



## Encore JR/SR High School

### Regular Encore Board of Directors Meeting - May 2023

Published on May 19, 2023 at 2:28 PM PDT

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#### **Date and Time**

Monday May 22, 2023 at 6:30 PM PDT

#### **Location**

Encore High School  
16955 Lemon Street  
Hesperia CA 92345

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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, "Public Comment." Members of the public who wish to comment during the Board meeting may fill out a public comment card. 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 after being warned by the Board Chair or designee that they are disrupting the meeting.

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

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#### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Call the Meeting to Order		Chandale Sutton	
<b>B.</b> Record Attendance		Chandale Sutton	1 m
<b>C.</b> Public Comment		Chandale Sutton	1 m
<b>D.</b> Approval of the Agenda	Vote	Chandale Sutton	1 m
<b>E.</b> Board Member Comments	Discuss	Chandale Sutton	6 m
<b>II. Consent Items</b>			<b>6:39 PM</b>
<p>It is recommended that the board considers approving a number of agenda items as a consent list. These items can be <b>enacted in one motion</b> without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.</p>			
<b>A.</b> Approval of Board Meeting Minutes	Approve Minutes	Chandale Sutton	1 m
<p>Approve minutes for Board of Directors Regular Meeting - April 24, 2023 on April 24, 2023</p>			
<b>B.</b> Approval of April 2023 STRS, PERS, 403b Payment Report	Vote	Chandale Sutton	1 m
<b>C.</b> Approval of April 2023 Warrant Reports	Vote	Chandale Sutton	1 m
<b>III. Items Pulled From Consent Calendar</b>			<b>6:42 PM</b>
<b>A.</b> Items Pulled From Consent Calendar	Discuss	Chandale Sutton	3 m
<b>IV. Governance</b>			<b>6:45 PM</b>
<b>A.</b> Appointment of Board Member: Kenneth Lutz	Vote	Chandale Sutton	2 m
<p>The Nominating Committee recommends appointment of Kenneth Lutz to the Encore Education Corporation Board of Directors effective May 22, 2023 for the balance of the term ending June 30, 2023, and for the two-year term July 1, 2023 - June 30, 2025.</p>			
<b>B.</b> Appointment of Board Officers (Secretary and Treasurer)	Vote	Sabrina Bow	1 m

Purpose	Presenter	Time
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Staff recommends the following individuals to be appointed:

- Secretary: Patricia Alaimalo
- Treasurer: Patricia Alaimalo

Background: The following individuals were appointed by the Encore Board to the following board/corporate roles at its July 25, 2022 meeting.

- Chairman: Chandale Sutton
- President & CEO: Sabrina Bow
- Agent for Service of Process: Sabrina Bow

**V. Staff Reports 6:48 PM**

- |                                       |         |                    |     |
|---------------------------------------|---------|--------------------|-----|
| <b>A.</b> Executive Director's Report | Discuss | Sabrina Bow        | 2 m |
| <b>B.</b> Principal's Report          | Discuss | St. Claire Adriaan | 3 m |
| <b>C.</b> Staff Liaison Report        | Discuss | Sandi Del Sole     | 3 m |

**VI. Business and Finance 6:56 PM**

- |   |      |              |     |
|---|------|--------------|-----|
| <b>A.</b> Approval of April 2023 Financial Report                     | Vote | Jeff Clanton | 2 m |
| <b>B.</b> Approval of Enrollment Professor West Agreement for 2023-24 | Vote | Sabrina Bow  | 2 m |
| <b>C.</b> Approval of Enrollment Marketing Mailers by CURO            | Vote | Sabrina Bow  | 1 m |

**VII. Curriculum and Instruction 7:01 PM**

- |  |      |                    |     |
|--|------|--------------------|-----|
| <b>A.</b> Adoption of TCI Curriculum (Social Science) for Grades 7 - 12                                | Vote | St. Claire Adriaan | 2 m |
| <p>The staff recommends adoption of the TCI curriculum for social science for grades 7 through 12.</p> |      |                    |     |
| <b>B.</b> Adoption of HMH Curriculum (Math and English Language Arts) for Grades 7 - 12                | Vote | St. Claire Adriaan | 2 m |

	Purpose	Presenter	Time
The staff recommends adoption of the HMH curriculum for mathematics and English Language Arts for grades 7 through 12.			
C. NWEA MAP Reports	Discuss	St. Claire Adriaan	3 m

**VIII. Operations**

**7:08 PM**

A. Williams Monitoring Third Quarterly Report 2022-23	FYI	Sabrina Bow	1 m
As Williams-monitored school, Encore is required to provide its governing board with the Williams reports provided by the San Bernardino County Superintendent of Schools (SBCSS) each quarter (October, January, April, July). The attached report is the third quarterly report for the 2022-23 year.			
B. Approval of 2023-24 Instructional Calendar and Bell Schedule	Vote	Sabrina Bow	3 m
C. Approval of 2023-24 Instructional Staff Work Calendar	Vote	Sabrina Bow	1 m
D. Approval of 2023-24 Administrative Staff Work Calendar	Vote	Sabrina Bow	1 m
E. Approval of Technology Services Agreement with Charter Tech Services	Vote	Sabrina Bow	2 m

**IX. Adjourn to Closed Session**

**7:16 PM**

Pursuant to Government Code Section 54957, the Board may adjourn to closed session as agendaized during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities as authorized under law. 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—EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)  
 Name of case: Griffin v. Encore Education Corporation  
 Case No: CIV SB 2211460

**B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Two cases)



	Purpose	Presenter	Time
<p><b>A.</b> Reconvene from closed session</p> <p>After the closed session is complete, the Board will reconvene and report any action taken during closed session to the extent required by law.</p>	Discuss	Chandale Sutton	2 m
<b>X. Closing Items</b>			<b>7:18 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Chandale Sutton	2 m

A copy of the agenda will be posted at least 72 hours before such meeting. A copy of the written materials which will be submitted to the 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 Sabrina Bow at [sbow@encorehighschool.com](mailto:sbow@encorehighschool.com). Any public records relating to an agenda item for an open session of the Board shall be available for inspection at 16955 Lemon Street, Hesperia CA 92345.

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 Joseph Thibodeaux at [jthibodeaux@encorehighschool.com](mailto:jthibodeaux@encorehighschool.com). All efforts will be made for reasonable accommodations consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

# Coversheet

## Approval of Board Meeting Minutes

**Section:** II. Consent Items  
**Item:** A. Approval of Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Board of Directors Regular Meeting - April 24, 2023 on April 24, 2023

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## Encore JR/SR High School

### Minutes

#### Board of Directors Regular Meeting - April 24, 2023

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**Date and Time**

Monday April 24, 2023 at 6:30 PM

**Location**

Encore High School  
16955 Lemon Street  
Hesperia CA 92345

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**Directors Present**

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C. Sutton, I. Rapier, R. Magana

**Directors Absent**

R. Hunt

**Guests Present**

J. Barkdull, J. Clanton (remote), J. Schwarck, J. Thibodeaux, Kyle Barkdull, P. Alaimalo, S. Adriaan, S. Bow (remote), S. Del Sole

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**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 Apr 24, 2023 at 6:30 PM.

**B. Record Attendance**

**C. Public Comment**

**D. Approval of the Agenda**

I. Rapier made a motion to Approved.  
R. Magana seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

R. Magana Aye  
R. Hunt Absent  
I. Rapier Aye  
C. Sutton Aye

**E. Board Member Comments**

No board member comments.

**II. Consent Items**

**A. Approval of Board Meeting Minutes**

I. Rapier made a motion to approve the minutes from Regular Encore Board of Directors Meeting - March 2023 on 03-27-23.  
R. Magana seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

R. Hunt Absent

**Roll Call**

- I. Rapier Aye
- R. Magana Aye
- C. Sutton Aye

**B. Approval of March 2023 STRS, PERS, 403b Payment Report**

- I. Rapier made a motion to Approve.
- R. Magana seconded the motion.
- The board **VOTED** to approve the motion.

**Roll Call**

- I. Rapier Aye
- R. Magana Aye
- R. Hunt Absent
- C. Sutton Aye

**C. Approval of March 2023 Warrant Reports**

- I. Rapier made a motion to Approve.
- R. Magana seconded the motion.
- The board **VOTED** to approve the motion.

**Roll Call**

- I. Rapier Aye
- R. Hunt Absent
- R. Magana Aye
- C. Sutton Aye

**III. Budget and Finance**

**A. Approval of Revised February 2023 Financial Report**

- Motion to approve the revised February 2023 financial report.
- The board **VOTED** to approve the motion.

**Roll Call**

- C. Sutton Aye
- R. Magana Aye
- I. Rapier Aye
- R. Hunt Absent

**B. Approval of March 2023 Financial Report**

- I. Rapier made a motion to approve the March 2023 financial report.
- R. Magana seconded the motion.
- The board **VOTED** to approve the motion.

**Roll Call**

- C. Sutton Aye

**Roll Call**

- R. Magana Aye
- R. Hunt Absent
- I. Rapier Aye

**C. Approval of Contract with ICON School Management for the 2023-24 fiscal year**

I. Rapier made a motion to approve the contract with ICON School Management for the 2023-24 year.

R. Magana seconded the motion.

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

**Roll Call**

- C. Sutton Aye
- R. Magana Aye
- I. Rapier Aye
- R. Hunt Absent

**D. Approval of Board Resolution 2023-01 (Bank Signatories)**

I. Rapier made a motion to approve Board Resolution 2023-01 (Bank Signatories).

R. Magana seconded the motion.

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

**Roll Call**

- R. Magana Aye
- C. Sutton Aye
- I. Rapier Aye
- R. Hunt Absent

**IV. Staff Reports**

**A. Executive Director's Report**

Dr. Bow provided an oral report on the student restroom renovation project and staffing, introducing Patricia Alaimalo as the incoming Director of Operations and Finance.

**B. Principal's Report**

Dr. Adriaan provided an oral report on the following:

**State testing:** We have already reached a 90% test administration rate, with make up tests in progress. Grades tested are 7, 8, and 11. A handful of families opted out of testing.

**College Acceptances:** Fourteen students with acceptance letters and scholarships so far.

**2023-24 Staffing:** Introduced Gabriel Rico as our new Spanish teacher, and a new School Psychologist.

**C. Staff Liaison Report**

Ms. Del Sole provided a written and oral report on:

Student testing, other schools attending daytime shows of *Into the Woods*, end of year school events, planning for the 2023-24 year.

**V. Adjourn to Closed Session**

**A. Reconvene from closed session**

Returned to Open Session at 8:43 p.m.

The Board took the following action in closed session:

**1. Case No: 041923-01--approve recommendation for expulsion**

R. Magana: AYE

I. Rapier: AYE

C. Sutton: AYE

**2. Case No: 042023-01--deny recommendation for expulsion**

R. Magana: AYE

I. Rapier: AYE

C. Sutton: AYE

**VI. Closing Items**

**A. Adjourn Meeting**

I. Rapier made a motion to adjourn the meeting.

R. Magana seconded the motion.

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

**Roll Call**

R. Hunt Absent

R. Magana Aye

I. Rapier 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 8:44 PM.

Respectfully Submitted,

S. Bow

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# Coversheet

## Approval of April 2023 STRS, PERS, 403b Payment Report

**Section:** II. Consent Items  
**Item:** B. Approval of April 2023 STRS, PERS, 403b Payment Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** April 2023 STRS, PERS, 403b payment report.pdf

Hesperia Payroll Month	STRS/PERS Payment Due Date	Payment Date	PERS Ck		STRS CK		403B Check number	Due Date based on regular rules, not safe harbor		Payment	
			Number	Date Cleared	Number	Date Cleared		Payment Date	Date Cleared		
July	15th of the month	7/8/2022	70788	7/14/2022	70788	7/14/2022	70787	7/13/2022	7/8/2022	7/20/2022	
July (Additional PERS)		7/13/2022	70790	7/14/2022	70790	7/14/2022					
July	31st of the month	7/26/2022	70846	7/26/2022	70846	7/29/2022	70845	7/13/2022	7/26/2022	8/2/2022	
Aug-23	15th of the month	8/10/2022	70907	8/12/2022	70907	8/12/2022	70906	8/13/2022	8/10/2022	8/18/2022	
Aug-23	31st of the month	8/29/2022	70945	8/30/2022	70945	8/30/2022	70944	9/1/2022	8/29/2022	9/8/2022	
Sep-23	15th of the month	9/12/2022	70972	9/13/2022	70972	9/13/2022	70974	9/13/2022	9/16/2022	9/21/2022	
Sep-23	31st of the month	9/29/2022	71019	9/30/2022	71019	9/30/2022	71022	10/1/2022	9/29/2022	10/6/2022	
Oct-23	15th of the month	10/7/2022	71035	10/12/2022	71035	10/12/2022	71057	10/12/2022	10/7/2022	10/14/2022	
Oct-23	31st of the month	10/26/2022	71087	10/31/2022	71087	10/31/2022	71089	10/27/2022	10/27/2022	11/7/2022	
Nov-23	15th of the month	11/15/2022	71146	11/29/2022	71146	11/29/2022	71145	11/13/2022	11/15/2022	11/28/2022	
Nov-23	31st of the month	11/30/2022	71160	12/2/2022	71160	12/2/2022	71159	11/30/2022	11/30/2022	12/12/2022	
Dec-23	15th of the month	12/9/2023	71166	12/12/2022	71166	12/12/2022	71165	12/8/2022	12/8/2022	12/22/2022	
Dec-23	31st of the month	12/28/2022	71208	1/3/2023	71208	1/3/2023	71207	12/28/2022	12/28/2022	1/9/2023	
Jan-23	15th of the month	1/11/2023	71242	1/17/2023	71242	1/17/2023	71240	1/10/2023	1/10/2023	1/17/2023	
Jan-23	31st of the month	1/26/2023	71273	2/6/2023	71273	2/6/2023	71271	1/26/2023	1/26/2023	2/1/2023	
Feb-23	15th of the month	2/14/2023	71306	2/15/2023	71306	2/15/2023	71305	2/13/2023	2/13/2023	2/22/2023	
Feb-23	31st of the month	2/27/2023	71325	3/1/2023	71325	3/1/2023	71327	2/28/2023	2/28/2023	3/8/2023	
Mar-23	15th of the month	3/8/2023	71354	3/9/2023	71354	3/9/2023	71353	2/13/2023	3/8/2023	3/13/2023	
Mar-23	31st of the month	3/24/2023	71386	3/29/2023	71386	3/29/2023	71388	3/30/2023	3/30/2023	4/4/2023	
Apr-23	15th of the month	4/7/2023	71427	4/10/2023	71427	4/10/2023	71444	4/12/2023	4/12/2023	4/18/2023	
Apr-23	31st of the month	4/26/2023	71453	5/1/2023	71453	5/1/2023	71452	4/26/2023	4/26/2023	5/2/2023	
May-23	15th of the month	5/9/2023	71487	5/11/2023	71487	5/11/2023	71486	5/9/2023	5/9/2023		
May-23	31st of the month										
Jun-23	15th of the month										
Jun-23	31st 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

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

# Coversheet

## Approval of April 2023 Warrant Reports

<b>Section:</b>	II. Consent Items
<b>Item:</b>	C. Approval of April 2023 Warrant Reports
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	ENC April 2023 Warrant Report - Detail.pdf ENC April 2023 Warrant Report - Summary.pdf

**ENCORE HIGH SCHOOLS  
WARRANT REGISTER: April 2023**

Check Number	Check Date	Payee	Reason	Sum of Amount
71294	3/14/2023	SBC Tax Collector	7/1/22-6/30/23 Property Tax	(\$4,088.99)
<b>71294 Total</b>				<b>(\$4,088.99)</b>
0202303933399	3/27/2023	Anthem Blue Cross	Anthem	\$42,237.93
<b>0202303933399 Total</b>				<b>\$42,237.93</b>
030223-PACE	3/2/2023	Pace Payments Systems	BANKCRD CCDISCOUNT	\$132.44
<b>030223-PACE Total</b>				<b>\$132.44</b>
031423-SWC1396234	3/10/2023	AMTRUST NORTH AMERICA - Workman's Comp	Installment Fee AmTrust	\$15.00 \$4,082.00
<b>031423-SWC1396234 Total</b>				<b>\$4,097.00</b>
031623-BankDirect	3/16/2023	Bank Direct Capital Finance	Sexual Assault & Molestation Policy Installment	\$17,851.39
<b>031623-BankDirect Total</b>				<b>\$17,851.39</b>
032023-ACH	3/20/2023	The Hanover Insurance Group	Hanover 7/23/22 - 7/25/23	\$4,451.87
<b>032023-ACH Total</b>				<b>\$4,451.87</b>
032123-ACH	3/21/2023	Fonality - NetFortis	Fonality monthly payment for phone service	\$1,500.41
<b>032123-ACH Total</b>				<b>\$1,500.41</b>
032423-EmpIBene	3/24/2023	Employee Benefits Corporation	Employee Benefit ACH	\$519.00
<b>032423-EmpIBene Total</b>				<b>\$519.00</b>
032923-EmpIBene	3/29/2023	Employee Benefits Corporation	Employee Benefit ACH	\$25.00
<b>032923-EmpIBene Total</b>				<b>\$25.00</b>
3962957	3/31/2023	Employee Benefits Corporation	1/1/23 - BESTflex Plan Fee 12/1/22 - BESTflex Plan Fee 2/1/23 - BESTflex Plan Fee 3/1/23 - BESTflex Plan Fee 3/1/23 - COBRASecure Fees	\$60.00 \$60.00 \$60.00 \$60.00 \$60.00
<b>3962957 Total</b>				<b>\$300.00</b>
71328	3/2/2023	Amazon Capital Services, Inc.	Craft Supplies Walkie Talkies Mini	\$1,166.51 \$254.99
<b>71328 Total</b>				<b>\$1,421.50</b>
71329	3/2/2023	APEX Rentals	Equipment rental for maintenance & repairs	\$460.50
<b>71329 Total</b>				<b>\$460.50</b>
71330	3/2/2023	American Society of Composers	2/15/23 - 2/14/24 License Fee	\$308.00
<b>71330 Total</b>				<b>\$308.00</b>
71331	3/2/2023	AT&T	02/02/23 AP Uploads - Batch #1	\$289.80
<b>71331 Total</b>				<b>\$289.80</b>
71332	3/2/2023	Cintas	Janitorial Supplies	\$1,415.78
<b>71332 Total</b>				<b>\$1,415.78</b>
71333	3/2/2023	Department of Justice / Accounting Office / Cashiering Unit	November 2022 Fingerprints	\$32.00
<b>71333 Total</b>				<b>\$32.00</b>
71334	3/2/2023	Ebmeyer Charter	2/7/23 - Encore High School to Cal Portland Oro Grand	\$1,344.00
<b>71334 Total</b>				<b>\$1,344.00</b>
71335	3/2/2023	EDD	Q4 2022 SUI SEF LEC	\$1,705.80
<b>71335 Total</b>				<b>\$1,705.80</b>
71336	3/2/2023	Encore ASB Hesperia	ASB Reim February 2023 Misc ASB Reim January 2023 Misc ASB Reim November 2022 Misc ASB Reim October 2022 Misc ASB Reim September 2022 Misc ASB Reimb April 2022 Misc ASB Reimb December 2022 Misc ASB Reimb May 2022 Misc	\$22.50 \$28.25 \$70.25 \$82.00 \$27.75 \$24.00 \$25.75 \$28.50
<b>71336 Total</b>				<b>\$309.00</b>
71337	3/2/2023	FedEx	Shipping	\$18.52
<b>71337 Total</b>				<b>\$18.52</b>
71338	3/2/2023	Frontier	01/16/23 to 02/15/23 Internet Service 12/16/22 to 01/15/23 Internet Service	\$0.14 \$247.56
<b>71338 Total</b>				<b>\$247.70</b>
71339	3/2/2023	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$4,121.30
<b>71339 Total</b>				<b>\$4,121.30</b>
71340	3/2/2023	Hesperia Unified School District	Printing	\$907.90
<b>71340 Total</b>				<b>\$907.90</b>
71341	3/2/2023	Key Charter Advisors, LLC	Controller Support	\$5,973.75
<b>71341 Total</b>				<b>\$5,973.75</b>
71342	3/2/2023	PresenceLearning, Inc.	December 2022 Sped Services	\$2,675.33
<b>71342 Total</b>				<b>\$2,675.33</b>
71343	3/2/2023	Quill Corporation	Office Supplies	\$4,021.96
<b>71343 Total</b>				<b>\$4,021.96</b>
71344	3/2/2023	San Bernardino County Fire Department	Fire Annual Permit	\$329.00
<b>71344 Total</b>				<b>\$329.00</b>
71345	3/2/2023	School Nurse Supply	School Nurse Supplies	\$430.92
<b>71345 Total</b>				<b>\$430.92</b>
71346	3/2/2023	Young, Minney & Corr, LLP	Legal fees, Expenses, Interest	\$10,000.00
<b>71346 Total</b>				<b>\$10,000.00</b>
71347	3/2/2023 4/3/2023	Delta Managed Solutions, Inc. Delta Managed Solutions, Inc.	Accounting Service - December 2022 Accounting Service - December 2022	\$19,752.50 (\$19,752.50)
<b>71347 Total</b>				<b>\$0.00</b>
71348	3/6/2023	Metropolitan Life Insurance Company	MetLife 03/01/23 - 03/31/23	\$3,354.81
<b>71348 Total</b>				<b>\$3,354.81</b>
71349	3/7/2023	Erin Cherry	Lighting Design and Lighting Run for Matilda	\$2,200.00

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Check Number	Check Date	Payee	Reason	Sum of Amount
<b>71349 Total</b>				<b>\$2,200.00</b>
71353	3/8/2023	National Benefits Services	March 10 23 403b Contributions	\$700.00
<b>71353 Total</b>				<b>\$700.00</b>
71354	3/8/2023	San Bernardino County Office of Education	March 10 2023 PERS March 10 2023 STRS	\$24,338.21 \$37,340.52
<b>71354 Total</b>				<b>\$61,678.73</b>
71355	3/14/2023	SBC Tax Collector	7/1/22-6/30/23 Property Tax	\$8,586.87
<b>71355 Total</b>				<b>\$8,586.87</b>
71356	3/15/2023	Alejandra Gomar	Per Diem Advance - Getty	\$11.00
<b>71356 Total</b>				<b>\$11.00</b>
71357	3/15/2023	Alize Mitchell	Prom Ticket Reimbursement	\$130.00
<b>71357 Total</b>				<b>\$130.00</b>
71358	3/15/2023	Amazon Capital Services, Inc.	Classroom Supplies Maintenance Hardware Supplies	\$2,228.80 \$1,097.68
<b>71358 Total</b>				<b>\$3,326.48</b>
71359	3/15/2023	California Department of Education / Cashier's Office	Order #89502 - Student Meals Order #91066 - Student Meals Order #93330 - Student Meals	\$142.50 \$157.95 \$105.30
<b>71359 Total</b>				<b>\$405.75</b>
0202304927102	4/26/2023	Anthem Blue Cross	Anthem, 3/26/23-4/25/23 Anthem, 3/26/23-4/25/23 - Variance	\$46,906.68 \$3,316.77
<b>0202304927102 Total</b>				<b>\$50,223.45</b>
040323-Pace	4/3/2023	Pace Payments Systems	BANKCRD CCDISCOUNT	\$207.42
<b>040323-Pace Total</b>				<b>\$207.42</b>
040623-PitneyBowes	4/6/2023	Pitney Bowes Bank Inc Purchase Power	Late fees & Finance charges Postage Equipment Refill	\$118.83 \$2,049.42
<b>040623-PitneyBowes Total</b>				<b>\$2,168.25</b>
041023-ACH	4/10/2023	Terminix International Company	Terminix ACH Payment	\$249.32
<b>041023-ACH Total</b>				<b>\$249.32</b>
041423-SWC1396234	4/17/2023	AMTRUST NORTH AMERICA - Workman's Comp	AmTrust, 03/26/23 to 04/25/23 AmTrust, 03/26/23 to 04/25/23 - Variance AmTrust, Installment Fee	\$3,319.96 \$777.04 \$15.00
<b>041423-SWC1396234 Total</b>				<b>\$4,112.00</b>
041823-BankDirect	4/18/2023	Bank Direct Capital Finance	Sexual Assault & Molestation Policy Installment	\$17,851.39
<b>041823-BankDirect Total</b>				<b>\$17,851.39</b>
041823-Withdrawl Fee	4/18/2023	Wells Fargo Bank Service Fee	Withdrawal made in branch	\$7.00
<b>041823-Withdrawl Fee Total</b>				<b>\$7.00</b>
041923-SUI SEF	4/19/2023	EDD	Q1 2023 SUI-SEF, 010123 - 033123 Q1 2023 SUI-SEF, 010123 - 033123 - Variance	\$5,908.85 \$0.02
<b>041923-SUI SEF Total</b>				<b>\$5,908.87</b>
042023-ACH	4/20/2023	The Hanover Insurance Group	Hanover, 7/23/22 - 7/25/23	\$5,690.10
<b>042023-ACH Total</b>				<b>\$5,690.10</b>
042123-ACH	4/21/2023	Fonality - NetFortis	Fonality monthly payment for phone service	\$1,509.15
<b>042123-ACH Total</b>				<b>\$1,509.15</b>
209889	4/12/2023	Aflac	Aflac, 02/26/23 - 03/25/23	\$177.34
<b>209889 Total</b>				<b>\$177.34</b>
4001174	4/15/2023	Employee Benefits Corporation	4/1/23 - BESTflex Plan Fee 4/1/23 - COBRASecure Fees	\$60.00 \$60.00
<b>4001174 Total</b>				<b>\$120.00</b>
71274	4/6/2023	CT Paint Pros	New Bus Paint	(\$8,000.00)
<b>71274 Total</b>				<b>(\$8,000.00)</b>
71389	4/3/2023	Advance Disposal Co.	February 2023 Trash Disposal Service Finance Charge on Invoice #0001909087 March 2023 Storage Box March 2023 Trash Disposal Service	\$1,937.39 \$1.26 \$60.00 \$1,937.39
<b>71389 Total</b>				<b>\$3,936.04</b>
71390	4/3/2023	Alejandra Gomar	Per Diem Advance - Riverside Museum	\$11.00
<b>71390 Total</b>				<b>\$11.00</b>
71391	4/3/2023	APEX Rentals	Equipment rental for maintenance & repairs	\$501.20
<b>71391 Total</b>				<b>\$501.20</b>
71392	4/3/2023	AT&T	1/21/2023 to 2/20/2023 Services	\$926.98
<b>71392 Total</b>				<b>\$926.98</b>
71393	4/3/2023	Hi Desert Alarm	Consolidated Invoice for Services from 3/1/23 to 5/31/23	\$1,396.20
<b>71393 Total</b>				<b>\$1,396.20</b>
71394	4/3/2023	Cintas	Janitorial Supplies	\$2,826.22
<b>71394 Total</b>				<b>\$2,826.22</b>
71395	4/3/2023	Department of Justice / Accounting Office / Cashiering Unit	February 2023 Fingerprints January 2023 Fingerprints	\$130.00 \$49.00
<b>71395 Total</b>				<b>\$179.00</b>
71396	4/3/2023	Ebmeyer Charter	2/16/23 - Encore t J Paul Getty Museum 2/21/23 - Encore to Margaritaville Resort Palm Springs	\$1,887.35 \$1,653.75
<b>71396 Total</b>				<b>\$3,541.10</b>
71397	4/3/2023	Ecolab	Order #131041113 - APEX Chlorfree Det 4-6.75lb	\$770.57
<b>71397 Total</b>				<b>\$770.57</b>
71398	4/3/2023	Encore ASB Hesperia	ASB Reim September 2023 Misc ASB Reimb January 2023 Misc	\$178.00 \$3.00
<b>71398 Total</b>				<b>\$181.00</b>
71399	4/3/2023	Erin Cherry	Lighting Design and Lighting Run for Kids Camp - Pixar	\$550.00

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<b>71399 Total</b>				<b>\$550.00</b>
71400	4/3/2023	Jenna Kamp Educational Services	PD S2 Scope & Sequence Meetings	\$875.00
<b>71400 Total</b>				<b>\$875.00</b>
71401	4/3/2023	Jordan Watson	Employee Reimbursement	\$80.78
<b>71401 Total</b>				<b>\$80.78</b>
71402	4/3/2023	Measure Education Inc.	January 2023 Data Management Services	\$2,197.88
<b>71402 Total</b>				<b>\$2,197.88</b>
71403	4/3/2023	Mesquit's Supply, LLC	Janitorial Supplies	\$376.93
<b>71403 Total</b>				<b>\$376.93</b>
71404	4/3/2023	NCS Pearson, Inc.	PO-20230109SPED - Classroom Supplies	\$263.96
<b>71404 Total</b>				<b>\$263.96</b>
71405	4/3/2023	Nigro & Nigro	Preparation of 2019/20 Exempt Organization Returns	\$2,700.00
<b>71405 Total</b>				<b>\$2,700.00</b>
71406	4/3/2023	OEM Service Products	Toner	\$1,987.47
<b>71406 Total</b>				<b>\$1,987.47</b>
71407	4/3/2023	Pitney Bowes Global Financial Services LLC	Postage equipment lease	\$948.23
<b>71407 Total</b>				<b>\$948.23</b>
71408	4/3/2023	PresenceLearning, Inc.	February 2023 Sped Services	\$4,221.06
			January 2023 Sped Services	\$4,108.94
<b>71408 Total</b>				<b>\$8,330.00</b>
71409	4/3/2023	Pitney Bowes Bank Inc Purchase Power	Late fee	\$39.99
			Late fee & finance charges	\$2,128.26
<b>71409 Total</b>				<b>\$2,168.25</b>
71410	4/3/2023	Quill Corporation	Office Supplies	\$2,411.73
<b>71410 Total</b>				<b>\$2,411.73</b>
71411	4/3/2023	Rick Garner dba ProServe Mechanical	Service Work - Plumbing repairs kitchen	\$540.00
			Service Work - Pressure clean drain line in kitchen	\$2,450.00
<b>71411 Total</b>				<b>\$2,990.00</b>
71412	4/3/2023	San Bernardino & Riverside Counties Fire Equipment	Fire Protection and Life Safety Services	\$1,458.04
<b>71412 Total</b>				<b>\$1,458.04</b>
71413	4/3/2023	Sandra Del Sole	Employee Reimbursement	\$97.93
<b>71413 Total</b>				<b>\$97.93</b>
71414	4/3/2023	School Nutrition Partners	February 2023 Breakfast & Lunch Participation	\$909.00
<b>71414 Total</b>				<b>\$909.00</b>
71415	4/3/2023	Staples Technology Solutions	Managed Print Service Charge for Meter LIFECOUNTMONO	\$112.46
<b>71415 Total</b>				<b>\$112.46</b>
71416	4/3/2023	The Stepping Stones Group LLC	SPECIAL EDUCATION TEACHER - WST	\$5,760.00
<b>71416 Total</b>				<b>\$5,760.00</b>
71417	4/3/2023	SYSCO Riverside, Inc.	PO #Matilida22423	\$939.98
<b>71417 Total</b>				<b>\$939.98</b>
71418	4/3/2023	Terminix International Company	February 2023 Pest Control	\$124.66
<b>71418 Total</b>				<b>\$124.66</b>
71419	4/3/2023	U.S. Awards Inc.	Letterman Jackets	\$6,515.50
<b>71419 Total</b>				<b>\$6,515.50</b>
71420	4/3/2023	Young, Minney & Corr, LLP	Legal fees, Expenses, Interest	\$15,000.00
<b>71420 Total</b>				<b>\$15,000.00</b>
71421	4/3/2023	Delta Managed Solutions, Inc.	Accounting Service - December 2022	\$19,752.50
<b>71421 Total</b>				<b>\$19,752.50</b>
71423	4/6/2023	CT Paint Pros	New Bus Paint	\$8,000.00
<b>71423 Total</b>				<b>\$8,000.00</b>
71426	4/7/2023	Houghton Mifflin Harcourt Publishing Co.	PO #03132023-HMH - English 3D Textbooks	\$14,067.61
<b>71426 Total</b>				<b>\$14,067.61</b>
71427	4/7/2023	San Bernardino County Office of Education	April 10 2023 PERS	\$21,722.16
			April 10 2023 STRS	\$36,810.14
<b>71427 Total</b>				<b>\$58,532.30</b>
71428	4/12/2023	California Department of Education / Cashier's Office	Order #94517 - Student Meals	\$76.05
<b>71428 Total</b>				<b>\$76.05</b>
71429	4/12/2023	Cintas	Janitorial Supplies	\$1,060.69
<b>71429 Total</b>				<b>\$1,060.69</b>
71430	4/12/2023	Ebmeyer Charter	1112-0 - Profilm Class Warner Bros Field Trip	\$1,554.00
<b>71430 Total</b>				<b>\$1,554.00</b>
71431	4/12/2023	Ecolab	Order #131086367 - REPL CRG CTOSD ECO-14000 2	\$676.58
<b>71431 Total</b>				<b>\$676.58</b>
71432	4/12/2023	Fresh Start Healthy Meals	February 2023 Meals	\$24,307.66
<b>71432 Total</b>				<b>\$24,307.66</b>
71433	4/12/2023	Frontier	March 2023 Internet Service	\$103.17
<b>71433 Total</b>				<b>\$103.17</b>
71434	4/12/2023	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$2,044.83
<b>71434 Total</b>				<b>\$2,044.83</b>
71435	4/12/2023	Measure Education Inc.	February 2023 Data Management Services	\$2,197.88
<b>71435 Total</b>				<b>\$2,197.88</b>
71436	4/12/2023	Staples Technology Solutions	Managed Print Service Charge for Meter LIFECOUNTMONO	\$126.29
<b>71436 Total</b>				<b>\$126.29</b>
71437	4/12/2023	The Stepping Stones Group LLC	SPECIAL EDUCATION TEACHER - WST	\$2,862.00
<b>71437 Total</b>				<b>\$2,862.00</b>
71438	4/12/2023	Terminix International Company	April 2023 Pest Control	\$124.66
<b>71438 Total</b>				<b>\$124.66</b>
71439	4/12/2023	Tiffany Sutton	Parent Reimbursement	\$75.00

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<b>71439 Total</b>				<b>\$75.00</b>
71440	4/12/2023	Verizon	01/24/23 - 02/23/23 Wireless Services	\$2,807.50
<b>71440 Total</b>				<b>\$2,807.50</b>
71441	4/12/2023	Western NRG, Inc.	Western NRG's 24x7 URGENT CARE SUPPORT	\$135.00
<b>71441 Total</b>				<b>\$135.00</b>
71442	4/12/2023	Young, Minney & Corr, LLP	Legal fees, Expenses, Interest	\$19,757.31
<b>71442 Total</b>				<b>\$19,757.31</b>
71443	4/12/2023	Delta Managed Solutions, Inc.	Accounting Service - April 2023	\$15,750.00
<b>71443 Total</b>				<b>\$15,750.00</b>
71444	4/12/2023	National Benefits Services	April 10 23 403b Contributions	\$600.00
<b>71444 Total</b>				<b>\$600.00</b>
71445	4/12/2023	PayFlex Systems USA, Inc.	December 2022 Cobra Service Fee	\$150.00
			February 2023 Cobra Service Fee	\$150.00
			January 2023 Cobra Service Fee	\$150.00
<b>71445 Total</b>				<b>\$450.00</b>
71446	4/12/2023	Ebmeyer Charter	22-23 Bus Services - 8th Installment	\$72,984.56
<b>71446 Total</b>				<b>\$72,984.56</b>
71447	4/18/2023	Amazon Capital Services, Inc.	Classroom Supplies	\$525.13
			ACDelco 100-Count AA Batteries	\$28.13
			Art Class Materials	\$72.55
			Art Class Supplies, Ink	\$63.64
			ECR4Kids Universal Rolling Cart with Canvas Organizer Bag	\$159.98
			Gigastone 64GB 10pk Micro SD Card, Amcrest Camera	\$387.92
			Idomual Peel and Stick Wallpaper	\$89.95
			Maintenance Supplies	\$135.09
			PNY GeForce RTX 3050 8GB Verto Dual Fan Graphics Card	\$279.99
			Student Production Materials	\$156.89
			Student Productions	\$393.35
<b>71447 Total</b>				<b>\$2,292.62</b>
71448	4/18/2023	Southern California Edison	August 2022 Service	\$3,379.44
			March 2023 Service	\$10,933.93
			September 2022 Service	\$11,094.56
<b>71448 Total</b>				<b>\$25,407.93</b>
71449	4/18/2023	Southwest Gas Corporation	December 2022 Gas Svc	\$1,986.80
			February 2023 Gas Service	\$10,051.22
			February 2023 Gas Svc	\$25,609.02
			January 2023 Gas Service	\$2,303.35
			January 2023 Gas Svc	\$2,354.77
<b>71449 Total</b>				<b>\$42,305.16</b>
71452	4/26/2023	National Benefits Services	April 25 23 403b Contributions, 04/11/23 - 04/25/23	\$600.00
<b>71452 Total</b>				<b>\$600.00</b>
71453	4/26/2023	San Bernardino County Office of Education	April 25 2023 PERS	\$24,427.38
			April 25 2023 STRS	\$36,787.96
<b>71453 Total</b>				<b>\$61,215.34</b>
71457	4/27/2023	San Bernardino Co Superintendent of Schools	Charter School Quarterly Retirement Reporting	\$2,125.00
<b>71457 Total</b>				<b>\$2,125.00</b>
71459	4/28/2023	3D K9 Partners, LLC	Detection Services	\$750.00
<b>71459 Total</b>				<b>\$750.00</b>
71460	4/28/2023	Advance Disposal Co.	Finance Charge & Storage Box	\$60.86
<b>71460 Total</b>				<b>\$60.86</b>
71461	4/28/2023	Afficient Academy Learning Center of Silicon Valley, Inc.	Pilot Program up to 75 students	\$750.00
<b>71461 Total</b>				<b>\$750.00</b>
71462	4/28/2023	Amazon Capital Services, Inc.	Student Production Materials	\$73.96
			45W USB C Chromebook Charger Type C for HP Lenovo Dell	\$854.25
			Amcrest 5MP Turret POE Camera	\$57.49
			Batteries, Battery Charger, Foam Cover Windscreen	\$161.42
<b>71462 Total</b>				<b>\$1,147.12</b>
71463	4/28/2023	American Society of Composers	Outstanding Balance	\$308.00
<b>71463 Total</b>				<b>\$308.00</b>
71464	4/28/2023	Christian Sykes	Employee Reimbursement	\$53.00
<b>71464 Total</b>				<b>\$53.00</b>
71465	4/28/2023	Cintas	Janitorial Supplies	\$962.48
<b>71465 Total</b>				<b>\$962.48</b>
71466	4/28/2023	Encore ASB Hesperia	ASB Reim February 2023 Misc	\$60.25
			ASB Reim March 2023 Misc	\$330.50
<b>71466 Total</b>				<b>\$390.75</b>
71467	4/28/2023	FedEx	Shipping	\$92.93
<b>71467 Total</b>				<b>\$92.93</b>
71468	4/28/2023	Flinn Scientific Inc.	Chemistry Supplies	\$1,845.82
<b>71468 Total</b>				<b>\$1,845.82</b>
71469	4/28/2023	Fresh Start Healthy Meals	March 2023 Meals	\$22,699.53
<b>71469 Total</b>				<b>\$22,699.53</b>
71470	4/28/2023	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$1,031.66
<b>71470 Total</b>				<b>\$1,031.66</b>
71471	4/28/2023	MealTime	Income Survey Annual Fee 2023-2024 /Subscription Fees	\$1,109.00
<b>71471 Total</b>				<b>\$1,109.00</b>
71472	4/28/2023	Hesperia Unified School District	Printing	\$633.08
<b>71472 Total</b>				<b>\$633.08</b>

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71473	4/28/2023	Joseph B. Thibodeaux	Employee Reimbursement	\$224.23
<b>71473 Total</b>				<b>\$224.23</b>
71474	4/28/2023	Measure Education Inc.	March 2023 Data Management Services	\$2,197.88
<b>71474 Total</b>				<b>\$2,197.88</b>
71475	4/28/2023	Mesquit's Supply, LLC	Janitorial Supplies	\$81.46
<b>71475 Total</b>				<b>\$81.46</b>
71476	4/28/2023	Quill Corporation	Office Supplies	\$358.73
<b>71476 Total</b>				<b>\$358.73</b>
71477	4/28/2023	Southwest Gas Corporation	March 2023 Gas Svc	\$1,238.56
<b>71477 Total</b>				<b>\$1,238.56</b>
71478	4/28/2023	Young, Minney & Corr, LLP	Legal fees, Expenses, Interest	\$13,088.57
<b>71478 Total</b>				<b>\$13,088.57</b>
April 2023	4/30/2023	Emburse	April 2023 Emburse	\$8,777.81
<b>April 2023 Total</b>				<b>\$8,777.81</b>
April 2023 Fees	4/11/2023	Wells Fargo Bank Service Fee	April 2023 Client Analysis Service Charge	\$259.56
<b>April 2023 Fees Total</b>				<b>\$259.56</b>
Ck #2273	4/18/2023	Etage Venue / Etage Graphics	3rd Installment Prom 2023	\$7,500.00
<b>Ck #2273 Total</b>				<b>\$7,500.00</b>
Ck #2274	4/7/2023	DMV Renewal	10086, 12565, 34405, 56298	\$2,025.00
<b>Ck #2274 Total</b>				<b>\$2,025.00</b>
Ck #2275	4/21/2023	Museum of Tolerance	Ms. Warren's Class	\$876.00
<b>Ck #2275 Total</b>				<b>\$876.00</b>
Ck #2276	4/28/2023	Rhythm Studios Fitness	Student Field Trip Rythym 4/17/23, Yoga 4/19/23	\$510.00
<b>Ck #2276 Total</b>				<b>\$510.00</b>
L0238478224	4/13/2023	EDD	Q3 2022 SUI SEF LEC	\$3,333.56
<b>L0238478224 Total</b>				<b>\$3,333.56</b>
<b>Grand Total</b>				<b>\$789,021.08</b>



**ENCORE JUNIOR/SENIOR HIGH SCHOOL  
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Check Number	Check Date	Payee	Sum of Amount
0202303933399	3/27/2023	Anthem Blue Cross	\$42,237.93
0202304927102	4/26/2023	Anthem Blue Cross	\$50,223.45
030223-PACE	3/2/2023	Pace Payments Systems	\$132.44
031423-SWC1396234	3/10/2023	AMTRUST NORTH AMERICA - Workman's Comp	\$4,097.00
031623-BankDirect	3/16/2023	Bank Direct Capital Finance	\$17,851.39
032023-ACH	3/20/2023	The Hanover Insurance Group	\$4,451.87
032123-ACH	3/21/2023	Fonality - NetFortis	\$1,500.41
032423-EmplBene	3/24/2023	Employee Benefits Corporation	\$519.00
032923-EmplBene	3/29/2023	Employee Benefits Corporation	\$25.00
040323-Pace	4/3/2023	Pace Payments Systems	\$207.42
040623-PitneyBowes	4/6/2023	Pitney Bowes Bank Inc Purchase Power	\$2,168.25
041023-ACH	4/10/2023	Terminix International Company	\$249.32
041423-SWC1396234	4/17/2023	AMTRUST NORTH AMERICA - Workman's Comp	\$4,112.00
041823-BankDirect	4/18/2023	Bank Direct Capital Finance	\$17,851.39
041823-Withdrawl Fee	4/18/2023	Wells Fargo Bank Service Fee	\$7.00
041923-SUI SEF	4/19/2023	EDD	\$5,908.87
042023-ACH	4/20/2023	The Hanover Insurance Group	\$5,690.10
042123-ACH	4/21/2023	Fonality - NetFortis	\$1,509.15
209889	4/12/2023	Aflac	\$177.34
3962957	3/31/2023	Employee Benefits Corporation	\$300.00
4001174	4/15/2023	Employee Benefits Corporation	\$120.00
71274	4/6/2023	CT Paint Pros	(\$8,000.00)
71294	3/14/2023	SBC Tax Collector	(\$4,088.99)
71328	3/2/2023	Amazon Capital Services, Inc.	\$1,421.50
71329	3/2/2023	APEX Rentals	\$460.50
71330	3/2/2023	American Society of Composers	\$308.00
71331	3/2/2023	AT&T	\$289.80
71332	3/2/2023	Cintas	\$1,415.78
71333	3/2/2023	Department of Justice / Accounting Office / Cashiering Unit	\$32.00
71334	3/2/2023	Ebmeyer Charter	\$1,344.00
71335	3/2/2023	EDD	\$1,705.80
71336	3/2/2023	Encore ASB Hesperia	\$309.00
71337	3/2/2023	FedEx	\$18.52
71338	3/2/2023	Frontier	\$247.70
71339	3/2/2023	Green Comfort	\$4,121.30
71340	3/2/2023	Hesperia Unified School District	\$907.90
71341	3/2/2023	Key Charter Advisors, LLC	\$5,973.75
71342	3/2/2023	PresenceLearning, Inc.	\$2,675.33
71343	3/2/2023	Quill Corporation	\$4,021.96
71344	3/2/2023	San Bernardino County Fire Department	\$329.00
71345	3/2/2023	School Nurse Supply	\$430.92
71346	3/2/2023	Young, Minney & Corr, LLP	\$10,000.00
71347	3/2/2023	Delta Managed Solutions, Inc.	\$19,752.50
71347	4/3/2023	Delta Managed Solutions, Inc.	(\$19,752.50)
71348	3/6/2023	Metropolitan Life Insurance Company	\$3,354.81
71349	3/7/2023	Erin Cherry	\$2,200.00
71353	3/8/2023	National Benefits Services	\$700.00
71354	3/8/2023	San Bernardino County Office of Education	\$61,678.73
71355	3/14/2023	SBC Tax Collector	\$8,586.87
71356	3/15/2023	Alejandra Gomar	\$11.00
71357	3/15/2023	Alize Mitchell	\$130.00
71358	3/15/2023	Amazon Capital Services, Inc.	\$3,326.48
71359	3/15/2023	California Department of Education / Cashier's Office	\$405.75
71389	4/3/2023	Advance Disposal Co.	\$3,936.04
71390	4/3/2023	Alejandra Gomar	\$11.00
71391	4/3/2023	APEX Rentals	\$501.20
71392	4/3/2023	AT&T	\$926.98
71393	4/3/2023	Hi Desert Alarm	\$1,396.20
71394	4/3/2023	Cintas	\$2,826.22
71395	4/3/2023	Department of Justice / Accounting Office / Cashiering Unit	\$179.00
71396	4/3/2023	Ebmeyer Charter	\$3,541.10
71397	4/3/2023	Ecolab	\$770.57
71398	4/3/2023	Encore ASB Hesperia	\$181.00
71399	4/3/2023	Erin Cherry	\$550.00
71400	4/3/2023	Jenna Kamp Educational Services	\$875.00

**ENCORE JUNIOR/SENIOR HIGH SCHOOL  
WARRANT REGISTER: April 2023**

Check Number	Check Date	Payee	Sum of Amount
71401	4/3/2023	Jordan Watson	\$80.78
71402	4/3/2023	Measure Education Inc.	\$2,197.88
71403	4/3/2023	Mesquit's Supply, LLC	\$376.93
71404	4/3/2023	NCS Pearson, Inc.	\$263.96
71405	4/3/2023	Nigro & Nigro	\$2,700.00
71406	4/3/2023	OEM Service Products	\$1,987.47
71407	4/3/2023	Pitney Bowes Global Financial Services LLC	\$948.23
71408	4/3/2023	PresenceLearning, Inc.	\$8,330.00
71409	4/3/2023	Pitney Bowes Bank Inc Purchase Power	\$2,168.25
71410	4/3/2023	Quill Corporation	\$2,411.73
71411	4/3/2023	Rick Garner dba ProServe Mechanical	\$2,990.00
71412	4/3/2023	San Bernardino & Riverside Counties Fire Equipment	\$1,458.04
71413	4/3/2023	Sandra Del Sole	\$97.93
71414	4/3/2023	School Nutrition Partners	\$909.00
71415	4/3/2023	Staples Technology Solutions	\$112.46
71416	4/3/2023	The Stepping Stones Group LLC	\$5,760.00
71417	4/3/2023	SYSCO Riverside, Inc.	\$939.98
71418	4/3/2023	Terminix International Company	\$124.66
71419	4/3/2023	U.S. Awards Inc.	\$6,515.50
71420	4/3/2023	Young, Minney & Corr, LLP	\$15,000.00
71421	4/3/2023	Delta Managed Solutions, Inc.	\$19,752.50
71423	4/6/2023	CT Paint Pros	\$8,000.00
71426	4/7/2023	Houghton Mifflin Harcourt Publishing Co.	\$14,067.61
71427	4/7/2023	San Bernardino County Office of Education	\$58,532.30
71428	4/12/2023	California Department of Education / Cashier's Office	\$76.05
71429	4/12/2023	Cintas	\$1,060.69
71430	4/12/2023	Ebmeyer Charter	\$1,554.00
71431	4/12/2023	Ecolab	\$676.58
71432	4/12/2023	Fresh Start Healthy Meals	\$24,307.66
71433	4/12/2023	Frontier	\$103.17
71434	4/12/2023	Green Comfort	\$2,044.83
71435	4/12/2023	Measure Education Inc.	\$2,197.88
71436	4/12/2023	Staples Technology Solutions	\$126.29
71437	4/12/2023	The Stepping Stones Group LLC	\$2,862.00
71438	4/12/2023	Terminix International Company	\$124.66
71439	4/12/2023	Tiffany Sutton	\$75.00
71440	4/12/2023	Verizon	\$2,807.50
71441	4/12/2023	Western NRG, Inc.	\$135.00
71442	4/12/2023	Young, Minney & Corr, LLP	\$19,757.31
71443	4/12/2023	Delta Managed Solutions, Inc.	\$15,750.00
71444	4/12/2023	National Benefits Services	\$600.00
71445	4/12/2023	PayFlex Systems USA, Inc.	\$450.00
71446	4/12/2023	Ebmeyer Charter	\$72,984.56
71447	4/18/2023	Amazon Capital Services, Inc.	\$2,292.62
71448	4/18/2023	Southern California Edison	\$25,407.93
71449	4/18/2023	Southwest Gas Corporation	\$42,305.16
71452	4/26/2023	National Benefits Services	\$600.00
71453	4/26/2023	San Bernardino County Office of Education	\$61,215.34
71457	4/27/2023	San Bernardino Co Superintendent of Schools	\$2,125.00
71459	4/28/2023	3D K9 Partners, LLC	\$750.00
71460	4/28/2023	Advance Disposal Co.	\$60.86
71461	4/28/2023	Afficient Academy Learning Center of Silicon Valley, Inc.	\$750.00
71462	4/28/2023	Amazon Capital Services, Inc.	\$1,147.12
71463	4/28/2023	American Society of Composers	\$308.00
71464	4/28/2023	Christian Sykes	\$53.00
71465	4/28/2023	Cintas	\$962.48
71466	4/28/2023	Encore ASB Hesperia	\$390.75
71467	4/28/2023	FedEx	\$92.93
71468	4/28/2023	Flinn Scientific Inc.	\$1,845.82
71469	4/28/2023	Fresh Start Healthy Meals	\$22,699.53
71470	4/28/2023	Green Comfort	\$1,031.66
71471	4/28/2023	MealTime	\$1,109.00
71472	4/28/2023	Hesperia Unified School District	\$633.08
71473	4/28/2023	Joseph B. Thibodeaux	\$224.23
71474	4/28/2023	Measure Education Inc.	\$2,197.88

**ENCORE JUNIOR/SENIOR HIGH SCHOOL  
WARRANT REGISTER: April 2023**

Check Number	Check Date	Payee	Sum of Amount
71475	4/28/2023	Mesquit's Supply, LLC	\$81.46
71476	4/28/2023	Quill Corporation	\$358.73
71477	4/28/2023	Southwest Gas Corporation	\$1,238.56
71478	4/28/2023	Young, Minney & Corr, LLP	\$13,088.57
April 2023	4/30/2023	Emburse	\$8,777.81
April 2023 Fees	4/11/2023	Wells Fargo Bank Service Fee	\$259.56
Ck #2273	4/18/2023	Etage Venue / Etage Graphics	\$7,500.00
Ck #2274	4/7/2023	DMV Renewal	\$2,025.00
Ck #2275	4/21/2023	Museum of Tolerance	\$876.00
Ck #2276	4/28/2023	Rhythm Studios Fitness	\$510.00
L0238478224	4/13/2023	EDD	\$3,333.56
<b>Grand Total</b>			<b>\$789,021.08</b>

# Coversheet

## Executive Director's Report

**Section:** V. Staff Reports  
**Item:** A. Executive Director's Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2022-05-22 Executive Director Board Report.pdf



**MEMORANDUM**

**DATE:** May 22, 2023  
**TO:** Board of Directors  
**FROM:** Sabrina Bow, Executive Director  
**SUBJECT:** Executive Director’s Report

**Enrollment Projections 2023-24**

Based on current enrollment projections, we are at 90% enrollment for the 2023-24 year (541/600). This projected enrollment does not include the six foreign exchange students who are also confirmed to enroll in August 2023.

Grade in 22-23	Grade in 23-24	Leaving	Maybe	Confirmed Returning	23-24 New Student	Projected	Budgeted
6	7	n/a	-	-	79	79	120
7	8	-11	4	103	12	115	120
7	9	-19	3	72	13	85	90
9	10	7	0	85	3	88	90
10	11	-17	2	82	4	86	90
11	12	-3	1	86	2	88	90
		-57 not returning			<b>112</b>	<b>541</b>	<b>600</b>

**Facilities**

We have completed 50% of the student restroom renovation. D- and E-building student restrooms have new linoleum flooring, repaired and painted wall covering, painted partitions, and hand dryers. A significant improvement was the removal of the shower stalls. The B- and C-building student restroom renovation will begin after Memorial Day. The total cost of the project for all four restrooms is approximately \$40,000.

# Coversheet

## Principal's Report

<b>Section:</b>	V. Staff Reports
<b>Item:</b>	B. Principal's Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Principal's Report (May 2023).pdf

Encore High School for the Visual and Performing Arts

# Board Of Directors

## Principal's Report- May 2023

St. Claire Adriaan



Principal for the Day!

## Introduction

Semester 2 is about to end and we have a lot to celebrate academically and in the arts. While we know we have a long way to go, we would like to celebrate the growth observed this year.

### Staffing

Open positions:

1. Assistant Principal
2. Spanish
3. Environmental Science
4. Special Education

We have advertised all the positions and are currently interviewing a candidate for all positions advertised on Edjoin.

### Academics

#### Summative Assessments

##### ELPAC - Summative English Language Proficiency

The Summative English Language Proficiency Assessments for California (ELPAC) assesses English learner students in four domains: Listening, Speaking, Reading, and Writing. Students will receive an Overall score that falls into one of four levels.

#### Summative ELPAC Overall Scale Score Ranges

The Overall score consists of the student's Oral Language score and Written Language score. The Oral Language score consists of the student's scores from the Listening and Speaking domains. The Written Language score consists of the student's scores from the Reading and Writing domains. The weighting of the Oral and Written Language scores is based on the student's grade level. Grade Level/ Span Level 1 Level 2 Level 3 Level 4

#### Encore's Data

Total number of students: 29

Total number tested: 27

Results:

Level 1: 2

Level 2: 6



Level 3: 9

Level 4: 9

Reclassified: 4/9

**Reclassification:** Encore in compliance with Federal and State Requirements have reclassification criteria that guides the reclassification process.

### **CAASPP - State Test Completion Rate:**

**ELA - 97.94%**

**Math - 97.6%**

**Science - 99.02%**

### **Arts on Campus**

**Directing Change:** Film students participated in the California Mental Health Awareness Month Film Competition:

Encore received a trophy for Best in Region and 2 of our students took 2nd place while 1 of our students took first place.

**Into the Hoods:** A successful production was put on under the directorship of Mr. Bob Hekel with the assistance of MS. Sandi Del Sole. We were also able to bring some of neighboring schools onto campus to have their students watch the show and promote our school.

**Concert in the Park:** On May 19, 2023 we will put on our first Concert in the Park to help foster community and give our students a chance to perform on our field.

Important dates:

8th Grade Culmination - May 25, 2023

Senior Graduation - May, 26, 2012

# Coversheet

## Staff Liaison Report

**Section:** V. Staff Reports  
**Item:** C. Staff Liaison Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Staff Liaison Report (May 2023).pdf

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**memorandum**

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**date:** 5/22/2023  
**to:** Board of Directors  
**from:** Sandi Del Sole  
**subject:** Staff Liaison Report

The campus has been very busy as we finish up all of our activities, grades, and programs for this school year.

Recital week overall was a big success, with a few hiccups along the way. We plan to have a debriefing with the staff involved to document what went right and to brainstorm how to adjust and improve on the things that could have gone better. All the staff pitched in to make things work. The arts teachers deserve praise for their hard work, planning, and organization to prepare the students and create content for this event. The support staff for setting up, cleaning up, monitoring the event spaces, and running our audio. The additional staff who volunteered their time to help monitor our students backstage so that they were safe and kept out of trouble. Administration for working the extra hours and overseeing that the campus ran as it should. Finally, our parents and guests who were all respectful and appreciative, allowing the nights to go off without any major incidents.

On May 19<sup>th</sup> we had our first ever “Concert in the Park” where we invited staff, students, friends, families, and community members to join us in our new Encore field for a fun and social night of music and food.

On Saturday May 20<sup>th</sup> we had our annual Scotty Awards night where we recognized the accomplishments of our many wonderful and hard-working students. We had awards that recognized high achievement in academics, arts, behaviors, dedication, and improvement. We are so proud of all of our students and are pleased to have this opportunity to recognize them.

Over this last week we have many senior events and will finish the week with our beautiful graduation ceremony on Saturday, May 27<sup>th</sup>. We couldn’t be more proud of all of our amazing graduates as we send them off to their next stage in life confident that we have prepared them for what challenges they will face.

On Friday, May 26<sup>th</sup> we will have our 8<sup>th</sup> grade promotion and are ready to welcome these students into high school.

As stated, our entire campus has been busy keeping up with end of the year events, working hard to finish strong, build on our successes, and work as a team to improve where we see weakness. This is a time where all staff is evaluating and celebrating a year completed and looking forward to a stronger next school year.

# Coversheet

## Approval of April 2023 Financial Report

**Section:** VI. Business and Finance  
**Item:** A. Approval of April 2023 Financial Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Encore DMU April 2023\_BOARD.pdf



# Encore High School for the Arts

**DMS Monthly Update**  
**Actuals through: April 30, 2023**





## SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through April 30, 2023. Along with an update on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on an ongoing basis to thoughtfully address these issues, especially early in the year, are the keys to successful financial reporting.

It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not necessarily a valuable measure of the financial performance.

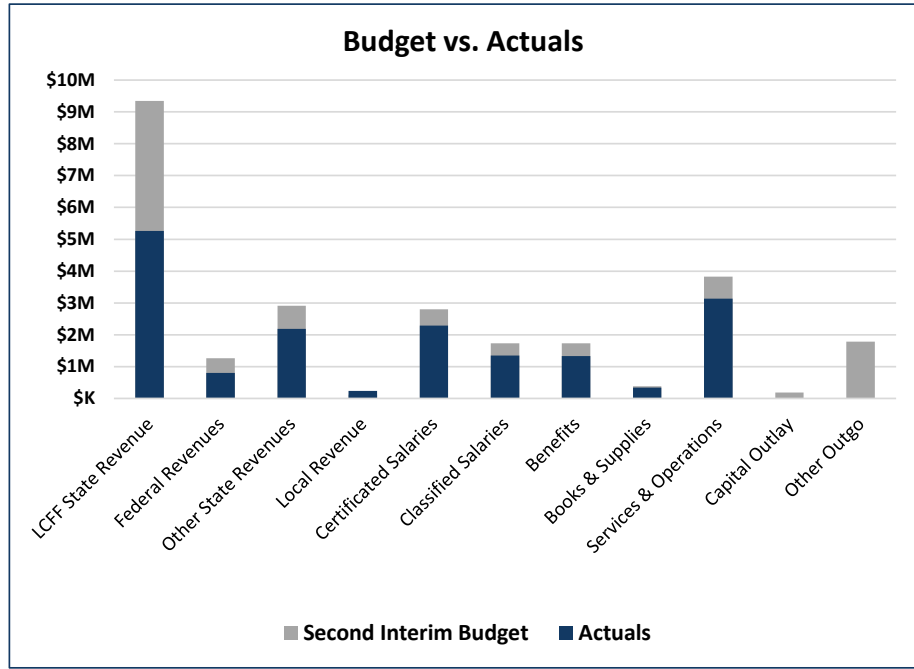
At this juncture with 83% of the year (10 months) completed, compensation and benefits are trending slightly less than budgeted and are sitting where we expect them to be. It is important to note that many expenditure categories are "front loaded" meaning spending is greater in the beginning of the school year and tend to "level out" over the balance.

Cash Flow - Encore High School for the Arts is projected to end the year with over 65 days' cash on hand which reflects a solid financial foundation for a sound level of fiscal solvency. DMS will continue to work with Encore and the Authorizer to accelerate payments as much as possible to maximize the cash balance.

Encore High School for the Arts continues to demonstrate fiscal stability and is projected to meet all obligations as scheduled. DMS and Encore continue to monitor the political and economic landscape in an effort to anticipate their potential impacts on the school.

**Encore High School for the Arts  
2022-23 DMS Monthly Update  
Budget vs Actuals Summary**

<b>Encore Budget vs Actuals</b>			
	<b>Second Interim Budget</b>	<b>Actuals 4/30/2023</b>	<b>% of Budget</b>
<b>Revenues</b>			
LCFF State Revenue	9,345,420	5,264,330	56%
Federal Revenues	1,263,737	802,382	63%
Other State Revenues	2,914,890	2,184,960	75%
Local Revenue	120,472	235,825	196%
<b>TTL Revenues</b>	<b>13,644,518</b>	<b>8,487,498</b>	<b>62%</b>
<b>Expenditures</b>			
Certificated Salaries	2,799,257	2,285,804	82%
Classified Salaries	1,732,568	1,346,357	78%
Benefits	1,728,374	1,329,998	77%
Books & Supplies	381,809	340,565	89%
Services & Operations	3,828,339	3,136,639	82%
Capital Outlay	187,240	0	0%
Other Outgo	1,782,000	0	0%
<b>Total Expenditures</b>	<b>12,439,587</b>	<b>8,439,363</b>	<b>68%</b>
<b>Operating Income/(Loss)</b>	<b>1,204,931</b>	<b>48,134</b>	<b>83%</b>



**Encore High School for the Arts  
2022-23 DMS Monthly Update  
Budget vs Actuals Detail**

Encore Actuals vs Budget	Code	Description	Second Interim Budget	Actuals 4/30/2023	% of Budget	Notes / Comments
<b>Revenue</b>						
LCFF Revenue						
	8011	LCFF General Entitlement	4,836,962	3,745,741	77%	
	8012	EPA Entitlement	1,724,619	1,574,641	91%	
	8019	Prior Year Unrestricted Revenue	2,565,550	(239,568)	0%	Reflects reclass entry correcting the coding of PY revenue adjustment.
	8096	In-Lieu-Of Property Taxes	218,289	183,516	84%	
Total LCFF Revenue			<u>9,345,420</u>	<u>5,264,330</u>	56%	
Federal Revenue						
	8181	Federal IDEA SpEd Revenue	75,448	0	0%	
	8220	School Nutrition Program-Federal	165,000	108,379	66%	
	8290	Other Federal Revenue	1,023,289	694,004	68%	
Total Federal Revenue			<u>1,263,737</u>	<u>802,382</u>	63%	
Other State Revenue						
	8311	AB602 State SpEd Revenue	620,187	390,311	63%	
	8520	School Nutrition Program-State	95,000	111,765	118%	
	8550	Mandated Cost Reimbursements	25,658	25,658	100%	
	8560	State Lottery Revenue	141,015	184,746	131%	Includes \$86K in Prior Year Lottery receipts.
	8590	Other State Revenue	2,033,030	1,472,479	72%	
Total Other State Revenue			<u>2,914,890</u>	<u>2,184,960</u>	75%	
Local Revenue						
	8634	Student Transportation Fees	45,000	42,846	95%	
	8695	Local Grants	10,000	0	0%	
	8696	Fundraising	10,000	0	0%	
	8698	Other Revenue (Suspense)	0	615	0%	
	8699	Other Revenue	55,472	192,365	347%	Includes Excess '22 Bond funds & IRS ERC Refund - Q2 2020
Total Local Revenue			<u>120,472</u>	<u>235,825</u>	196%	
<b>Total Revenue</b>			<b><u>13,644,518</u></b>	<b><u>8,487,498</u></b>	<b>62%</b>	
<b>Expenditures</b>						
Certificated Compensation						
	1100	Teacher Compensation	2,308,877	1,873,842	81%	
	1130	Substitute Teacher Compensation	67,440	53,699	80%	
	1150	Teacher Stipends/Extra Duty	42,963	44,313	103%	
	1200	Student Support	244,978	156,438	64%	
	1300	Certificated Administrators	135,000	157,512	117%	
Total Certificated Compensation			<u>2,799,257</u>	<u>2,285,804</u>	82%	
Classified Compensation						
	2100	Instructional Aides	248,011	165,451	67%	
	2160	Electives Instructional Aides	0	7,114	0%	
	2200	Pupil Support Administration	542,524	393,012	72%	
	2300	Classified Administrators	466,388	370,506	79%	
	2400	Clerical & Technical Staff	475,646	410,274	86%	
Total Classified Compensation			<u>1,732,568</u>	<u>1,346,357</u>	78%	



**Encore High School for the Arts  
2022-23 DMS Monthly Update  
Budget vs Actuals Detail**

Encore Actuals vs Budget	Code	Description	Second Interim Budget	Actuals 4/30/2023	% of Budget	Notes / Comments
<b>Employee Benefits</b>						
	3101	STRS Certificated	509,879	398,086	78%	
	3102	STRS Classified	12,932	8,837	68%	
	3201	PERS Certificated	32,480	24,334	75%	
	3202	PERS Classified	423,028	327,476	77%	
	3301	OASDI/Medicare	171,448	135,036	79%	
	3401	Health Care Certificated	302,175	186,444	62%	
	3402	Health Care Classified	193,615	184,492	95%	
	3501	Unemployment Insurance	22,549	25,995	115%	
	3601	Workers' Comp Certificated	33,591	19,298	57%	
	3602	Workers' Comp Classified	20,527	11,997	58%	
	3901	Other Benefits Cert	1,050	2,178	207%	
	3902	Other Benefits Class	5,100	5,824	114%	
<b>Total Employee Benefits</b>			<b>1,728,374</b>	<b>1,329,998</b>	77%	
<b>Books, Materials, &amp; Supplies</b>						
	4100	Textbooks & Core Curriculum	20,000	12,284	61%	
	4310	Materials & Supplies	80,309	38,871	48%	
	4320	Office Supplies	12,000	19,256	160%	
	4330	Meals & Events	3,500	5,594	160%	
	4340	Student Events	25,000	41,896	168%	
	4350	Fuel Cost- Transportation for Pupils	50,000	7,755	16%	
	4390	Other Supplies	1,000	3,491	349%	<b>DMV Registration for purchase of bus.</b>
	4400	Non-Capitalized Equipment	10,000	6,930	69%	
	4700	School Nutrition Program	180,000	204,488	114%	
<b>Total Books, Materials, &amp; Supplies</b>			<b>381,809</b>	<b>340,565</b>	89%	
<b>Outside Services &amp; Other Operating Costs</b>						
	5100	SpEd Consultants and Vendors Subagreements for Service	90,000	107,153	119%	
	5200	Travel & Conferences	9,000	4,616	51%	
	5210	Mileage Reimbursements	500	166	33%	
	5300	Dues & Memberships	15,000	12,755	85%	
	5400	Insurance	337,945	350,036	104%	
	5500	Operations & Housekeeping	27,500	13,272	48%	
	5510	Utilities (General)	320,000	265,040	83%	
	5520	Janitorial Services	28,000	1,578	6%	
	5610	Facility Rents & Leases	1,147,199	1,105,084	96%	
	5620	Equipment Leases	12,000	9,231	77%	
	5630	Maintenance & Repair	90,000	92,624	103%	
	5635	Vehicle Maintenance & Repair	3,500	9,445	270%	<b>The cost of new bus paint.</b>
	5800	Professional Services - Non-instructional	40,000	38,646	97%	
	5810	Legal	150,000	127,460	85%	
	5820	Audit & CPA	40,000	35,915	90%	
	5825	DMS Business Services	237,030	181,515	77%	
	5830	Non-Instructional Software Licenses/Fees	45,000	42,767	95%	
	5835	Field Trips - Bus Transportations	10,000	11,314	113%	
	5840	Advertising & Recruitment	60,000	39,614	66%	
	5850	Oversight Fees	67,799	0	0%	
	5860	Service Fees	30,000	23,559	79%	
	5861	Student Fees	53,542	0	0%	
	5862	SBC Tax Collector	8,200	8,178	100%	
	5865	General - Bus Transportation	889,000	595,702	67%	

**Encore High School for the Arts  
2022-23 DMS Monthly Update  
Budget vs Actuals Detail**

Encore Actuals vs Budget	Code	Description	Second Interim Budget	Actuals 4/30/2023	% of Budget	Notes / Comments
	5870	Livescan Fingerprinting	1,000	951	95%	
	5880	Instructional Vendors & Consultants	60,000	19,000	32%	
	5900	Communications	3,000	1,160	39%	
	5910	Telephone	29,000	22,965	79%	
	5920	Internet	20,625	13,629	66%	
	5930	Postage	3,500	3,263	93%	
Total Outside Services & Other Operating Costs			<u>3,828,339</u>	<u>3,136,639</u>	82%	
Capital Expenditures						
	6900	Depreciation	187,240	0	0%	
Total Capital Expenditures			<u>187,240</u>	<u>0</u>	0%	
Other Outgo						
	7439	2022 Bond Repayment	1,782,000	0	0%	
Total Other Outgo			<u>1,782,000</u>	<u>0</u>	0%	
<b>Total Expenditures</b>			<u>12,439,587</u>	<u>8,439,363</u>	68%	
<b>Operating Income/Loss</b>			<u>1,204,931</u>	<u>48,134</u>	83%	% of Year

**Encore High School for the Arts**  
**2022-23 DMS Monthly Update**  
**Balance Sheet**

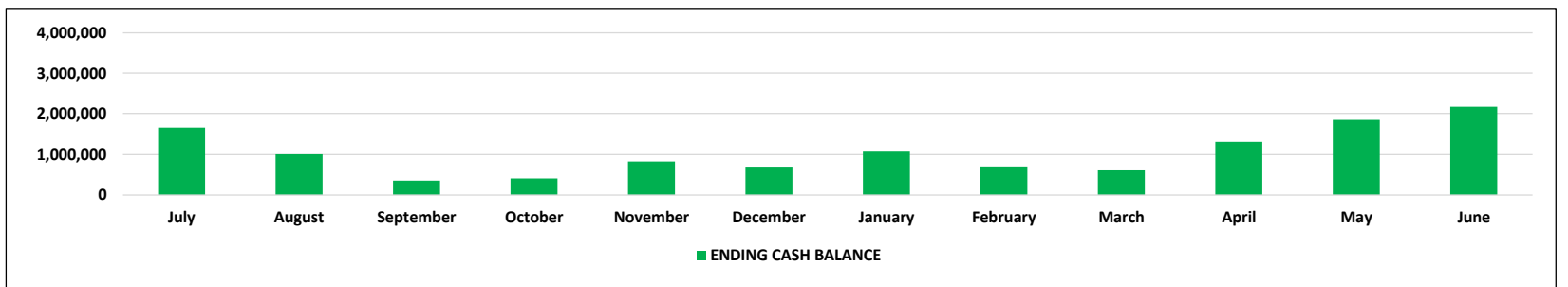
Balance Sheet	Code	Description	Actuals 4/30/2023
<b>Assets</b>			
Cash & Equivalents			
	9120	Cash in Banks	1,321,202
	9125	Cash in Banks - Umpqua Bank	(359)
	9140	Cash Awaiting Collection	0
		Total Cash & Equivalents	<u>1,320,843</u>
Current Assets			
	9200	Accounts Receivable	30,129
	9330	Prepaid Expenses	14,068
	9335	Emburse - Prepaid Exp	28,195
		Total Current Assets	<u>72,392</u>
Fixed Assets			
	9430	Buildings	130,645
	9435	Accumulated Depreciation - Buildings	(13,526)
	9440	Equipment	2,169,886
	9445	Accumulated Depreciation - Equipment	(1,542,783)
	9450	Work in Progress	9,760
	9495	Lease Adj for SL Amortization	1,212,102
		Total Fixed Assets	<u>1,966,084</u>
<b>Total Assets</b>			<b>3,359,319</b>
<b>Liabilities</b>			
Current Liabilities			
	9500	Accounts Payable	30,679
	9502	Life Insurance	(2,824)
	9503	Medical and Dental Benefits	104,605
	9504	Anthem Blue Cross	(65,907)
	9505	Medical Benefits	(44,834)
	9506	State Disability	49
	9507	Medicare	156
	9509	Vision	87
	9510	Dental	0
	9511	Federal Tax	330
	9512	State Tax	90
	9513	OASDI	499
	9514	EFT Direct Deposit	0
	9516	Voluntary FSA	1,418
	9517	Voluntary 403b	0
	9518	Workers Comp	(273)
	9519	Voluntary Insurance - NABCO	73
	9520	Voluntary Insurance - AFLAC	2,018
	9521	Accrued Salary & Wages	132,942
	9522	Voluntary Life Insurance - Allstate	3,109
	9523	Child Support Garnishment	0
	9524	EWO	0
	9525	STRS	(55)
	9526	PERS	(469)
	9527	Union Dues	423
	9529	STRS Excess Contribution	0
	9531	SUI	1,940
	9550	Prior Year AP	(3,368)
	9552	Use Tax Payable	1,727
	9553	Parent/Student Deposits	(783)
	9560	Liability - State-Dated Employee Payables	(51)
	9570	Liability - State-Dated Vendor Payables	756
	9581	Health Adjustments	(10,045)
	9582	Workers Compensation Adjustment	0
	9590	Due to Grantor Governments	60,699
		Total Current Liabilities	<u>212,990</u>
Long Term Liabilities			
	9640	Current Loans	0
	9641	Factoring Principal Due	0
	9645	LaFear Settlement	0
	9667	Capital Leases Payable	0
		Total Long Term Liabilities	<u>0</u>
<b>Total Liabilities</b>			<b>212,990</b>
<b>Net Assets</b>			<b>3,146,329</b>
<b>Liabilities + Net Assets</b>			<b>3,359,319</b>

**Encore High School for the Arts**

**2022-23 DMS Monthly Update**

**Cash Flow**

BB	Second Interim Budget	July	August	September	October	November	December	January	February	March	April	May Budget	June Budget	Accruals	Total	
<b>Beginning Balance</b>		<b>414,330</b>	<b>1,651,459</b>	<b>1,010,993</b>	<b>355,621</b>	<b>412,099</b>	<b>830,606</b>	<b>680,929</b>	<b>1,073,671</b>	<b>682,119</b>	<b>611,176</b>	<b>1,320,843</b>	<b>1,867,269</b>			
<b>Revenues</b>																
LCFF State Revenue	0	4,836,962	0	275,168	275,168	495,303	495,303	495,303	495,303	359,445	359,445	359,445	359,445	372,331	4,836,962	
EPA	0	1,724,619	0	0	0	489,974	0	0	489,974	0	0	594,693	0	372,335	1,946,976	
In-Lieu Property Taxes	0	218,289	0	0	0	6,929	107,829	0	0	41,078	27,680	13,840	13,840	7,093	218,289	
Prior Year Corrections	0	2,565,550	0	0	0	0	0	0	0	(99,191)	(140,377)	2,276,370	(140,377)	669,125	2,565,550	
Federal Revenues	0	1,263,737	0	40,192	187,449	49,593	11,559	32,923	63,109	28,299	143,065	50,190	209,660	201,504	1,263,737	
Other State Revenues	0	2,914,890	26,446	12,246	0	101,931	482,554	318,605	103,439	50,099	442,007	647,632	282,289	339,360	108,281	2,914,890
Other Local Revenue	0	120,472	300	10,879	6,556	6,910	3,168	11,404	38,880	1,476	19,885	136,368	2,500	(120,354)	120,472	
<b>TTL Revenues</b>	<b>0</b>	<b>13,644,518</b>	<b>26,746</b>	<b>338,485</b>	<b>469,172</b>	<b>1,143,711</b>	<b>999,513</b>	<b>966,064</b>	<b>1,190,705</b>	<b>793,073</b>	<b>791,522</b>	<b>1,768,506</b>	<b>2,984,634</b>	<b>784,428</b>	<b>1,610,315</b>	<b>13,866,875</b>
<b>Expenditures</b>																
Certificated Salaries	0	2,799,257	14,739	136,605	261,941	282,076	260,117	276,526	254,319	264,464	271,211	263,808	265,000	19,876	228,577	2,799,257
Classified Salaries	0	1,732,568	52,066	140,432	150,444	150,702	154,234	139,232	118,580	154,016	147,306	139,344	144,381	101,066	140,765	1,732,568
Benefits	0	1,728,374	31,943	109,936	159,206	159,861	145,522	143,666	131,737	147,515	153,582	147,030	147,377	43,539	207,460	1,728,374
Books & Supplies	0	381,809	22,201	6,668	27,308	63,352	38,464	21,198	19,116	63,260	35,735	43,262	22,000	19,000	244	381,809
Services & Operations	0	3,828,339	255,130	279,319	286,309	370,906	460,947	260,479	272,714	463,972	225,476	261,387	300,000	300,000	91,700	3,828,339
Capital Outlay	0	187,240	0	0	0	0	0	0	0	0	0	0	0	0	187,240	187,240
Other Outgo	0	1,782,000	0	0	0	0	0	0	0	0	0	1,559,449	0	222,551	1,782,000	
<b>Total Expenditures</b>	<b>0</b>	<b>12,439,587</b>	<b>376,080</b>	<b>672,960</b>	<b>885,208</b>	<b>1,026,897</b>	<b>1,059,285</b>	<b>841,102</b>	<b>796,466</b>	<b>1,093,227</b>	<b>833,310</b>	<b>854,830</b>	<b>2,438,207</b>	<b>483,482</b>	<b>1,078,535</b>	<b>12,439,587</b>
<b>Other Cash Inflows/Outflows</b>																
Accounts Receivable/Other Assets	(2,995,777)	0	2,050,372	1,237	16,231	99,887	537,951	(5,504)	150,021	(199)	96,235	(22,845)			2,923,385	
Fixed Assets	(724,287)	0	0	0	0	0	(10,338)	(10,000)	(10,685)	0	1,328	0			(29,695)	
Accounts Payable (net change)	2,248,301	0	(463,909)	(307,229)	(255,567)	(160,224)	(49,333)	(259,136)	(140,833)	(91,199)	(126,718)	(181,164)			(2,035,312)	
Other Liabilities	0	0	0	0	0	0	0	0	0	0	0	0			0	
<b>Net Inflows/Outflows</b>	<b>(1,471,763)</b>	<b>0</b>	<b>1,586,463</b>	<b>(305,992)</b>	<b>(239,336)</b>	<b>(60,337)</b>	<b>478,280</b>	<b>(274,640)</b>	<b>(1,497)</b>	<b>(91,398)</b>	<b>(29,155)</b>	<b>(204,010)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>858,378</b>
<b>ENDING CASH BALANCE</b>			<b>1,651,459</b>	<b>1,010,993</b>	<b>355,621</b>	<b>412,099</b>	<b>830,606</b>	<b>680,929</b>	<b>1,073,671</b>	<b>682,119</b>	<b>611,176</b>	<b>1,320,843</b>	<b>1,867,269</b>	<b>2,168,216</b>		
<b>Days Cash on Hand</b>			<b>49.20</b>	<b>30.12</b>	<b>10.59</b>	<b>12.28</b>	<b>24.74</b>	<b>20.29</b>	<b>31.98</b>	<b>20.32</b>	<b>18.21</b>	<b>39.35</b>	<b>55.63</b>	<b>64.59</b>		



# Coversheet

## Approval of Enrollment Professor West Agreement for 2023-24

**Section:** VI. Business and Finance  
**Item:** B. Approval of Enrollment Professor West Agreement for 2023-24  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** EPW Agreement ARMS-Advertising EHS 7-01-23 to 6-30-24.pdf



## Agreement for Services

This Agreement is made this 1st day of July 2023, between Encore Education Corporation, having its principal place of business at 16955 Lemon St., Hesperia, CA 92345, and Stephen Nutter, dba Enrollment Professor West (Contractor), having its principal place of business at 11523 Sandpiper Way, Penn Valley CA 95946.

In consideration of the client retaining the Contractor, to perform enrollment support services for the client, it is agreed as follows:

### **1. Terms**

Client hereby retains Contractor, which hereby agrees to perform the following services: Enrollment and Marketing services as outlined below: **July 1, 2023, to June 30, 2024**

- a) **Digital Advertising:** Targeted social media ads. Includes cost and creation (English and Spanish) to run weekly on Facebook, Instagram, or applicable social media platforms. The client will retain all rights and ownership of the developed advertising indefinitely.
- b) **Google Advertising:** Bring Your School to the top section of the search page. The program includes the advertising cost and the creation of ads.
- c) **Applicant Retention Management System - ARMS**  
**EICM:** The Enrollment Interest Conversion Module engages potential applicants from first contact to registration. This automated system allows each school to increase the chances of enrolling a new student by utilizing target messaging and staff reminders to engage each possible enrollment until they have all the information to decide.  
**EIM Module:** The Enrollment Interest Meeting module is the Crown Jewel of our enrollment modules. The EIM module includes training and regularly monitoring all aspects of the module. This system produces a continuous supply of potential enrollment by creating a buzz in the community. The EIM program, when executed correctly, creates excitement in your community and grows enrollment.  
**Additional Modules:** The client will have access to and training additional ARMS modules as they launch at no extra charge.
- d) **Creation of Promotional Videos:** Such as School introductions, Virtual School Tours, or Testimonials of Parents, Students, and Teachers. (For use on the website, landing page + as a follow-up tool for parent leads) The client will retain all rights and ownership of the promotional video indefinitely.
- e) **LPM Module:** The Landing Page Management module includes creating and managing a professional landing page to give prospective families a snapshot of your school offering and capture the quantitative data for your advertising campaigns.
- f) **Campaign Reports and Meetings:** When available, report on all ad campaigns.

### Additional Advertising Options

The client can activate other advertising or agency services at an additional expense. Said services would be on bid pricing.



The following fees and terms shall apply:

This Agreement shall commence on the date stated above and shall remain in effect until all obligations under this Agreement have been properly completed. Either party to this Agreement may terminate this Agreement with or without cause by providing at least 30 days written notice to the other party.

Fees

Term twelve (12) month agreement 7/01/23 to 6/30/24 at \$3500 per month for the term. After the twelve (12) month term, the Agreement will continue on current terms (at \$3500 billed monthly) unless the client gives a 30-day notice of termination of the partnership or is notified in advance of increased costs by the Contractor.

Payment Option

Twelve monthly payments of \$3500 due on the first of each month: 7/1/23 through 6/30/24

Enrollment Professor shall provide an invoice(s) and shall maintain and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. The client shall make full payment for services upon receipt of the invoice. Invoices not paid after Ten (10) days of the due date are considered delinquent, and a late fee of 5% will be added to the payment amount. If payment is not received fifteen days after the due date, all service will be suspended until payment is made in full, including late fees. Credit card and auto-pay services are available upon request. These payment options will incur a 4% processing fee.

**2. Warranties**

Contractor, represents and warrants to client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, provincial and municipal laws.

**3. Independent Contractor,**

Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent Contractor. Contractor shall not enter into any contract or commitment on behalf of client. Contractor further acknowledges that it is not considered an affiliate or subsidiary of client and is not entitled to any Client employment rights or benefits.

**4. Confidentiality**

Contractor recognizes and acknowledges that this Agreement creates a confidential relationship between Stephen Nutter (Enrollment Professor West) and Client and that information concerning client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning client is hereinafter collectively referred to as "Confidential Information." The Contractor agrees to follow Client Information Security procedures and otherwise take all reasonable precautions for the protection of Confidential Information.

**5. Non-Disclosure**

Contractor, agrees that, except as directed by client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever. If requested, EPW will turn over all documents, papers, and other matters in its possession or control that relate to the client.



**6. Grant**

Contractor agrees that its work product produced in the performance of this Agreement shall remain the exclusive property of Encore Education Corporation and that it will not transfer, publish, disclose, or otherwise make the work product available to third parties without client's prior written consent. Any rights granted to Stephen Nutter (Enrollment Professor West) under this Agreement shall not affect client's exclusive ownership of the work product.

**7. Entire Agreement and Notice**

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by electronic or certified mail.

**IN WITNESS,**

Client and Contractor have duly executed this Agreement as of the day and year first written above.

**CONTRACTOR (Enrollment Professor West)**

Agent:  
Stephen Nutter

**CLIENT (Encore Education Corporation)**

Agent(s):  
Sabrina Bow

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated:

Dated:



# Coversheet

## Approval of Enrollment Marketing Mailers by CURO

**Section:** VI. Business and Finance  
**Item:** C. Approval of Enrollment Marketing Mailers by CURO  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Estimate 2206 CURO.pdf

2160 Huntington Drive Unit A  
 Duarte, CA 91010 US  
 (626) 531-7525  
 info@curoprint.com  
 www.curoprint.com



## Estimate

### ADDRESS

Sabrina Bow Ed.D.  
 Encore Jr. & Sr. High for the  
 Arts

ESTIMATE # 2206

DATE 05/19/2023

### SHIP VIA

USPS EDDM

ACTIVITY	QTY	RATE	AMOUNT
<b>Services:Design Services</b>	1	200.00	200.00
Design of 3 Mailers			
<b>Direct Mail</b>	33,037	0.35	11,562.95T
6.5x9 EDDM Mailer1 Printed 4/4 on 14pt C2S with gloss UV Bundled, Sorted, USPS Processing and Paperwork, Postage, Deliver to USPS			
Mailer Count Based on List Postal Routes Provided 92345 - Hesperia Zip Code 92344- Hesperia Adjacent 92308 - Apple Valley Adjacent routes			
<b>Direct Mail</b>	33,037	0.35	11,562.95T
6.5x9 EDDM Mailer1 Printed 4/4 on 14pt C2S with gloss UV Bundled, Sorted, USPS Processing and Paperwork, Postage, Deliver to USPS			
Mailer Count Based on List Postal Routes Provided 92345 - Hesperia Zip Code 92344- Hesperia Adjacent 92308 - Apple Valley Adjacent routes			
<b>Direct Mail</b>	33,037	0.35	11,562.95T
6.5x9 EDDM Mailer1 Printed 4/4 on 14pt C2S with gloss UV Bundled, Sorted, USPS Processing and Paperwork, Postage, Deliver to USPS			
Mailer Count Based on List Postal Routes Provided 92345 - Hesperia Zip Code 92344- Hesperia Adjacent			

ACTIVITY	QTY	RATE	AMOUNT
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92308 - Apple Valley Adjacent routes

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SUBTOTAL	34,888.85
TAX	3,555.61
<b>TOTAL</b>	<b>\$38,444.46</b>

Accepted By

Accepted Date

# Coversheet

## NWEA MAP Reports

<b>Section:</b>	VII. Curriculum and Instruction
<b>Item:</b>	C. NWEA MAP Reports
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	2022 NWEA MAP Student Growth.pdf 2023 NWEA MAP Student Growth.pdf



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2021-2022  
**District:** Encore High School

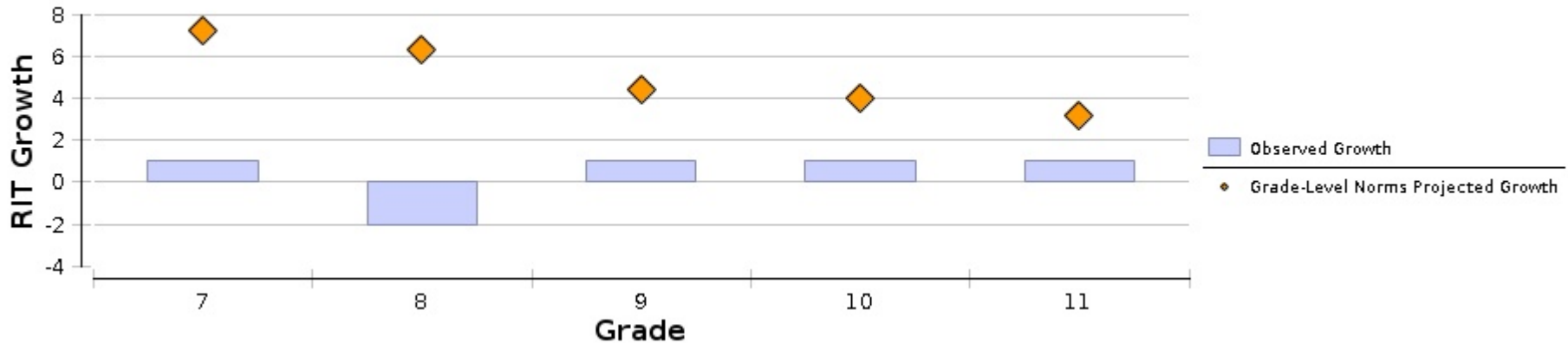
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2021 - Spring 2022  
**Weeks of Instruction:** Start - 0 (Fall 2021)  
 End - 33 (Spring 2022)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Math: Math K-12

Grade (Spring 2022)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2021			Spring 2022			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	70	206.8	12.2	7	207.3	13.2	2	1	0.9	7.2	-2.77	1	70	11	16	16
8	96	211.5	13.7	10	209.3	16.9	2	-2	0.9	6.3	-2.99	1	96	16	17	14
9	50	211.7	15.5	8	212.3	19.7	4	1	2.0	4.4	-1.69	5	50	21	42	35
10	52	219.4	16.5	19	220.1	17.2	12	1	1.1	4.0	-1.39	8	52	18	35	35
11	66	225.3	15.8	29	226.3	19.0	23	1	1.3	3.1	-0.90	18	66	23	35	34

Math: Math K-12



**Explanatory Notes**

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2021-2022  
**District:** Encore High School

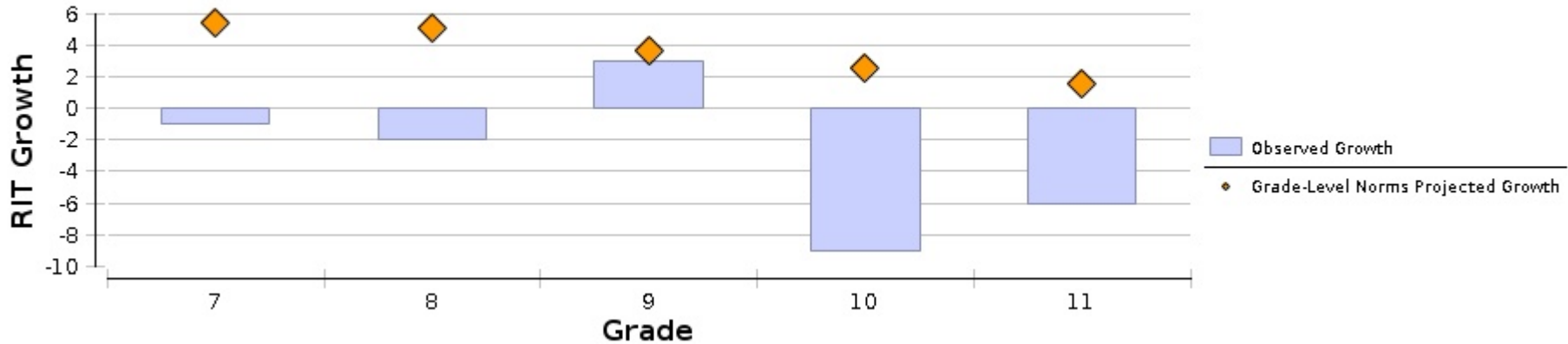
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2021 - Spring 2022  
**Weeks of Instruction:** Start - 0 (Fall 2021)  
 End - 33 (Spring 2022)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Language Arts:  
 Reading

Grade (Spring 2022)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2021			Spring 2022			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Percentage of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	68	209.8	16.3	32	208.4	15.0	8	-1	1.3	5.4	-3.30	1	68	17	25	21
8	93	208.8	16.0	14	207.1	18.4	3	-2	1.2	5.1	-2.88	1	93	27	29	23
9	41	209.6	19.6	18	212.4	17.9	16	3	1.8	3.6	-0.35	36	41	17	41	43
10	62	221.2	15.3	51	212.5	19.3	9	-9	1.5	2.5	-5.81	1	62	10	16	12
11	52	225.1	15.4	60	219.2	19.2	25	-6	1.9	1.5	-2.90	1	52	16	31	35

### Language Arts: Reading



**Explanatory Notes**

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2021-2022  
**District:** Encore High School

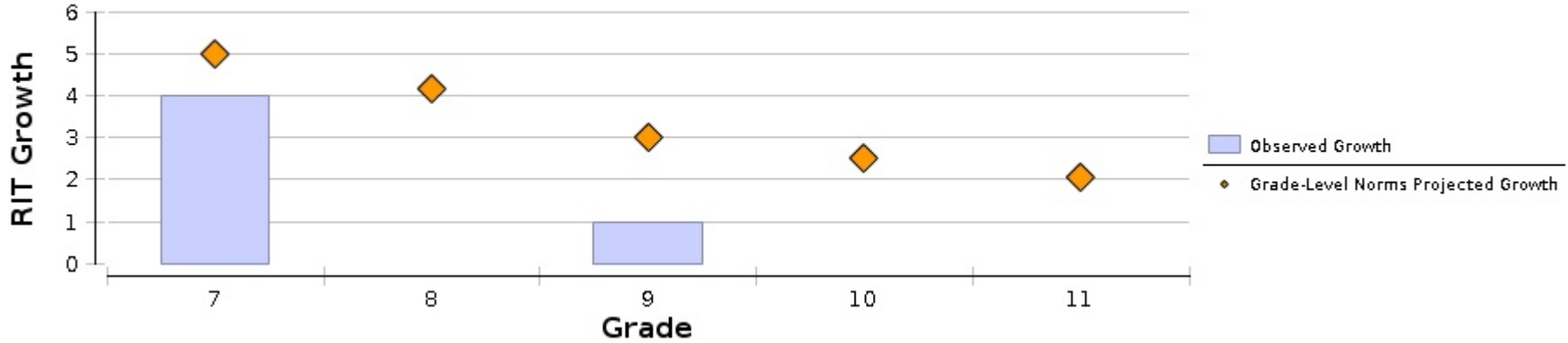
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2021 - Spring 2022  
**Weeks of Instruction:** Start - 0 (Fall 2021)  
 End - 33 (Spring 2022)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Language Arts:  
 Language Usage

Grade (Spring 2022)	Total Number of Growth Events†	Comparison Periods						Growth Evaluated Against								
		Fall 2021			Spring 2022			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	71	206.7	13.0	23	210.6	13.7	19	4	1.0	5.0	-0.70	24	71	34	48	45
8	106	211.3	13.7	30	211.3	14.8	13	0	0.8	4.2	-2.43	1	106	34	32	29
9	48	212.1	16.6	29	213.3	16.7	21	1	1.4	3.0	-1.10	14	48	22	46	46
10	58	217.6	13.0	45	217.7	15.3	32	0	0.9	2.5	-1.47	7	58	20	34	39
11	52	221.4	11.7	57	221.2	16.8	43	0	1.4	2.0	-1.13	13	52	26	50	53

### Language Arts: Language Usage



**Explanatory Notes**

†Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2021-2022  
**District:** Encore High School

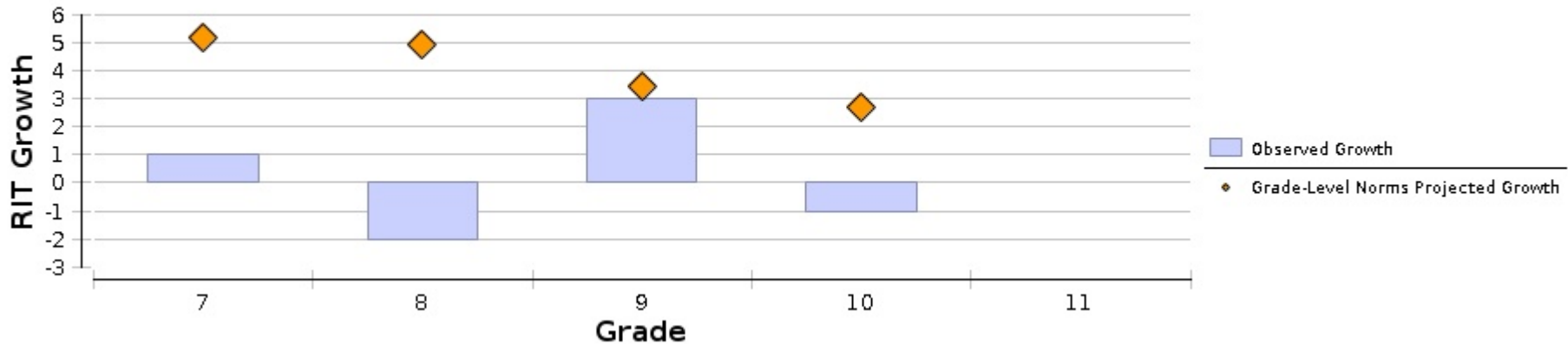
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2021 - Spring 2022  
**Weeks of Instruction:** Start - 0 (Fall 2021)  
 End - 33 (Spring 2022)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Science: Science K-12

Grade (Spring 2022)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2021			Spring 2022			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	70	204.0	10.9	40	204.9	13.1	18	1	1.0	5.2	-1.71	4	70	21	30	32
8	88	206.4	10.4	36	204.0	13.2	7	-2	0.9	4.9	-2.94	1	88	16	18	20
9	80	206.2	12.4	26	208.7	12.6	23	3	0.9	3.4	-0.35	36	80	41	51	48
10	49	211.6	11.1	44	210.7	13.6	27	-1	1.2	2.7	-1.54	6	49	16	33	35
11	32	219.0	10.3		218.6	10.3		0	1.0				0			

Science: Science K-12



**Explanatory Notes**

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.





# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2022-2023  
**District:** Encore High School

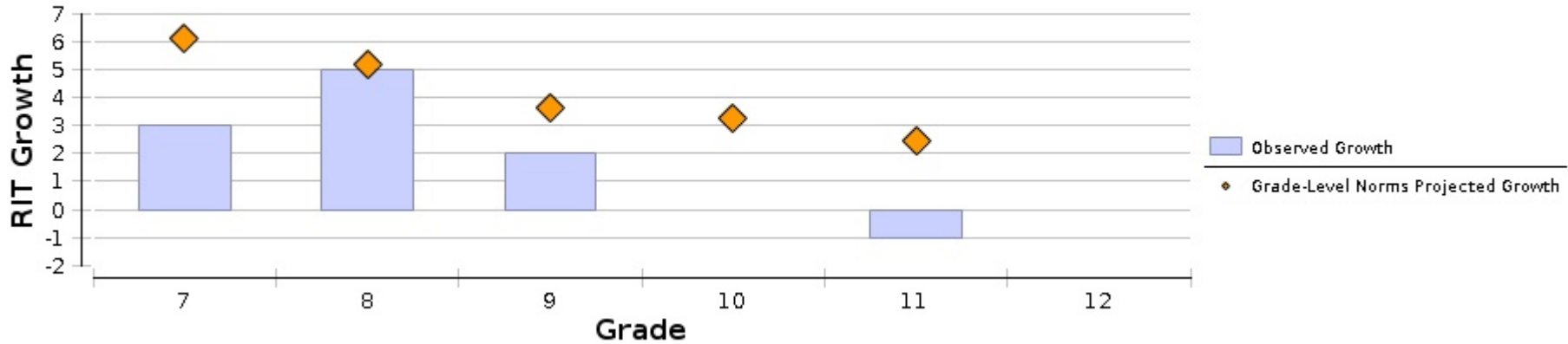
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2022 - Spring 2023  
**Weeks of Instruction:** Start - 4 (Fall 2022)  
 End - 32 (Spring 2023)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Math: Math K-12

Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2022			Spring 2023			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	89	210.3	14.9	13	213.4	15.1	7	3	0.7	6.1	-1.46	7	89	31	35	30
8	83	210.9	15.6	7	215.9	16.9	8	5	1.1	5.2	-0.07	47	83	36	43	39
9	77	212.0	17.1	7	214.4	17.8	6	2	1.2	3.6	-0.63	27	77	32	42	40
10	82	219.1	18.2	17	218.5	19.6	9	0	1.1	3.3	-1.91	3	82	27	33	36
11	72	221.0	18.9	15	220.1	22.9	9	-1	1.3	2.5	-1.68	5	72	26	36	31
12	0	**			**			**					**			

Math: Math K-12



**Explanatory Notes**

\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
 ‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2022-2023  
**District:** Encore High School

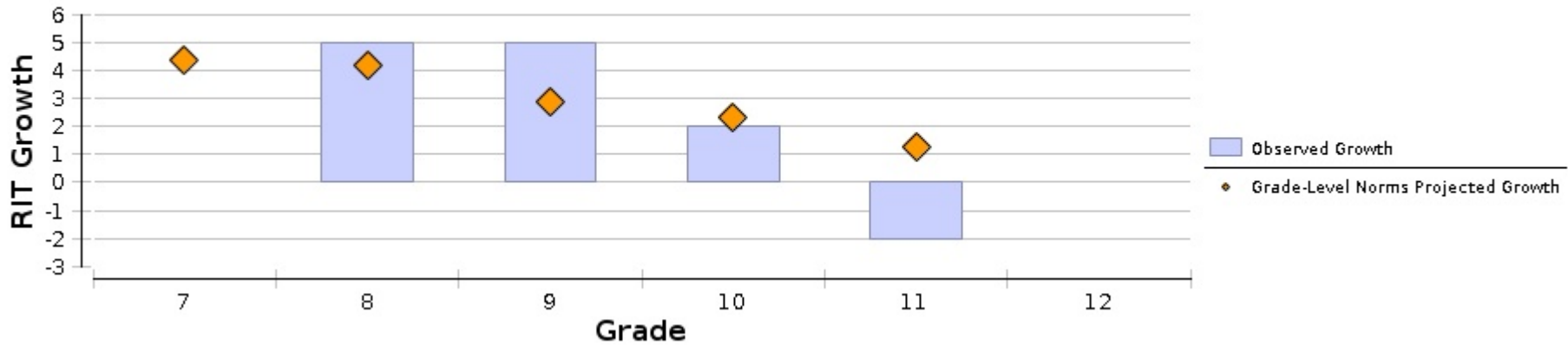
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2022 - Spring 2023  
**Weeks of Instruction:** Start - 4 (Fall 2022)  
 End - 32 (Spring 2023)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Language Arts:  
 Reading

Grade (Spring 2023)	Total Number of Growth Events†	Comparison Periods						Growth Evaluated Against								
		Fall 2022			Spring 2023			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	90	209.9	15.0	28	209.5	16.2	11	0	1.0	4.3	-2.71	1	90	25	28	29
8	83	207.5	18.1	9	212.7	17.2	12	5	1.2	4.2	0.51	69	83	47	57	55
9	83	211.3	16.9	21	215.9	15.6	28	5	1.4	2.9	0.87	81	83	46	55	57
10	81	214.9	15.3	22	216.4	16.3	20	2	1.0	2.3	-0.49	31	81	38	47	46
11	77	220.8	15.0	37	218.4	18.3	22	-2	1.1	1.2	-1.66	5	77	32	42	38
12	0	**			**			**					**			

### Language Arts: Reading



**Explanatory Notes**

\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
 †Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2022-2023  
**District:** Encore High School

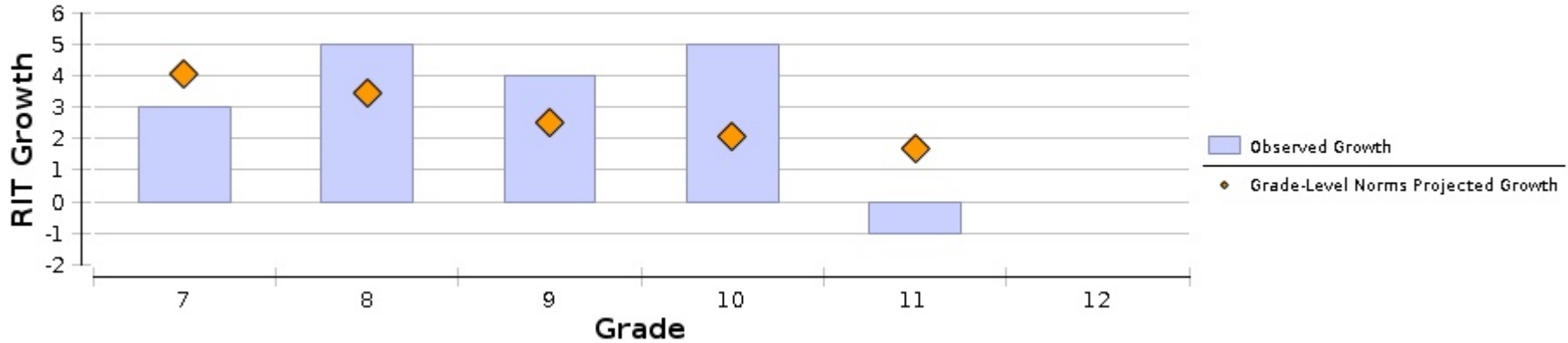
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2022 - Spring 2023  
**Weeks of Instruction:** Start - 4 (Fall 2022)  
 End - 32 (Spring 2023)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Language Arts:  
 Language Usage

Grade (Spring 2023)	Total Number of Growth Events†	Comparison Periods						Growth Evaluated Against								
		Fall 2022			Spring 2023			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	89	206.9	16.0	20	210.3	13.9	18	3	0.8	4.0	-0.48	32	89	39	44	42
8	82	210.1	15.2	21	214.8	14.3	28	5	1.0	3.4	0.86	80	82	47	57	51
9	82	211.8	15.9	25	215.9	13.0	33	4	1.1	2.5	1.15	88	82	49	60	60
10	78	213.9	12.9	23	218.4	16.2	36	5	1.0	2.1	1.72	96	78	54	69	66
11	76	220.3	13.7	48	218.8	17.7	30	-1	1.2	1.7	-1.87	3	76	33	43	49
12	0	**			**			**					**			

### Language Arts: Language Usage



**Explanatory Notes**

\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
 †Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2022-2023  
**District:** Encore High School

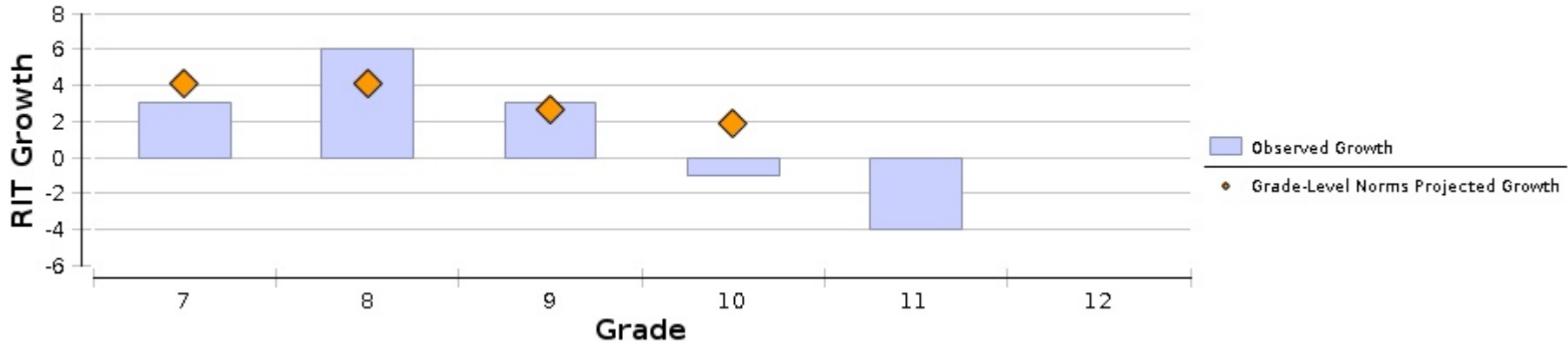
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Fall 2022 - Spring 2023  
**Weeks of Instruction:** Start - 4 (Fall 2022)  
 End - 32 (Spring 2023)  
**Grouping:** None  
**Small Group Display:** No

### Encore Jr/Sr High School for the Arts

Science: Science K-12

Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2022			Spring 2023			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	88	204.7	11.7	38	207.3	10.9	30	3	0.8	4.1	-0.71	24	88	37	42	42
8	83	202.6	13.8	14	208.1	13.4	21	6	0.9	4.1	0.65	74	83	49	59	55
9	70	205.6	12.2	20	208.6	11.5	23	3	0.9	2.6	0.16	56	70	41	59	58
10	71	208.4	11.0	24	207.4	13.8	15	-1	1.1	1.9	-1.47	7	71	27	38	32
11	33	209.8	12.9		205.9	18.1		-4	1.6				0			
12	0	**			**			**					**			

### Science: Science K-12



**Explanatory Notes**

\*\* Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.  
 ‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.

# Coversheet

## Williams Monitoring Third Quarterly Report 2022-23

**Section:** VIII. Operations  
**Item:** A. Williams Monitoring Third Quarterly Report 2022-23  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:**  
San Bernardino County Superintendent of School 041723 Williams Monitoring.pdf





# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

April 17, 2023

Dr. Sabrina Bow, Executive Director  
Encore Jr./Sr. High School for the Performing and Visual Arts  
16955 Lemon Street  
Hesperia, CA 92345

Dear Dr. Bow:

Thank you for your continued collaboration throughout the Williams monitoring process. As you may know, California Education Code section 1240 requires that I annually visit Williams-monitored schools identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report serves as your district's **third quarterly report** for the 2022-23 fiscal year.

Education Code section 1240(c)(2)(C) also requires that the results of the visits and/or reviews be reported to the governing board of each school district at a regularly scheduled meeting held in accordance with public notification requirements. ***Please be sure to include this report as an agenda item for your next regularly scheduled Board meeting.***

In summary, there are no findings to report in the following areas:

**1. Instructional Materials**

The instructional materials sufficiency reviews were conducted during the first quarter of the 2022-23 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2022.

**2. School Accountability Report Cards (SARC)**

The SARC reviews were conducted during the second quarter of the 2022-23 fiscal year and the findings were reported in the second quarterly report generated in January 2023.

**3. School Facilities**

The facilities inspections were conducted during the first quarter of the 2022-23 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2022.

**4. Teacher Assignments**

The 2021-22 annual assignment monitoring review findings were reported in the second quarterly report generated in January 2023. The annual assignment monitoring review for schools monitored during the 2022-23 fiscal year is scheduled to take place between April and June 2023; however, the timeline is dependent on the release of California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 data from the California Department of Education. Findings will be included in the corresponding quarterly report.

Office of the Superintendent

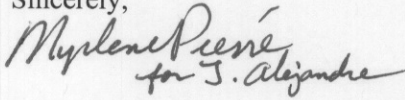
601 North E Street • San Bernardino, CA 92415-0020 • P: 909.386.2406 • F: 909.888.5480 • [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us)



Williams Third Quarterly Report  
Page 2 of 2

On behalf of the SBCSS Williams team, it has been a pleasure to work in partnership with you and the staff of the Encore Jr./Sr. High School for the Performing and Visual Arts.

Sincerely,



Ted Alejandro  
County Superintendent

cc: Mr. Chandale Sutton, Board President  
Ms. Liza Contreras, Williams Liaison  
Mr. Isaac Newman-Gomez HUSD Asst. Superintendent - Innovative Technology & Communication  
Ms. Jenny Owen, SBCSS Director, Communications and Intergovernmental Relations  
Mr. James Fields, SBCSS Senior Manager, Intergovernmental Relations and Communications  
Ms. Amanda Shoffner, SBCSS Credentials Manager

# Coversheet

## Approval of 2023-24 Instructional Calendar and Bell Schedule

**Section:** VIII. Operations  
**Item:** B. Approval of 2023-24 Instructional Calendar and Bell Schedule  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 Student Calendar Board Approval May 22.pdf



## STUDENT CALENDAR 2023-2024

JULY							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24*	25*	26*	27*	28*	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31												19							20

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						21							16	31						14

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
						17							19	31						16

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						22							17	30						

<b>BLUE/ BLUE</b>	A OR B HALF DAY	<b>RED</b>	A DAY PERIODS 1-4	TOTAL SCHOOL DAYS		181
<b>GREEN</b>	PERIODS 1-8	<b>BLACK</b>	B DAY PERIODS 5-8	TOTAL INSTRUCTIONAL MINUTES		65,021
<b>PURPLE</b>	CARNIVAL	<b>YELLOW</b>	NO SCHOOL/HOLIDAY			
<b>DARK BLUE</b>	JUMP START					

2023-24		FULL DAY	HALF DAY	LAST DAY OF SCHOOL	RED DAYS	BLACK DAYS
JULY		0	0	0	0	0
AUGUST		18	1	0	10	9
SEPTEMBER		19	1	0	9	11
OCTOBER		20	1	0	11	10
NOVEMBER		16	0	0	8	8
DECEMBER		14	0	0	7	7
JANUARY		16	1	0	8	9
FEBRUARY		18	1	0	9	10
MARCH		15	1	0	8	8
APRIL		22	0	0	11	11
MAY		16	0	1	9	7
JUNE		0	0	0	0	0
		<b>174</b>	<b>6</b>	<b>1</b>	<b>90</b>	<b>90</b>
TOTAL INSTRUCTIONAL DAYS 2023-24		<b>174</b>	<b>6</b>	<b>1</b>		
STAFF PROFESSIONAL DEVELOPMENT- HALF DAY						
8/18/2023	Staff PD					
9/22/2023	Staff PD					
10/13/2023	Staff PD					
1/26/2024	Staff PD					
2/23/2024	Staff PD					
3/15/2024	Staff PD					
School Holidays						
9/4/2023	Labor Day					
10/9/2023	Indigenous Peoples' Day					
11/10/2023	Veterans Day					
11/20/2023- 11/24/2023	Thanksgiving Break					
12/21/2023 - 1/05/2024	Winter Break					
1/15/2024	Martin Luther King Day					
2/12/2024	Lincoln's Birthday					
2/19/2024	Presidents' Day					
3/25/2024-3/29/2024	Spring Break					

Monday - Friday				Last Day of School Periods 1-8			
Periods	Time		Minutes	Periods	Time		Minutes
Breakfast	8:00 AM	8:25 AM	25	Breakfast	8:00 AM	8:25 AM	25
Passing	8:25 AM	8:30 AM	5	Passing	8:25 AM	8:30 AM	5
AP1 / BP5	8:30 AM	10:00 AM	90	AP1	8:30 AM	9:04 AM	34
Passing	10:00 AM	10:04 AM	4	Passing	9:04 AM	9:08 AM	4
AP2 / BP6	10:04 AM	11:24 AM	80	AP2	9:08 AM	9:39 AM	31
Passing	11:24 AM	11:28 AM	4	Passing	9:39 AM	9:43 AM	4
P9-HS/Jr. High Lunch	11:28 AM	12:03 PM	35	AP3	9:43 AM	10:14 AM	31
Passing Period	12:03 PM	12:07 PM	4	Passing	10:14 AM	10:18 AM	4
P9-Jr./ High School Lunch	12:07 PM	12:42 PM	35	AP4	10:18 AM	10:49 AM	31
Passing	12:42 PM	12:46 PM	4	Passing	10:49 AM	10:53 AM	4
AP3 / BP7	12:46 PM	2:06 PM	80	AP5	10:53 AM	11:24 AM	31
Passing	2:06 PM	2:10 PM	4	<b>COMBINED LUNCH</b>	<b>11:24 AM</b>	<b>12:04 PM</b>	<b>40</b>
AP4 / BP8	2:10 PM	3:30 PM	80	Passing	12:04 PM	12:08 PM	4
Total Instructional Minutes			<b>365</b>	AP6	12:08 PM	12:39 PM	31
				Passing	12:39 PM	12:43 PM	4
<b>Friday Half Day</b>				AP7	12:43 PM	1:14 PM	31
Periods	Time		Minutes	Passing	1:14 PM	1:18 PM	4
Breakfast	8:00 AM	8:25 AM	25	AP8	1:18 PM	1:49 PM	31
Passing	8:25 AM	8:30 AM	5	Total Instructional Minutes			<b>251</b>
AP1 / BP5	8:30 AM	9:30 AM	60			Min	Mins per day
Passing	9:30 AM	9:34 AM	4	Regular Day	174	365	63,510
AP2 / BP6	9:34 AM	10:24 AM	50	Half Day	6	210	1,260
<b>COMBINED LUNCH</b>	<b>10:24 AM</b>	<b>11:09 AM</b>	<b>45</b>	Last Day	1	251	251
Passing	11:09 AM	11:13 AM	4		<b>181</b>		<b>65,021</b>
AP3 / BP7	11:13 AM	12:03 PM	50				
Passing	12:03 PM	12:07 PM	4	Grade Level	Required Mins		School Total
AP4 / BP8	12:07 PM	12:57 PM	50	High School	64,800		65,021
Total Instructional Minutes			<b>210</b>	Jr. High School	54,000		65,021

# Coversheet

## Approval of 2023-24 Instructional Staff Work Calendar

**Section:** VIII. Operations  
**Item:** C. Approval of 2023-24 Instructional Staff Work Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2023-24 Instructional Staff Work Calendar (for May 22, 2023 Board Approval).pdf

## INSTRUCTIONAL STAFF WORK CALENDAR 2023-2024

JULY							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31												23							20

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						22							16	31						15

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
						17							19	31						16

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						22							20	30						

BLUE/ BLUE A OR B HALF DAY

TOTAL WORK DAYS

190

## INSTRUCTIONAL STAFF WORK CALENDAR 2023-2024

2023-24		REGULAR DAYS	HALF DAY	LAST DAY (Per 1-8)	RED DAYS (Per 1-4)	BLACK DAYS (Per 5-8)
JULY		0	0	0	0	0
AUGUST		18	1	0	10	9
SEPTEMBER		19	1	0	9	11
OCTOBER		20	1	0	11	10
NOVEMBER		16	0	0	8	8
DECEMBER		14	0	0	7	7
JANUARY		16	1	0	8	9
FEBRUARY		18	1	0	9	10
MARCH		15	1	0	8	8
APRIL		22	0	0	11	11
MAY		16	0	1	9	7
JUNE		0	0	0	0	0
		<b>174</b>	<b>6</b>	<b>1</b>	<b>90</b>	<b>90</b>
<b>TOTAL INSTRUCTIONAL DAYS 2023-24</b>		<b>174</b>	<b>6</b>	<b>1</b>		
<b>STAFF PROFESSIONAL DEVELOPMENT- HALF DAY INTRUCTION</b>				<b>OBSERVED HOLIDAYS AND SCHOOL CLOSED DAYS</b>		
8/18/2023	Staff PD #1			9/4/2023	Labor Day	
9/22/2023	Staff PD #2			10/9/2023	Indigenous Peoples' Day	
10/13/2023	Staff PD #3			11/10/2023	Veterans Day	
1/26/2024	Staff PD #4			11/20/2023- 11/24/2023	Thanksgiving Break (Nov 20-22 School Closed; Nov 23-24 Holiday)	
2/23/2024	Staff PD #5			12/22/2023 - 1/05/2024	Winter Break (Dec 25 and Jan 1 Holidays; other days School Closed)	
3/15/2024	Staff PD #6			1/15/2024	Martin Luther King Jr. Day	
				2/12/2024	Lincoln's Birthday	
<b>STAFF INSERVICE DAYS (PUPIL FREE DAYS)</b>				2/19/2024	Presidents' Day	
August 1-4, 2023	4			3/25/2024- 3/29/2024	Spring Break (School Closed)	
October 21, 2023 (Carnival)	1			5/24/2023	Local Observed School Holiday	
December 21, 2023	1			5/27/2024	Memorial Day	
May 28 - 30, 2024	3			<b>School Closed</b>	<b>29 Days (Observed Holidays plus School Closed Days)</b>	
				<b>Observed Holidays</b>	<b>12 Days</b>	
<b>INSTRUCTIONAL STAFF WORK DAYS</b>						
Instructional Days	181			<b>HOLIDAY/SCHOOL CLOSED</b>		<b>INSERVICE</b>
Inservice Days	9			<b>A DAY (PER 1-4)</b>		<b>LAST DAY OF SCHOOL</b>
<b>Total Work Days</b>	<b>190</b>			<b>B DAY (PER 5-8)</b>		

# Coversheet

## Approval of 2023-24 Administrative Staff Work Calendar

**Section:** VIII. Operations  
**Item:** D. Approval of 2023-24 Administrative Staff Work Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2023-24 Administrative Staff Work Calendar (for May 22, 2023 Board Approval).pdf

## ADMINISTRATIVE STAFF WORK CALENDAR 2023-2024

JULY							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31					14							23							20
October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						22							16	31						15
January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
						17							19	31						16
April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						22							21	30						14



## ADMINISTRATIVE STAFF WORK CALENDAR 2023-2024

2023-24		<b>WORK DAYS</b>	<b><u>OBSERVED HOLIDAYS</u></b>	<b>SCHOOL CLOSED</b>
JULY		14	1	6
AUGUST (Monday August 7 is First Day of School)		23	0	0
SEPTEMBER		20	1	0
OCTOBER (Saturday October 21 is Carnival)		22	1	0
NOVEMBER		16	3	2
DECEMBER		15	2	4
JANUARY		16	2	4
FEBRUARY		19	2	0
MARCH		16	0	5
APRIL		22	0	0
MAY (May 23 is Last Day of School & Graduation)		21	2	0
JUNE		14	1	5
<b>TOTAL WORK DAYS 2023-24</b>		<b>218</b>	<b><u>15</u></b>	<b>26</b>
<b>STAFF PROFESSIONAL DEVELOPMENT- HALF DAY INTRUCTION</b>			<b>OBSERVED HOLIDAYS AND SCHOOL CLOSED DAYS</b>	
8/18/2023	Staff PD #1		7/4/2023	Independence Day
9/22/2023	Staff PD #2		9/4/2023	Labor Day
10/13/2023	Staff PD #3		10/9/2023	Indigenous Peoples' Day
1/26/2024	Staff PD #4		11/10/2023	Veterans Day
2/23/2024	Staff PD #5		11/20/2023- 11/24/2023	Thanksgiving Break (Nov 20-22 School Closed; Nov 23-24 Paid Observed Holiday)
3/15/2024	Staff PD #6		12/22/2023 - 1/05/2024	Winter Break (Dec 22, 25 and Jan 1 Paid Observed Holidays; other days School Closed)
			1/15/2024	Martin Luther King Jr. Day
<b>STAFF INSERVICE DAYS (PUPIL FREE DAYS)</b>			2/12/2024	Lincoln's Birthday
August 1-4, 2023	4		2/19/2024	Presidents' Day
October 21, 2023 (Carnival)	1		3/25/2024- 3/29/2024	Spring Break (School Closed)
December 21, 2023	1		5/24/2023	Local Observed School Holiday (Paid)
May 28 - 30, 2024	3		5/27/2024	Memorial Day
			6/19/2024	Juneteenth
<b>ADMINISTRATIVE STAFF WORK DAYS</b>			<b>Observed (Paid) Holidays = 15 days</b>	
Total Work Days 23-24 Year**	218		** Hourly staff may have additional work days as determined by their job function	





# Coversheet

## Approval of Technology Services Agreement with Charter Tech Services

**Section:** VIII. Operations  
**Item:** E. Approval of Technology Services Agreement with Charter Tech Services  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Technology Services Agreement - Charter Tech Services (June 1, 2023).pdf



# charter tech services

## Technology Services Agreement for Encore High School

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### Description

This document serves to describe a working relationship between Orion Technology Group, L.L.C. d.b.a. Charter Tech Services (CTS) and Encore Jr./Sr. High School for the Performing and Visual Arts (Encore). The goal of this relationship is to provide Encore with a comprehensive technology support service that includes daily support/repair services, along with strategic technology planning for its various on-site onsite and distance learning operations.

### Why Charter Tech Services

CTS is the leading provider of comprehensive technology support services. Each year we donate more than 10% of our proceeds back to the communities we serve by sponsoring scholarships, competitions, and other fundraisers. We differentiate ourselves from the competition by: 1) specializing in high touch white glove technology service, 2) providing proactive embedded personnel, and 3) operating with scalable success throughout five time zones.

### Why Outsource

1. Save Money: As a quick and nimble private company we're able to offer competitive benefits to our employees while still achieving significant cost savings for our clients.
2. Expertise: We're not just one skilled person, we've got a deep bench of experts ready to assist with your ever changing needs, without increasing your costs.
3. Accountability: Outsourcing provides our clients with greater ability to achieve accountable results vs. the typical HR red tape involved with employee accountability.
4. Continuity: Our service also provides for greater continuity as we're able to provide consistent high quality service even as individual team members naturally advance and move on in their careers.

## Technology Services Proposal for for Encore High School

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### Comprehensive Support Composition

#### 1. IT Management & Strategic Planning

- a. CTS will participate in monthly admin meetings with Encore administration to review service quality, response times, and discuss any upcoming projects.
- b. CTS will take a leadership role in asset management: including planned upgrades and replacements. This will include inventory tagging, secured asset tracking, and planning of long term equipment needs.
- c. CTS will be responsible for coordinating all relevant technology resources to ensure Encore success, including but not limited to: internal Encore staff, CTS staff members, external vendors, and 3rd party partners. This means that the Encore administration sets priorities and can trust CTS will work with all relevant parties to get the job done.
- d. CTS will work with Encore Administration to document processes, procedures, and technology configurations. This includes mapping out the most efficient methods of handling equipment repair and remote support for employees and students working/learning from home.

#### 2. Daily Repair and Support Team: One Full-time Technician

- a. *CTS will provide one dedicated technician to work onsite at the Encore location, to proactively handle routine tech support and repair requests.*
- b. CTS personnel (even those assigned to work onsite) may need to work remotely in order to comply with future health orders from local, state, or federal government agencies.
- c. CTS will provide onsite support as needed for Encore staff needs, testing events, special community outreach events, and other onsite needs at the direction of Encore.
- d. CTS team members will track support requests via a ticketing system whereby requests are received by phone, email, and in-person. Requests may come from administrators, staff, students, and parents.
- e. CTS will provide services outside of school hours at the direction of Encore, this is expected to include an average of one event per month outside of the normal school hours.
- f. Encore may choose to utilize CTS employees for additional after hours events (beyond 12 events per year) for an additional fee of \$120/hour with a 2 hour minimum (this fee is subject to the same yearly increases prescribed for the overall service fee).

#### 3. Auxiliary Support

- a. CTS will provide higher level escalation support as needed and without limit. This support will be provided both onsite and remotely.
- b. CTS will provide mentorship and development for the onsite level-1 technicians to ensure that their value increases over time.
- c. CTS will provide additional onsite support as needed during times of higher need, such as smarter balanced testing.

## Technology Services Proposal for for Encore High School

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### Typical Support Interactions

4. Encore Administration Team
  - a. CTS expects to have regular meetings (typically once per month) with members of the Encore Administration Team to provide routine updates and evaluate prioritization of ongoing initiatives.
  - b. Encore Administration Team will provide approval for necessary tech purchases and guidelines for satisfying routine tech order requests from staff.
  - c. Encore Administration Team may redirect and reprioritize CTS team attention to/from various tech initiatives/responsibilities, this includes "other duties as assigned".
5. Encore Teachers and Staff
  - a. Encore Teachers and Staff will submit support requests for themselves, their co-workers, and/or their students/parents.
  - b. These support requests may be submitted by phone, email, or in person.
  - c. CTS will be available for in-person troubleshooting, equipment exchange, and one-on-one training at either Encore Office location.
  - d. Support requests may include, but are not limited to, requests for password assistance with various platforms, software installation, computer troubleshooting, office/school phone line troubleshooting, etc.
6. Notes for all forms of support
  - a. CTS will serve as a support concierge to any necessary outside tech support entities. This may include receiving end user reports of assistance needed, performing initial information gathering and research, and then reaching out to third parties as necessary (together with the end user) to ensure the issue is properly resolved and that the end user is fully supported throughout the whole process.

## Technology Services Proposal for for Encore High School

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### Frequently Asked Questions

*Question:* Will Encore be charged extra for additional tech support during seasonally busy times?

*Answer:* No.

*Question:* Will Encore be charged extra for additional fees to configure new laptops? Or set up new office equipment? Or assist with testing setup?

*Answer:* No.

*Question:* What costs is Encore responsible for?

*Answer:* Support costs are a single fixed price and detailed below. Additional costs are subject to Encore approval but include any applicable shipping charges, software licensing fees, repair parts, computer equipment.

*Question:* What software costs are anticipated?

*Answer:* Encore will need management software to centrally manage and license their Windows computers, Apple devices, and Chromebooks. Encore will need internet filtering software for students.

- Typical Microsoft licensing costs \$11.75 per staff member per month, students are included for free.
- Typical Apple Device management software costs approx \$15 per device per year.
- Google Chromebook Device licenses cost approx \$40 per device (one time), with each license lasting for the lifetime of the device.
- Typical CIPA compliant internet filters cost \$15 per student per year.

### Terms

7. Services shall begin on 6/1/2023 at a cost of \$10,600 per month. This monthly cost is for a comprehensive bundle of services that cannot be unbundled.
8. Monthly services fees shall be due on or before the 10th of each month or 10 days after invoice delivery, whichever is later.
9. This agreement can be canceled for any reason within the first 30 days with immediate effect. Cancellation after the first 30 days shall require at least 2 weeks' notice. Cancellation or changes after the first 90 days shall require at least 30-day written notice from either party. After 180 days, this agreement will be in effect until canceled with three months written notice.
10. Unless superseded by another agreement or terminated, these prices will increase by 6% every July 1st, beginning July 1st of 2024.
11. CTS shall bill Encore for approved third-party materials and fees necessary to provide service. Examples include: shipping/packing costs, domain registration, computer cables, laptop parts, software licensing, manufacturer repair fees.



## Technology Services Proposal for for Encore High School

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12. Where memory of verbal discussions contradicts any part of this document, this document alone shall serve as the final agreement.
13. In the event that Encore would like to hire and/or contract directly with CTS's employees, subcontractors, or representatives, Encore agrees to provide 3 months written notice of any service change (paying full rate throughout this 3 month period) and pay an additional fee (known as a recruiting/finders fee) equal to 30% of the first years combined benefits salary/wages/fees and other benefits (such as medical/health/etc) to CTS as a recruitment fee for each hired/contracted resource.

### Additional Terms

14. In order to remain FERPA compliant: During the term of this Agreement, and thereafter in perpetuity, neither party shall without the prior written consent of the other, disclose to anyone any Confidential Information of the other. "Confidential Information" for the purposes of this Agreement shall include each party's proprietary and confidential information such as, but not limited to, any Personal Identifiable Information (PII) of students, parents, and staff of Encore and its member schools . Confidential Information shall not include any information that Encore makes publicly available or information which becomes publicly available through no act of CTS or Encore or is rightfully received by either party from a third party.
15. CTS shall not be liable to Encore or any of its affiliates for any damages, whether incidental, direct, indirect, special, consequential or punitive damages arising out of service or equipment provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, or loss to person or property, costs of substitute equipment or other costs even if CTS has been advised of the possibility of such damages. Regardless of the form of action, CTS's cumulative liability shall be only for loss or damage directly attributable to negligence of a CTS employee or contractor, for the cost of restoring the network to its condition prior to the negligence, but not to exceed labor fees earned within the prior 90 days. If a collection action is initiated by either party or if CTS has to defend any action by Encore, CTS is entitled to its reasonable attorney fees and expenses to be paid by Encore.
16. Implied Warranties are expressly disclaimed by CTS. A CTS contractor is a technician or contractor who operates on behalf of CTS, is paid by CTS and has access to CTS's service ticket management system for making time entries and charges for their work. CTS is not responsible for the acts of other technicians, contractors or consultants providing service to Encore not under its control and direction. If Encore purchases equipment from CTS it understands and agrees that it will look to the manufacturer for all remedies and warranties and agrees that CTS is not responsible for functioning of the equipment and has not made any express or implied warranties. CTS shall not be liable for any claim or demand against Encore by any third party on account of errors or omissions performed hereunder.
17. Force Majeure: Neither party shall be liable for any failure of or delay in performance of its obligations under this Agreement to the extent such failure or delay is due to

## Technology Services Proposal for for Encore High School

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circumstances beyond its reasonable control, including, without limitation, acts of God, acts of a public enemy, pandemics, fires, floods, wars, civil disturbances, sabotage, accidents, insurrections, terrorism, blockades, embargoes, storms, explosions, labor disputes, pandemics, acts of any governmental body, failure or delay of third parties or governmental bodies from whom approvals, authorizations, licenses, franchises or permits must be obtained, or inability to obtain labor, materials, equipment, or transportation or illness of CTS technical staff. Each party shall use reasonable efforts to minimize the duration and consequences of any failure of or delay in performance resulting from a Force Majeure event.

18. This Agreement is fully assignable by CTS with written notice of at least 3 months. Immediately upon assignment the assignee's name, address and contact information shall be provided to the other party. This Agreement shall be fully binding and enforceable as against all permitted assignees and successors in interest.
19. Encore agrees to carry liability insurance and property insurance covering any damage to its network as well as to any clients of Encore adversely affected by Encore's network functioning or transmissions from its network.

## Technology Services Proposal for for Encore High School

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### References

This is a shortlist of relevant references for whom we are the exclusive provider of technology support services.

Guajome Park Academy Kevin Humphrey <a href="mailto:humphreyke@quajome.net">humphreyke@quajome.net</a>	Steele Canyon High School Scott Parr <a href="mailto:sparr@schscougars.org">sparr@schscougars.org</a>
Alpine Union School District Richard Newman <a href="mailto:rnewman@alpineschools.net">rnewman@alpineschools.net</a>	Heartland Charter School Lydia Olds <a href="mailto:lydia.olds@heartlandcharterschool.com">lydia.olds@heartlandcharterschool.com</a>

### Acceptance

Both parties agree to the terms and descriptions set forth above.

Orion Technology Group LLC  
 (d.b.a Charter Tech Services)

Encore Jr./Sr. High School for the  
 Performing and Visual Arts

\_\_\_\_\_  
 (sign & date)

Andrew Lane

President

\_\_\_\_\_  
 (sign & date)

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

Title: \_\_\_\_\_