



Encore JR/SR High School

Regular Encore Board of Directors Meeting - May 20, 2024

Published on May 17, 2024 at 4:27 PM PDT

Date and Time

Monday May 20, 2024 at 6:30 PM PDT

Location

Encore High School
16955 Lemon Street
Hesperia CA 92345

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Chandale Sutton	
B. Record Attendance		Chandale Sutton	1 m
C. Public Comment		Chandale Sutton	1 m
D. Approval of the Agenda	Vote	Chandale Sutton	1 m
E. Board Member Comments	Discuss	Chandale Sutton	6 m
II. Consent Items			6:39 PM
<p>It is recommended that the board considers approving a number of agenda items as a consent list. These items can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.</p>			
A. Approval of Board Meeting Minutes	Approve Minutes	Chandale Sutton	1 m
Approve minutes for Regular Encore Board of Directors Meeting - April 22, 2024 on April 22, 2024			
B. Personnel Report	Vote	Sabrina Bow	1 m
C. Williams Monitoring Third Quarterly Report 2023-24	FYI	Sabrina Bow	2 m
III. Items Pulled From Consent Calendar			6:43 PM
A. Items Pulled From Consent Calendar	Discuss	Chandale Sutton	3 m
IV. Staff Reports			6:46 PM
A. Executive Director's Report	Discuss	Sabrina Bow	2 m
B. Principal's Report	Discuss	St. Claire Adriaan	3 m
C. Staff Liaison Report	Discuss	Sandi Del Sole	3 m
V. Budget and Finance			6:54 PM

	Purpose	Presenter	Time
A. Approval of April 2024 Financials	Vote	Daniel Lee- ICON School Management	10 m
B. Approval of ICON School Management Master Service Agreement Addendum	Vote	Sabrina Bow	2 m
VI. Curriculum and Instruction			7:06 PM
A. Approval of Variable Term Waiver Requests	Vote	Sabrina Bow	2 m
Encore seeks Board approval of Variable Term Waiver Requests for the following teachers:			
<ul style="list-style-type: none"> • Jacob Arbittier • Kyle Barkdull • Desiree Huffine • Kaitlyn Pedersen 			
B. Approval of Establishment of Committee on Assignments	Vote	Sabrina Bow	2 m
VII. Operations			
VIII. Adjourn to Closed Session			7:10 PM
Pursuant to Government Code Section 54957, the Board may adjourn to closed session as agendised 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. Public Employee: Performance Evaluation - Executive Director/CEO (Government Code Section 54957)			
A. Reconvene from closed session	FYI	Chandale Sutton	45 m
After the closed session is complete, the Board will reconvene and report any action taken during closed session to the extent required by law.			
IX. Closing Items			7:55 PM

	Purpose	Presenter	Time
A. 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. 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. 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 Regular Encore Board of Directors Meeting - April 22, 2024 on April 22, 2024

DRAFT



Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - April 22, 2024

Date and Time

Monday April 22, 2024 at 6:30 PM

Location

Encore High School
16955 Lemon Street
Hesperia CA 92345

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Directors Present

C. Sutton, I. Rapier, K. Lutz, R. Magana

Directors Absent

None

Guests Present

P. Alaimalo, S. Adriaan, S. Bow (remote), S. Del Sole

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 22, 2024 at 6:57 PM.

B. Record Attendance

C. Public Comment

No public comment

D. Approval of the Agenda

I. Rapier made a motion to Approve.

K. Lutz seconded the motion.

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

Roll Call

I. Rapier Aye

R. Magana Aye

K. Lutz Aye

C. Sutton Aye

E. Board Member Comments

No comments from the board

II. Consent Items

A. Approval of Board Meeting Minutes

K. Lutz made a motion to approve the minutes from Regular Encore Board of Directors Meeting - March 18, 2024 on 03-18-24.

I. Rapier seconded the motion.

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

Roll Call

C. Sutton Aye

K. Lutz Aye

I. Rapier Aye

R. Magana Aye

K. Lutz made a motion to approve the minutes from Special Encore Board of Directors Meeting- April 10, 2024 on 04-10-24.

I. Rapier seconded the motion.

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

Roll Call

I. Rapier Aye

C. Sutton Aye

R. Magana Aye

K. Lutz Aye

B. Personnel Report

K. Lutz made a motion to Approve.

I. Rapier seconded the motion.

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

Roll Call

I. Rapier Aye

R. Magana Aye

K. Lutz Aye

C. Sutton Aye

III. Items Pulled From Consent Calendar

A. Items Pulled From Consent Calendar

No items pulled.

IV. Staff Reports

A. Executive Director's Report

Sabrina Bow presented our current standing with the HUSD MOU.

Kenneth Lutz asked if we would receive an update for any changes that we are in good standing with. Sabrina Bow confirmed that we would, but it may take until June or July for the full sign-off.

Chandale Sutton asked about what our expected time frame is for the items that require additional information. Sabrina Bow stated they would be done in the next week or two.

B. Principal's Report

St. Claire Adriaan discussed State Testing, Coffee with the Principal and concerns raised at this meeting, and Department Head meeting. College acceptances are at 14 students, over 20 states with a scholarship total of \$2.345 million. Ian Rapier asked how many seniors that we have graduating this year. St. Claire stated there are 86 at this time.

C. Staff Liaison Report

Sandi Del Sole discussed our final production of Mary Poppins and the success of selling out. Staff has prepared for State Testing. End of the year activities are scheduled. Encore was invited to perform at the fair. We are working on putting together three shows at the fair with Ambassadors, Street Band and Jazz Band. We also have a student singing the National Anthem.

V. Budget and Finance

A. Approval of March 2024 Financials

I. Rapier made a motion to Approve.

K. Lutz seconded the motion.

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

Roll Call

I. Rapier Aye

C. Sutton Aye

K. Lutz Aye

R. Magana Aye

B. Expense Reimbursement to CEO/Executive Director

I. Rapier made a motion to Approve.

R. Magana seconded the motion.

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

Roll Call

C. Sutton Aye

K. Lutz Aye

R. Magana Aye

I. Rapier Aye

VI. Curriculum and Instruction

A. Approval of Victor Valley College MOU College and Careers Access Pathways (CCAP) Partnership Agreement 2024-27

K. Lutz made a motion to Approve.

I. Rapier seconded the motion.

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

Roll Call

C. Sutton Aye

R. Magana Aye

K. Lutz Aye

I. Rapier Aye

VII. Operations

A.

Presentation of 2024-25 Insurance Renewals

Craig Myers of IMA discussed the increase in insurance rates and a new insurance carrier. Hanover Insurance is leaving California and will no longer be insuring Charter School. The goal is to find a new insurance carrier. The percentage increase is projected at 15%, not lower than 10%.

B. Approval of 24-25 Measure Education Consulting Services Contract

I. Rapier made a motion to Approve.

K. Lutz seconded the motion.

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

Roll Call

I. Rapier Aye

K. Lutz Aye

C. Sutton Aye

R. Magana Aye

VIII. Adjourn to Closed Session

A. Reconvene from closed session

Board reconvened at 10:17pm.

During closed session, the board took action to close an investigation that was previously presented to the board. The motion was made by Kenneth Lutz and seconded by Ian Rapier. Unanimous vote. Kenneth Lutz- yes, Ian Rapier-yes, Reyna Magana- yes, Chandale Sutton-yes.

IX. Closing Items

A. Adjourn Meeting

I. Rapier made a motion to Adjourn.

R. Magana seconded the motion.

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

Roll Call

I. Rapier Aye

K. Lutz Aye

R. Magana 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 10:18 PM.

Respectfully Submitted,

C. Sutton

Documents used during the meeting

- Minutes for Regular Encore Board of Directors Meeting- April 10, 2024 on April 10, 2024.pdf
- Personnel Report BOARD MEETING 2024-04-22.pdf
- Staff Liaison Report for 04-21-2024.pdf
- Mar '24 Encore Financial Report.pdf
- EE reimbursement Sabrina Bow (April 2, 2024) form.pdf
- Encore CCAP MOU 2024-2027-Final v. 2.pdf
- 24-25 Measure Education Consulting Services Contract.pdf

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Coversheet

Personnel Report

Section:	II. Consent Items
Item:	B. Personnel Report
Purpose:	Vote
Submitted by:	
Related Material:	Personnel Report BOARD MEETING 2024-05-20.pdf

Encore Jr. & Sr. High School

Personnel Report (April 19 - May 17, 2024)

Date	Employee	Position	Status	
5/14/2024	Wright, Nathan	Teacher- Physical Education	Resignation	Personnel Report for May 20, 2024

Coversheet

Williams Monitoring Third Quarterly Report 2023-24

Section:	II. Consent Items
Item:	C. Williams Monitoring Third Quarterly Report 2023-24
Purpose:	FYI
Submitted by:	
Related Material:	WILL-ThirdQtrlyRpt-2023-24-Encore.pdf



Ted Alejandro
County Superintendent

April 30, 2024

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 2023-24 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 2023-24 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2023.

2. School Accountability Report Cards (SARC)

The SARC reviews were conducted during the second quarter of the 2023-24 fiscal year and the findings were reported in the second quarterly report generated in January 2024.

3. School Facilities

The facilities inspections were conducted during the first quarter of the 2023-24 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2023.

4. Teacher Assignments

No findings to report. The annual assignment monitoring review for the 2023-24 fiscal year will begin once the necessary data is available from the Commission

Office of the Superintendent

601 North E Street • San Bernardino, CA 92415-0020 • P: 909.386.2406 • F: 909.888.5480 • www.sbcass.k12.ca.us

Williams Third Quarterly Report

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on Teacher Credentialing (CTC) and the California Department of Education (CDE), and findings will be included in the corresponding quarterly report.

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

Sincerely,

A handwritten signature in black ink, reading "Ted Alejandre". The signature is fluid and cursive, with the first name "Ted" and last name "Alejandre" clearly legible.

Ted Alejandre
County Superintendent

cc: Mr. Chandale Sutton, Board President
Ms. Patricia Alaimalo, 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

Staff Liaison Report

Section:	IV. Staff Reports
Item:	C. Staff Liaison Report
Purpose:	Discuss
Submitted by:	
Related Material:	Staff Liaison Report for 05-20-2024.pdf

memorandum

date: 05/20/2024

to: Board of Directors

from: Sandi Del Sole

subject: Staff Liaison Report

We are now in the final week of school and over the last month we have been working hard and playing even harder. Between finals, recitals, testing, award ceremonies, and events, we have all kept very busy.

Recital week went well this year with the structure and layout going smoother than ever. Parents were thrilled to see their children perform on stage and most sessions had a full house! This year we added a cross curricular mini production to end out recitals and it was a really fun and funny show that allowed our intermediate and advanced students to have the opportunity to work together and grow their talent.

The Scotty Awards were on Friday, May 10 for the Jr High and Saturday, May 11 for the high schoolers. Both evenings went well, and we were able to spend the time recognizing our amazing students who are excelling in arts and in academics with an audience full of adoring parents and family members. The weather threw us off course for a minute, but we overcame, adapted, and reset our plan and the night was still a success.

We have been busy with all end of the year events, including all of the amazing senior activities. We are so happy that we are able to reward our senior for making it to graduation with all of the amazing celebrations and activities. A big thank you to Kelsey Funkhouser, Ashlin Barkdull, and Brandon McAnulty for putting all of these things together.

We are all looking forward to our last day of school, 8th grade promotion, and of course, our graduation on Thursday, May 23rd. It will be a big day on the Encore campus full of celebrations and tears.

Coversheet

Approval of April 2024 Financials

Section:	V. Budget and Finance
Item:	A. Approval of April 2024 Financials
Purpose:	Vote
Submitted by:	
Related Material:	Apr '24 Encore Financial Report.pdf

ENCORE



Junior & Senior High School for the Arts

FINANCIAL REPORT AS OF: APRIL 30, 2024
PROVIDED BY: ICON School Management



BALANCE SHEET

Description	Actual Apr 2024
ASSETS	
Current Assets	
Cash	\$ 1,267,911.98
Accounts Receivable	614,239.49
Prepaid Expenditures (Expenses)	133,159.99
Total Current Assets	2,015,311.46
Deposits	1,500.00
Fixed Assets, Net of Depreciation	715,184.38
Right-To-Use Lease	16,682,396.40
Total Assets	\$19,414,392.24
LIABILITIES & NET ASSETS	
Current Liabilities	
Accounts Payables	\$ 116,365.76
Accrued Liabilities	376,550.51
Unearned Revenues	78,626.53
Total Current Liabilities	571,542.80
Long-Term Debt	15,168,604.20
Total Liabilities	15,740,147.00
Net Assets	
Economic Uncertainty (5%)	539,982.00
Net Investment in Cap. Assets	715,184.38
Unrestricted	2,419,078.86
Total Net Assets	3,674,245.24
Total Liabilities & Net Assets	\$19,414,392.24

- Account receivables include mainly State Aid and 22-23 revenue which has not been received as of Apr. 30th.
- Prepaid expenses – expenses incurred in prior periods and allocated on a month-to-month basis during the 23-24 FY.
- Accounts Payable – No issues noted.
- Accrued Liabilities – Payroll, payroll tax, and retirement contribution related to previous months.
- Unearned Revenue – minor grants that were received in prior years and will recognize as revenue when spent this year.

CASH ANALYSIS

- \$1.7M received for 22-23 LCFF (received in July)
- \$972K received for Employee Retention Credit (received in July)

	Apr 2024	Mar 2024	Jun 2023
Operating (CHASE)	\$ 1,171,045.46	\$ 930,376.01	\$ -
Operating (Wells Fargo)	-	-	1,448,082.58
ASB (Wells Fargo)	-	-	76,987.03
Cash in Banks - Umpqua Bank	4,918.67	4,946.69	(359.48)
CHASE ASB (8916)	86,121.27	88,053.49	-
Emburse - Operations	5,826.58	4,631.30	
Total Cash in Banks	1,267,911.98	1,028,007.49	1,524,710.13
Days of Cash on Hand	45	37	48

PROFIT & LOSS (YTD)

- LCFF revenues consist of three different funding sources; State Aid, EPA, and In-Lieu of Property tax.
- Federal Revenue is made up of the Employee Retention Credit, ESSER Funding, and Cafeteria Program.
- Expenses appear to fall within budgetary guidelines.

Description	Actual YTD Apr 2024
REVENUES	
LCFF Revenues	\$ 5,369,573
Federal Revenues	1,420,375
State Revenues	1,066,896
Local Revenues	170,975
Total Revenues	8,027,819
EXPENDITURES	
Certificated Salaries	2,282,920
Classified Salaries	1,263,143
Employee Benefits	1,357,391
Books & Supplies	677,201
Services and Operations	3,286,341
Capital Outlay	124,009
Total Expenditures	8,991,006
NET INCOME (LOSS)	\$ (963,187)

BUDGET COMPARISON (YTD)

Description	Actual Apr 2024	2nd Interim Budget	% Used
REVENUES			
LCFF Revenues	\$ 5,369,573	\$ 6,601,842	81.33%
Federal Revenues	1,420,375	1,978,396	71.79%
State Revenues	1,066,896	1,673,670	63.75%
Local Revenues	170,975	180,000	94.99%
Total Revenues	8,027,819	10,433,908	76.94%
EXPENDITURES			
Certificated Salaries	2,282,920	2,807,987	81.30%
Classified Salaries	1,263,143	1,426,766	88.53%
Employee Benefits	1,357,391	1,555,874	87.24%
Books & Supplies	677,201	622,000	108.87%
Services and Operations	3,286,341	3,860,048	85.14%
Capital Outlay	124,009	150,000	82.67%
Total Expenditures	8,991,006	10,422,675	86.26%
NET INCOME (LOSS)	\$ (963,187)	\$ 11,233	-8574.62%

- LCFF appears to be on track with 81.33% received by the end of April.
- Expenses, in some areas, are starting to trend higher than expected budget. See Estimated Actuals.

ESTIMATED ACTUALS (YTD)

Description	Estimated Actuals	2nd Interim Budget	Variance
REVENUES			
LCFF Revenues	\$ 6,606,034	\$ 6,601,842	100.06%
Federal Revenues	1,999,490	1,978,396	101.07%
State Revenues	1,666,188	1,673,670	99.55%
Local Revenues	187,605	180,000	104.22%
Total Revenues	10,459,316	10,433,908	100.24%
EXPENDITURES			
Certificated Salaries	2,698,706	2,807,987	96.11%
Classified Salaries	1,513,590	1,426,766	106.09%
Employee Benefits	1,612,290	1,555,874	103.63%
Books & Supplies	738,569	622,000	118.74%
Services and Operations	3,885,944	3,860,048	100.67%
Capital Outlay	150,154	150,000	100.10%
Total Expenditures	10,599,254	10,422,675	101.69%
NET INCOME (LOSS)	\$ (139,938)	\$ 11,233	-1245.78%

- Constant monthly analysis of the financials
- Shows where revenue is expected to exceed or fall short of Budgeted Projections
- Shows where expenses are expected to meet or exceed budgetary projections

OTHER MATTERS

- Check Register has been provided. Nothing noted in the monthly Check Registers.

ENCORE EDUCATION CORPORATION
BALANCE SHEET

AS OF APRIL 30, 2024

FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		Total
ASSETS		
9122	Umpqua Bank	\$ 4,918.67
9123	CHASE Operating (8332)	1,171,045.46
9124	CHASE ASB (8916)	86,121.27
9130	Revolving Cash Account - Operations	5,826.58
9290	Due from Grantor Governments	614,239.49
9330	Prepaid Expenditures (Expenses)	133,159.99
9340	Deposits	1,500.00
9430	Buildings	217,828.04
9435	Accumulated Depreciation - Buildings	(35,760.44)
9440	Equipment	2,261,989.35
9445	Accumulated Depreciation - Equipment	(1,786,976.57)
9450	Work in Progress	58,104.00
9460	Lease Assets	15,702,957.28
9461	Lease Adj for SL Amortization	1,212,101.66
9465	Accumulated Amortization - Lease Assets	(232,662.54)
TOTAL ASSETS		\$ 19,414,392.24
LIABILITIES AND EQUITY		
LIABILITIES		
9500	Accounts Payable (Current Liabilities)	\$ 116,365.76
9501	Accrued Liabilities	47,207.91
9504	PERS Payable	20,658.22
9505	STRS Payable	36,066.92
9506	403(B) Payable	12,100.00
9508	FSA Payable	3,904.50
9590	Due to Grantor Governments	256,612.96
9650	Unearned Revenue	78,626.53
9667	Lease Payable	15,168,604.20
TOTAL LIABILITIES		15,740,147.00
EQUITY		
9791	Beginning Balance	4,840,003.87
9793	Audit Adjustments	(208,119.93)
9795	Other Restatements	5,548.03
	Net Income (Loss)	(963,186.73)
TOTAL EQUITY		3,674,245.24
TOTAL LIABILITIES AND EQUITY		\$ 19,414,392.24

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH APRIL 30, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
REVENUES		
8011	LCFF State Aid - Current Year	\$ 3,731,690.00
8012	Education Protection Account State Aid - Current Year	1,431,845.00
8019	LCFF/Revenue Limit State Aid - Prior Years	4,192.00
8096	Transfers to Charter Schools in Lieu of Property Taxes	201,846.00
8010-8099	LCFF Sources	<u>5,369,573.00</u>
8220	Child Nutrition Programs	176,465.73
8290	All Other Federal Revenue	271,596.00
8299	All Other Federal Revenue	972,313.02
8100-8299	Federal Revenue	<u>1,420,374.75</u>
8311	Other State Apportionments - Current Year	320,210.00
8520	Child Nutrition	170,738.38
8550	Mandated Cost Reimbursements	24,614.00
8560	State Lottery Revenue	56,410.47
8590	All Other State Revenue	494,923.64
8300-8599	Other State Revenue	<u>1,066,896.49</u>
8696	Fundraising	604.72
8699	All Other Local Revenue	170,369.81
8600-8799	Other Local Revenue	<u>170,974.53</u>
	TOTAL, REVENUES	<u>8,027,818.77</u>
EXPENSES		
1100	Certificated Teachers' Salaries	1,676,074.96
1200	Certificated Pupil Support Salaries	243,794.64
1300	Certificated Supervisors' and Administrators' Salaries	363,050.67
1000-1999	Certificated Salaries	<u>2,282,920.27</u>
2100	Classified Instructional Salaries	206,071.48
2200	Classified Support Salaries	439,451.36
2300	Classified Supervisors' and Administrators' Salaries	500,597.64
2400	Clerical, Technical and Office Staff Salaries	117,022.79
2000-2999	Classified Salaries	<u>1,263,143.27</u>
3101	State Teachers' Retirement System, certificated positions	357,876.55
3102	State Teachers' Retirement System, classified positions	29,337.33
3201	Public Employees' Retirement System, certificated positions	92,160.34
3202	Public Employees' Retirement System, classified positions	287,672.30
3301	OASDI/Medicare/Alternative, certificated positions	55,495.48
3302	OASDI/Medicare/Alternative, classified positions	85,333.77
3401	Health & Welfare Benefits, certificated positions	356,990.16
3501	State Unemployment Insurance, certificated positions	24,834.92
3502	State Unemployment Insurance, classified positions	3,738.90
3601	Workers' Compensation Insurance, certificated positions	59,147.78
3602	Workers' Compensation Insurance, classified positions	4,802.97
3000-3999	Employee Benefits	<u>1,357,390.50</u>
4100	Approved Textbooks and Core Curricula Materials	128,055.25
4200	Books and Other Reference Material	11,134.83

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH APRIL 30, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
4300	Materials and Supplies	17,543.97
4310	Instructional Materials and Supplies	36,291.46
4320	Office Supplies	26,646.17
4330	Office Supplies	3,953.02
4340	Student Events	67,577.25
4370	Janitorial Supplies	19,609.17
4380	Kitchen Supplies	38,790.12
4390	Other Supplies	669.45
4400	Noncapitalized Equipment	91,551.31
4700	Food	235,378.80
4000-4999	Books and Supplies	677,200.80
5200	Travel and Conferences	8,685.77
5210	Travel	2,658.05
5300	Dues and Memberships	31,279.01
5400	Insurance	267,809.51
5500	Operations and Housekeeping Services	13,677.64
5510	Utilities	252,663.32
5520	Janitorial Services	37,783.62
5600	Rentals Leases, Repairs and Noncapitalized Improvements	800,018.93
5610	Rent, parking, other occupancy	121.74
5620	Equipment Leases	16,542.15
5630	Maintenance & Repair	86,241.06
5640	Repairs	3,229.21
5800	Professional/Consulting Services and Operating Expenditures	140,575.26
5810	Legal	127,866.94
5811	Instructional Consultants	1,296.00
5813	Business Services	113,000.00
5815	Bank Charges	4,200.17
5816	Payroll Fees	16,135.18
5820	Audits	22,732.50
5830	Non-Instructional Software Licenses/Fees	12,895.98
5835	Field Trips - Bus Transportation	27,080.88
5840	Advertising & Recruitment	94,985.72
5860	Service Fees	6,650.83
5862	SBC Tax Collector	8,340.90
5864	Fuel Costs	3,917.14
5865	Bus Transportation	791,920.80
5870	Fingerprinting	1,812.81
5880	Instructional Vendors & Consultants	42,905.59
5890	Substitute Teachers	182,638.00
5900	Communications	2,458.50
5910	Telephone	18,426.72
5913	Internet	15,610.19
5930	Postage, shipping, delivery	1,221.20
5940	Technology Services	128,960.00

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH APRIL 30, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
5000-5999	Services and Other Operating Expenses	3,286,341.32
6900	Depreciation Expense	124,009.34
6000-6999	Depreciation	124,009.34
	TOTAL, EXPENSES	8,991,005.50
NET INCREASE (DECREASE) IN NET POSITION		\$ (963,186.73)

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH APRIL 30, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD	2ND INTERIM	%
REVENUES				
8011	LCFF State Aid - Current Year	\$ 3,731,690.00	\$ 4,647,304.00	80.30%
8012	Education Protection Account State Aid - Current Year	1,431,845.00	1,746,270.00	81.99%
8096	Transfers to Charter Schools in Lieu of Property Taxes	201,846.00	208,268.00	96.92%
8010-8099	LCFF Sources	5,369,573.00	6,601,842.00	81.33%
8181	Special Education - Entitlement	-	47,911.00	0.00%
8220	Child Nutrition Programs	176,465.73	200,732.00	87.91%
8290	All Other Federal Revenue	271,596.00	483,836.00	56.13%
8299	All Other Federal Revenue	972,313.02	1,245,917.00	78.04%
8100-8299	Federal Revenue	1,420,374.75	1,978,396.00	71.79%
8311	Other State Apportionments - Current Year	320,210.00	447,542.00	71.55%
8520	Child Nutrition	170,738.38	254,197.00	67.17%
8550	Mandated Cost Reimbursements	24,614.00	24,732.00	99.52%
8560	State Lottery Revenue	56,410.47	131,161.00	43.01%
8590	All Other State Revenue	494,923.64	816,038.00	60.65%
8300-8599	Other State Revenue	1,066,896.49	1,673,670.00	63.75%
8696	Fundraising	604.72	500.00	120.94%
8699	All Other Local Revenue	170,369.81	179,500.00	94.91%
8600-8799	Other Local Revenue	170,974.53	180,000.00	94.99%
	TOTAL, REVENUES	8,027,818.77	10,433,908.00	76.94%
				N/A
EXPENSES				
				N/A
1100	Certificated Teachers' Salaries	1,676,074.96	2,055,164.00	81.55%
1200	Certificated Pupil Support Salaries	243,794.64	228,814.00	106.55%
1300	Certificated Supervisors' and Administrators' Salaries	363,050.67	524,009.00	69.28%
1000-1999	Certificated Salaries	2,282,920.27	2,807,987.00	81.30%
2100	Classified Instructional Salaries	206,071.48	196,084.00	105.09%
2200	Classified Support Salaries	439,451.36	354,403.00	124.00%
2300	Classified Supervisors' and Administrators' Salaries	500,597.64	662,699.00	75.54%
2400	Clerical, Technical and Office Staff Salaries	117,022.79	213,580.00	54.79%
2000-2999	Classified Salaries	1,263,143.27	1,426,766.00	88.53%
3101	State Teachers' Retirement System, certificated positions	357,876.55	488,970.00	73.19%
3102	State Teachers' Retirement System, classified positions	29,337.33	22,949.00	127.84%
3201	Public Employees' Retirement System, certificated positions	92,160.34	39,000.00	236.31%
3202	Public Employees' Retirement System, classified positions	287,672.30	375,717.00	76.57%
3301	OASDI/Medicare/Alternative, certificated positions	55,495.48	40,716.00	136.30%
3302	OASDI/Medicare/Alternative, classified positions	85,333.77	106,171.00	80.37%
3401	Health & Welfare Benefits, certificated positions	356,990.16	384,000.00	92.97%
3501	State Unemployment Insurance, certificated positions	24,834.92	10,080.00	246.38%
3502	State Unemployment Insurance, classified positions	3,738.90	7,812.00	47.86%
3601	Workers' Compensation Insurance, certificated positions	59,147.78	80,459.00	73.51%
3602	Workers' Compensation Insurance, classified positions	4,802.97	-	N/A
3000-3999	Employee Benefits	1,357,390.50	1,555,874.00	87.24%
4100	Approved Textbooks and Core Curricula Materials	128,055.25	127,000.00	100.83%
4300	Materials and Supplies	17,543.97	19,000.00	92.34%
4310	Instructional Materials and Supplies	36,291.46	40,000.00	90.73%
4320	Office Supplies	26,646.17	25,000.00	106.58%
4330	Office Supplies	3,953.02	5,000.00	79.06%
4340	Student Activities & Supplies (Include Field Trips)	67,577.25	55,000.00	122.87%
4370	Janitorial Supplies	19,609.17	22,000.00	89.13%
4380	Kitchen Supplies	38,790.12	40,000.00	96.98%
4390	Other Supplies	669.45	2,000.00	33.47%
4400	Noncapitalized Equipment	91,551.31	12,000.00	762.93%
4700	Food	235,378.80	275,000.00	85.59%
4000-4999	Books and Supplies	677,200.80	622,000.00	108.87%
5110	District Oversight Fee	-	66,018.00	0.00%
5200	Travel and Conferences	8,685.77	10,000.00	86.86%
5210	Travel	2,658.05	2,500.00	106.32%
5300	Dues and Memberships	31,279.01	30,000.00	104.26%
5400	Insurance	267,809.51	354,842.00	75.47%
5500	Operations and Housekeeping Services	13,677.64	12,000.00	113.98%
5510	Utilities	252,663.32	250,000.00	101.07%
5520	Janitorial Services	37,783.62	40,000.00	94.46%
5600	Rentals Leases, Repairs and Noncapitalized Improvements	800,018.93	990,480.00	80.77%
5610	Rent, parking, other occupancy	121.74	-	N/A
5620	Equipment Leases	16,542.15	15,000.00	110.28%

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH APRIL 30, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD	2ND INTERIM	%
5630	Maintenance & Repair	86,241.06	90,000.00	95.82%
5640	Repairs	3,229.21	6,000.00	53.82%
5800	Professional/Consulting Services and Operating Expenditures	140,575.26	105,000.00	133.88%
5810	Legal	127,866.94	125,000.00	102.29%
5811	Instructional Consultants	1,296.00	-	N/A
5813	Business Services	113,000.00	135,600.00	83.33%
5815	Bank Charges	4,200.17	5,000.00	84.00%
5816	Payroll Fees	16,135.18	17,000.00	94.91%
5820	Audits	22,732.50	25,925.00	87.69%
5830	Non-Instructional Software Licenses/Fees	12,895.98	15,000.00	85.97%
5835	Field Trips - Bus Transportation	27,080.88	25,000.00	108.32%
5840	Advertising & Recruitment	94,985.72	105,000.00	90.46%
5860	Service Fees	6,650.83	7,500.00	88.68%
5861	Student Fees	-	53,542.00	0.00%
5862	SBC Tax Collector	8,340.90	8,341.00	100.00%
5864	Fuel Costs	3,917.14	5,000.00	78.34%
5865	Bus Transportation	791,920.80	868,800.00	91.15%
5870	Fingerprinting	1,812.81	1,500.00	120.85%
5880	Instructional Vendors & Consultants	42,905.59	86,000.00	49.89%
5890	Substitute Teachers	182,638.00	200,000.00	91.32%
5900	Communications	2,458.50	2,500.00	98.34%
5910	Telephone	18,426.72	25,000.00	73.71%
5913	Internet	15,610.19	32,000.00	48.78%
5930	Postage, shipping, delivery	1,221.20	3,500.00	34.89%
5940	Telephone & Telecommunications	128,960.00	141,000.00	91.46%
5000-5999	Services and Other Operating Expenses	3,286,341.32	3,860,048.00	85.14%
6900	Depreciation Expense	124,009.34	150,000.00	82.67%
6000-6999	Depreciation	124,009.34	150,000.00	82.67%
	TOTAL, EXPENSES	8,991,005.50	10,422,675.00	86.26%
				N/A
NET INCREASE (DECREASE) IN NET POSITION		\$ (963,186.73)	\$ 11,233.00	-8574.62%

ENCORE EDUCATION CORPORATION
PROFIT & LOSS ANALYSIS BY MONTH
JULY 01, 2023 THROUGH JUNE 30, 2024 (ACTUAL & BUDGET)

Object	Description	Q1 23-24	Q2 23-24	Q3 23-24	Actual Apr'24	Budget May'24	Budget Jun'24	Accruals 2024	Estimated Balance	2nd Interim Budget	Difference
REVENUES											
8011	LCFF State Aid - Current Year	\$ 993,263.00	\$ 1,411,479.00	\$ 1,041,463.00	\$ 285,485.00	\$ 285,485.00	\$ 315,065.00	\$ 315,064.00	\$ 4,647,304.00	\$ 4,647,304.00	-
8012	Education Protection Account State Aid - Current Year	503,707.00	503,706.00	424,432.00	-	-	314,425.00	-	1,746,270.00	1,746,270.00	-
8019	LCFF/Revenue Limit State Aid - Prior Years	-	-	4,192.00	-	-	-	-	4,192.00	-	4,192.00
8096	Transfers to Charter Schools In Lieu of Property Taxes	77,465.00	62,888.00	61,493.00	-	6,422.00	-	-	208,268.00	208,268.00	-
8010-8099	LCFF Sources	1,574,435.00	1,978,073.00	1,531,580.00	285,485.00	291,907.00	629,490.00	315,064.00	6,606,034.00	6,601,842.00	4,192.00
8181	Special Education - Federal	-	-	-	-	-	-	47,911.00	47,911.00	47,911.00	-
8220	Child Nutrition Programs	44,952.08	71,269.19	60,244.46	-	21,600.00	-	22,058.00	220,123.73	200,732.00	19,391.73
8290	All Other Federal Revenue	153,464.00	-	113,997.00	4,135.00	36,707.00	-	181,370.00	489,673.00	483,836.00	5,837.00
8299	All Other Federal Revenue	972,313.02	-	-	-	-	-	269,468.98	1,241,782.00	1,245,917.00	(4,135.00)
8100-8299	Federal Revenue	1,170,729.10	71,269.19	174,241.46	4,135.00	58,307.00	-	520,807.98	1,999,489.73	1,978,396.00	21,093.73
8311	Other State Apportionments - Current Year	87,947.00	124,977.00	74,471.00	32,815.00	39,039.00	39,040.00	32,815.00	431,104.00	447,542.00	(16,438.00)
8520	Child Nutrition	96,366.08	39,890.23	33,678.21	803.86	12,820.20	-	12,137.00	195,695.58	254,197.00	(58,501.42)
8550	Mandated Cost Reimbursements	-	24,614.00	-	-	-	-	-	24,614.00	24,732.00	(118.00)
8560	State Lottery Revenue	24,435.88	31,974.59	-	-	-	-	57,281.58	113,692.05	131,161.00	(17,468.95)
8590	All Other State Revenue	8,945.00	12,711.00	48,033.00	425,234.64	205,906.00	105,071.50	95,181.00	901,082.14	816,038.00	85,044.14
8300-8599	Other State Revenue	217,693.96	234,166.82	156,182.21	458,853.50	257,765.20	144,111.50	197,414.58	1,666,187.77	1,673,670.00	(7,482.23)
8696	Fundraising	459.72	-	145.00	-	-	-	-	604.72	500.00	104.72
8699	All Other Local Revenue	81,407.70	47,893.40	35,329.24	5,739.47	8,314.00	8,316.41	-	187,000.22	179,500.00	7,500.22
8600-8799	Other Local Revenue	81,867.42	47,893.40	35,474.24	5,739.47	8,314.00	8,316.41	-	187,604.94	180,000.00	7,604.94
TOTAL, REVENUES		3,044,725.48	2,331,402.41	1,897,477.91	754,212.97	616,293.20	781,917.91	1,033,286.56	10,459,316.44	10,433,908.00	25,408.44
EXPENSES											
1100	Certificated Teachers' Salaries	298,938.05	582,827.20	595,722.52	198,587.19	196,600.00	98,300.00	-	1,970,974.96	2,055,164.00	84,189.04
1200	Certificated Pupil Support Salaries	46,447.76	71,844.32	79,969.92	45,532.64	27,700.00	13,850.00	-	285,344.64	228,814.00	(56,530.64)
1300	Certificated Supervisors' and Administrators' Salaries	87,140.04	119,010.06	119,416.89	37,483.68	39,668.00	39,668.00	-	442,386.67	524,009.00	81,622.33
1000-1999	Certificated Salaries	432,525.85	773,681.58	795,109.33	281,603.51	263,968.00	151,818.00	-	2,698,706.27	2,807,987.00	109,280.73
2100	Classified Instructional Salaries	34,313.63	76,379.44	73,283.57	22,094.84	24,350.00	12,175.00	-	242,596.48	196,084.00	(46,512.48)
2200	Classified Support Salaries	98,098.84	159,190.95	143,086.25	39,075.32	48,500.00	24,250.00	-	512,201.36	354,403.00	(157,798.36)
2300	Classified Supervisors' and Administrators' Salaries	133,514.81	174,199.98	161,374.31	31,508.54	50,100.00	55,072.00	-	605,769.64	662,699.00	56,929.36
2400	Clerical, Technical, and Office Staff Salaries	23,785.22	26,720.44	37,811.04	28,706.09	24,000.00	12,000.00	-	153,022.79	213,580.00	60,557.21
2000-2999	Classified Salaries	289,712.50	436,490.81	415,555.17	121,384.79	146,950.00	103,497.00	-	1,513,590.27	1,426,766.00	(86,824.27)
3101	State Teachers' Retirement System, Certificated Positions	65,277.37	122,620.01	125,072.91	44,906.26	41,800.00	20,900.00	-	420,576.55	488,970.00	68,393.45
3102	State Teachers' Retirement System, Classified Positions	7,839.04	11,726.34	9,771.95	-	-	-	-	29,337.33	22,949.00	(6,388.33)
3201	Public Employees' Retirement System, Certificated Positions	20,886.79	30,670.37	30,672.50	9,930.68	9,925.00	9,921.00	-	112,006.34	39,000.00	(73,006.34)
3202	Public Employees' Retirement System, Classified Positions	64,429.41	95,414.00	95,724.48	32,104.41	31,800.00	31,746.00	-	351,218.30	375,717.00	24,498.70
3301	OASDI/Medicare/Alternative, Certificated Positions	11,054.66	16,692.03	21,453.86	6,294.93	6,350.00	3,175.00	-	65,020.48	40,716.00	(24,304.48)
3302	OASDI/Medicare/Alternative, Classified Positions	18,609.96	27,869.79	29,779.35	9,074.67	9,211.00	4,605.50	-	99,150.27	106,171.00	7,020.73
3401	Health & Welfare Benefits, Certificated Positions	107,710.79	122,836.25	82,490.02	43,953.10	35,700.00	34,762.00	-	427,452.16	384,000.00	(43,452.16)
3402	Health & Welfare Benefits, Classified Positions	-	-	-	-	-	-	-	-	-	-
3501	State Unemployment Insurance, Certificated Positions	15,232.52	5,899.10	3,703.30	-	2,760.00	2,760.00	-	30,354.92	10,080.00	(20,274.92)
3502	State Unemployment Insurance, Classified Positions	65.66	1,049.28	2,606.39	17.57	415.00	415.00	-	4,568.90	7,812.00	3,243.10
3601	Workers' Compensation Insurance, Certificated Positions	13,633.51	33,009.24	12,981.00	4,327.00	4,327.00	4,327.00	-	72,604.75	80,459.00	7,854.25
3602	Workers' Compensation Insurance, Classified Positions	-	-	-	-	-	-	-	-	-	-
3000-3999	Employee Benefits	324,739.71	467,786.41	414,255.76	150,608.62	142,288.00	112,611.50	-	1,612,290.00	1,555,874.00	(56,416.00)
4100	Approved Textbooks & Core Curricula Materials	126,225.44	-	1,829.81	-	-	-	-	128,055.25	127,000.00	(1,055.25)
4200	Books and Other Reference Materials	-	-	-	11,134.83	-	-	-	11,134.83	-	(11,134.83)
4300	Material and Supplies	4,181.90	2,807.02	9,138.65	1,416.40	1,138.50	1,138.88	-	19,821.35	19,000.00	(821.35)
4310	Instructional Materials and Supplies	21,749.01	6,513.98	6,105.42	1,923.05	2,322.67	2,322.65	-	40,936.78	40,000.00	(936.78)
4320	Office Supplies	8,379.64	7,637.64	8,895.15	1,733.74	1,206.80	1,206.79	-	29,059.76	25,000.00	(4,059.76)
4330	Staff Meals & Events	2,122.74	1,575.87	254.41	-	267.64	267.64	-	4,488.30	5,000.00	511.70
4340	Student Events	30,191.19	10,259.69	16,445.59	10,680.78	2,448.60	2,448.59	-	72,474.44	55,000.00	(17,474.44)

ENCORE EDUCATION CORPORATION
PROFIT & LOSS ANALYSIS BY MONTH
JULY 01, 2023 THROUGH JUNE 30, 2024 (ACTUAL & BUDGET)

		Q1	Q2	Q3	Actual	Budget	Budget	Accruals	Estimated	2nd Interim	
		23-24	23-24	23-24	Apr'24	May'24	Jun'24	2024	Balance	Budget	Difference
Object	Description										
4370	Janitorial Supplies	9,044.33	4,395.48	4,304.31	1,865.05	1,201.29	1,201.27	-	22,011.73	22,000.00	(11.73)
4380	Kitchen Supplies	6,280.48	20,588.32	8,658.52	3,262.80	1,849.06	1,849.07	-	42,488.25	40,000.00	(2,488.25)
4390	Other Supplies	669.45	-	-	-	332.64	332.63	-	1,334.72	2,000.00	665.28
4400	Noncapitalized Equipment	-	2,108.64	89,242.68	199.99	-	-	-	91,551.31	12,000.00	(79,551.31)
4700	Food	94,600.28	64,805.19	50,407.91	25,565.42	19,916.91	19,916.91	-	275,212.62	275,000.00	(212.62)
4000-4999	Books and Supplies	303,444.46	120,691.83	195,282.45	57,782.06	30,684.11	30,684.43	-	738,569.34	622,000.00	(116,569.34)
5110	District Oversight Fees	-	-	-	-	-	-	66,018.00	66,018.00	66,018.00	-
5200	Travel and Conferences	4,609.70	150.00	3,926.07	-	-	-	-	8,685.77	10,000.00	1,314.23
5210	Mileage Reimbursements	-	1,837.93	747.50	72.62	487.00	487.00	-	3,632.05	2,500.00	(1,132.05)
5300	Dues and Memberships	18,706.44	9,437.01	1,069.41	2,066.15	2,386.00	2,386.00	-	36,051.01	30,000.00	(6,051.01)
5400	Insurance	96,333.30	69,150.24	81,324.64	21,001.33	27,423.00	27,423.00	-	322,655.51	354,842.00	32,186.49
5500	Operations and Housekeeping Services	3,367.32	4,202.12	5,775.20	333.00	1,351.00	1,351.00	-	16,379.64	12,000.00	(4,379.64)
5510	Utilities	10,147.99	126,652.74	78,464.16	37,398.43	25,500.00	12,500.00	-	290,663.32	250,000.00	(40,663.32)
5520	Janitorial Services	-	2,729.00	18,684.62	16,370.00	4,500.00	4,500.00	-	46,783.62	40,000.00	(6,783.62)
5600	Rentals, Leases, Repairs, and Noncapitalized Improvements	245,769.97	223,184.77	247,760.97	83,303.22	82,587.00	82,587.00	-	965,192.93	990,480.00	25,287.07
5610	Facilities Rent/Lease	-	-	60.87	60.87	-	-	-	121.74	-	(121.74)
5620	Equipment Leases	4,610.15	5,191.98	6,643.27	96.75	1,840.00	1,840.00	-	20,222.15	15,000.00	(5,222.15)
5630	Maintenance & Repair	47,156.55	15,323.37	20,496.39	3,264.75	9,650.00	9,650.00	-	105,541.06	90,000.00	(15,541.06)
5635	Vehicle Maintenance & Repair	55.60	1,002.42	1,119.46	1,051.73	450.00	450.00	-	4,129.21	6,000.00	1,870.79
5800	Professional/Consulting Services and Operating Expenditures	26,656.17	6,447.14	54,741.30	52,730.65	12,686.00	12,686.00	-	165,947.26	105,000.00	(60,947.26)
5810	Legal	31,479.53	46,330.85	50,056.56	-	5,000.00	5,000.00	-	137,866.94	125,000.00	(12,866.94)
5811	Nursing Servcies	1,296.00	-	-	-	-	-	-	1,296.00	-	(1,296.00)
5813	Business Services	33,900.00	33,900.00	33,900.00	11,300.00	11,300.00	11,300.00	-	135,600.00	135,600.00	-
5815	Bank Charges	629.52	2,333.01	1,209.62	28.02	157.60	157.30	-	4,515.07	5,000.00	484.93
5816	Payroll Fees	4,027.18	6,111.30	4,428.58	1,568.12	1,619.00	1,619.00	-	19,373.18	17,000.00	(2,373.18)
5820	Audits	8,066.25	4,033.12	8,083.13	2,550.00	-	-	-	22,732.50	25,925.00	3,192.50
5830	Non-Instructional Software Licenses/Fees	10,925.98	240.00	530.00	1,200.00	35.00	35.00	-	12,965.98	15,000.00	2,034.02
5835	Field Trips - Bus Transportation	-	4,916.62	18,814.26	3,350.00	5,500.00	-	-	32,580.88	25,000.00	(7,580.88)
5840	Advertising & Recruitment	34,931.00	24,489.72	29,335.00	6,230.00	9,525.00	9,525.00	-	114,035.72	105,000.00	(9,035.72)
5860	Service Fees	363.03	5,308.80	902.64	76.36	400.00	400.00	-	7,450.83	7,500.00	49.17
5861	Student Fees	-	-	-	-	-	-	-	-	53,542.00	53,542.00
5862	SBC Tax Collector	-	8,340.90	-	-	-	-	-	8,340.90	8,341.00	0.10
5864	Fuel Costs	941.08	809.71	889.91	1,276.44	270.00	270.00	-	4,457.14	5,000.00	542.86
5865	Bus Transportation	180,285.60	264,115.20	260,640.00	86,880.00	88,880.00	-	-	880,800.80	868,800.00	(12,000.80)
5870	Fingerprinting	608.00	562.50	437.33	204.98	220.00	220.00	-	2,252.81	1,500.00	(752.81)
5880	Instructional Vendors & Consultants	3,859.79	15,529.54	23,516.26	-	5,200.00	5,200.00	-	53,305.59	86,000.00	32,694.41
5890	Substitute Teachers	39,615.00	80,841.00	44,779.00	17,403.00	18,730.00	-	-	201,368.00	200,000.00	(1,368.00)
5900	Communications	552.00	552.00	802.50	552.00	-	-	-	2,458.50	2,500.00	41.50
5910	Telephone	6,800.76	4,411.40	5,540.31	1,674.25	2,073.00	2,073.00	-	22,572.72	25,000.00	2,427.28
5920	Internet	18,940.91	20,019.99	1,618.67	(24,969.38)	1,322.00	1,322.00	-	18,254.19	32,000.00	13,745.81
5930	Postage	315.88	307.04	528.28	70.00	156.00	156.00	-	1,533.20	3,500.00	1,966.80
5940	Technology Services	41,700.00	44,860.00	31,800.00	10,600.00	10,600.00	10,600.00	-	150,160.00	141,000.00	(9,160.00)
5000-5999	Services and Other Operating Expenses	876,650.70	1,033,321.42	1,038,625.91	337,743.29	329,847.60	203,737.30	66,018.00	3,885,944.22	3,860,048.00	(25,896.22)
6900	Depreciation	33,667.98	38,051.44	39,217.44	13,072.48	13,072.48	13,072.48	-	150,154.30	150,000.00	(154.30)
6000-6999	Depreciation	33,667.98	38,051.44	39,217.44	13,072.48	13,072.48	13,072.48	-	150,154.30	150,000.00	(154.30)
7300-7399	Other Outgo - Transfers of Indirect Costs	-	-	-	-	-	-	-	-	-	-
7100-7299,7400	Other Outgo (excluding Transfers of Indirect Costs)	-	-	-	-	-	-	-	-	-	-
TOTAL, EXPENSES		2,260,741.20	2,870,023.49	2,898,046.06	962,194.75	926,810.19	615,420.71	66,018.00	10,599,254.40	10,422,675.00	(176,579.40)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES		783,984.28	(538,621.08)	(1,000,568.15)	(207,981.78)	(310,516.99)	166,497.20	967,268.56	(139,937.96)	11,233.00	151,170.96
ROLLING NET INCOME		1,567,968.56	(293,257.88)	(1,755,773.10)	(963,186.73)	(1,273,703.72)	(1,107,206.52)	(139,937.96)			

ENCORE EDUCATION CORPORATION
PROFIT & LOSS ANALYSIS BY MONTH
JULY 01, 2023 THROUGH JUNE 30, 2024 (ACTUAL & BUDGET)

Object	Description	Q1 23-24	Q2 23-24	Q3 23-24	Actual Apr'24	Budget May'24	Budget Jun'24	Accruals 2024	Estimated Balance	2nd Interim Budget	Difference
Assumptions	545 Enrollment / 506.85 ADA										
Updates 3/13/2024	532 Enrollment / 504.33 ADA										

ENCORE EDUCATION CORPORATION
CHECK REGISTER
04/01/2024 - 04/30/2024

No.	Date	Vendor/Payee	Memo	Description	Amount
10285	04-01-2024	Amazon Capital Services	Payments processed on 04-01-2024	Office Supplies - Printer Drum, Solar Street Lights, Student Event Supplies	800.88
10286	04-01-2024	ICON School Management	Invoice #1638	April 2024 Monthly Contract Fee	11,300.00
10287	04-01-2024	Imperial Dade West Coast	Invoice #16077325	School Lunches	1,265.31
10288	04-01-2024	J&G Wholesale Produce	Invoice #129704	School Lunches	559.00
10289	04-01-2024	Quill LLC	Invoice #37652445	Office Supplies	99.13
10290	04-01-2024	San Bernardino County Superintendent of Schools	Mar 2024 - STRS/PERS Contributions	Mar 2024 - STRS/PERS Contributions	128,703.17
10291	04-01-2024	US Foods, Inc.	Invoice #3085232	School Lunch	968.97
DBxxxx24-xx	04-01-2024	Southern California Edison	Utilities 01/05/24 - 02/04/24	Utilities 01/05/24 - 02/04/24	19,530.38
10292	04-02-2024	Amazon Capital Services	Invoice #1H1M-MJRP-171Y	Office Supplies	175.92
10293	04-02-2024	CINTAS CORP	Invoice #4186250456	Janitorial Supplies	256.44
10294	04-02-2024	Sysco Riverside, Inc	Invoice #420838708	School Lunch	534.89
10295	04-02-2024	US Foods, Inc.	Invoice #3126259	School Lunch	1,074.70
10296	04-03-2024	Document Tracking Services	Invoice #9234504	Software License	425.00
DB040324-01	04-03-2024	Emburse	Emburse Transfer	Emburse Transfer	3,486.68
10297	04-04-2024	Imperial Dade West Coast	Invoice #15595946	Kitchen Supplies	541.12
10298	04-04-2024	J&G Wholesale Produce	Invoice #129513	School Lunches	273.25
2222	04-04-2024	Jennifer Grant	Expense Reimbursement: Booth & Fundraiser, by \$eventcreationsbygaby, for Spring Fair	Expense Reimbursement	200.00
DB040424-01	04-04-2024	Emburse	Emburse Transfer	Emburse Transfer	216.94
DB040524-01	04-05-2024	Emburse	Emburse Transfer	Emburse Transfer	54.68
10299	04-08-2024	AmTrust Financial Services Inc.	Invoice #INV20240306	Insurance	853.55
10300	04-08-2024	AmTrust Financial Services Inc.	Invoice #INV20240325	Workers Comp	4,327.00
10301	04-08-2024	Amazon Capital Services	Invoice #143W-TTCK-VVY3	Kitchen Supplies	456.00
10302	04-08-2024	American Heritage Life Insurance Company	Invoice #INV20240325	Mar 2024 Insurance	1,480.27
10303	04-08-2024	Charter Tech Services	Payments processed on 04-08-2024	Technology Services	10,619.37
10304	04-08-2024	El Dorado Broadcasters LLC	Payments processed on 04-08-2024	Advertising	7,152.00
10305	04-08-2024	FRONTIER	Invoice #INV20240316	Internet	77.78
10306	04-08-2024	Imperial Dade West Coast	Payments processed on 04-08-2024	Kitchen Supplies	797.69
10307	04-08-2024	J&G Wholesale Produce	Invoice #129739	School Lunch	209.75
10308	04-08-2024	Bimbo Bakeries USA	Invoice #83233790002535	School Lunches	245.54
10309	04-08-2024	Mesquit's Supply, LLC	Invoice #00033134	Janitorial Supplies	879.62
10310	04-08-2024	Nigro & Nigro	Invoice #19961	Accounting Services	2,550.00
10311	04-08-2024	Purchase Power	Invoice #INV20240315	Postage	448.07
10312	04-08-2024	Renner Dairy Inc	Invoice #040101	School Lunches	524.32
10313	04-08-2024	School Nurse Supply, Inc.	Invoice #0995948-IN	Nurse Supplies	257.78
10314	04-08-2024	Scoot Education	Invoice #73159	Substitute Services	5,353.00
10315	04-08-2024	Scoot Education	Payment for Inv# 49217, 49218, 49981 & 50021	Payment for Inv# 49217, 49218, 49981 & 50021	12,062.00
10316	04-08-2024	Text-Em-All	Invoice #94644	Communications	552.00
10317	04-08-2024	US Foods, Inc.	Invoice #3233385	School Lunch	1,067.96
10318	04-08-2024	Verizon Wireless	Invoice #9959895123	Communication	250.50
DB040824-01	04-08-2024	Emburse	Emburse Transfer	Emburse Transfer	262.50
10319	04-09-2024	CINTAS CORP	Invoice #4186956965	Kitchen Supplies	54.25
10320	04-09-2024	Scoot Education	Payments processed on 04-09-2024	Substitute Services	10,777.00
10321	04-09-2024	Scoot Education	Payments processed on 04-09-2024	Substitute Services	10,226.00
10322	04-09-2024	Victor Valley Community College	Invoice #24SP-ENC	Textbooks	1,829.81
10323	04-10-2024	San Bernardino County Fire Department	Invoice #RECORD ID FANL-006481	Maint & Repairs	57.85
99802695	04-10-2024	Amazon Capital Services	Supplies - Cargo pants, Clothing, Sneakers, Water Slide etc for Student Event	Supplies - Cargo pants, Clothing, Sneakers, Water Slide etc for Student Event	1,048.22
DB041024-01	04-10-2024	Southern California Edison	Utilities 02/05/24 to 03/05/24	Utilities 02/05/24 to 03/05/24	10,269.24
DB041024-02	04-10-2024	Emburse	Emburse Transfer	Emburse Transfer	60.00
DB041024-03	04-10-2024	Colonial Life	Life Insurance March 2024	Life Insurance March 2024	1,140.26
DB041124-01	04-11-2024	Emburse	Emburse Transfer	Emburse Transfer	5,000.00
DB041124-02	04-11-2024	Emburse	Emburse Transfer	Emburse Transfer	395.00
10324	04-12-2024	Amazon Capital Services	Payments processed on 04-12-2024	Supplies	1,209.31
10325	04-12-2024	Amazon Capital Services	Payments processed on 04-12-2024	Supplies	903.41
10326	04-12-2024	Document Tracking Services	Invoice #T-923450002	Document Translations	150.00
10327	04-12-2024	Hesperia Unified School District	Invoice #230666	Office Supplies	464.01

ENCORE EDUCATION CORPORATION
CHECK REGISTER
04/01/2024 - 04/30/2024

No.	Date	Vendor/Payee	Memo	Description	Amount
10328	04-12-2024	Riverside County Office of Education	Invoice #2024 / 1541	CTI Induction Program	7,100.00
10329	04-12-2024	Scoot Education	Payments processed on 04-12-2024	Substitute Services	5,811.00
10330	04-12-2024	US Foods, Inc.	Payments processed on 04-12-2024	School Lunches	201.31
10331	04-15-2024	Hesperia Unified School District	Invoice #240542	Office Supplies	1,118.80
10332	04-15-2024	JD Ensز Electric Inc.	Invoice #02405-001	Electrical & Lighting	3,395.00
10333	04-15-2024	Kamran and Company LLC	Invoice #INV896996	Kitchen Equipment	51,414.40
10334	04-15-2024	Renner Dairy Inc	Invoice #041021	School Lunches	602.90
10335	04-15-2024	STA West Region	Invoice #70249165	Field Trip Transportation	1,482.00
DB041524-01	04-15-2024	Emburse	Emburse Transfer	Emburse Transfer	494.55
DB041524-02	04-15-2024	Emburse	Emburse Transfer	Emburse Transfer	481.36
10336	04-16-2024	CINTAS CORP	Invoice #4187685355	Janitorial Supplies	196.53
10337	04-16-2024	Sysco Riverside, Inc	Invoice #420865092	School Lunches	1,691.76
DB041624-01	04-16-2024	Terminix	Custodial Housekeeping & Additional Charge - Recurring Expense	Custodial Housekeeping & Additional Charge - Recurring Expense	133.00
DB041724-01	04-17-2024	Emburse	Emburse Transfer	Emburse Transfer	966.72
DB041824-01	04-18-2024	LEAF	Lease Services	Lease Services	716.23
DB041824-02	04-18-2024	Emburse	Emburse Transfer	Emburse Transfer	55.15
10338	04-19-2024	Apex Hesperia Rentals	Invoice #100728	Student Event	1,042.50
10339	04-19-2024	Bimbo Bakeries USA	Invoice #83233790002617	School Lunches	194.52
10340	04-19-2024	Justin's Tractor Service & Weed Abatement	Invoice #INV0422	Weed Abatement	2,400.00
10341	04-19-2024	Scoot Education	Invoice #75344	Substitute Services	5,811.00
DB041924-01	04-19-2024	Emburse	Emburse Transfer	Emburse Transfer	385.00
10342	04-22-2024	Advance Disposal Co. & Recycling Center	Invoice #0002257339	April 2024 Storage Rental	60.87
10343	04-22-2024	Advance Disposal Co. & Recycling Center	Invoice #0002238867	Utilities-Trash	17.45
10344	04-22-2024	Amazon Capital Services	Payments processed on 04-22-2024	Supplies	576.80
10345	04-22-2024	American Family Life Assurance Company	Invoice #445487	March Health Insurance	177.34
10346	04-22-2024	Apex Hesperia Rentals	Invoice #103079	Maint & Repairs	299.00
10347	04-22-2024	CleanStart Cleaning Services, Inc.	Invoice #2024-0111	Janitorial Services	5,935.00
10348	04-22-2024	Ebmeyer Charter and Tour	Invoice #27684	6 School Buses	86,880.00
10349	04-22-2024	Imperial Dade West Coast	Invoice #16264832	Kitchen Supplies	989.31
10350	04-22-2024	LEAF	Invoice #16341729	Copier Lease	96.75
10351	04-22-2024	Measure Education Inc.	Invoice #201807012199	Data Management Services	2,306.88
10352	04-22-2024	Renner Dairy Inc	Invoice #041713	School Lunches	330.02
10353	04-22-2024	US Foods, Inc.	Invoice #3609391	School Lunches	3,514.13
2249	04-22-2024	Kyle Barkdull	Direct Deposit Partial Return: Kyle Barkdull	Direct Deposit Partial Return: Kyle Barkdull	25.00
DB042224-01	04-22-2024	Umpqua Bank	Maintenance Fee Analysis Activity - March 2024	Maintenance Fee Analysis Activity - March 2024	28.02
DB042224-01	04-22-2024	The Hanover Insurance Group, Inc.	Insurance - April 2024	Insurance - April 2024	6,771.45
10354	04-23-2024	CINTAS CORP	Invoice #4188470551	Janitorial Supplies	54.25
10355	04-23-2024	Katherine Shea	Invoice #REIMB20240418	Expense Reimbursement - Livescan	82.00
10356	04-23-2024	MealTime, a part of Harris School Solutions	Invoice #MTMN00002414	Annual Subscription Renewal	1,165.00
10357	04-23-2024	Sysco Riverside, Inc	Invoice #420876429	School Lunches	1,753.60
10358	04-24-2024	Amazon Capital Services	Invoice #1NGQ-L94T-141L	Office Supplies - Computer Privacy Shield	48.99
10359	04-24-2024	Melissa Manning	Invoice #1357	Kitchen Training	1,000.00
DB042424-01	04-24-2024	Fonality	Telephones - 04/20/2024 - 05/20/2024	Telephones - 04/20/2024 - 05/20/2024	1,674.25
DB042424-02	04-24-2024	Emburse	Emburse Transfer	Emburse Transfer	914.83
10360	04-25-2024	Advance Disposal Co. & Recycling Center	Invoice #0002255594	Utilities-Trash	1,937.39
10361	04-25-2024	Amazon Capital Services	Payments processed on 04-25-2024	Instructional Materials	309.27
10362	04-25-2024	Sarah Hale	Invoice #REIMB20240422	Expense Reimbursement: Livescan	122.98
2244	04-25-2024	Louis Austin	DJ Services for Prom 2024 - Inv # 010-2024	DJ Services for Prom 2024 - Inv # 010-2024	475.00
2245	04-25-2024	Adrian Alvarez	CSF California Scholarship Federation 2023	CSF California Scholarship Federation 2023	220.00
DB042524-01	04-25-2024	BankDirect Capital Finance	Loan payment - Loan # 1035929	Loan payment - Loan # 1035929	22,880.88
DB042524-02	04-25-2024	SOUTHWEST GAS	Utilities	Utilities	1,399.09
DB042524-03	04-25-2024	Emburse	Emburse Transfer	Emburse Transfer	1,213.95
DB042524-04	04-25-2024	SOUTHWEST GAS	Utilities 03/06/2024 - 04/03/2024	Utilities 03/06/2024 - 04/03/2024	873.45
DB042524-05	04-25-2024	SOUTHWEST GAS	Utilities 03/06/2024 - 04/03/2024	Utilities 03/06/2024 - 04/03/2024	871.54
DB042524-06	04-25-2024	SOUTHWEST GAS	Utilities 03/06/2024 - 04/03/2024	Utilities 03/06/2024 - 04/03/2024	822.11

ENCORE EDUCATION CORPORATION
CHECK REGISTER
04/01/2024 - 04/30/2024

No.	Date	Vendor/Payee	Memo	Description	Amount
DB042524-07	04-25-2024	SOUTHWEST GAS	Utilities 03/06/2024 - 04/03/2024	Utilities 03/06/2024 - 04/03/2024	316.68
DB042524-08	04-25-2024	SOUTHWEST GAS	Utilities 03/06/2024 - 04/03/2024	Utilities 03/06/2024 - 04/03/2024	9.05
10363	04-26-2024	Bimbo Bakeries USA	Invoice #83233790002656	School Lunches	180.05
10364	04-26-2024	Dr. Sabrina Bow	Invoice #REIMB20240424	Expense Reimbursement - Mileage	72.62
10365	04-26-2024	Ebmeyer Charter and Tour	Payments processed on 04-26-2024	Student Field Trip	2,350.00
10366	04-26-2024	El Dorado Broadcasters LLC	Invoice #MCC-1231259384	Advertising	5,440.00
10367	04-26-2024	FRONTIER	Invoice #INV20240412	Internet	1,356.24
10368	04-26-2024	San Bernardino County Superintendent of Schools	Invoice #240860	Mental Health Services	28,759.00
10369	04-26-2024	Scoot Education	Invoice #76343	Substitute Services	5,781.00
DB042624-01	04-26-2024	Anthem Insurance Companies, Inc.	Insurance 05/01/2024 - 06/01/2024	Insurance 05/01/2024 - 06/01/2024	57,067.45
DB042624-02	04-26-2024	Emburse	Emburse Transfer	Emburse Transfer	721.13
10370	04-29-2024	AmTrust Financial Services Inc.	Invoice #INV20240410	Insurance - May 2024	1,957.50
10371	04-29-2024	Amazon Capital Services	Payments processed on 04-29-2024	Office & Kitchen Supplies	457.22
10372	04-29-2024	Green Comfort, Inc.	Invoice #124849	Maint & Repairs	350.00
10373	04-29-2024	Imperial Dade West Coast	Invoice #16328314	Kitchen Supplies - Bowls, plates & utensils	554.99
10374	04-29-2024	PresenceLearning, Inc.	Invoice #INV69914	SLP Services	3,957.52
10375	04-29-2024	Renner Dairy Inc	Invoice #042413	School Lunches	574.77
10376	04-29-2024	US Foods, Inc.	Invoice #3787191	School Lunches	3,436.59
DB042924-01	04-29-2024	Emburse	Emburse Transfer	Emburse Transfer	501.53
10377	04-30-2024	CINTAS CORP	Invoice #4189191560	Janitorial Supplies	256.44
10378	04-30-2024	Sysco Riverside, Inc	Payments processed on 04-30-2024	School Lunches	1,281.70
DB043024-01	04-30-2024	Employee Benefits Corporation	COBRA Secure	COBRA Secure	60.00

Coversheet

Approval of ICON School Management Master Service Agreement Addendum

Section:	V. Budget and Finance
Item:	B. Approval of ICON School Management Master Service Agreement
Addendum	
Purpose:	Vote
Submitted by:	
Related Material:	Encore Master Service Agreement (24-25, 25-26 Addendum #1).pdf



16959 Bernardo Center Dr, Ste 201
San Diego, CA 92128

6940 Beach Blvd, Ste D-607
Buena Park, CA 90621

P 323.457.0499
F 323.457.0814

MASTER SERVICES AGREEMENT ADDENDUM

AN AGREEMENT was made by and between ICON School Management, a California Corporation, having its principal office and place of business at 16959 Bernardo Center Drive, Suite 201, San Diego, California 92128 USA ("ICON SM") and Encore Junior & Senior High School for the Performing and Visual Arts, a California Not-For-Profit Corporation, having its principal office and place of business at 16955 Lemon Street, Hesperia, California 92345 USA ("Client")

WHEREAS, the parties wish to modify the terms of the original stated contract as set forth herein.

NOW THEREFORE, in considering of mutual promises herein, the parties hereby agree that the following constitutes modification of the stated contract.

1. Modification 1: \$11,639 a month for 12 months from July 1, 2024 to June 30, 2025 will be changed to: \$11,300 month for 12 months from July 1, 2024 to June 30, 2025 (this is providing the 23-24 rate to Encore for an additional year).
2. Modification 2: \$11,988 a month for 12 months from July 1, 2025 to June 30, 2026 will be changed to: \$11,639 a month for 12 months from July 1, 2025 to June 30, 2026.

THE PARTIES reaffirm no other terms or conditions of the above-mentioned original contract are modified or amended as a result of this here stated addendum.

ENCORE JUNIOR & SENIOR HIGH SCHOOL FOR THE
PERFORMING AND VISUAL ARTS
SABRINA BOW, ED.D., EXECUTIVE DIRECTOR

ICON SCHOOL MANAGEMENT
DANIEL LEE, CHIEF EXECUTIVE OFFICER

Coversheet

Approval of Variable Term Waiver Requests

Section:	VI. Curriculum and Instruction
Item:	A. Approval of Variable Term Waiver Requests
Purpose:	Vote
Submitted by:	
Related Material:	Memo re Variable Term Waiver Request.pdf



MEMORANDUM

To: Encore Board of Directors

From: Sabrina Bow, Executive Director

Date: May 17, 2024

Subject: Application for Variable Term Waiver Request

Encore seeks Board approval of Variable Term Waiver Requests for the following teachers:

- Jacob Arbittier
- Kyle Barkdull
- Desiree Huffine
- Kaitlyn Pedersen

The term of the waiver is March 6, 2024 to March 5, 2025.

Each of these teachers hold a preliminary CTE credential and is in process to complete the required coursework to earn a clear CTE credential and embedded English Learner authorization by the end of the waiver period. The purpose of the waiver is to permit teachers who hold a preliminary CTE credential to provide instruction to English Learner students during this interim.

Email: waivers@ctc.ca.gov
Website: www.ctc.ca.gov

CTC Use Only

CTC Use Only	
W	Z

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. EMPLOYING AGENCY (include mailing address) NPS/NPA (list county code _____)	County/District CDS Code	Contact Person: Telephone #: E-Mail:
--	-----------------------------	--

Social Security or Individual Tax Identification Number:

--

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt ([41-LS](#)) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone#	Email
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Waiver Title

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment

Indicate specific position and grade level (e.g. *chemistry teacher, grades 11-12*)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: _____

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): ____/____/____ to ____/____/____

Ending date of school term, track, or year: ____/____/____

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

Special Education

Driver Education and Training

Clinical or Rehabilitative Services

30-Day Substitute

Speech-Language Pathology Services

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

Advertised in local/national
newspapers

Contacted IHE placement centers

Distributed job announcements

Advertised in professional journals

Internet

Attended job fairs in California

Attended recruitment out-of-state

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

Administrative Services

Single Subject Teaching (**all** subject areas)

Designated Subjects – except driver education and training

Teacher Librarian Services

Multiple Subject Teaching

Pupil Personnel Services: Counseling, Psychology, Social Work

Reading Specialist/Certificate

Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

Distributed job announcements

Contacted IHE placement centers

Internet (i.e. www.edjoin.org)

Optional recruitment methods:

Advertised in local/national newspaper

Attended job fairs in California

Attended recruitment out-of-state

Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name _____ Position _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding [Professional Fitness Explanation Form](#).**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant

(Sign full legal name as listed in #2)

Date

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Coversheet

Approval of Establishment of Committee on Assignments

Section:	VI. Curriculum and Instruction
Item:	B. Approval of Establishment of Committee on Assignments
Purpose:	Vote
Submitted by:	
Related Material:	Memo re Establishment of Committee on Assignments.pdf



MEMORANDUM

To: Encore Board of Directors

From: Sabrina Bow, Executive Director

Date: May 17, 2024

Subject: Establishment of Committee on Assignments

Encore seeks to form a Committee on Assignments that may authorize a teacher to teach outside of their credential authorization, and in accordance with the requirements of Education Code EC 44258.7(c)(d) (Committee on Assignments): Departmentalized:

EC 44258.7 (c)(d):

(c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of the teacher's credential authorization may, with the teacher's consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year, but may be extended by action of the committee upon application by the schoolsite administrator and the affected teacher. All initial assignments or extensions shall be approved before the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools that shall include, but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures for selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications for these assignments.