

APPROVED



## Encore JR/SR High School

### Minutes

Special Board Meeting- January 31, 2023

---

#### Date and Time

Tuesday January 31, 2023 at 1:00 PM

#### Location

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

Join Zoom Meeting

<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), I. Rapier (remote), R. Hunt (remote)

**Directors Absent**

*None*

**Guests Present**

E. Contreras (remote), J. Barkdull (remote), J. Clanton (remote), J. Simmons (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 Tuesday Jan 31, 2023 at 1:15 PM.

**B. Record Attendance**

**C. Public Comment**

No members of the public provided comment.

**D. Approval of the Agenda**

I. Rapier made a motion to approve the agenda.

R. Hunt seconded the motion.

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

**Roll Call**

I. Rapier Aye

C. Sutton Aye

R. Hunt Aye

**II. Consent Items**

**A. Conflict of Interest Code**

R. Hunt made a motion to approve the Conflict of Interest Code.

I. Rapier seconded the motion.

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

**Roll Call**

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

**B. Anti-Nepotism Policy**

R. Hunt made a motion to approve the Anti-Nepotism Policy.  
I. Rapier seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**C. General Complaint Policy**

R. Hunt made a motion to approve the General Complaint Policy.  
I. Rapier seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Uniform Complaint Policy**

R. Hunt made a motion to approve the Uniform Complaint Policy.  
I. Rapier seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**III. Budget and Finance**

**A. 2022-23 Encore Education Corporation Fiscal Policy Manual**

I. Rapier made a motion to approve the 2022-23 Encore Education Corporation Fiscal Policy Manual as presented.  
R. Hunt seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

R. Hunt Aye  
C. Sutton Aye

**Roll Call**

I. Rapier Aye

**IV. Operations and Human Resources**

**A. 2022-23 School Accountability Report Card (SARC)**

R. Hunt made a motion to approve the 2022-23 SARC as presented.

I. Rapier seconded the motion.

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

**Roll Call**

R. Hunt Aye

I. Rapier Aye

C. Sutton Aye

**B. 2022-23 Employee Handbook**

I. Rapier made a motion to approved the 2022-23 Employee Handbook with the revisions incorporated within.

R. Hunt seconded the motion.

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

**Roll Call**

R. Hunt Aye

C. Sutton Aye

I. Rapier Aye

**C. Notice of Intent to Employ Under a Provisional Internship Permit (PIP)**

R. Hunt made a motion to approve the Notice of Intent to Employ Under a Provisional Internship Permit.

I. Rapier seconded the motion.

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

**Roll Call**

C. Sutton Aye

R. Hunt Aye

I. Rapier Aye

**V. Closing Items**

**A. Adjourn Meeting**

I. Rapier made a motion to adjourn the meeting.

C. Sutton seconded the motion.

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

**Roll Call**

C. Sutton Aye

**Roll Call**

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 2:00 PM.

Respectfully Submitted,

S. Bow

---

**Documents used during the meeting**

- Conflict of Interest Code 2023-01-31.pdf
- Anti-Nepotism Policy 2023-01-31.pdf
- BP 1312 General Complaints Policy.pdf
- BP 1312.3 Uniform Complaint Policy.pdf
- ENCORE Fiscal Policies and Procedures 2023-01-31.docx
- 2022\_School\_Accountability\_Report\_Card\_Encore\_Education\_Corporation\_20230131.pdf
- Encore Employee Handbook APPROVED 2023-01-31 (4857-8390-7655.v1).pdf
- Notice of Intent to Employ Under a Provisional Internship Permit (S. Hitselberger).pdf

---

A copy of the agenda will be posted at least 24 hours before such meeting. A copy of the written materials which will be submitted to the Board of Encore Junior and Senior High School for the Arts is available along with this agenda following the posting of the agenda by emailing Sabrina Bow at [sbow@encorehighschool.com](mailto:sbow@encorehighschool.com).

Paper copies of the agenda and board meeting materials are available for inspection by members of the public at the School's Main Office during regular business hours (7:30 a.m. - 4:00 p.m.) Monday through Friday. The School's Main Office is located in the A Building at 16955 Lemon Street, Hesperia, CA 92345.

Requests for disability-related modifications or accommodations to participate in this public meeting shall be made 24 hours prior to the meeting by calling (760) 956-2632 or emailing Joseph Thibodeaux at [jthibodeaux@encorehighschool.com](mailto:jthibodeaux@encorehighschool.com). All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.