APPROVED

Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - March 2023

Date and Time
Monday March 27, 2023 at 6:30 PM

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, “Invitation for Public to Address the Board.” 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.

Directors Present
C. Sutton, I. Rapier, R. Magana

Directors Absent
R. Hunt

Guests Present

Andrew Lane (remote), E. Contreras (remote), J. Barkdull, J. Simmons (remote), J. Thibodeaux, S. Adriaan, 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 Mar 27, 2023 at 6:34 PM.

B. Record Attendance

C. Public Comment

D. Approval of the Agenda

I. Rapier made a motion to approve the agenda.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Board Member Comments

No board member comments.

II. Consent Items

A. February 27, 2023 Board Meeting Minutes

I. Rapier made a motion to approve the minutes as part of the consent agenda.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

I. Rapier made a motion to approve the minutes from Regular Encore Board of Directors Meeting on 02-27-23.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

B. Revised 2022-23 Employee Handbook

C. February 2023 STRS, PERS, 403b payment report

D. February 2023 Warrant Report

III. Governance

A. Appointment of Board Member: Reyna Magaña

I. Rapier made a motion to appoint Reyna Magana as a member of the board to fill a seat for the term ending June 30, 2023.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Refund Policy

C. Approval of Teleconference Policy

I. Rapier made a motion to approve the teleconference policy.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Budget and Finance

A. Approval of February 2023 Financial Report

I. Rapier made a motion to approve the February 2023 financial report.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approval of Audit and Tax Engagement Letter with Christy White, Inc.

I. Rapier made a motion to approve the engagement letter with Christy White, Inc. for audit and tax preparation service.

C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Approval of ASB Refunds

I. Rapier made a motion to approve the ASB refunds in the total amount of $161.00.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Staff Reports

A. Executive Director's Report

B. Principal's Report

Dr. Adriaan provided a report on the venture with Los Angeles Educational Partnership. Through this venture, 10 staff members including our Head Counselor and Dr. Adriaan will receive 25 hours of coaching in educational leadership and restorative practices. The LAEP grant will also include an equity audit that will ultimately improve our academic program and student results.

C. Staff Liaison Report

Ms. Del Sole provided a written report.

VI. Operations

A. Approval of 2022-23 Comprehensive School Safety Plan

I. Rapier made a motion to conditionally approve the 2022-23 Comprehensive School Safety Plan pending law enforcement and fire department review of the Plan.
C. Sutton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Hunt	Absent
R. Magana	Aye

Roll Call

C. Sutton Aye
I. Rapier Aye

B. Presentation of Cyber Security Risk Assessment Preliminary Report

Andrew Lane of Charter Tech Services provided a overview of the current cyber security risk assessment process. The final report is expected at the end of April 2023.

VII. Adjourn to Closed Session

A. Reconvene from closed session

Reconvened at 9:23 p.m.

Report of action taken during Closed Session: The Board approved the agreement for student discipline matter Case 020823-001.

Chandale Sutton: aye
Ian Rapier: aye
Reyna Magaña: aye

VIII. Closing Items

A. Adjourn Meeting

C. Sutton made a motion to adjourn the meeting.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 PM.

Respectfully Submitted,
S. Bow

Documents used during the meeting

- 2023_02_27_board_meeting_minutes DRAFT.pdf

- Encore Employee Handbook for Board Approval 2023-03-27 (4857-8390-7655.v1).pdf
- Feb_2023_STRS__PERS__403b_Payment_Report.pdf
- ENC_February_2023_Warrant_Report_-_Detail.pdf
- Refunding Student Fees Policy (YMC Sample) (4859-4779-7849.v2).pdf
- Teleconference Policy 2023-03-27.docx
- Encore DMU February 2023_FINAL.pdf
- CHRISTY WHITE, INC Audit & Tax Engagement Letter 2023-2025.pdf
- ASB Jr. High Dance Refunds .pdf
- Principal's Report (March 2023) Strengthening Learning Outcomes through NCUSTs Equity and Excellence Audit.pdf
- Staff Liaison Report for 03_17_2023.pdf
- School Safety Plan for board approval 2023-03-27.pdf
- Encore High School - Status Report.pdf

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. 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.