



Encore JR/SR High School

Regular Encore Board of Directors Meeting - July 25, 2022

Published on July 22, 2022 at 3:15 PM PDT

Date and Time

Monday July 25, 2022 at 6:30 PM PDT

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=Mit3elRMOVhzYjM4K1d2SStPeEZiQT09>

Meeting ID: 587 149 4303

Passcode: 936591

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Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Chandale Sutton	
B. Record Attendance		Chandale Sutton	1 m
C. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency	Vote	Chandale Sutton	1 m
Board findings pursuant to Government Code Section 54953(e)			
<p>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.</p>			
D. Public Comment		Chandale Sutton	1 m
<p>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.</p>			
II. Consent Items			6:33 PM
<p>It is recommended that the board considers approving a number of agenda items as a 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.</p>			
A. Board Meeting Minutes	Approve Minutes	Sabrina Bow	2 m
Minutes corresponding to the following meetings of the Encore Education Corporation Board of Directors:			
<ul style="list-style-type: none"> • June 20, 2022 Regular Board Meeting • June 27, 2022 Regular Board Meeting • June 29, 2022 Special Board Meeting 			
B. Payment Reports	Vote	Sabrina Bow	1 m
<ol style="list-style-type: none"> 1. STRS payment report, PERS payment report, 403B payment report 2. June 2022 Warrant Report Detail 			

	Purpose	Presenter	Time
3. June 2022 Warrant Report Summary			
III. Governance			6:36 PM
A. Appointment of Board Members	Vote	Jerry Simmons	3 m
<p>The Nominating Committee recommends appointment of Randi Hunt and Ian Rapier to the Encore Education Corporation Board of Directors effective July 25, 2022. These board members shall serve the balance of a two year term ending June 30, 2024.</p>			
B. Appointment of Board Officers	Vote	Jerry Simmons	3 m
<p>The Board shall appoint a Chair, Secretary, and Treasurer for a term effective July 25, 2022 and ending June 30, 2024. The Board may appoint a Vice Chair at its discretion.</p>			
IV. Operations			6:42 PM
A. EPIC Insurance Broker Presentation	FYI	Jonathan Wheat	5 m
B. 2022-2023 Teacher and Staff Work Calendars	Vote	Sabrina Bow	2 m
<ul style="list-style-type: none"> • 2022-23 work calendar for teachers and other instructional staff • 2022-23 work calendar for staff and administrators (amended) 			
V. Curriculum and Instruction			6:49 PM
A. Pretzel Workforce Development Contract	Vote	Sabrina Bow	5 m
VI. Budget and Finance			6:54 PM
A. Mileage reimbursement to the CEO/Executive Director	Vote	Sabrina Bow	1 m
<p>Per the School's Fiscal Policies, mileage and expense reimbursements to the CEO/Executive Director shall be approved by the Encore Board of Directors.</p>			
VII. Adjourn to Closed Session			6:55 PM
<p>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.</p>			
A. Conference with Legal Counsel. Anticipated Litigation			
<p>Significant exposure to litigation pursuant to Section 54956.9(d)(2): Two (2) Cases</p>			
A. Reconvene from closed session	Discuss	Chandale Sutton	2 m

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

VIII. Closing Items

6:57 PM

A. Adjourn Meeting	Vote	Chandale Sutton	2 m
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Coversheet

Board Meeting Minutes

Section: II. Consent Items
Item: A. Board Meeting Minutes
Purpose: Approve Minutes
Submitted by: Sabrina Bow
Related Material: 2022_06_20_board_meeting_minutes DRAFT.pdf
2022_06_27_board_meeting_minutes DRAFT.pdf
2022_06_29_board_meeting_minutes DRAFT.pdf

BACKGROUND:

Minutes corresponding to the following meetings of the Encore Education Corporation Board of Directors:

- June 20, 2022 Regular Board Meeting
- June 27, 2022 Regular Board Meeting
- June 29, 2022 Special Board Meeting

RECOMMENDATION:

Encore staff recommends approval of these minutes.

DRAFT



Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - June 2022

Date and Time

Monday June 20, 2022 at 6:30 PM

Location

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Directors Present

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

Directors Absent

None

Guests Present

A. Barkdull (remote), J. Barkdull (remote), J. Simmons (remote), R. McCollum (remote), S. Adriaan (remote), S. Bow (remote)

I. Opening Items

A. Call the Meeting to Order

C. Sutton called a meeting of the board of directors of Encore JR/SR High School to order on Monday Jun 20, 2022 at 6:46 PM.

B. Record Attendance

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

R. Gabler made a motion to Approve the board findings related to teleconference meetings during a state of emergency.

K. Staley seconded the motion.

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

Roll Call

R. Gabler Aye

K. Staley Aye

C. Sutton Aye

D. Public Comment

No members of the public submitted comment.

II. Consent Items

A. Board Meeting Minutes

Motion to approve the minutes from Regular Encore Board of Directors Meeting - May 2022 on 05-23-22.

Tabled to next meeting.

The motion did not carry.

B. Payment Reports

C. Sutton made a motion to approve the payments reports.

K. Staley seconded the motion.

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

Roll Call

K. Staley Aye

R. Gabler Aye

C. Sutton Aye

III. Budget and Finance

A.

April 2022 Financial Reports

C. Sutton made a motion to approve the April 2022 financial reports.
K. Staley seconded the motion.
Paul Khoury of DMS presented the April 2022 financial reports.
The board **VOTED** to approve the motion.

Roll Call

K. Staley Aye
C. Sutton Aye
R. Gabler Aye

B. May 2022 Financial Report

Motion to approve the May 2022 financial reports.
Paul Khoury of DMS presented the May 2022 financial reports, citing ending the month with 30 days cash on hand due to the bond financing received during the month.
The board **VOTED** to approve the motion.

Roll Call

K. Staley Aye
C. Sutton Aye
R. Gabler Aye

C. Ratification of 2022-2023 DMS Contract

C. Sutton made a motion to approve the 2022-23.
K. Staley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Staley Aye
R. Gabler Aye
C. Sutton Aye

D. Public Hearing of the Proposed 2022-2023 Adopted Budget

R. Gabler made a motion to open the public hearing for the 2022-23 adopted budget.
C. Sutton seconded the motion.
Public hearing opened at 7:04 p.m.; closed at 7:05 p.m. No members of the public provided comment.
The board **VOTED** to approve the motion.

Roll Call

K. Staley Aye
R. Gabler Aye
C. Sutton Aye

E. Presentation of the 2022-23 Proposed Budget

Paul Khoury of DMS and Dr. Sabrina Bow provided a budget presentation, highlighting a conservative approach to revenue and 12% of budget coming from one-time funds (ESSER III and State Discretionary Block Grant).

F. Public Hearing of the 2022-23 Proposed Local Control and Accountability Plan (LCAP)

C. Sutton made a motion to open the public hearing for the 2022-23 proposed LCAP.

K. Staley seconded the motion.

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

Roll Call

K. Staley Aye

R. Gabler Aye

C. Sutton Aye

G. Presentation of the 2022-23 Proposed Local Control and Accountability Plan (LCAP)

H. Expense Reimbursement to CEO/Executive Director

R. Gabler made a motion to approve the submitted expense reimbursement of \$6,938.98 to CEO/Executive Director Sabrina Bow.

C. Sutton seconded the motion.

Ashlin Barkdull and Kelsey Funkhouser provided the context around the planned 8th grade trip to Six Flags Magic Mountain and the payment terms. Mrs. Barkdull and Mrs. Funkhouser provided assurances around the implementation of internal controls going forward.

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

Roll Call

C. Sutton Aye

R. Gabler Aye

K. Staley Aye

IV. Staff Reports

A. Staff Liaison Report

No report this meeting.

B. Executive Director Report

No additional report this meeting.

C. Principal Report

V. Governance

A. 2022-2023 Staff Calendars

This item tabled until June 27, 2022 board meeting.

B. Appointment of Officers and Agent for Service of Process

K. Staley made a motion to appoint Paul Minney (YMC) as Agent for Service of Process, Sabrina Bow as President, Elizabeth Contreras as Secretary and Treasurer, and Chandale Sutton as Chairman.

C. Sutton seconded the motion.

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

Roll Call

K. Staley Aye

R. Gabler Aye

Roll Call

C. Sutton Aye

C. Formation of Nominating Committee

R. Gabler made a motion to form a Nominating Committee to appoint new directors to fill existing vacancies and or appoint new members. The Nominating Committee members shall be Chandale Sutton and Sabrina Bow.

K. Staley seconded the motion.

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

Roll Call

K. Staley Aye

C. Sutton Aye

R. Gabler Aye

VI. Operations

A. Student Acceptable Use Policy

K. Staley made a motion to approve the Student Acceptable Use Policy as presented.

C. Sutton seconded the motion.

Executive Manager of IT James Barkdull presented the Student Acceptable Use Policy. E-rate requires that this Policy be publicly presented and board-approved.

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

Roll Call

R. Gabler Aye

K. Staley Aye

C. Sutton Aye

VII. Adjourn to Closed Session

A. Reconvene from closed session

The board reconvened from closed session at 9:10 p.m. Rob Gabler reported no action was taken in closed session.

VIII. Closing Items

A. Adjourn Meeting

R. Gabler made a motion to adjourn the meeting.

K. Staley seconded the motion.

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

Roll Call

C. Sutton Aye

R. Gabler 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 9:11 PM.

Respectfully Submitted,

S. Bow

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DRAFT



Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - June 2022

Date and Time

Monday June 27, 2022 at 6:30 PM

Location

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Directors Present

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

Directors Absent

None

Guests Present

J. Barkdull (remote), J. Thibodeaux (remote), Pablo Artaza, Pretzel Workforce Development (remote), S. Adriaan (remote), S. Bow (remote)

I. Opening Items

A. Call the Meeting to Order

C. Sutton called a meeting of the board of directors of Encore JR/SR High School to order on Monday Jun 27, 2022 at 6:32 PM.

B. Record Attendance

C. Public Comment

No members of the public provided comment.

II. Budget and Finance

A. Approval of the 2022-23 Budget

R. Gabler made a motion to approve the 2022-23 budget as presented.

K. Staley seconded the motion.

Paul Khoury of DMS presented the 2022-23 budget. The budget shows revenue of \$11,024,655; expenditures of \$11,022,777; and a net income of \$1,878. Dr. Bow emphasized that this is a conservative budget and that as any additional revenue would be incorporated into a budget revision for future board consideration and approval.

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

Roll Call

C. Sutton Aye

K. Staley Aye

R. Gabler Aye

B. Approval of the 2022-23 LCAP

C. Mileage Reimbursement to CEO/Executive Director

R. Gabler made a motion to approve the mileage reimbursement for the CEO/Executive Director in the amount of \$.

K. Staley seconded the motion.

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

Roll Call

R. Gabler Aye

C. Sutton Aye

K. Staley Aye

III. Governance

A.

2022-2023 Staff Calendars

R. Gabler made a motion to approve the 2022-23 administrator and staff work calendar with the revision to include the Juneteenth holiday (June 19, 2023).

K. Staley seconded the motion.

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

Roll Call

C. Sutton Aye

K. Staley Aye

R. Gabler Aye

IV. Employment Agreement for Principal

A. Review and Approval of Employment Agreement for Principal

R. Gabler made a motion to approve the Fixed Term Employment Agreement for the Principal, with appropriate clerical edits.

K. Staley seconded the motion.

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

Roll Call

R. Gabler Aye

K. Staley Aye

C. Sutton Aye

B. Oral Report of Executive Compensation Paid to the Principal

V. Adjourn to Closed Session

A. Reconvene from closed session

The Board of Directors adjourned to closed session at 7:44 p.m. and reconvened at 7:54 p.m. Board Chair Chandale Sutton reported that no action was taken in closed session.

VI. Closing Items

A. Adjourn Meeting

R. Gabler made a motion to adjourn the meeting.

K. Staley seconded the motion.

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

Roll Call

K. Staley Aye

R. Gabler 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 7:55 PM.

Respectfully Submitted,

S. Bow

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School for the Arts is available along with this agenda following the posting of the agenda by emailing Sabrina Bow at sbow@encorehighschool.com.

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DRAFT



Encore JR/SR High School

Minutes

Special Meeting: Encore Board of Directors

June 29, 2022

Date and Time

Wednesday June 29, 2022 at 7:00 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

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Directors Present

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

Directors Absent

None

Guests Present

J. Barkdull (remote), Paul Khoury, DMS, S. Adriaan (remote), S. Bow (remote)

I. Opening Items

A. Call the Meeting to Order

C. Sutton called a meeting of the board of directors of Encore JR/SR High School to order on Wednesday Jun 29, 2022 at 7:07 PM.

B. Record Attendance

C. Public Comment

No members of the public provided comment.

II. Budget and Finance

A. Approval of the 2022-23 Local Control Accountability Plan (LCAP)

R. Gabler made a motion to to approve the 2022-23 LCAP.
K. Staley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Gabler Aye
K. Staley Aye
C. Sutton Aye

III. Closing Items

A. Adjourn Meeting

R. Gabler made a motion to adjourn the meeting.
K. Staley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Gabler Aye
K. Staley 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 7:37 PM.

Respectfully Submitted,
S. Bow

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Coversheet

Payment Reports

Section: II. Consent Items
Item: B. Payment Reports
Purpose: Vote
Submitted by: Sabrina Bow
Related Material: ENC 21-22 -Monthly Payroll Retirement Contributions EOY.pdf
ENCORE June 2022 Warrant Report Details.pdf
ENCORE June 2022 Warrant Report Summary.pdf

BACKGROUND:

1. STRS payment report, PERS payment report, 403B payment report
2. June 2022 Warrant Report Detail
3. June 2022 Warrant Report Summary

RECOMMENDATION:

Encore staff recommends approval of these reports.

Hesperia Payroll Month	STRS/PERS Payment Due		PERS Ck		STRS CK		403B Check number	Due Date based on regular rules, not safe harbor			Date Cleared
	Date	Payment Date	Number	Date Cleared	Number	Date Cleared		on regular rules, not safe harbor	Payment Date	Date Cleared	
July	15th of the month	7/23/2021	69736	7/26/2021	69736	7/26/2021	69714	7/13/2021	7/8/2021	7/14/2021	-5
July	31th of the month	8/6/2021	69753	8/10/2021	69753	8/10/2021	69735	7/28/2021	7/23/2021	7/28/2021	-5
Aug-21	15th of the month	8/24/2021	69851	8/27/2021	69851	8/27/2021	69752	8/13/2021	8/6/2021	8/11/2021	-7
Aug-21	31th of the month	9/9/2021	69877	9/10/2021	69877	9/10/2021	69850	8/28/2021	8/24/2021	8/27/2021	-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	2/28/2022	70331	3/1/2022	70331	3/1/2022	70299	2/13/2022	2/7/2022	2/16/2022	-6
Feb-22	31th of the month	3/9/2022	70417	3/10/2022	70417	3/10/2022	70330	2/28/2022	2/28/2022	3/7/2022	0
Mar-22	15th of the month	3/25/2022	70429	4/4/2022	70429	4/4/2022	70416	3/13/2022	3/9/2022	3/15/2022	-4
Mar-22	31th of the month	4/7/2022	70502	4/8/2022	70502	4/8/2022	70428	3/28/2022	3/25/2022	3/29/2022	-3
Apr-22	15th of the month	4/26/2022	70513	5/9/2022	70513	5/9/2022	70501	4/13/2022	4/7/2022	4/12/2022	-6

Apr-22	31th of the month	5/6/2022	70543	5/10/2022	70543	5/10/2022	70512	4/28/2022	4/26/2022	5/2/2022	-2
May-22	15th of the month	5/25/2022	70611	5/31/2022	70611	5/31/2022	70542	5/13/2022	5/6/2022	5/11/2022	-7
May-22	31th of the month	6/7/2022	70655	6/8/2022	70655	6/8/2022	70610	5/28/2022	5/25/2022	6/10/2022	-3
Jun-22	15th of the month	6/28/2022	70773	6/28/2022	70773	6/30/2022	70654	6/13/2022	6/7/2022	6/14/2022	-6
Jun-22	31th of the month	7/8/2022	70788	7/8/2022	70788	7/14/2022	70772	6/29/2022	6/28/2022	7/11/2022	-1

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: June 2022**

Check Number	Check Date	Payee	Reason	Sum of Amount
2261	6/9/2022	Ebmeyer Charter	Onsite Check	\$3,990.00
2261 Total				\$3,990.00
0622-001	6/30/2022	Wells Fargo Bank Service Fee	June 2022 Client Analysis Service Charge	\$569.20
0622-001 Total				\$569.20
0622-002	6/30/2022	UMB Bank	June 2022 Hesperia Rent	\$82,280.30
0622-002 Total				\$82,280.30
0622-003	6/30/2022	Wells Fargo Bank Service Fee	BANKCRD CCDISCOUNT	\$110.32
0622-003 Total				\$110.32
0622-004	6/30/2022	Wells Fargo Bank Service Fee	Online Transfer 8th Grade Field Trip	\$8,000.00
0622-004 Total				\$8,000.00
0622-005	6/30/2022	US Premium Finance	US Premium Online Payment - Policy #205-210922-420004	\$3,054.31
0622-005 Total				\$3,054.31
0622-006	6/30/2022	US Premium Finance	US Premium Online Payment - Policy #205-210824-417855	\$12,721.85
0622-006 Total				\$12,721.85
0622-007	6/30/2022	US Premium Finance	US Premium Online Payment - Policy #205-211209-425555	\$7,977.54
0622-007 Total				\$7,977.54
0622-008	6/30/2022	Emburse	Emburse Payments	\$6,340.12
0622-008 Total				\$6,340.12
0622-009	6/30/2022	Fonality - NetFortis	Fonality monthly payment for phone service	\$1,295.42
0622-009 Total				\$1,295.42
0622-202	6/23/2022	UMB Bank	21-22 Rent True Up - AB602 May 22 Funds applied to the rent	\$25,229.00
0622-202 Total				\$25,229.00
062722	6/27/2022	UMB Bank	21-22 Rent True Up	\$107,537.23
062722 Total				\$107,537.23
70620	6/3/2022	Delta Managed Solutions, Inc.	Accounting Service - March 2022	\$24,716.00
70620 Total				\$24,716.00
70621	6/3/2022	Advance Disposal Co.	September 2021 Trash Disposal Service	\$1,005.90
70621 Total				\$1,005.90
70622	6/3/2022	APEX Rentals	Equipment rent for maintenance & repairs Finance Charge	\$37.12
70622 Total				\$37.12
70623	6/3/2022	AT&T	May 2022 Phone Service	\$249.06
70623 Total				\$249.06
70624	6/3/2022	AT&T	Phone Service	\$50.47
70624 Total				\$50.47
70625	6/3/2022	Car Clinic Inc.	Car Maintenance	\$173.11
70625 Total				\$173.11
70626	6/3/2022	City of Hesperia	Business License: BL-12303 Notice Fees	\$125.00
70626 Total				\$125.00
70627	6/3/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING U	April 2021 Fingerprints	\$113.00
70627 Total				\$113.00
70628	6/3/2022	DMV Renewal	2004 Dodge VIN 56298 LIC 85469D2	\$357.00
70628 Total				\$357.00
70629	6/3/2022	Ebmeyer Charter	21-22 Bus Services - 7	\$20,000.00
70629 Total				\$20,000.00

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

Check Number	Check Date	Payee	Reason	Sum of Amount
70630	6/3/2022	FRESH START MEALS, INC.	December 2021 Meals	\$10,430.76
70630 Total				\$10,430.76
70631	6/3/2022	Frontier	Feb & Mar 2022 Internet Service	\$6.33
70631 Total				\$6.33
70632	6/3/2022	Frontier	April 2022 Internet Service	\$77.50
			Jan & Mar 2022 Internet Service	\$154.61
			May 2022 Internet Service	\$77.50
70632 Total				\$309.61
70633	6/3/2022	Guard Dog Storage of Hesperia LLC	May & June Storage Rent	\$1,007.92
70633 Total				\$1,007.92
70634	6/3/2022	Hesperia Unified School District	Printing	\$206.34
70634 Total				\$206.34
70635	6/3/2022	Joelle Schwarck	Soda & water	\$22.18
70635 Total				\$22.18
70636	6/3/2022	Joseph B. Thibodeaux	4 x 6 Rubber Rigit Caster	\$73.24
70636 Total				\$73.24
70637	6/3/2022	Measure Education Inc.	April 2022 Data Management Services	\$2,025.88
70637 Total				\$2,025.88
70638	6/3/2022	PresenceLearning, Inc.	March 2022 Sped Services	\$8,374.60
70638 Total				\$8,374.60
70639	6/3/2022	Rapid Ouik Courier	Courier service	\$40.00
70639 Total				\$40.00
70640	6/3/2022	Robert Half	Employment agency	\$3,962.14
70640 Total				\$3,962.14
70641	6/3/2022	San Bernardino & Riverside Counties Fire Equipment	Fire Protection and Life Safety Services	\$1,550.59
70641 Total				\$1,550.59
70642	6/3/2022	Southwest Gas Corporation	March 2022 Gas Svc Acct #910000679629	\$300.13
			March 2022 Gas Svc Acct #910000679630	\$728.80
			March 2022 Gas Svc Acct #910000679631	\$471.31
			March 2022 Gas Svc Acct #910000679632	\$697.73
			March 2022 Gas Svc Acct #910000679633	\$642.55
			March 2022 Gas Svc Acct #910000886540	\$923.95
70642 Total				\$3,764.47
70643	6/3/2022	The Stepping Stones Group LLC	GENERAL & SPECIAL EDUCATION TEACHER - WST	\$5,500.00
70643 Total				\$5,500.00
70644	6/3/2022	Terminix International Company	April 2022 Pest Control	\$118.00
			March 2022 Pest Control	\$118.00
70644 Total				\$236.00
70645	6/3/2022	U.S. Awards Inc.	Awards for graduation	\$6,286.45
70645 Total				\$6,286.45
70646	6/3/2022	US Premium Finance	Insurance installment #9	\$12,686.85
70646 Total				\$12,686.85
70647	6/3/2022	US Premium Finance	Insurance instalment #10	\$5,461.23
70647 Total				\$5,461.23

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

Check Number	Check Date	Payee	Reason	Sum of Amount
70648	6/3/2022	US Premium Finance	Insurance installment #6	\$8,365.67
70648 Total				\$8,365.67
70649	6/3/2022	Young, Minney & Corr, LLP	February 2022 Legal Service	\$23,070.00
70649 Total				\$23,070.00
70656	6/8/2022	SYSCO RIVERSIDE , INC.	Student Lunches	\$1,350.04
70656 Total				\$1,350.04
70657	6/15/2022	Ebmeyer Charter	Disneyland Resort Field Trip	\$2,090.00
			Doheny State Beach Field Trip	\$3,256.00
			Dry Town Water Park	\$2,887.50
			Magic Mountain Field Trip	\$3,025.00
70657 Total				\$11,258.50
70661	6/16/2022	IPFS CORPORATION OF CALIFORNIA	10th Installment	\$7,452.02
70661 Total				\$7,452.02
70662	6/21/2022	Ebmeyer Charter	21-22 Bus Services - 7	\$21,514.90
			21-22 Bus Services - 8	\$8,485.10
70662 Total				\$30,000.00
70665	6/22/2022	Sabrina Bow	ECR - Reimb Sabrina Bow	\$6,938.98
70665 Total				\$6,938.98
70666	6/22/2022	Ebmeyer Charter	21-22 Bus Services - 8	\$15,000.00
70666 Total				\$15,000.00
70667	6/23/2022	US Premium Finance	Insurance instalment #11	\$259.34
70667 Total				\$259.34
70770	6/24/2022	AmTrust North America - Cyber Policy	AmTrust COI Installment 1 of 5	\$1,174.50
70770 Total				\$1,174.50
70774	6/29/2022	Ebmeyer Charter	21-22 Bus Services - 8	\$15,000.00
70774 Total				\$15,000.00
70775	6/30/2022	Edgewood Partners Ins. Center	2022 Crime Renewal Policy No. SAAE7289530200	\$2,317.00
70775 Total				\$2,317.00
70781	6/30/2022	IPFS CORPORATION OF CALIFORNIA	062722-Reinstatement	\$7,112.16
70781 Total				\$7,112.16
70782	6/30/2022	PayFlex Systems USA, Inc.	April 2022 Cobra Service Fee	\$150.00
			May 2022 Cobra Service Fee	\$150.00
70782 Total				\$300.00
Grand Total				\$497,474.75

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

Check Number	Check Date	Payee	Sum of Amount
2261	6/9/2022	Ebmeyer Charter	\$3,990.00
0622-001	6/30/2022	Wells Fargo Bank Service Fee	\$569.20
0622-002	6/30/2022	UMB Bank	\$82,280.30
0622-003	6/30/2022	Wells Fargo Bank Service Fee	\$110.32
0622-004	6/30/2022	Wells Fargo Bank Service Fee	\$8,000.00
0622-005	6/30/2022	US Premium Finance	\$3,054.31
0622-006	6/30/2022	US Premium Finance	\$12,721.85
0622-007	6/30/2022	US Premium Finance	\$7,977.54
0622-008	6/30/2022	Emburse	\$6,340.12
0622-009	6/30/2022	Fonality - NetFortis	\$1,295.42
0622-202	6/23/2022	UMB Bank	\$25,229.00
062722	6/27/2022	UMB Bank	\$107,537.23
70620	6/3/2022	Delta Managed Solutions, Inc.	\$24,716.00
70621	6/3/2022	Advance Disposal Co.	\$1,005.90
70622	6/3/2022	APEX Rentals	\$37.12
70623	6/3/2022	AT&T	\$249.06
70624	6/3/2022	AT&T	\$50.47
70625	6/3/2022	Car Clinic Inc.	\$173.11
70626	6/3/2022	City of Hesperia	\$125.00
70627	6/3/2022	DEPARTMENT OF JUSTICE / ACCOUNTING OFFICE / CASHIERING U	\$113.00
70628	6/3/2022	DMV Renewal	\$357.00
70629	6/3/2022	Ebmeyer Charter	\$20,000.00
70630	6/3/2022	FRESH START MEALS, INC.	\$10,430.76
70631	6/3/2022	Frontier	\$6.33
70632	6/3/2022	Frontier	\$309.61
70633	6/3/2022	Guard Dog Storage of Hesperia LLC	\$1,007.92
70634	6/3/2022	Hesperia Unified School District	\$206.34
70635	6/3/2022	Joelle Schwarck	\$22.18
70636	6/3/2022	Joseph B. Thibodeaux	\$73.24
70637	6/3/2022	Measure Education Inc.	\$2,025.88
70638	6/3/2022	PresenceLearning, Inc.	\$8,374.60
70639	6/3/2022	Rapid Ouik Courier	\$40.00
70640	6/3/2022	Robert Half	\$3,962.14
70641	6/3/2022	San Bernardino & Riverside Counties Fire Equipment	\$1,550.59
70642	6/3/2022	Southwest Gas Corporation	\$3,764.47
70643	6/3/2022	The Stepping Stones Group LLC	\$5,500.00
70644	6/3/2022	Terminix International Company	\$236.00
70645	6/3/2022	U.S. Awards Inc.	\$6,286.45
70646	6/3/2022	US Premium Finance	\$12,686.85
70647	6/3/2022	US Premium Finance	\$5,461.23
70648	6/3/2022	US Premium Finance	\$8,365.67
70649	6/3/2022	Young, Minney & Corr, LLP	\$23,070.00
70656	6/8/2022	SYSCO RIVERSIDE , INC.	\$1,350.04
70657	6/15/2022	Ebmeyer Charter	\$11,258.50
70661	6/16/2022	IPFS CORPORATION OF CALIFORNIA	\$7,452.02
70662	6/21/2022	Ebmeyer Charter	\$30,000.00
70665	6/22/2022	Sabrina Bow	\$6,938.98
70666	6/22/2022	Ebmeyer Charter	\$15,000.00
70667	6/23/2022	US Premium Finance	\$259.34
70770	6/24/2022	AmTrust North America - Cyber Policy	\$1,174.50
70774	6/29/2022	Ebmeyer Charter	\$15,000.00
70775	6/30/2022	Edgewood Partners Ins. Center	\$2,317.00
70781	6/30/2022	IPFS CORPORATION OF CALIFORNIA	\$7,112.16
70782	6/30/2022	PayFlex Systems USA, Inc.	\$300.00
Grand Total			\$497,474.75

Coversheet

EPIC Insurance Broker Presentation

Section: IV. Operations
Item: A. EPIC Insurance Broker Presentation
Purpose: FYI
Submitted by:
Related Material: EPIC Board Presentation 7.25.2022.pptx

Encore Education Corporation

2022-2023 Property & Casualty Insurance Program



ENCORE
Junior & Senior High School for the Arts

PRESENTER:

Jonathan Wheat

Principal, Charter School Practice

07.25.2022



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Public Schools

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VISIONS
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CHARTER SCHOOL

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Notable Changes

Notable Changes	
Property	<ul style="list-style-type: none"> • Lowered deductible from 10K All Other Peril, 100K water damage, 100k theft, and 100K vandalism to 5K across the board • Lowered cost by 65% • Reassessed Property value limits to get an additional 2M in building coverage • Provided 2M in business interruption / extra expense coverage
Commercial Umbrella	<ul style="list-style-type: none"> • Consolidated umbrella coverage from 3 excess policies to just one
Student Accident	<ul style="list-style-type: none"> • Provided coverage
Auto Liability	<ul style="list-style-type: none"> • Provided Hired and non-owned coverage
General Liability	<ul style="list-style-type: none"> • Removed exclusions including assault and battery, athletic participants, playground equipment, special event, and medical expense
Cyber Liability Policy	<ul style="list-style-type: none"> • Provided coverage
Alignment	<ul style="list-style-type: none"> • Aligned the effective dates to 7/25 for all lines of business other than cyber liability
Terrorism and Active Assailant	<ul style="list-style-type: none"> • Provided Coverage

Cost Breakout by Line

Cost Breakout by Line

Lines of Business	Cost Estimate	Carrier	Limit		Cost Estimate	Carrier	Limit
Property	88,407.00	Seneca	16,280,000.00		26,660.00	Hanover	20,261,060.00
Generla Liability	29,260.00	Kinsale	1M/2M/2M		25,199.00	Hanover	1M/2M/2M
Auto	29,567.00	National Fire	5M		20,192.00	Hanover	1M
Excess Auto	25,861.00	NationalFire	5M		17,534.00	Hanover	10M
Excess GL #1	19,059.00	Kinsale	5M				
Excess GL #2	16,753.00	Markel	5M x 5M				
Workers Compensation	48,226.00	Amtrust	1M/1M/1M		48,642.00	Amtrust	1M/1M /1M
Crime	1,950.00	Great American	1M		2,047.00	Great American	1M
Travel Accident	N/A				5,106.00	Zurich	various
Cyber Liability	N/A				7,830.00	Amtrust	1M
Terrorism and AA	N/A				13,750.00	XL AXA	\$2.2M / 1M
Total	259,083.00				166,960.00	% Change	-36%



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Coversheet

2022-2023 Teacher and Staff Work Calendars

Section: IV. Operations
Item: B. 2022-2023 Teacher and Staff Work Calendars
Purpose: Vote
Submitted by: Sabrina Bow

Related Material:

ENCORE 22-23 admin staff work calendar (July 25, 2022 board approved) final.pdf
ENCORE 22-23 instructional staff work calendar (July 25, 2022 board approved).pdf

BACKGROUND:

Included in this section is the amended 2022-2023 work calendar for staff.

RECOMMENDATION:

Encore staff recommends approval of this item.

**ENCORE HIGH SCHOOL
2022-23 STAFF AND ADMINISTRATOR WORK CALENDAR**

	M	T	W	TH	F	holidays	office closed	workdays		M	T	W	TH	F	holidays	office closed	workdays	
Jul					1					Jan	2	3	4	5	6			
	4	5	6	7	8						9	10	11	12	13			
	11	12	13	14	15						16	17	18	19	20			
	18	19	20	21	22						23	24	25	26	27			
	25	26	27	28	29	1	5	15			30	31				2	1	19
Aug	1	2	3	4	5					Feb			1	2	3			
	8	9	10	11	12						6	7	8	9	10			
	15	16	17	18	19						13	14	15	16	17			
	22	23	24	25	26						20	21	22	23	24			
	29	30	31			0	0	23			27	28				1	0	19
Sep				1	2					Mar			1	2	3			
	5	6	7	8	9						6	7	8	9	10			
	12	13	14	15	16						13	14	15	16	17			
	19	20	21	22	23						20	21	22	23	24			
	26	27	28	29	30	1	0	21			27	28	29	30	31	0	5	18
Oct	3	4	5	6	7	S				Apr								
	10	11	12	13	14						3	4	5	6	7			
	17	18	19	20	21						10	11	12	13	14			
	24	25	26	27	28	29					17	18	19	20	21			
	31										24	25	26	27	28	0	0	20
Nov		1	2	3	4					May	1	2	3	4	5	S		
	7	8	9	10	11						8	9	10	11	12			
	14	15	16	17	18						15	16	17	18	19			
	21	22	23	24	25						22	23	24	25	26	27	MAY 27 SENIOR GRADUATION	
	28	29	30			2	4	16			29	30	31			1	0	23
Dec				1	2					Jun				1	2			
											5	6	7	8	9			
	5	6	7	8	9						12	13	14	15	16			
	12	13	14	15	16						19	20	21	22	23			
	19	20	21	22	23	1	9	12			26	27	28	29	30	1	0	21
	26	27	28	29	30													
subtotal (July - Dec) 6 18 108									subtotal (Jan - June) 5 6 120									

24 offices closed
11 holiday

228 admin + staff workdays Saturday work days: Oct 29 Carnival, May 27 Graduation

Date	Holiday
July 4, 2022	Independence Day
September 5, 2022	Labor Day
October 10, 2022	Indigeneous People's Day
November 11, 2022	Veterans Day
November 24, 2022	Thanksgiving Day
December 26, 2022	Christmas Day
January 2, 2023	New Year's Day
January 16, 2023	Martin Luther King, Jr.
February 20, 2023	President's Day
May 29, 2023	Memorial Day
June 19, 2023	Juneteenth

Date	Office Closed Days
July 1, 2022	Day 1
July 5-8, 2022	Day 2, 3, 4, 5
Nov 21 - 23 & 25	Day 6, 7, 8, 9
Dec 19-23	Day 10-14
Dec 27 - 30	Day 15-18
January 3, 2023	Day 19
March 20-24, 2023	Day 20-24

**ENCORE HIGH SCHOOL
2022-23 INSTRUCTIONAL STAFF WORK CALENDAR**

	holidays	office closed	workdays		holidays	office closed	workdays																																				
Jan				<table border="1"> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				2	1	19						
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subtotal (July - Dec)				5	13	93																																					
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19 School Closed
9 holiday

Inservice Days: Aug 1-5, Oct 21, Feb 10, Mar 31

192 instructional staff workdays **Saturday work days: Oct 29 Carnival, May 27 Graduation**

Date	Holiday
September 5, 2022	Labor Day
October 10, 2022	Indigenous People's Day
November 11, 2022	Veterans Day
November 24, 2022	Thanksgiving Day
December 26, 2022	Christmas Day
January 2, 2023	New Year's Day
January 16, 2023	Martin Luther King, Jr. Day
February 20, 2023	President's Day
May 29, 2023	Memorial Day

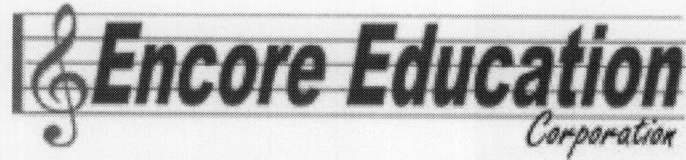
Date	Office Closed Days
Nov 21 - 23 & 25	Day 1-4
Dec 19-23	Day 5-10
Dec 27 - 30	Day 11-14
January 3, 2023	Day 15
March 20-24, 2023	Day 16-20

180 instructional days
2 Saturday work days
10 inservice days
192 total instructional staff workdays

Coversheet

Mileage reimbursement to the CEO/Executive Director

Section: VI. Budget and Finance
Item: A. Mileage reimbursement to the CEO/Executive Director
Purpose: Vote
Submitted by:
Related Material: Sabrina Bow Mileage 072222.pdf



ENCORE EMPLOYEE MILEAGE REIMBURSEMENT LOG

EMPLOYEE NAME: **SABRINA BOW**

PERIOD FROM/TO:

DATE	FROM	TO	MILES DRIVEN	COMMENTS	
7/22/22	607 Boxwood Ln. Azusa CA 92311	235 E Mountain View St. Barstow CA 92311	92.4	To Court	
7/22/22	235 E Mountain View St. Barstow CA 92311	607 Boxwood Ln. Azusa CA 92311	92.4	Return	
		requested reimbursement			
		TOTAL MILES DRIVEN	184.8	TOTAL @ \$0.585/MILE	\$108.10

I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Junior & Senior High School. - Current IRS Mileage Reimbursement Rate = .585 cents per mile.

EMPLOYEE SIGNATURE DATE *Sabrina Bow*

July 22, 2022

SUPERVISOR SIGNATURE DATE Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036.

www.encorehighschool.com

05/26/2022



607 Boxwood Ln, Azusa, CA 91702 to San Bernardino County Barstow Superior Court, 235 E Mountain View St, Barstow, CA 92311 Drive 92.4 miles, 2 hr 17 min

REIMBURSEMENT REQEUSTED BY SABRINA BOW FOR JULY 22, 2022 TRAVEL TO BARSTOW COURT TO REPRESENT ENCORE. 184.8 ROUNDTrip MILES

607 Boxwood Ln
Azusa, CA 91702

Get on I-210 E from E Vosburg Dr and N Citrus Ave

- 8 min (2.4 mi)
- ↑ 1. Head west on Boxwood Ln toward E Vosburg Dr
- 358 ft
- ↶ 2. Turn left onto E Vosburg Dr
- 0.4 mi
- ↑ 3. Continue onto Macneil Dr
- 203 ft
- ↷ 4. Turn right onto Rosedale Ave
- 0.2 mi
- ↶ 5. Turn left onto E Monrovia Pl
- 0.2 mi
- ↗ 6. E Monrovia Pl turns slightly right and becomes N Citrus Ave
- 📍 Pass by Applebee's grill + bar (on the right in 0.8 mi)
- 1.3 mi
- ⬆️ 7. Merge onto I-210 E via the ramp to San Bernardino
- 0.2 mi

Follow CA-210 and I-15 N to CA-247 N/Barstow Rd in Barstow. Take exit 183 from I-15 N

- 1 hr 20 min (89.2 mi)
- ⬆️ 8. Merge onto I-210 E
- 3.2 mi
- ↑ 9. Continue onto CA-210
- 19.0 mi
- ↷ 10. Take exit 64A to merge onto I-15 N toward Barstow
- 66.7 mi
- ↷ 11. Take exit 183 for CA-247/Barstow Rd
- 0.3 mi

Continue on Barstow Rd. Drive to Belinda Ave

3 min (0.8 mi)

- ↶ 12. Turn left onto CA-247 N/Barstow Rd
 - 📍 Continue to follow Barstow Rd

- 0.6 mi
- ↶ 13. Turn left onto E Mountain View St

- 0.1 mi
- ↷ 14. Turn right at the 1st cross street onto Belinda Ave

- 184 ft

San Bernardino County Barstow Superior Court
235 E Mountain View St, Barstow, CA 92311

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.