APPROVED

Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - November 27, 2023

Date and Time
Monday November 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, “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.

Directors Present
C. Sutton, I. Rapier, K. Lutz, S. Adriaan, S. Bow (remote)

Directors Absent

G. Hernandez, I. Garcia, J. Grant, P. Alaimalo, R. Hunt, R. Magana

Guests Present
J. Schwarck, J. Simmons (remote), Patricia Alaimalo, S. Del Sole, St. Claire Adriaan

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I. Opening Items

A. Call the Meeting to Order

C. Sutton called a meeting of the board of directors of Encore JR/SR High School to order on Monday Nov 27, 2023 at 7:07 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

R. Hunt	Absent
P. Alaimalo	Absent
G. Hernandez	Absent
R. Magana	Absent
I. Garcia	Absent
K. Lutz	Aye
I. Rapier	Aye
C. Sutton	Aye
J. Grant	Absent

E. Board Member Comments

No comments at this time.

II. Consent Items

A. Approval of Board Meeting Minutes

I. Rapier made a motion to approve the minutes from Regular Encore Board of Directors Meeting - October 23, 2023 on 10-23-23.
K. Lutz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Hunt	Absent
P. Alaimalo	Absent
I. Garcia	Absent
K. Lutz	Aye
G. Hernandez	Absent
R. Magana	Absent
C. Sutton	Aye
J. Grant	Absent
I. Rapier	Aye

B. Personnel Report

I. Rapier made a motion to Approve.
K. Lutz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Grant	Absent
R. Magana	Absent
K. Lutz	Aye
C. Sutton	Aye
R. Hunt	Absent
G. Hernandez	Absent
I. Garcia	Absent
P. Alaimalo	Absent
I. Rapier	Aye

C. Williams Monitoring First Quarterly Report 2023-24

III. Staff Reports

A. Executive Director's Report

Sabrina Bow discussed the budget. The First Interim budget for July 1- October 31 will be submitted to the district by the December deadline and sharing out at December Board Meeting.
An audit extension will be requested for mid January and will be presented at the January Board Meeting.
Vision reset meeting took place this morning with Chandale Sutton, St Claire Adriaan, and Sabrina Bow. The purpose was to discuss culture, systems, organization, the remainder of this school year, and resource alignment.

B. Staff Liaison Report

Sandi Del Sole reported out on the upcoming events. Barnes and Noble will be on December 2. This is a promotional event as well as a fundraising opportunity. December

9 will be the Holly Jolly Craft Fair. Legends of the Decades show will open on December 8 and runs through December 16. Kids Camp is being planned.

C. Principal's Report

St. Claire Adriaan discussed a reset for the school in January 2024.
Preliminary WASC meeting on Tuesday, November 28.
Robert Hekel was invited to share out. Choir is participating in several events for the holidays.
The Palm Springs Aeriel Tramway event is set for December 10.
Encore Women's Choir has been invited to the 2024 All State Choral Festival. Encore won the Superior rating in 2023 and the overall trophy for the last 3 years.
A proposal tour was presented to the board to approve the students to attend this trip.
This item was not on the agenda to vote on so it will be added to the next Board Meeting.

IV. Governance

A. Approval of School Nutrition Program Procurement Policy

I. Rapier made a motion to Approve.
K. Lutz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Hunt	Absent
I. Rapier	Aye
I. Garcia	Absent
J. Grant	Absent
R. Magana	Absent
C. Sutton	Aye
G. Hernandez	Absent
P. Alaimalo	Absent
K. Lutz	Aye

B. Approval of Food Service Department Code of Conduct

K. Lutz made a motion to Approve.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Magana	Absent
J. Grant	Absent
P. Alaimalo	Absent
R. Hunt	Absent
G. Hernandez	Absent
C. Sutton	Aye

Roll Call

I. Rapier	Aye
K. Lutz	Aye
I. Garcia	Absent

C. First Reading of BP 1250 Visitor and Volunteer Policy

These policies have been developed with our legal counsel as a first reading.

D. First Reading of BP 3540 Transportation Safety Policy

These policies have been developed with our legal counsel as a first reading.

V. Business and Finance

A. Reimbursement to Executive Director

K. Lutz made a motion to Approve.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Grant	Absent
I. Garcia	Absent
R. Magana	Absent
C. Sutton	Aye
R. Hunt	Absent
P. Alaimalo	Absent
G. Hernandez	Absent
K. Lutz	Aye
I. Rapier	Aye

VI. Adjourn to Closed Session

A. Reconvene from closed session

The board took no action during closed session.

VII. Closing Items

A. Adjourn Meeting

I. Rapier made a motion to Adjourn.
K. Lutz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Grant	Absent
C. Sutton	Aye

Roll Call

R. Magana	Absent
P. Alaimalo	Absent
K. Lutz	Aye
I. Rapier	Aye
R. Hunt	Absent
I. Garcia	Absent
G. Hernandez	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,
C. Sutton

Documents used during the meeting

- Personnel Report July - October 2023.pdf
- WILL-Encore_1stQuarterlyReportFINAL-2023-24.pdf
- School Nutrition Program Procurement Policy.pdf
- Food Service Department Code of Conduct.pdf
- BP 1250 Visitor and Volunteer Policy (November 27, 2023 First Reading).pdf
- BP 3540 Transportation Safety Policy (Nov 27 2023 first reading).pdf
- Encore High School Mail - Preapproval for reimbursement.pdf
- Employee Reimbursement-Bow, Sabrina 10.27.23.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. 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.