



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

*Via First Class Mail and E-mail to:*  
[denise@encorehighschool.com](mailto:denise@encorehighschool.com)

October 22, 2015

Denise Griffin, Chief Executive Officer  
Synergy Education Project  
355 East Leland Road  
Pittsburg, CA 94565

Subject: Synergy Education Project High School Ceasing Operation November 18, 2015

Dear Ms. Griffin:

The purpose of this letter is to advise Encore Education Corporation staff to initiate the following procedures due to the termination of the Memorandum of Understanding between Synergy Education Project (SEP) and Encore Education Corporation (EEC) and the cessation of the School's operation effective November 18, 2015. The California Department of Education (CDE) is requesting that EEC, as the current management organization for SEP, begin the following closure procedures in order for the State Board of Education and the CDE to facilitate enrollment of current SEP pupils to other school districts.

- Provide CDE with the name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the ceasing of SEP operations.

**This information must be provided to CDE by October 23, 2015**

- Notify parents/guardians and pupils in writing, by e-mail, and through the SEP Web site of the termination of the management operation at SEP, that SEP will close effective November 18, 2015, and provide information about enrolling in other school districts. Additionally, the CDE requests that EEC staff hold a parent meeting to inform parents of the same.

**Evidence of such notifications and meeting is due to the CDE by October 28, 2015**

- Notify parents/guardians of the manner in which they may obtain copies of pupil records, including specific information on completed courses and credits that meet graduation requirements.

**Evidence of such notification is due to the CDE by October 28, 2015**

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- Update all pupil records, on a daily basis as required, with regard to attendance, grades, and transcripts in Aeries and prepare reports for submission to the CDE.

**These reports are due to the CDE by October 28, 2015, November 10, 2015, and November 18, 2015**

- Provide CDE with a full roster of comprehensive pupil information including:
  - Student identification number
  - Current grade level
  - All classes each pupil has taken while enrolled at SEP
  - Name of parent/guardian
  - Mailing address
  - Phone number
  - E-mail address
  - Pupil's school district of residence
  - If the pupil has dis-enrolled from SEP, the name of the district that requested the pupil's record and the date the record was sent to the district

**This roster is due to the CDE by October 28, 2015, November 10, 2015, and November 18, 2015**

- Prepare all pupil cumulative folders and confidential files for EEC to deliver to the CDE for custodianship. Each box must be labeled with the names of pupils included in the box in alphabetical order.

**These files must be delivered to the CDE on or before October 30, 2015**

Additionally, EEC must complete the following:

- Provide CDE with a full roster of comprehensive SEP staff (certificated and non-certificated) information including:
  - Full name
  - Mailing address

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- Phone number
- E-mail address
- Date of hire
- Retirement information:
  - Note STRS or PERS
- Current employment status
  - FTE or percent of FTE
  - Currently employed or resignation submitted with effective date of resignation

**This SEP staff roster is due to the CDE on October 28, 2015, November 10, 2015, and November 18, 2015**

- Prepare all SEP staff personnel records for transfer to the CDE.

**These files must be delivered to the CDE on or before November 11, 2015**

Should you have any questions regarding this letter, please contact Kiyomi Meeker, Education Programs Consultant, Charter Schools Division, by phone at 916-445-6761 or by e-mail at [kmeeker@cde.ca.gov](mailto:kmeeker@cde.ca.gov).

Sincerely,

/s/

Cindy S. Chan, Director  
Charter Schools Division

CC:jh

Cc: Karen Staph Walters, Executive Director, California State Board of Education  
Nick Schweizer, Deputy Superintendent, California Department of Education,  
Services for Administration, Finance, Technology, and Infrastructure Branch