

APPROVED



## Encore JR/SR High School

### Minutes

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

---

##### **Date and Time**

Monday June 20, 2022 at 6:30 PM

##### **Location**

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

Join Zoom Meeting

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

Meeting ID: 587 149 4303

Passcode: 936591

One tap mobile

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

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

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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

Meeting ID: 587 149 4303

Passcode: 936591

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

Members of the public who wish to comment during the Board meeting may use the "raise hand" tool on the Zoom platform. Members of the public calling in will be given the

---

opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

---

**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

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

---

**I. Opening Items**

**A. Call the Meeting to Order**

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

**B. Record Attendance**

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

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

K. Staley seconded the motion.

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

**Roll Call**

K. Staley Aye

C. Sutton Aye

R. Gabler Aye

**D. Public Comment**

No members of the public submitted comment.

**II. Consent Items**

**A. Board Meeting Minutes**

C. Sutton made a motion to approve the minutes from Regular Encore Board of Directors Meeting - May 2022 on 05-23-22.

K. Staley seconded the motion.

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

## **B. Payment Reports**

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

K. Staley seconded the motion.

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

### **Roll Call**

C. Sutton Aye

K. Staley Aye

R. Gabler Aye

## **III. Budget and Finance**

### **A. April 2022 Financial Reports**

C. Sutton made a motion to approve the April 2022 financial reports.

K. Staley seconded the motion.

Paul Khoury of DMS presented the April 2022 financial reports.

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

### **Roll Call**

K. Staley Aye

C. Sutton Aye

R. Gabler Aye

### **B. May 2022 Financial Report**

Motion to approve the May 2022 financial reports.

Paul Khoury of DMS presented the May 2022 financial reports, citing ending the month with 30 days cash on hand due to the bond financing received during the month.

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

### **Roll Call**

R. Gabler Aye

K. Staley Aye

C. Sutton Aye

### **C. Ratification of 2022-2023 DMS Contract**

C. Sutton made a motion to approve the 2022-23.

K. Staley seconded the motion.

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

### **Roll Call**

R. Gabler Aye

**Roll Call**

C. Sutton Aye

K. Staley Aye

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

R. Gabler made a motion to open the public hearing for the 2022-23 adopted budget.

C. Sutton seconded the motion.

Public hearing opened at 7:04 p.m.; closed at 7:05 p.m. No members of the public provided comment.

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

**Roll Call**

K. Staley Aye

R. Gabler Aye

C. Sutton Aye

**E. Presentation of the 2022-23 Proposed Budget**

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

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

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

K. Staley seconded the motion.

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

**Roll Call**

C. Sutton Aye

R. Gabler Aye

K. Staley Aye

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

**H. Expense Reimbursement to CEO/Executive Director**

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

C. Sutton seconded the motion.

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

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

**Roll Call**

R. Gabler Aye

C. Sutton Aye

K. Staley Aye

**IV. Staff Reports**

**A. Staff Liaison Report**

No report this meeting.

**B. Executive Director Report**

No additional report this meeting.

**C. Principal Report**

**V. Governance**

**A. 2022-2023 Staff Calendars**

This item tabled until June 27, 2022 board meeting.

**B. Appointment of Officers and Agent for Service of Process**

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

C. Sutton seconded the motion.

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

**Roll Call**

C. Sutton Aye

R. Gabler Aye

K. Staley Aye

**C. Formation of Nominating Committee**

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

K. Staley seconded the motion.

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

**Roll Call**

R. Gabler Aye

C. Sutton Aye

K. Staley Aye

## VI. Operations

### A. Student Acceptable Use Policy

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

C. Sutton seconded the motion.

Executive Manager of IT James Barkdull presented the Student Acceptable Use Policy.

E-rate requires that this Policy be publicly presented and board-approved.

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

#### Roll Call

C. Sutton Aye

R. Gabler Aye

K. Staley Aye

## VII. Adjourn to Closed Session

### A. Reconvene from closed session

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

## VIII. Closing Items

### A. Adjourn Meeting

R. Gabler made a motion to adjourn the meeting.

K. Staley seconded the motion.

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

#### Roll Call

C. Sutton Aye

K. Staley Aye

R. Gabler Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:11 PM.

Respectfully Submitted,

S. Bow

---

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.

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. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.