins and trainings for the rest of the 2021/2022 school year in March and their quarter meetings with administration.

### **Staffing Updates**

Currently, Encore has vacant positions for Spanish I, Chemistry, and 8<sup>th</sup> grade RLA/History. Encore contracted with Stepping Stones staffing to retain a 7<sup>th</sup> grade RLA/History teacher who will start in March of 2022. In addition, Encore has hired a full-time substitute teacher in February that assists with covering for vacant classes and staff absences.

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



**NWEA Benchmark Data Analysis**

**Fall 2021 – Winter 2022**

**Overview**

Encore Jr. Sr. High School for the Performing and Visual Arts administered its Winter Benchmarks to students grades 9-11 from January 24, 2022 – February 11, 2022. The window for administering the assessment to students was originally set for two weeks (January 24, 2022 – February 4, 2022) however, due to the increased rate of absences due to the COVID-19 Omicron variant, administration extended the window by one additional week. Students were assessed in their Math, English, and Science classes with approximately ninety minutes per testing session.

**Completion Rate**

The goal that administration set for assessment completion rate was 95% as it would mirror the state requirement for CAASPP. Below is a chart indicating the completion rates for each grade level and assessment for the Winter 2022 benchmarks.

**Winter 2022 Assessment Completion Rate**

Grade	Assessment	Rate	Goal Met
7 <sup>th</sup> grade	Math	91%	-4%
	Reading	80%	-15%
	Language	82%	-10%
	Science	82%	-10%
8 <sup>th</sup> grade	Math	87%	-8%
	Reading	47%	-48%
	Language	69%	-26%
	Science	82%	-10%

9 <sup>th</sup> grade	Math	74%	-21%
	Reading	82%	-10%
	Language	62%	-33%
	Science	90%	-5%
10 <sup>th</sup> grade	Math	87%	-8%
	Reading	61%	-34%
	Language	80%	-15%
	Science	91%	-4%
11 <sup>th</sup> grade	Math	87%	-8%
	Reading	71%	-24%
	Language	71%	-24%
	Science	91%	-4%
Overall Total		78.35%	-16.65%

Completion Rate Analysis: Student attendance during the month of January and February of 2022 was low due three possible factors. One factor was the low attendance rate due to the COVID-19 Omicron variant. Encores Aeries [Attendance Report](#) will show that during the testing window, the average absence rate was 47.2%. That’s almost half of our students. In addition to students, Encore had a high rate of staff callouts due to COVID-19 which made it difficult for administration to find a staff member to cover that class who could administer benchmark assessments. The second possible factor is that students are pulled from school about halfway through the day from parents. According to the front desk, during the testing window, they had a full page to a page and a half of students signed out by parents. Each page holds approximately twenty-five students. Overall, we are looking at anywhere between twenty-five to forty being removed from class. The third possible factor is the academic staff vacancies. Currently, the school has four academic vacancies where period substitutes or daily

substitutes are covering for testing subjects.

Goals towards attendance improvement: Looking forward to March and April of 2022 when the school administers state summative assessments, Encore needs to encourage all stakeholders that attendance is crucial. Encore is required by the state to have a 95% completion rate for each individual grade level and assessment on the Smarter Balanced Assessment. Administration will send out the mandatory summative assessment information letter to all parents and students. This information letter will have the dates and schedule for each grade level and when they will be assessed. In addition, teaching staff will administer the practice summative assessment with students so students can ease testing anxiety going into the assessment. Encore incentive program of distributing Awesome Tags will continue for each student who completes an assessment. These Awesome Tags can be saved to purchase Encore Swag in the Pirate Student Store.

**Mid-Year Progress**

The overall goal for the Winter benchmark is to show student mid-year progress. The cart below will show the current growth levels for students grades 9-11 in subject areas of Math, Reading, Language, and Science. A full NWEA [Student Growth Summary by Grade](#) can be found here.

**Student Growth by Grade**

**Fall 2021 – Winter 2022**

**Math**

Grade	Fall 2021 score	Winter 2022 score	Growth	Projected Growth	Growth Goal
7	206.9	210.5	4	4.5	-0.5
8	211.2	213.4	2	4.0	-2
9	213.2	214.7	2	2.9	-0.9
10	220.4	222.4	2	2.7	-0.7
11	223.7	225.8	2	2.3	-0.3



### Reading

Grade	Fall 2021 score	Winter 2022 score	Growth	Projected Growth	Growth Goal
7	209.8	207.5	-2	3.9	-5.9
8	208.6	206.6	-2	3.7	-5.7
<b>9</b>	<b>208.9</b>	<b>213.7</b>	<b>5</b>	<b>2.5</b>	<b>2.5</b>
10	222.1	220.0	-2	-1.9	-3.9
11	223.1	219.6	-3	1.4	-4.4

### Language

Grade	Fall 2021 score	Winter 2022 score	Growth	Projected Growth	Growth Goal
<b>7</b>	<b>206.0</b>	<b>209.7</b>	<b>4</b>	<b>3.7</b>	<b>0.3</b>
8	211.6	210.8	-1	3.0	-4.0
9	212.5	212.5	0	2.1	-2.1
<b>10</b>	<b>218.2</b>	<b>221.3</b>	<b>3</b>	<b>1.8</b>	<b>1.2</b>
<b>11</b>	<b>220.3</b>	<b>221.8</b>	<b>2</b>	<b>1.6</b>	<b>0.04</b>

### Science

Grade	Fall 2021 score	Winter 2022 score	Growth	Projected Growth	Growth Goal
7	203.9	205.7	2	4	-2
8	205.6	206.5	1	3.8	-2.8
9	205.8	208.0	2	2.8	-0.8

10	213.7	214.2	1	2.4	-1.4
11	215.4	214.3	-1	0	-1

In addition to these tables, you will find detailed reports of student assessment scores based on student subgroups by clicking the [District Summary Reports](#), [Student Proficiency Summary](#), [Subgroup Data Report](#), and the [Student Growth Summary](#).

### **Goals Towards Improvement**

With state summative assessments a few weeks away, Encore administration, teaching, and instructional staff will need to focus on standards remediation for students be successful for their assessments and for continuous academic growth. The following remediation practices will take place starting in February of 2022 in all academic classes.

-MyPath: Encores board approved curriculum, Edgenuity, offers a remediation course that is linked to NWEA benchmark assessments. These courses link Encores NWEA scores to Edgenuity and creates an Individual Learning Plan (ILP) for both Math and English remediation. Students work on these courses independently in their Math, English, Study Hall, and Skills classes for remediation support.

-Tutor.com: One area of concern that students and parents presented Encore administration was the fact that students need additional tutoring support besides the tutoring that is offered at Encore by credentialed teachers. Tutor.com is a program that Encore offers free of services to students that need additional tutoring twenty-four hours a day, seven days a week by tutors with academic experience and academic degrees. Students can access this program by selecting on the Google Apps on their Chromebook and selecting the Tutor.com application. Students can use this service at school and at home.

-Success class: Jr. high students are added to a remediation class that assists additional support in both English and Math. Students with declining RIT scores based on NWEA assessments results, were placed in these courses. These classes meet for some students everyday or every other day (due to block

scheduling).

-SPED Remediation: Students that have qualifying IEPs are added to additional Strategies courses that meet students IEP minuets as well as provides additional remediation support. Credentialed Special Education teachers and aides assist students with their NWEA goals during this time as well. These classes are more of a small group setting so additional support can be provided.

-ESL/EL Support: Encore has improved its prior EL program as the number of EL students has increased over the past two school years. A credentialed EL Coordinator and EL aide were hired at the start of the 2021/2022 school year to provide additional support in the ESL class. The EL aide assists students in the ESL class with a full time English teacher. The EL Coordinator works with EL students and has one ESL Jr. class that works with middle school EL students in a smaller group setting as in the previous years, middle school EL students did not receive additional pull-out support. In March of 2022, the Director of Academics and SPED department will hold a meeting to discuss strategies and area of improvement. Then the SPED teaching staff will have a meeting with all staff to discuss these strategies.

-504 Support: The Director of Academics and 504 Coordinator will hold a meeting in March 2022 to ensure that all staff know their 504 students' accommodations. In addition, discuss strategies that will be useful to this subgroup to retain content that is present on summative assessments.

-Engage New York and Tools for Teachers: After the analysis of the Winter 2022 benchmark results, it was determined that students need additional support in all standards as scores did not reflect growth. Teachers will prepare students for the Spring summative assessments by using the Tools for Teachers on TOMS/CAASPP as test preparation. Teachers will practice logging into the summative assessment portal so students can be familiar with the testing portal and process. In addition, teachers will implement units and lessons from Engage New York as additional test preparation as in the past, Engage New York was beneficial for student success.

-Attendance: As displayed in our data, student absence rate has increased. This could be factor of COVID-19 however, the front office has noticed a large increase in parents removing students from class starting after lunch. As noted in this report on [student absences](#), almost 50% of our students were

absent during the Winter 2022 benchmark window.

-Parent Involvement: In the past, Encore parents have been actively involved in student academic success. Since COVID-19, we have seen a mass decrease in parent involvement. Keeping all lines of communication open with parents is critical. As we move into state summative assessments and our final benchmark window, administration will share the assessment schedules via all communication platforms (mail, social media, email, text, and all call), to have full participation from parents in the assessment process.

### **Next Steps**

To take a deeper dive into this data, Encores data team will meet with the Director of Academics to see what additional strategies and support that can be provided to students and to staff. In addition, the data team will look at student individual progress with student subgroups for the Encore support to team to work on remediation in small groups and or individual settings. Finally, Encore restructured its Response to Intervention (RTI) program. Working with the RTI coordinator, administration will work with students and parents by creating individualized RTI plans for student growth.

# Cover Sheet

## Staff Liaison Report

**Section:** IV. Staff Reports  
**Item:** D. Staff Liaison Report  
**Purpose:** Discuss  
**Submitted by:** Jamie Waggoner  
**Related Material:** Staff Liaison Report February 2022.pdf

### BACKGROUND:

Encore High School has a staff elected liaison that makes themselves available to the staff for questions, comments, and concerns throughout the school year. The liaison also meets each semester with the staff and reports monthly to the Encore Board of Directors.

### RECOMMENDATION:

There is no action required for this report.



Staff Liaison Report

2/23/2022

To my knowledge, the employee issue previously reported in the last several board reports has still not been resolved. I have not heard anything in the past several weeks and need to look into this item.

Continual period subbing still continues to be an issue. Teachers are still consistently giving up their prep periods because of staff shortages. A lot of teachers are taking the students back to their personal classrooms which does help. It allows the teachers to be where they have the items they need to period sub and also complete some of what they need to do during their prep periods. It is not an answer to the problem of constantly having to period sub, but it does make it easier to deal with.

Jamie Waggoner  
Encore Staff Liaison

# Cover Sheet

## Revised 2021-22 Board Meeting Calendar

**Section:** V. Governance  
**Item:** A. Revised 2021-22 Board Meeting Calendar  
**Purpose:** Vote  
**Submitted by:** Sabrina Bow  
**Related Material:** Revised Board Meeting Calendar 21-22.pdf

### BACKGROUND:

Encore is proposing changes to the previously scheduled board meeting dates. The change in dates better accommodates other reports that are presented to the board. You will see that the June date has remained the same, there has only been an addition of a second meeting to be held in the month of June.

### RECOMMENDATION:

Encore staff recommends approval of this item.



## Revised Board Meeting Calendar 2021-2022

### Previous Dates

### Proposed Dates

**Monday, March 7, 2022**

**Monday, March 7, 2022**

**Monday, April 11, 2022**

**Monday, April 25, 2022**

**Monday, May 9, 2022**

**Monday, May 23, 2022**

**Monday, June 20, 2022**

**Monday June 20, 2022**

**Monday, June 27, 2022**

Regular meetings of the Encore Education Corporation Board of Directors begin at 6:30 p.m. unless otherwise indicated.

**Board Approved February 28, 2022**



# Cover Sheet

## Ratification of Engagement Letter with Stifel

**Section:** VI. Finance  
**Item:** A. Ratification of Engagement Letter with Stifel  
**Purpose:** Vote  
**Submitted by:** Sabrina Bow  
**Related Material:** Encore Stifel Engagement Letter (2-25-22) - signed.pdf

### BACKGROUND:

Board Resolution #2022-004

### RECOMMENDATION:

Encore staff recommends approval of this item.



February 25, 2022

Mr. Robert Gabler, President, Board of Directors  
Dr. Sabrina Bow, Interim CEO/Executive Director  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, CA 92345

**Re: Underwriter Engagement Relating to Potential Municipal Securities Transaction for  
Encore Education Corporation**

Dear Mr. Gabler and Dr. Bow:

Encore Education Corporation (“Obligor”) and Stifel, Nicolaus & Company, Incorporated (“Stifel”) are entering into this letter to confirm that they are engaged in discussions related to a potential issue of (or series of issuances of) municipal securities related to a revenue anticipation note or similar cash flow financing (the “Issue”) and to formalize Stifel’s role as underwriter with respect to the Issue.

***Engagement as Underwriter***

Obligor is aware of the “Municipal Advisor Rule” of the Securities and Exchange Commission and the underwriter exclusion from the definition of “municipal advisor” for a firm serving as an underwriter for a particular issuance of municipal securities. Obligor hereby designates Stifel as an underwriter for the Issue. Obligor expects that Stifel will provide advice to Obligor on the structure, timing, terms and other matters concerning the Issue.

***Limitation of Engagement***

It is Obligor’s intent that Stifel serve as an underwriter for the Issue, subject to satisfying applicable procurement laws or policies of the conduit issuer of the securities (“Issuer”), formal approval by the governing body of the Issuer, finalizing the structure of the Issue and executing a bond purchase agreement. While Obligor presently engages Stifel as the underwriter for the Issue, this engagement letter is preliminary, nonbinding and may be terminated at any time by Obligor, without penalty or liability for any costs incurred by Stifel. Furthermore, this engagement letter does not restrict Obligor from selecting an underwriter for the Issue other than Stifel or selecting an underwriting syndicate that does not include Stifel.

***Confidentiality***

Under the SEC’s “Municipal Advisor Rule,” Obligor might be classified as an “Obligated Person” if bonds are issued through a municipal conduit issuer. It is very important that Obligor keep this information confidential until Obligor executes this Engagement Letter with Stifel and our role is confirmed with the Issuer.

### ***Disclosures Required by MSRB Rule G-17 Concerning the Role of the Underwriter***

The Obligor confirms and acknowledges the following disclosures, as required to be delivered to issuers by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 as set forth in MSRB Notice 2019-20 (Nov. 8, 2019)<sup>1</sup>:

The following G-17 conflict of interest disclosures are broken down into three types, including: 1) dealer-specific conflicts of interest disclosures (if applicable); 2) transaction-specific disclosures (if applicable); and 3) standard disclosures.

#### **1. Dealer-Specific Conflicts of Interest Disclosures**

Stifel has not identified any actual or potential<sup>2</sup> material conflicts of interest.

#### **2. Transaction-Specific Disclosures: Disclosures Concerning Complex Municipal Securities Financing:**

- o Since we have not recommended a “complex municipal securities financing” to the Issuer or Obligor, additional disclosures regarding the financing structure for the Bonds are not required under MSRB Rule G-17.

#### **3. Standard Disclosures**

##### **A. Disclosures Concerning the Underwriter’s Role:**

- o MSRB Rule G-17 requires the Underwriter to deal fairly at all times with all parties, including issuers, obligated persons, and investors.
- o The Underwriter’s primary role in this transaction is to facilitate the sale and purchase of securities between the issuer and one or more investors for which it will receive compensation in an arm’s-length commercial transaction with the Issuer. The Underwriter has financial and other interests that differ from those of the Obligor and the Issuer.
- o Unlike a municipal advisor, the Underwriter does not have a fiduciary duty to the Issuer or to you under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer or you without regard to our own financial or other interests.
- o The Issuer or you may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer’s or your interest in this transaction.
- o Under the federal securities laws, neither a municipal advisor, nor an underwriter has a fiduciary duty to Obligor.

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<sup>1</sup> Revised Interpretive Notice Concerning the Application of MSRB Rule G-17 to Underwriters of Municipal Securities (effective Mar. 31, 2021).

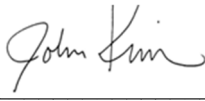
<sup>2</sup> When we refer to *potential* material conflicts throughout this letter, we refer to ones that are reasonably likely to mature into *actual* material conflicts during the course of the transaction, which is the standard required by MSRB Rule G-17.

- o The Underwriter has a duty to use its commercially reasonable efforts to arrange the purchase of securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to arrange the sale of securities to investors at prices that are fair and reasonable.
- o The Underwriter will review the official statement for the securities, if any, in accordance with, and a part of, its respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.<sup>3</sup>

B. Disclosures Concerning the Underwriter’s Compensation:

- o The Underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriters may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Sincerely,


By: 

Name: John Kim

Title: Managing Director, Stifel

Obligor accepts and acknowledges the foregoing.

Accepted and Executed:

By:  Robert Gabler (Feb 25, 2022 17:56 PST)

Name: Robert Gabler

Title: President, Board of Directors

Date: Feb 25, 2022

By:  Sabrina Bow (Feb 25, 2022 18:18 PST)

Name: Sabrina Bow

Title: Interim CEO/Executive Director

Date: Feb 25, 2022

<sup>3</sup> Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the underwriters is solely for purposes of satisfying the underwriters’ obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.









# Encore Stifel Engagement Letter (2-25-22)

Final Audit Report

2022-02-26

Created:	2022-02-26
By:	Sabrina Bow (sbow@encorehighschool.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAATWBzTvypAMzRHMd_dGaEyglDn3NZLzx1

## "Encore Stifel Engagement Letter (2-25-22)" History

-  Document created by Sabrina Bow (sbow@encorehighschool.com)  
2022-02-26 - 1:41:47 AM GMT
-  Document emailed to Robert Gabler (rgabler@encoreedcorp.com) for signature  
2022-02-26 - 1:43:07 AM GMT
-  Email viewed by Robert Gabler (rgabler@encoreedcorp.com)  
2022-02-26 - 1:47:08 AM GMT
-  Document e-signed by Robert Gabler (rgabler@encoreedcorp.com)  
Signature Date: 2022-02-26 - 1:56:38 AM GMT - Time Source: server
-  Document emailed to Sabrina Bow (sbow@encorehighschool.com) for signature  
2022-02-26 - 1:56:39 AM GMT
-  Email viewed by Sabrina Bow (sbow@encorehighschool.com)  
2022-02-26 - 2:18:12 AM GMT
-  Document e-signed by Sabrina Bow (sbow@encorehighschool.com)  
Signature Date: 2022-02-26 - 2:18:41 AM GMT - Time Source: server
-  Agreement completed.  
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# Cover Sheet

## January 2022 Financial Statements

<b>Section:</b>	VI. Finance
<b>Item:</b>	B. January 2022 Financial Statements
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Encore Financials Jan 2022_Dist.pdf



# Encore High School for the Arts

**DMS Monthly Update**  
Actuals through: **January 31, 2022**



**Encore High School  
Statement of Revenues & Expenditures  
As of January 31, 2022**

Encore Budget vs Actuals	1st Interim Budget	Actuals 1/31/2022	% of Budget
<b>ADA</b>			
<b>Revenues</b>			
LCFF State Revenue	7,115,528	4,564,395	64%
Federal Revenues	1,805,349	986,753	55%
Other State Revenues	1,519,164	535,141	35%
Local Revenue	2,007,500	2,137,769	106%
<b>TTL Revenues</b>	<b>12,447,541</b>	<b>8,224,058</b>	<b>66%</b>
<b>Expenditures</b>			
Certificated Salaries	2,840,086	1,448,427	51%
Classified Salaries	2,321,369	1,127,836	49%
Benefits	2,019,436	994,212	49%
Books & Supplies	751,150	764,557	102%
Services & Operations	4,366,314	2,496,796	57%
Capital Outlay	204,240	-	0%
Other Outgo	52,147	1,105	2%
<b>Total Expenditures</b>	<b>12,554,743</b>	<b>6,832,933</b>	<b>54%</b>
<b>Operating Income/(Loss)</b>	<b>(107,202)</b>	<b>1,391,125</b>	



**Encore High School  
Balance Sheet  
As of January 31, 2022**

Balance Sheet	Description	Actuals 1/31/2022
<b>ASSETS</b>		
Cash & Equivalents		
	County Cash	-
	Cash in Bank	449,150
Total Cash & Equivalents		449,150
Current Assets		
	A/R	215,327
	Ppd Exp	25,000
Total Current Assets		240,327
Fixed Assets		
	Buildings	132,324
	Accum Depr-Buildings	(7,444)
	Equipment	2,309,825
	Accum Depr-Equipment	(1,371,846)
	WIP	22,315
	Lease Adj	1,253,863
Total Fixed Assets		2,339,037
<b>Total ASSETS</b>		<b>\$3,028,513</b>
<b>LIABILITIES</b>		
Current Liabilities		
	AP System	366,398
	Payroll Liabilities	(16,682)
	Use Tax Pybl	606
	Prior Yr A/P	-
	Due to Grantor Gov't	626,749
	Other Current Liabilities	-
Total Current Liabilities		977,071
Long Term Liabilities		
	CAM Funding	0
	LaFear Settle	62,500
	Capital Leases	4,209
Total Long Term Liabilities		66,710
<b>TOTAL LIABILITIES</b>		<b>\$1,043,781</b>

**Encore High School  
Balance Sheet  
As of January 31, 2022**

Balance Sheet	Description	Actuals 1/31/2022
---------------	-------------	-------------------

**Calculated Fund Balance/Net Assets**

Beginning Fund Balance	593,608
Operating Income/Loss	1,391,125
<b>Net Assets</b>	<b>1,984,733</b>
<b>Liabilities + Net Assets</b>	<b>\$3,028,513</b>

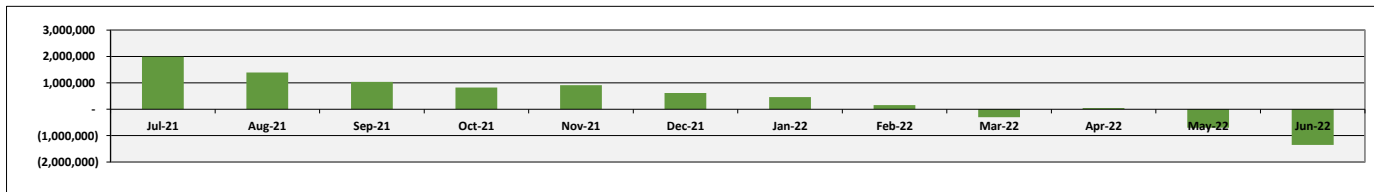
*Proof=Zero*

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**Encore Jr./Sr. High School for the Performing & Visual Arts  
2021-22 1st Interim Budget Budget  
2021-22 Projected Monthly Cash Flow Statement**

Description	2021-22 1st	2021-22 Projected Monthly Cash Flow Statement												Total For Year	Notes	
	Interim Budget Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Forecast	February Forecast	March Forecast	April Forecast	May Forecast	June Forecast			Accruals
<b>BEGINNING CASH</b>		1,426,659	1,991,223	1,396,491	1,038,721	826,390	912,481	613,250	457,569	154,328	(302,252)	48,573	(702,382)	(1,347,837)	1,426,659	
<b>CASH INFLOWS</b>																
<b>REVENUES</b>																
LCFF State Aid	4,815,336	-	343,371	343,371	618,068	618,068	618,068	618,068	618,068	72,412	72,412	72,412	72,412	72,412	4,139,140	
Education Protection Account	1,885,622	-	-	-	609,490	-	-	609,489	-	-	690,753	-	-	638,264	2,547,996	
Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
In-Lieu-Of Property Taxes	254,101	-	-	-	-	13,822	172,580	-	-	12,199	-	-	-	48,798	247,399	
Federal Revenues	1,805,349	23,417	127,144	-	98,755	32,436	47,321	657,680	114,814	21,275	489,275	-	146,275	46,957	1,805,349	
Other State Revenues	1,519,164	-	-	-	(10,595)	86,464	33,991	425,282	-	347,410	75,690	1,468	96,521	297,159	1,353,389	
Other Local Revenues	2,007,500	-	3,405	8,601	188	2,033,551	86,126	5,898	5,898	5,898	5,898	5,898	-	-	2,161,361	
<b>TTL CASH INFLOWS</b>	<b>12,287,072</b>	<b>23,417</b>	<b>473,920</b>	<b>351,972</b>	<b>1,315,906</b>	<b>2,784,341</b>	<b>958,085</b>	<b>2,316,417</b>	<b>738,780</b>	<b>459,193</b>	<b>1,334,028</b>	<b>79,778</b>	<b>315,207</b>	<b>1,103,589</b>	<b>12,254,634</b>	
<b>EXPENDITURES</b>																
All Certificated Salaries	2,840,086	42,528	80,334	190,035	296,034	296,338	275,648	267,510	278,332	244,920	244,920	244,920	244,920	120,557	2,826,996	
All Classified Salaries	2,321,369	70,635	153,832	177,097	188,478	189,614	182,857	165,323	165,323	136,849	136,849	136,849	136,849	68,425	1,908,982	
All Benefits	2,019,436	54,239	111,024	141,330	175,383	173,140	170,969	168,127	168,127	162,007	160,737	159,466	158,196	83,235	1,885,979	
All Materials & Supplies	751,150	465,241	96,032	93,116	39,023	36,149	20,289	14,708	6,111	6,111	6,111	6,111	6,111	-	795,110	
All Services and Operations	4,366,314	194,964	409,823	363,683	492,428	288,475	418,034	325,180	366,671	230,975	362,175	210,975	342,175	5,028	4,010,584	
All Capital Outlay/Depreciation	204,240	-	-	-	-	-	-	-	-	-	-	-	-	204,240	204,240	
All Other Outgo	52,147	1,105	-	-	-	-	-	-	-	-	-	-	-	51,042	52,147	
<b>TTL CASH OUTFLOWS</b>	<b>12,554,743</b>	<b>828,712</b>	<b>851,044</b>	<b>965,261</b>	<b>1,191,347</b>	<b>983,716</b>	<b>1,067,796</b>	<b>940,848</b>	<b>984,564</b>	<b>780,861</b>	<b>910,791</b>	<b>758,321</b>	<b>888,250</b>	<b>532,528</b>	<b>11,684,038</b>	
<b>NET REVENUES</b>	<b>(267,671)</b>														<b>570,595</b>	
Accounts Receivable (net change)	4,757,489	2,222,835	849,576	919,939	430,947	16,784	-	108,623	-	-	-	-	-	-	208,785	
Accounts Payable (net change)	(671,554)	(122,186)	(309,423)	119,272	(225,126)	186,639	(22,564)	64,584	(100,000)	(100,000)	(72,412)	(72,412)	(72,412)	(72,412)	(262,750)	
Due to Grantor Gov't	(1,160,641)	-	(58,032)	(58,032)	(104,457)	(104,457)	(104,457)	(104,457)	(104,457)	(72,412)	(72,412)	(72,412)	(72,412)	(72,412)	(232,644)	
Fixed Asset Acquisitions	-	(55,500)	(67,774)	(84,583)	(24,890)	(213,500)	-	-	-	-	-	-	-	-	446,246	
Fixed Asset Sale (Vans)	-	-	-	-	-	-	-	-	47,000	-	-	-	-	-	(47,000)	
CAM Financing	-	-	400,000	400,000	400,000	800,000	400,000	400,000	-	-	-	-	-	-	(2,400,000)	
CAM Repayments	(3,362,582)	(679,499)	(1,031,955)	(978,577)	(672,550)	(400,000)	(400,000)	(1,600,000)	-	-	-	-	-	-	2,400,000	
Repair and Maint. Fund Reimb.	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	(100,000)	
PPP Loan	(2,000,000)	-	-	-	-	(2,000,000)	-	-	-	-	-	-	-	-	-	
LaFear Settlement	(187,500)	-	-	(62,500)	-	-	(62,500)	-	-	(62,500)	-	-	-	-	-	
Deferred Revenue	(140,814)	-	-	-	(140,814)	-	-	-	-	-	-	-	-	-	-	
Capital Leases	(4,209)	4,209	-	-	-	-	-	-	-	-	-	-	-	-	(8,419)	
<b>NET INFLOWS/OUTFLOWS</b>	<b>1,369,859</b>	<b>(217,608)</b>	<b>255,519</b>	<b>(336,889)</b>	<b>(1,714,534)</b>	<b>(189,521)</b>	<b>(1,531,250)</b>	<b>(57,457)</b>	<b>(134,912)</b>	<b>(72,412)</b>	<b>(72,412)</b>	<b>(72,412)</b>	<b>(72,412)</b>	<b>(72,412)</b>	<b>4,218</b>	
<b>ENDING CASH BALANCE</b>	<b>1,991,223</b>	<b>1,396,491</b>	<b>1,038,721</b>	<b>826,390</b>	<b>912,481</b>	<b>613,250</b>	<b>457,569</b>	<b>154,328</b>	<b>(302,252)</b>	<b>48,573</b>	<b>(702,382)</b>	<b>(1,347,837)</b>				

Days Cash On Hand	59	41	31	24	27	18	14	5	(9)	1	(21)	(40)
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# Cover Sheet

## LCAP Supplemental Report

<b>Section:</b>	VI. Finance
<b>Item:</b>	C. LCAP Supplemental Report
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	LCAP SUPPLEMENT FEBRUARY 28, 2022 SLIDE DECK.pptx ENCORE LCAP Supplement February 2022.pdf

## Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Encore Education Corporation	Dr. Sabrina Bow, Interim Executive Director	<a href="mailto:sbow@encorehighschool.com">sbow@encorehighschool.com</a> 760-956-3800

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts.

A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021–22 Local Control and Accountability Plan (LCAP).

Encore seeks to foster meaningful engagement with educational partners (parents/families, students, governing board, staff) These efforts will be coordinated through the Local Control and Accountability Plan (LCAP) development process. Encore plans to engage with our educational partners on the use of additional funds provided through the Budget Act of 2021 that were not included in the 2021-22 LCAP during our March and April regular board meetings and upcoming Spring family survey.

A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

Encore did not receive any additional funds through the Budget Act of 2021 that were not included in the 2021-22 LCAP.

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

The following links indicate how and when Encore engaged its education partners in the use of funds received to support recovery for the COVID- 19 Pandemic.

- Local Control and Accountability Plan <https://www.encorehighschool.com/basic-01>

A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.

**Encore** is successfully implementing efforts to maintain the health and safety of students, educators, and other staff and ensure the continuity of services as required by the federal American Rescue Plan. As a result of this work and evidence of our success, ..... One challenge has been to keep students engaged and connected. Implementation of socio-emotional learning programs such as Rock My Campus—for teachers/staff, administrators, and students has provided all participants with coping skills and tools.

A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.

Encore is using the fiscal resources received for the 2021-22 school year with a specific focus on ensuring the academic and social emotional recovery of our students after spending a year or more in a distance learning format. The LCAP prioritizes providing high-quality, standards-aligned instruction with specific supports for our highest need students. Based on our annual update reflections, the plan addresses learning loss through implementation of assessments and a multi-tiered system of academic supports. The ESSR III expenditure plan provides additional supports to address learning loss for students that supplement the related LCAP actions. Ensuring our students return to in-person instruction in the safest manner possible, while addressing their social emotional needs is also prioritized in the LCAP this year. The ESSR III expenditure plan supplements the actions previously outlined in the LCAP actions regarding Campus Health and Safety.

## Instructions for the Supplement to the Annual Update for the 2021–22 Local Control and Accountability Plan Year

*For additional questions or technical assistance related to the completion of the Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan (LCAP), please contact the local county office of education (COE), or the California Department of Education’s (CDE’s) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

### Introduction

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

When reporting available mid-year outcome, expenditure, and implementation data, LEAs have flexibility to provide this information as best suits the local context, provided that it is succinct and contains a level of detail that is meaningful and accessible for the LEA’s educational partners.

The 2021–22 Supplement is considered part of the 2022–23 LCAP for the purposes of adoption, review, and approval, and must be included with the LCAP as follows:

- The 2022–23 Budget Overview for Parents
- The 2021–22 Supplement
- The 2022–23 LCAP
- The Action Tables for the 2022–23 LCAP
- The Instructions for the LCAP Template

As such, the 2021–22 Supplement will be submitted for review and approval as part of the LEA’s 2022–23 LCAP.

## Instructions

Respond to the following prompts, as required. In responding to these prompts, LEAs must, to the greatest extent practicable, provide succinct responses that contain a level of detail that will be meaningful and accessible for the LEA's educational partners and the broader public and must, to the greatest extent practicable, use language that is understandable and accessible to parents.

In responding to these prompts, the LEA has flexibility to reference information provided in other planning documents. An LEA that chooses to reference information provided in other planning documents must identify the plan(s) being referenced, where the plan(s) are located (such as a link to a web page), and where in the plan the information being referenced may be found.

**Prompt 1:** *“A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021–22 Local Control and Accountability Plan (LCAP).”*

In general, LEAs have flexibility in deciding what funds are included in the LCAP and to what extent those funds are included. If the LEA received funding through the Budget Act of 2021 that it would have typically included within its LCAP, identify the funds provided in the Budget Act of 2021 that were not included in the LCAP and provide a description of how the LEA has engaged its educational partners on the use of funds. If an LEA included the applicable funds in its adopted 2021–22 LCAP, provide this explanation.

**Prompt 2:** *“A description of how LEA used, or plans to use, the concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.”*

If LEA does not receive a concentration grant or the concentration grant add-on, provide this explanation.

Describe how the LEA is using, or plans to use, the concentration grant add-on funds received consistent with California *Education Code* Section 42238.02, as amended, to increase the number of certificated staff, classified staff, or both, including custodial staff, who provide direct services to students on school campuses with greater than 55 percent unduplicated pupil enrollment, as compared to schools with an enrollment of unduplicated students that is equal to or less than 55 percent.

In the event that the additional concentration grant add-on is not sufficient to increase the number of staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, describe how the LEA is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

**Prompt 3:** *“A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.”*



If the LEA did not receive one-time federal funding to support recovery from the COVID-19 pandemic and the impacts of distance learning on students, provide this explanation.

Describe how and when the LEA engaged its educational partners on the use of one-time federal funds it received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on students. See the COVID-19 Relief Funding Summary Sheet web page (<https://www.cde.ca.gov/fq/cr/relieffunds.asp>) for a listing of COVID-19 relief funding and the Federal Stimulus Funding web page (<https://www.cde.ca.gov/fq/cr/>) for additional information on these funds. The LEA is not required to describe engagement that has taken place related to state funds.

**Prompt 4:** “A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.”

If an LEA does not receive ESSER III funding, provide this explanation.

Describe the LEA’s implementation of its efforts to maintain the health and safety of students, educators, and other staff and ensure the continuity of services, as required by the federal American Rescue Plan Act of 2021, and its implementation of the federal Elementary and Secondary School Emergency Relief (ESSER) expenditure plan to date, including successes and challenges.

**Prompt 5:** “A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.”

Summarize how the LEA is using its fiscal resources received for the 2021–22 school year to implement the requirements of applicable plans in a manner that is aligned with the LEA’s 2021–22 LCAP. For purposes of responding to this prompt, “applicable plans” include the Safe Return to In-Person Instruction and Continuity of Services Plan and the ESSER III Expenditure Plan.

California Department of Education  
November 2021

# ENCORE



**Junior & Senior High School for the Arts**

LCAP Supplement Report 2021-22

Presented to Encore Board of Directors

February 28, 2022

# Implementation Status of Actions

2021-22 LCAP Goal #	2021-22 LCAP Action #	2021-22 Action/Service Title	Status
1	1.1	HVAC Improvements	3
1	1.2	School Gym / Big Top Structure Improvements	3
1	1.3	Replacement of outdoor furniture and storage	3
1	1.4	Replacement Furniture in the Restaurant / Theater	3
2	2.1	Math curriculum adoption (Edgenuity)	3
2	2.2	English curriculum adoption (Edgenuity)	3
2	2.3	Junior High Instructional Aides	3
2	2.4	Hiring qualified teachers	3
3	3.1	Parent Incentives	1
3	3.2	Aeries Automation Upgrade	2
3	3.3	Addition of Counseling Interns	3
3	3.4	Assistant Dean of Students	3
3	3.5	Realignment of attendance procedures	3
4	4.1	NWEA Benchmark Implementation	3
4	4.2	PSAT annual testing	3
4	4.3	Academic Director	3
4	4.4	Hiring 2 Instructional Aides	3
4	4.5	Credentialed Teachers	3
4	4.6	Student Incentives	3
4	4.7	Teacher Incentives	3
5	5.1	Counselors / Counselor Interns	3
5	5.2	Enrollment Advertising	2
5	5.3	Distance Learning Support	1
5	5.4	Highly Qualified Teachers: Instruction Time and Professional Training	3

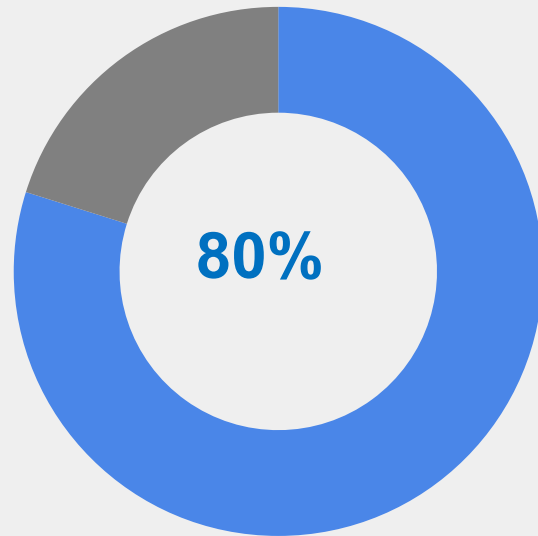
3	<b>Complete</b>
2	<b>In Progress</b>
1	<b>Not Started</b>

# Summary of Expenditures by Goal Through December 2021

LCAP Goal #	Total 2021-22 LCAP Planned Expenditures (A)	Total LCAP Mid-Year Actual Expenditures (YTD July - Dec/Jan) (B)	% of Mid-Year Expenditures to Planned (Budgeted) Expenditures (B) / (A)	% Planned Expenditures Remaining
1	\$575,000	\$459,126	80%	20%
2	\$3,509,868	\$1,268,978	36%	64%
3	\$410,000	\$225,791	55%	45%
4	\$506,557	\$212,673	42%	58%
5	\$945,362	\$412,392	44%	56%

# Percentage spent against budget as of December 2021

## 2021-22 LCAP Goal 1

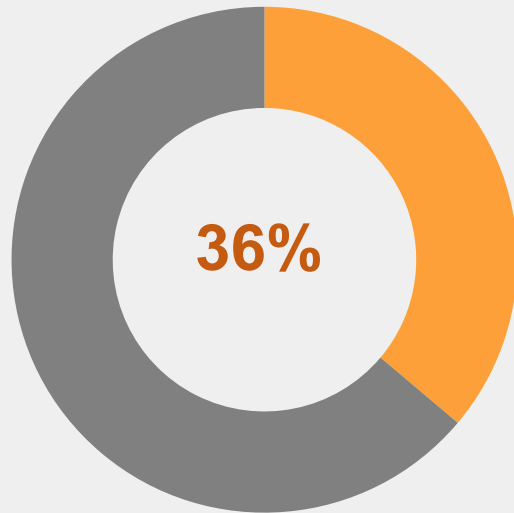


Goal 1 Total Budgeted Expenditures = \$1,610,000

2021-22 Action/Service
HVAC Improvements
School Gym / Big Top Structure Improvements
Replacement of outdoor furniture and storage
Replacement Furniture in the Restaurant / Theater

# Percentage spent against budget as of December 2021

## 2021-22 LCAP Goal 2



Goal 2 Total Budgeted Expenditures = \$1,070,00

## 2021-22 Action/Service

Math curriculum adoption (Edgenuity)

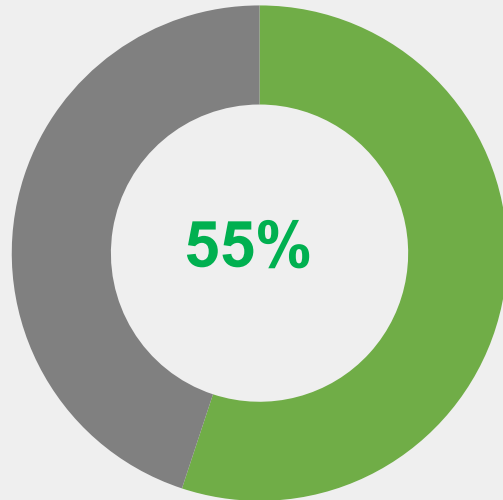
English curriculum adoption (Edgenuity)

Junior High Instructional Aides

Hiring qualified teachers

# Percentage spent against budget as of December 2021

## 2021-22 LCAP Goal 3



Goal 3 Total Budgeted Expenditures = \$952,000

## 2021-22 Action/Service

Parent Incentives

Aeries Automation Upgrade

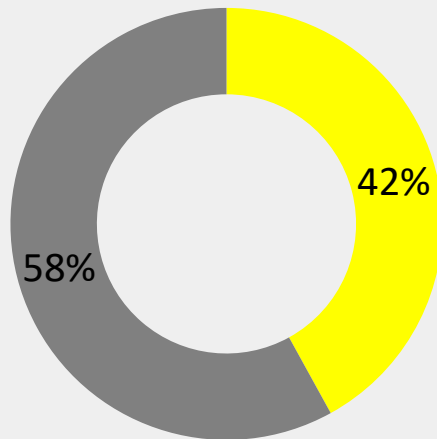
Addition of Counseling Interns

Assistant Dean of Students

Realignment of attendance procedures

# Percentage spent against budget as of December 2021

## 2021-22 LCAP Goal 4



Goal 4 Total Budgeted Expenditures = \$552,000

## 2021-22 Action/Service

- NWEA Benchmark Implementation
- PSAT annual testing
- Academic Director
- Hiring 2 Instructional Aides



# Percentage spent against budget as of December 2021

## 2021-22 LCAP Goal 5



Goal 5 Total Budgeted Expenditures = \$402,000

## 2021-22 Action/Service

Counselors / Counselor Interns

Enrollment Advertising

Distance Learning Support (corrected to Independent Study)

Highly Qualified Teachers: Instruction Time and Professional Training

# Contributing Expenditures Summary

## Encore

### 2021-22 LCAP Mid-Year Contributing Expenditures Summary

For the Period July 1, 2021 - October 31, 2021

Contributing Action (Y/N)	Total 2021-22 LCAP Planned Expenditures (A)	Total 2021-22 LCAP Mid-Year Actual Expenditures (YTD July - Dec/Jan) (B)	% of Mid-Year Expenditures to Planned (Budgeted) Expenditures (B) / (A)	% Planned Expenditures Remaining
N	\$4,924,868	\$2,084,535	42%	58%
Y	\$1,021,919	\$494,424	48%	52%
<b>Grand Total</b>	<b>5,946,787</b>	<b>2,578,959</b>		

### 2021-22 LCAP Contributing Expenditures for Increased or Improved Services

