

LEWIS CENTER FOR EDUCATIONAL RESEARCH

17500 Mana Road, Apple Valley, CA 92307 (760) 946-5414 (760) 946-9193 fax

Agenda for Regular Meeting of the Lewis Center for Educational Research Board

Meeting at Lewis Center for Educational Research
17500 Mana Rd., Apple Valley, CA 92307
Gym Conference Room

Additional Locations:
503 E. Central Ave., San Bernardino, CA 92408

September 11, 2017 - Public Meeting – 4:00 p.m.

1. **CALL TO ORDER:** Chairman Bud Biggs
2. **ROLL CALL:** Chairman Bud Biggs
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Secretary.
4. **SPECIAL PRESENTATIONS:**
 - .01 Presentations to David Bains and Robert Lovingood for Service on LCER/AAE Board – Bud Biggs
 - .02 GAVRT Presentation – Dr. Steven Levin, Lisa Lamb and Ryan Dorcey
5. **STANDING BOARD COMMITTEE REPORTS:**
 - .01 Finance Committee – Kirt Mahlum
 - .02 Lewis Center Foundation – Marcia Vargas
 - .03 Personnel Committee – Duberly Beck
 - .04 Executive Committee – Bud Biggs
6. **CONSENT AGENDA:**
 - .01 Approve Minutes of June 12, 2017 Regular Meeting – Pg 3
 - .02 Approve Sale of Truck – Vin # 1FTDF15N1MKA00951
 - .03 Ratify Sale/Trade-In of Car – Vin # 3GNDA13D98S581237
 - .04 Ratify LCER Board Meeting Schedule – Pg 8
 - .05 Ratify Duberly Beck as LCER Board Vice Chairman
7. **DISCUSSION/ACTION ITEMS:**
 - .01 Approve Revised LCER Bylaws – Lisa Lamb – Pg 10
 - .02 Approve Revised Board of Directors Job Description/Agreement – Lisa Lamb – Pg 28
 - .03 Approve Revised Board of Directors Code of Ethics – September – Lisa Lamb – Pg 32
 - .04 Approve Procedural Guidelines for Removal of a Director on the LCER Board– Lisa Lamb - Pg 35
 - .05 Update on Status of Board Policy Revisions – Lisa Lamb
 - .06 Approve Revision of AR 7330 Use of Lewis Center Facilities – Lisa Lamb – Pg 37
 - .07 Approve Revision of AR 7515 Security Incident & Key Control – Lisa Lamb – Pg 38
 - .08 Approve Deletion of BP 7320 Memorial Plaques – Lisa Lamb – Pg 40

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8. INFORMATION INCLUDED IN PACKET: *(Board members may ask questions on items for clarification.)*

.01 Staff Reports

- President/CEO – Lisa Lamb – Pg 41
- Human Resources Director – Stacy Newman – Pg 44
- Finance Director – Jim Quinn – Pg 49
- Special Education Director – Paul Rosell – Pg 50
- IT Director – Ryan Dorsey – Pg 52
- Robert Lovingood Resignation – Pg 53
- David Bains Resignation – Pg 54
- Thank You Card from Donna Siegel – Pg 55

.02 Lewis Center Foundation Financial Reports

- May - July 2017 – Pg 56
- Donations and Grants 2016-17 – Pg 59

.03 LCER Financial Reports

- Checks Over \$10K – Pg 65
- Internal Financials – Pg 66
- Reserves – Pg 71
- Comparables – Pg 72

.04 LCER Board Attendance Log – Pg 73

.05 LCER Board Give and Get – Pg 74

9. BOARD/STAFF COMMENTS:

- .01 Ask a question for clarification
- .02 Make a brief announcement
- .03 Make a brief report on his or her own activities
- .04 Future agenda items

10. ADJOURNMENT: Chairman Biggs

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by calling (760) 946-5414 x201.

Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

**Regular Joint Meeting of the
Lewis Center for Educational Research Board of Directors
Academy for Academic Excellence School Board Committee and
Norton Science and Language Academy School Board Committee**

**Minutes
June 12, 2017**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 7:05 a.m. Chairman Biggs asked that the budget and closed session items be moved up first on the agenda.

2.0 Roll Call

LCER Board Members David Bains, Duberly Beck, Bud Biggs (stepped out for a period), Buck Goodspeed, Andrew Jaramillo, Kirt Mahlum (left at 9:40 a.m.), Jose Palafox (by phone-left at 9:40 a.m.), Russell Stringham, Peter Torres (arrived at 7:20 a.m. and left at 9:55 a.m.) and Rick Wolf were present.

LCER Board Members Robert Lovingood, Kevin Porter, Marcia Vargas and Regina Weatherspoon-Bell were absent.

AAE School Board Committee Members David Bains, Jose Palafox (by phone), and Russell Stringham were present.

AAE School Board Committee Members Robert Lovingood and Kevin Porter were absent.

NSAA School Board Committee Members Duberly Beck, Andrew Jaramillo, and Peter Torres were present.

NSAA School Board Committee Member Marcia Vargas was absent.

Staff members Michael Allen, Tom Atkisson, Fausto Barragan, Veronica Calderon, Ryan Dorcey, Teresa Dowd, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn, Paul Rosell, Carolyn Schmidt and Amber Watson were also present.

3.0 Public Comments: None

4.0 Special Presentations:

.01 Cesar Adrian Chi, NSLA 7th grader, presented on the “Kids That Code” camp he attended, funded by a Lewis Center Foundation Educational Activity Grant. The camp was 3 days and he learned coding skills, how to make 3D models and programming to command characters. He said it was challenging. Jose noted that this is the future of our kids and one of the stories he’d like to see out in the press to promote our schools. Duberly reported that 2 additional NSLA students were able to attend through scholarships.

.02 Bud Biggs recognized Donna Siegel and Scott Johnson for their service on the Board. Their certificate and clock will be given to them as they were not able to attend.

5.0 Standing Board Committee Reports

- .01 (a) Finance Committee – Kirt Mahlum reported that the committee met at a special meeting on April 28 to get answers to finance questions. He said it went very well and wants to keep it in mind for the future. Russ Stringham met with the auditors. The committee met in May regarding the budget, and while they didn't come to an agreement on a recommendation to the Board, Kirt felt everyone was fully informed and prepared.
- (b) Personnel Committee – Duberly Beck reported that the committee worked on the President/CEO contract, recommended a resolution for Jim Quinn to continue in the Director of Finance position until a replacement is found, and recommended Bud Biggs appoint Buck Goodspeed to the committee due to Scott Johnson's resignation.
- (c) Lewis Center Foundation – Lisa Lamb reported that the Foundation has not met.

6.0 AAE School Board Committee Consent Agenda

On a motion by David Bains, seconded by Rick Wolf, vote 3-0, the AAE School Board Committee approved Consent Agenda items 6.01-6.06.

- .01 Approve May 11, 2017 Regular Meeting Minutes
- .02 Approve Victor Valley College Dual Enrollment MOU
- .03 Approve July 13, 2017 AFJROTC Cadet Officer Candidate Training School
- .04 Approve August 4, 2017 AFJROTC Cadet Advanced Leadership Training School
- .05 Approve AAE Educational Protection Account Resolution 2017-04
- .06 Approve AAE 2nd Interim Report

7.0 AAE School Board Committee Action Item

Lisa Lamb presented information on the AAE LCAP. On a motion by Jose Palafox, seconded by Rick Wolf, vote 3-0, the AAE School Board Committee approved the AAE LCAP.

8.0 NSLA School Board Committee Consent Agenda

On a motion by Andy Jaramillo, seconded by Peter Torres, vote 3-0, the NSLA School Board Committee approved Consent Agenda items 8.01 – 8.04.

- .01 Approve April 18, 2017 Regular Meeting Minutes
- .02 Approve May 16, 2017 Regular Meeting Minutes
- .03 Approve NSLA Education Protection Account Resolution
- .04 Approve NSLA 2nd Interim Report

9.0 NSLA School Board Committee Action Item

Lisa Lamb presented information on the NSLA LCAP. On a motion by Andy Jaramillo, seconded by Peter Torres, vote 3-0, the NSLA School Board Committee approved the NSLA LCAP.

10.0 LCER Board Consent Agenda

On a motion by Jose Palafox, seconded by David Bains, vote 9-0 (Bud Biggs stepped out of the meeting), the LCER Board of Directors approved Consent Agenda items 10.01-10.06.

- .01 Approve March 13, 2017 Regular Meeting Minutes

- .02 Approve April 7, 2017 Special Meeting Minutes
- .03 Approve April 10, 2017 Special Meeting Minutes
- .04 Approve April 28, 2017 Special Meeting Minutes
- .05 Approve May 10, 2017 Special Meeting Minutes
- .06 Approve Credit Card for BreAnna Beare and Sam Scantlin in the Amount of \$2,000 each for ASB

11.0 Discussion/Action Items

- .01 Approve Natural Resources Group, Inc. Proposal** – Lisa Lamb reported that Robert Lovingood asked for this item to be tabled as he is talking to additional environmental groups. On a motion by Russ Stringham, seconded by Peter Torres, vote 9-0, the LCER Board of Directors tabled this item to the next meeting.
- .02 Discuss Lewis Center Solar Cost Comparison Update** – Jim Quinn reported that Simeon Trotter’s report shows we will have more savings than anticipated, especially during longer days. The NSLA solar grant is currently on hold until we are certain of a placement site.
- .03 Discuss Prop 39 Offer by San Bernardino City Unified School District for NSLA** – Lisa Lamb reported that SBCUSD has offered NSLA 16 classrooms on Monterey Ave. We currently have not accepted the offer as we are still in negotiations with the County and City of San Bernardino regarding the current property.
- .04 Discuss Progress on Update of Board Policies, Including Medical Emergency Policies** – Lisa Lamb reported that staff is currently working on Business policies to bring to the Board in September. Staff will also develop a medical emergency policy for when the nurse is not onsite, and rely on the nurse for emergencies when she is onsite.
- .05 Elect New Vice Chairman due to Resignation of Scott Johnson** – Duberly Beck volunteered to serve as Vice Chairman of the Board. She will act in this capacity until ratified at the September LCER Board meeting.
- .06 Appoint Personnel Committee Member due to Resignation of Scott Johnson** – Bud Biggs appointed Buck Goodspeed to the Personnel Committee.
- .07 Approve BP 5110 Admission as Recommended by Safe Haven Ad Hoc Committee** – Rick Wolf reported that the committee recommended this policy, but with a different number. Lisa Lamb noted that as a charter school, we have not necessarily followed CSBA policy numbers as charters are not always required to follow Ed Code and may not have the same policy. The LCER already had a policy with the suggested number. Staff can look into aligning policy numbers with CSBA, but this will take some time and research, and the policies will need to be brought back to the Board with the new numbers. David Bains asked to table this policy for further discussion as he was unable to attend the Save Haven Ad Hoc Committee meeting. On a motion by Kirt Mahlum, seconded by Russ Stringham, vote 4 (David Bains, Jose Palafox, Kirt Mahlum, Buck Goodspeed) - 6 (Bud Biggs, Duberly Beck, Andy Jaramillo, Russ Stringham, Peter Torres, Rick Wolf), the policy was not tabled for further discussion. Duberly Beck would like the policy approved as a majority of the committee members were present and brought forth the policy for recommendation. On a motion by Duberly Beck, seconded by Bud Biggs, vote 6 (Bud Biggs, Duberly Beck, Andy Jaramillo, Russ Stringham, Peter Torres, Rick Wolf) – 2 (David Bains, Jose Palafox), with 2 abstaining (Kirt Mahlum, Buck Goodspeed), BP 5110 Admission was approved by the LCER Board of Directors.
- .08 Approve AR 5125.1 Release of Directory Information as Recommended by Safe Haven Ad Hoc Committee** – Rick Wolf discussed the content of AR 5125.1 On a motion by Duberly Beck, seconded by Andy Jaramillo, vote 10-0, the LCER Board of Directors approved AR 5125.1 Release of Directory Information.

- .09 Approve Resolution 2017-06 Exception to 180 day Government Wait Code** – This resolution allows Jim Quinn to stay on as Director of Finance until a replacement is found and trained. On a motion by Kirt Mahlum, seconded by Duberly Beck, vote 9-0, the LCER Board of Directors approved Resolution 2017-06 Exception to 180 day Government Wait Code.
- .10 Approve Budget for 2017-18 School Year** – Jim Quinn went over the budget for the 2017-18 school year. There were 2 versions presented – the original was the budget the Finance Committee reviewed, and the revision was based on committee recommendations. Lisa Lamb pointed out some revenue increase possibilities such as medical billing for allowable services, NSLA running their after school program, AAE adding 5 students per middle school grade level, increasing attendance through incentives, CSUSB partnership, grants for AVCI, environmental land bank and GAVRT funding. AAE will look at running their after school program in the future. Jim reviewed the State budget process and that no deferrals are expected, but one time funding is postponed until next year. State funding is expected to increase over the next several years but will mostly be absorbed by pension cost increases. David Bains asked why AAE was not increasing students at the high school level. There is not enough facility space as the classrooms were not built to house so many students. The way funds are tracked separately for each school was discussed, as well as joint expenditures such as general administration. We are making more detailed allocations of these expenses, which the auditors will be reviewing. We are also systematically working on building up reserves. Andy Jaramillo feels we need to be more competitive with salaries. Jose Palafox commended the balanced budget, but noted that as salaries are our biggest expense he doesn't agree with the process we're taking, and feels there should be more aggressive salary cuts. Kirt Mahlum felt that more staffing cuts would affect the quality of our education, and we would lose staff with across the board cuts. We will need to see how we are able to operate with the cuts we did make. Administration feels they're doing everything they reasonably can at this point. On a motion by Buck Goodspeed, seconded by Duberly Beck, vote 7 (Duberly Beck, Peter Torres, Andy Jaramillo, Kirt Mahlum, Rick Wolf, Buck Goodspeed, Bud Biggs) – 3 (Russ Stringham, Jose Palafox, David Bains), the LCER Board of Directors approved the budget for the 2017-18 school year.
- .11 Approve Changing LCER Board Meeting Schedule to Monthly** – Lisa Lamb suggested that with ongoing issues such as lease negotiations, and that the Board has been having to schedule special meetings often, it would be a good idea to meet more frequently, more on a monthly schedule. The school board committees could then meet quarterly. All in attendance were in favor of changing the schedule. A new meeting schedule will be developed and implemented, and then ratified at the September LCER Board meeting.
- .12 Approve Changing Time of LCER Board Meetings to Evening** – Lisa Lamb noted that we have received requests by staff and parents to hold the Board meetings in the evening. Wes Kanawyer noted that he surveyed AAE staff members and 74% preferred evening Board meetings and would occasionally participate. All in attendance were in favor of scheduling the LCER Board Meetings at 4:00 p.m. The time of 4:00 p.m. will be implemented, and then ratified at the September LCER Board meeting.
- .13 Schedule Annual LCER Strategic Planning in August to Develop Strategic Plan to Approve in September** – Suggested dates for Strategic Planning are August 10, 16 or 17. Teresa Dowd will send out a poll to determine availability.
- .14 Schedule Executive Committee Meeting in July to Review Bylaws, LCER Board Job Description, Code of Conduct and LCER Board Member Evaluation Procedures for LCER Board Approval in September** – Teresa Dowd will work on scheduling this meeting.

12.0 Information Included in Packet:

- .01 Staff Reports**
- .02 Lewis Center Foundation Financial Reports**
- .03 LCER Financial Reports**
- .04 LCER Board Attendance Log**
- .05 LCER Board Give and Get**
- .06 Upcoming Events**
- .07 Scott Johnson Resignation**

13.0 Board/Staff Comments

- .01 Ask a question for clarification**
- .02 Make a brief announcement** – Lisa Lamb thanked Kevin Porter, Duberly Beck and Marcia Vargas for attending the NSLA 8th Grade Graduation, as well as the 6 Board members that attended the AAE 12th Grade Graduation.
- .03 Make a brief report on his or her own activities**
- .04 Future agenda Items**

14.0 Closed Session

.01 The LCER Board of Directors convened into closed session at 8:15 a.m. to discuss the construction audit and Public Employee Appointment: President/CEO. They reconvened into open session at 9:05 a.m. Chairman Biggs reported that no action was taken in closed session regarding the construction audit, and that the Board took action, by unanimous vote, to appoint Lisa Lamb as President/ CEO as well as approve the President/CEO Employment Agreement as presented.

In open session, the Board discussed and approved section B.4 of the Employment Agreement regarding the CEO salary. Per the agreement, the CEO will receive an annual base salary, in accordance with its current Administrative/CEO salary schedule. The CEO will be placed on Step 2, and will progress to the next step on the salary schedule annually thereafter, provided she meets the salary schedule movement criteria as outlined in the LCER Employee Handbook.

15.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 10:07 a.m.

Lewis Center for Educational Research 2017-2018 School Year

BOARD CALENDAR

LCER Board
 AAE Board
 NSLA Board

July-17

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August-17

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September-17

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October-17

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November-17

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December-17

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January-18

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February-18

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March-18

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April-18

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May-18

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June-18

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

LCER Board 4:00 p.m. Meetings at AAE or NSLA as Noted - Teleconferenced Between Both Locations
 AAE Board 4:00 p.m. Meetings at Academy for Academic Excellence in Gym Conference Room
 NSLA Board 7:30 a.m. Meetings at Norton Science and Language Academy in Room K-5

Contact: 760-946-5414 ext. 201 for more information

**Lewis Center for Educational Research
Board Agenda Item Cover Sheet**

Date of meeting: September 11, 2017

Title: Revisions to LCER Bylaws

Presentation: _____ Consent: _____ Action: x Discussion: _____ Information: _____

Background: Annually, we review and revise our LCER Bylaws. In December 2016, NSLA signed an updated MOU with San Bernardino County Board of Education. This MOU required certain changes to our current bylaws. Addition changes are being suggested to improve clarity and readability of the Bylaws.

Fiscal Implications (if any): N/A

Impact on Mission, Vision or Goals (if any): These revisions reflect continued refinement of the LCER Board’s governance and will provide greater oversight and accountability of staff and board members in collectively meeting the established mission, vision and goals.

Recommendation:

The Executive Committee approved and recommends the full LCER Board approve the following revisions to the *Bylaws of the High Desert “Partnership in Academic Excellence” Foundation, Inc.*:

In Article VII, Section 7.1 (A)(2): Revisions to the number of School Board Committees have been suggested in light of the mandatory reduction from 17 total members to 13 total members. With the additional language of “*no fewer than 3 nor more than 5 members*” this provides greater flexibility. The addition of “*but no more than 2 of whom shall be parents of students attending that school*” is important to include if the numbers within the committee are potentially reduced.

Section 7.2: the addition of the words “*or*” and “*sibling*” are inserted to add further clarity.

Section 7.3: The heading was expanded to include “*Committee Responsibilities*” in order to better represent the content of the section. Section 7.3 (B), the word “*hereinafter*” was removed to reflect the desire of the County to have term limits for board members. Section 7.3 (D) was added to remove overlap between the Finance and Personnel Committees. Serving on both committees could lead to a conflict of interest and reduced policy oversight.

Section 11.1 the phrase “*with the exception of Finance Committee Chairman*” was moved within the same sentence to improve the flow of that sentence.

Submitted by: Lisa Lamb, President/CEO, LCER

**BYLAWS OF THE
HIGH DESERT "PARTNERSHIP IN ACADEMIC EXCELLENCE"
FOUNDATION, INC.**

A California Nonprofit Public Benefit Corporation

ARTICLE I - NAME

Section 1.0 Name.

The name of this corporation shall be the High Desert "Partnership in Academic Excellence" Foundation, Inc. ("Corporation"). Additionally, the Corporation shall do business as The Lewis Center for Educational Research and The Lewis Center Foundation.

ARTICLE II - OFFICES

Section 2.0 Principal Offices.

The principal office of the Corporation is at the Lewis Center for Educational Research, 17500 Mana Road, Apple Valley, CA, 92307.

Section 2.1 Change of Address.

The "Board" (as that term is defined in Section 7.0 hereof) hereby is granted full power and authority to change the location of the principal office of the Corporation. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an amendment of these Bylaws.

Section 2.2 Other Offices.

The Board may at any time establish branch or subordinate offices at any place.

ARTICLE III - PURPOSES

Section 3.0 Purposes.

The specific purposes of the Corporation are: (i) to promote and support the educational needs of the students, teachers and community members; and (ii) to receive and utilize funds acquired through the solicitation of donations, gifts, and bequests for the purposes for which this Corporation is formed. The mission of the Lewis Center for Educational Research is to ensure that

the schools and programs operated by the Corporation prepare students for success in a global society through data-driven innovative and research-proven practices in a safe and inclusive culture. In addition, the Corporation may manage, operate, guide, direct and promote public charter schools. In the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

ARTICLE IV CONSTRUCTION AND DEFINITIONS

Section 4.0 Construction and Definitions.

Unless the context states otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 5.0 Dedication of Assets.

This corporation’s assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3). That organization shall be a public education organization serving students in San Bernardino County if it qualifies as a distributee under the provision of this Article.

ARTICLE VI - MEMBERS

Section 6.0 Members Prohibited.

In accordance with the Articles of Incorporation of the Corporation and with Section 5310 of the California Nonprofit Public Benefit Corporation Law, the Corporation shall have no members within the meaning of Section 5065 of the California Corporations Code (“CCC”). The Board of

Directors may, in its discretion, admit individuals to one or more classes of non-voting members; the class or classes shall have such rights and obligations as the Board of Directors finds appropriate. The Corporation may allow members of the community to serve on its committees, but they will be considered volunteers, not members of the Corporation.

Section 6.1 Effect of Prohibition. Pursuant to Section 5310 (b) of the CCC, any action that would otherwise require approval by a majority of all members shall only require the approval of the Board.

Section 6.2 Other Persons Associated with the Corporation. The Corporation may refer to persons or entities associated with it as “members,” even though those persons or entities are not voting members, but no such reference shall constitute anyone a member within the meaning of Section 5056 of the CCC. The President/Chief Executive Officer of the Corporation shall serve in an ex officio capacity and will not be a voting member of the Corporation.

ARTICLE VII - BOARD OF DIRECTORS

Section 7.0 Board of Directors.

The Board of Directors for the Lewis Center for Educational Research shall meet at a minimum on a quarterly basis to carry out the overall business oversight of the Corporation. Scheduled meeting dates may be modified or cancelled as determined by the Board. The Board of Directors acts in the oversight capacity of the School Board Committees and all other committees.

Subject to the provisions and limitations of the California Non-Profit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or bylaws regarding actions that require approval of the members, the Corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (also known as the “Board”).

Section 7.1 Powers.

The Board shall perform such duties as are necessary to carry out the purposes of the Corporation as stated in the Articles of Incorporation, these Bylaws, and applicable laws and shall possess only those powers necessary and required to perform such duties.

(A) Specific Powers. The specific powers of the Board include but are not limited to the following:

- (1) Select, evaluate, and remove at the pleasure of the Board, the President/CEO and any officers and/or agents of the Corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation and with these bylaws; and fix their compensation, if any.

- (2) Appoint the Chairman and appoint and remove all directors appointed to the School Board Committee of any and all approved charter schools operating under this Corporation. The appointed directors will form that school's School Board Committee and will act in the capacity of a school board for that school. Each School Board Committee will be comprised of no fewer than 3 nor more than 5 members, all of whom shall also be members of the corporate Board of Directors, but no more than 2 of whom shall be parents of students attending that school.
- (3) Change the principal office or the principal business office in the State from one location to another; conduct business within or without the State; designate any place within or without the State for holding of any members' meeting including any annual meeting.
- (4) Borrow money and incur indebtedness for the stated purposes of the Corporation, and cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.
- (5) Approve any MOU or Charter for any charter school the Corporation manages. In the case of a conflict between the requirements of the MOU or Charter and provisions of the Articles of Incorporation and/or Bylaws, action taken in accordance with such Articles or Bylaws which conflicts with or is inconsistent with the requirements of the MOU or Charter shall be deemed a violation of the MOU or Charter. In the case of such a conflict, the Board of Directors shall take prompt action to revise the Articles or Bylaws to make them consistent with the requirements of the MOU or Charter or seek a material revision to the MOU or Charter to make the Articles, Bylaws, MOU and Charter consistent.

Section 7.2 Interested Person.

No persons serving on the Board may be interested persons as defined herein:

- (A) An interested person means either:

any person compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; or

any ancestor, descendant, spouse, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person.

- (B) The provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 7.3 Number, ~~Committee Responsibilities~~ and Qualifications of Directors.

- (A) The authorized number of persons to be elected as members (“Directors”) of the Board of Directors of this corporation shall be not less than five (5) nor more than thirteen (13) until changed by an amendment to these Bylaws duly adopted in accordance with Article XV hereof. Collectively, the Directors shall be known as the Board of Directors (“Board”).
- (B) Any Director ~~hereinafter~~ elected to the Board must reside in San Bernardino County and have an interest in education and charter school governance. One Director position with no residence requirement shall be reserved for an individual who brings exceptional skills, background, affiliations, or expertise in an area specific to the LCER mission.
- (C) The authorizer of any charter school the Corporation may manage shall be entitled to a single representative on the Board of Directors. The authorizer or its designee, at its discretion, shall appoint the representative, but it will be within the authorizer’s sole discretion whether or not to appoint such a representative at any time. Any representative appointed by the authorizer shall serve solely at the authorizer’s discretion and shall have no limit on the number of consecutive or total terms he or she may serve. The representative shall serve at the pleasure of and be removed only by the action of the authorizer or designee. The representative shall serve on the charter school subcommittee of the school of authorization but may not serve on the charter school subcommittee of any other school the Corporation may manage. The representative may not serve as an officer of the corporation.
- ~~(D)~~ All Directors elected to the Board shall serve on at least one standing committee, but may not serve on the Finance and Personnel committees simultaneously.

Section 7.4 Nomination: Election and Term of Office.

- (A) Any non-interested person may be nominated to be a Director by the method of nomination authorized by the Board in Board Policy or by any other method authorized by law.
- (B) Directors shall be elected by the Board at the annual meeting.
- (C) ~~Hereinafter~~ Directors shall be elected to a three (3) year term and may serve two (2) consecutive three (3) year terms at the pleasure of the Board. A Director may be reelected after a one-year period off the Board.
- (D) A vacancy occurring in the office of Director may be filled by the Board for the balance of the unexpired term and until a successor has been qualified and elected.

- (E) Terms will be staggered at the discretion of the Board, and in compliance with the CCC, including but not limited to section 5220 (a).

Section 7.5 Resignation and Removal of Directors.

- (A) Except as provided in paragraph (C) of this Section 7.5, any Director may resign effective upon giving written notice to the Chairman of the Board, the Secretary, or the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the effectiveness of such resignation. Unless such resignation specifies otherwise, its acceptance by the Corporation shall not be necessary to make it effective.
- (B) Any Directors may be removed without cause if such removal is approved by the affirmative vote of a majority of the Directors.
- (C) Except on notice to the CA Attorney General, no director may resign if corporation could be left without a duly elected director or directors.

Section 7.6 Vacancies on Board.

A vacancy or vacancies on the Board of Directors shall exist on the occurrence of the following:

- (A) The death, resignation, or removal of any Directors,
- (B) An increase in the authorized number of directors,
- (C) The declaration by resolution of the Board of a vacancy in the office of a Director who has been appointed a conservator and/or declared of unsound mind by an order of a court, convicted of a felony, or finding by final order or judgment of any court to have breached a duty under Article 3 of Chapter 2 of the CCC or otherwise.

Section 7.7 Meetings.

Meetings of the Board shall be held at the principal office of the Corporation unless another place is stated in the notice of the meeting. Notwithstanding any other provision in these bylaws, all meetings of the Board shall be held in compliance with the requirements of the Ralph M. Brown Act as set forth in Section 54950 of the California Government Code.

- (A) An annual meeting of the Board shall be scheduled each fiscal year. At the annual meetings, Directors and officers shall be elected and any other proper business may be transacted.
- (B) Regular meetings of the Board shall be held at such time and place specified by the Board.
- (C) A special meeting of the Board may be called by the Chairman of the Board or any other officer.

- (D) Notice of the time and place of special meetings shall be delivered by telephone or electronic communication to each Director or sent by first-class mail addressed to each Director at his or her address as it is shown upon the records of the Corporation. Notice of meetings shall be in accordance with the Brown Act.
- (E) Notwithstanding anything in this section to the contrary, the President/CEO or Chairman of the Board may call an emergency meeting of the Board, giving at least one hour notice to the media if such a meeting is, in the opinion of the President or Chairman of the Board, necessary to deal with an unforeseen emergency condition. An "emergency condition," is as defined by the Brown Act.
- (F) Directors may participate in a meeting through use of conference telephone or similar communications equipment, so long as Brown Act requirements are met.
- (G) A majority of the authorized number of Directors shall constitute a required quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a required quorum is present shall be regarded as the act of the Board, subject to the provision of the California Nonprofit Public Benefit Corporation Law, especially those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of Directors.
- (H) A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the adjourned meeting must be given in accordance with the Brown Act.

Section 7.8 Fees and Compensation of Directors.

Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 7.1(A).

Section 7.9 Required Vote of Directors.

- (A) Every act or decision done or made by a majority of the Directors present at a meeting duly held at which quorum is present is the act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.
- (B) Notwithstanding paragraph (A) of this Section 7.9, the appointment or removal of the President/CEO requires the affirmative approval of a majority of the authorized number of Directors.

ARTICLE VIII - OFFICERS

Section 8.0 Officers.

The officers of the Corporation shall be a Chairman of the Board, a Vice Chairman, a Secretary and a Treasurer, and such other officers with such titles and duties as shall be determined and deemed advisable by the Board. The same person may hold any two or more offices, except that neither the Secretary nor the Treasurer may serve concurrently as Chairman of the Board (CCC §5213).

- (A) The Chairman of the Board shall preside at all meetings of the Board. The Chairman of the Board is authorized to sign all contracts, notes, conveyances, and other papers, documents, and instruments in writing in the name of the Corporation. The Chairman shall appoint all committee chairs other than the chair of the Finance Committee and School Board Committees. The Chairman of the Board shall appoint all members of any committee, other than the School Board Committees. The Chairman may remove any member of any committee, with the exception of the School Board Committees. The Chairman of the Board has the authority to suspend a Director pending further action by the Board.
- (B) The Vice Chairman shall, in the absence of the Chairman or the inability or refusal of the Chairman to act, carry on all duties and powers required by law or conferred by these Bylaws upon the Chairman of the Board.
- (C) The Secretary shall keep or cause to be kept the minute book and/or electronic copies of the minutes of the Corporation. The Secretary shall sign in the name of the Corporation, either alone or with one or more other officers, all documents authorized or required to be signed by the Secretary
- (D) The Treasurer is the Chairman of the Finance Committee and shall assure that the duties of that committee, as defined in its Board-adopted committee job description, are carried out.

Section 8.1 Election of Officers.

The officers of the Corporation shall be elected from among the members of the Board at the annual meeting, and each shall serve at the pleasure of the Board.

Section 8.2 Removal of Officers.

- (A) Any officer elected by the Board may be removed from office at any time by the Board, with or without cause or prior notice.

Section 8.3 Resignation of Officers.

Any officer may resign at any time by giving written notice to the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified

therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any such resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

Section 8.4 Vacancies in Office.

- (A) A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointment to such office.
- (B) The Chairman may appoint another Director to fill the vacant officer position, pending election by the Board.

**ARTICLE IX
CONTRACTS WITH DIRECTORS AND OFFICERS**

Section 9.0 Contracts with Directors and Officers.

No director of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's directors are directors have a material financial interest, shall be interested, directly or indirectly, in the contract or transaction, unless allowed under the provisions of Government Code Section 1090.

This Section does not apply to a transaction that is part of an educational or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism and (b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this corporation.

**ARTICLE X
INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES,
AND OTHER AGENTS**

Section 10.0 Right of Indemnity.

To the fullest extent permitted by law, this Corporation shall indemnify its Directors, officers, employees, and other persons described in Section 5238 of the CCC , including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact

that the person is or was a person described in that section. "Expenses" as used in this bylaw shall have the same meaning as in Section 5238 of the CCC.

Section 10.1 Approval of Indemnity.

On written request to the Board by any person seeking indemnification under Section 5238 (b) or Section 5238 (c) of the California Corporations Code, the Board shall promptly determine under Section 5238 (e) of the California Code whether the applicable standard of conduct set forth in Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board shall authorize indemnification.

Section 10.2 Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by the Corporation as authorized in Section 5238 of the CCC prior to the final disposition of such proceeding, upon receipt of an undertaking by or on behalf of the Director, officer, or employee to repay such amount unless it shall be determined ultimately that the Director, officer, or employee is entitled to be indemnified.

Section 10.3 Insurance.

The Corporation may purchase and maintain insurance on behalf of any Director, officer, or employee of the Corporation against any liability asserted against or incurred by the Director, officer, or employee in such capacity or arising out of the Director's officer's, or employee's status as such, whether or not the Corporation would have the power to indemnify the Director, officer, or employee against such liability under the provisions of Section 5238 of the CCC, except as provided in subdivision (I) of Section 5238 of the CCC.

ARTICLE XI STANDING COMMITTEES

Section 11.0 Authority of Committees.

An Executive Committee, comprised of the Board officers and Committee Chairs, may be designated if approved by the majority of the Directors present at a meeting at which a quorum is present. Such committee will have and may exercise the authority of the Board regarding urgent business in the interim time period between Board meetings. The committee will meet at the discretion of the Chairman of the Board or the President/CEO. Actions taken by the Executive Committee will be ratified at the next regular Board meeting.

Standing Committees, not having and exercising the authority of the Board in the management of the Corporation, may be designated if approved by a majority of the Directors present at a meeting

at which a quorum is present. The Board may delegate some of its rights and duties to the committees other than the right to vote on any of the following matters:

- (A) for the election of a director, or the filling of a vacancy on the Board, or for the election of any officer; or
- (B) on the disposition of all or substantially all of the assets of the Corporation; or
- (C) on a merger; or
- (D) on a voluntary dissolution of the Corporation; or
- (E) on amendments to the Corporation's Articles of Incorporation or Bylaws.

Unless the Board passes a resolution delegating its authority on certain matters to a committee, the committee is a recommending body only.

Section 11.1 Duties of the Chairman of the Board Regarding Standing Committees (Excluding School Board Committees).

The Chairman of the Board shall appoint the committee chairman of any committee formed pursuant to this Article XI of the Bylaws, with the exception of the Finance Committee.

The Chairman of the Board shall appoint the members of any committee formed pursuant to this Article XI of the Bylaws, with the exception that he or she shall be limited to appointing only three LCER Board members (in addition to the Chairman) to serve on the Fundraising Committee (the Lewis Center Foundation).

The Chairman of the Board may remove any committee members and/or chairman, with the exception of the Finance Committee Chairman, whenever in his or her judgment such removal serves the best interest of the Corporation, ~~with the exception of the Finance Committee Chairman.~~

Section 11.2 Term of Office.

Each member of a committee shall continue as such until his or her successor is appointed, unless (i) the committee sooner shall have been terminated, (ii) such member sooner shall have been removed from such committee, or (iii) such member shall have ceased to be a member of the Board.

Section 11.3 Standing Committees (Excluding School Board Committees).

Standing Committees shall be the following: Executive, Finance, Personnel, and Fundraising (also known as The Lewis Center Foundation). As noted in 11.1 above, Committee Chairmen of all Standing Committees shall be appointed by the Board Chairman. The Committee Chairman

shall preside at all meetings of the appointed committee and work to assure that the duties of the committee, as specified in its Board-adopted committee job description, are carried out.

ARTICLE XII INSPECTION RIGHTS

Section 12. Director's Right to Inspect.

Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law pertaining to access to books, records, and documents.

Section 12.1 Accounting Records and Minutes.

On written demand on the corporation, any member may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the members, the Board of Directors, and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the member's interest as a member. Any such inspection and copying may be made in person or by the member's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 12.2. Maintenance and Inspection of Articles and Bylaws.

This corporation shall keep at its principal California office the original or a copy of the article of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the members at all reasonable times during office hours. If the corporation has no business office in California, the Secretary shall, on the written request of any member, furnish to that member a copy of the articles of incorporation and bylaws, as amended to the current date.

ARTICLE XIII RECORDS AND REPORTS

Section 13.0 Minute Book.

The Corporation shall keep or cause to be kept a minute book which shall contain:

- (A) The record of all meetings of the Board including date, place, those attending and the proceedings thereof, a copy of the notice of the meeting and when and how given, written waivers of notice of meeting, written consents to holding meeting, written approvals of minutes of meeting, and unanimous written consents to action of the Board without a meeting, and similarly as to meetings of committees of the Board established pursuant to the Bylaws and as to meetings or written consents of the incorporator or incorporators of the Corporation prior to the appointment of the initial Directors.
- (B) A copy of the Articles and all amendments thereof and a copy of all certificates filed with the Secretary of State.
- (C) A copy of the Bylaws as amended, duly certified by the Secretary.

Section 13.1 Annual Report.

- (A) The Board shall cause an annual report to be sent to each Director within 180 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, of the fiscal year:
 - (1) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
 - (2) The principal changes in assets and liabilities, including trust funds.
 - (3) The revenue or receipts of the Corporation both unrestricted and restricted to particular purposes.
 - (4) The expenses or disbursements of the Corporation for both general and restricted purposes; and
 - (5) Any information required under these bylaws.
- (B) If the income statements and balance sheets referred to in this section have not been audited, they shall be accompanied by the report of any independent accountants engaged by the Corporation or the certificate of an authorized officer of the Corporation that such financial statements were prepared without audit from the books and records of the Corporation.
- (C) This requirement of an annual report shall not apply if the Corporation receives less than \$25,000 in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Directors.

Section 13.2 Report of Transactions and Indemnifications.

As part of the annual report to all Directors, or as a separate document if no annual report is issued, the Corporation shall annually prepare and mail or deliver to each director a statement of any transaction or indemnification of the following kind within 180 days after the end of the Corporation's fiscal year:

- (A) Any covered transaction during the previous fiscal year involving more than fifty thousand dollars (\$50,000), or which was one of a number of covered transactions in which the same "interested person" had a direct or indirect material financial interest, and which transactions in the aggregate involved more than fifty thousand dollars (\$50,000). For this purpose, an "interested person" is either of the following:
 - (1) Any Director or officer of the Corporation, its parent, or subsidiary (but mere common Directorship shall not be considered such an interest); or
 - (2) Any holder of more than ten (10) percent of the voting power of the Corporation, its parent, or its subsidiary.

The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the Corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

- (B) Any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of the Corporation, unless that indemnification has already been approved by the Directors under Section 5238 of the CCC.

Section 13.3 Audit Financial Statements.

The financial books and records of the Corporation shall be audited annually, at the end of the fiscal year, by an independent auditor assigned by the Board, in connection with the rendering of the annual report required by Section 901 of this Article. The Independent Audit Report to be prepared in accordance with GAAS. In addition, the financial books and records of the Corporation shall be audited upon the resignation of the Chief Financial Officer of the Corporation and at any other time as the Board may direct.

ARTICLE XIV GENERAL PROVISIONS

Section 14.0 Checks, Drafts, Evidences of Indebtedness, and Deposits.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board. All funds of the Corporation shall be deposited in a timely manner to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may direct.

Section 14.1 Contracts.

The Board, except as otherwise provided in these bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and, unless so authorized or ratified by the Board or within the agency power of an officer, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 14.2 Representation of Shares of Other Corporations.

The President, Chairman of the Board, the Vice Chairman, or any other person authorized by resolution of the Board, is authorized to vote on behalf of the Corporation any and all shares of any Corporation or Corporations, foreign or domestic, standing in the name of the Corporation. This authority to such person to vote or represent on behalf of the Corporation any and all shares held by the Corporation in any other Corporation or Corporations may be exercised by any such person in person or by any person authorized to do so by duly executed proxy.

Section 14.3 Construction and Definitions.

Unless the context requires otherwise, the general provisions, rules of construction and definition in the CCC shall govern the construction of the Bylaws. Without limiting the generality of this provision, the singular number includes the plural, the plural number includes the singular, and the term "person" includes both a Corporation and a natural person.

Section 14.4 Self-Dealing.

In the exercise of voting right by Directors, no Director shall vote on any issue, motion or resolution which directly or indirectly inures to his or her benefit or detriment financially, No director of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's directors are directors have a material financial interest, shall be interested, directly or indirectly, in the contract or transaction, unless otherwise allowed under the provisions of Government Code Section 1090. In the case of a matter to be voted on, which is not a contractual arrangement with a Board member, but a Board member has a financial interest, the non-interested members of the Board may take action as long as the provisions of the Political Reform Act are followed, namely 1) the interested board member discloses the financial interest at the public meeting; 2) the interested Board member recuses him or herself from the discussion and action and leaves the room during the discussion; and 3) such disclosure and recusal is reflected in the minutes of the meeting.

Section 14.5 Gifts and Donations.

The Board may accept on behalf of the Corporation any contributions, gifts, bequests, or devises for the general purpose or for any special purpose of the Corporation that do not violate the Corporation's Articles of Incorporation.

Section 14.6 Bonding.

All employees handling funds shall be properly bonded.

**ARTICLE XV
AMENDMENTS**

Section 15.0 Amendment of Bylaws.

The amendment of Bylaws requires the approval of seventy percent (70%) vote of the Board. If any provision of these Bylaws requires the vote of a larger proportion of the Board than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote. The Corporation shall provide written notice no less than three weeks prior to consideration of any proposed revisions to these Bylaws to the authorizer of any charter school the Corporation may manage. Should the authorizer or designee consider the proposed revision(s) to be a material revision to the Charter School's governance structure or Charter, the Corporation may not formally adopt such revision(s) unless and until the revision(s) is first approved through the process set forth in Education Code Section 47607 for material revision to the Charter.

Section 15.1 Amendment of Articles.

The amendment of Articles is provided for by California state law and requires the approval of not less than two-thirds majority of the Board and the filing of a certificate of amendment in the Office of the Secretary of State. The Corporation shall provide written notice no less than three weeks prior to consideration of any proposed revisions to Articles to the authorizer of any charter school the Corporation may manage. Should the authorizer or designee consider the proposed revision(s) to be a material revision to the Charter School's governance structure or Charter, the Corporation may not formally adopt such revision(s) unless and until the revision(s) is first approved through the process set forth in Education Code Section 47607 for material revision to the Charter.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting Secretary of the High Desert "Partnership in Academic Excellence" Foundation, Inc., a California nonprofit public benefit corporation ("Corporation"); and

2. that the foregoing Bylaws to which this certificate is attached, comprising 16 pages, constitute the Bylaws of such Corporation as duly approved and adopted by the Board of Directors of this Corporation at a meeting duly held on ~~March 13~~September 11, 2017.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Corporation this ___th day of _____, 20__.

Secretary

**Lewis Center for Educational Research
Board Agenda Item Cover Sheet**

Date of meeting: September 11, 2017

Title: Revisions to LCER Board of Directors Job Description

Presentation: Consent: Action: Discussion: Information:

Background: Through ongoing strategic planning and board meeting discussions during the 2016-2017 school year revisions to the LCER Board of Directors Job Description have been prompted.

Fiscal Implications (if any): N/A

Impact on Mission, Vision or Goals (if any): These revisions reflect continued refinement of the LCER Board's governance and will provide greater oversight and accountability of individual board members in supporting the established mission, vision and goals.

Recommendation:

The Executive Committee approved and recommends the full LCER Board approve the suggested revisions to the *Board of Directors Agreement/Job Description*. The suggested revisions were drafted by Board Consultant, Pat Caldwell, and the LCER administrative staff per the direction of the LCER Board during the Special Meeting held on April 10, 2017. These revisions were presented to and approved by the Executive Committee prior to submitting to the full board.

Submitted by: Lisa Lamb, President/CEO, LCER

**Lewis Center for Educational Research
Board of Directors Agreement/Job Description**

I, _____, understand that as a member of the Board of Directors of the Lewis Center for Educational Research ("LCER Board"), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

I will stay informed about what's going on in the organization and will ask questions and request information as necessary.

I will govern and establish policy and not manage. I will bring any concerns I may have on any issue to the LCER Board Chairperson, the appropriate Committee Chair, or the President/Chief Executive Officer ("CEO").

I will participate in and take responsibility for making decisions and establishing direction on organizational goals, ~~on~~ policies, fiduciary matters, and other Board appropriate matters.

I acknowledge that successful organizations have Boards that work with management as team members and partners. Therefore, I will work collegially with staff and other board members ~~as partners~~ toward achievement of our strategic goals and will place the best interest of the organization above any individual interest.

I understand that as an individual Board member, I may not give direction to staff. The Board as a whole gives direction to the CEO, who then directs staff.

~~I will govern and establish policy and not manage. I will bring any concerns to the LCER Board Chairperson, the appropriate Committee Chair, or the President/Chief Executive Officer ("CEO").~~

I will interpret the organization's work and values to the community, represent the organization in a positive manner, and act as a spokesperson.

I will attend at least 75 percent of the regular LCER Board meetings either in person or telephonically. Special circumstances that would prohibit my attendance to 75 percent of the regular LCER Board meetings must be pre-approved by the LCER Board Chairperson. Additionally, I will make it a priority to arrive on time, stay until adjournment, and attend all ~~other~~ special meetings.

I will review all meeting materials prior to meetings so I am prepared. If I have any questions about reports or discussion/action items on the agenda, I will contact the CEO, the LCER Board Chairperson, or the appropriate Committee Chair before the meeting so that I come informed and ready to participate in discussion.

I will contact the LCER Board Chairperson two weeks in advance if I wish to place an item on the board meeting agenda.

I will serve on at least one ~~b~~Board ~~Standing e~~Committee.

I will visit and tour each school site at least twice per year and will attend special events as I am able. When possible, school tours will be made available immediately following Board meetings.

I will attend an annual training that includes Conflict of Interest, the Brown Act and Board Responsibilities.

Understanding that the law requires that I will fill out regularly submit the Statement of Economic Interests Form 700, I will take responsibility for submitting my forms upon assuming office, annually and upon leaving office.

I will ensure that I meet the requirements contained in the Brown Act and hold my fellow LCER Board members to the same standard.

I will keep expulsion, personnel information, litigation information and any other matters discussed in closed session in the strictest of confidence.

I will recuse myself from discussions and votes ~~where~~ when I have a conflict of interest.

I will make a personal financial contribution annually at a level that is meaningful to me.

I will actively participate in ~~and/or support, either as a volunteer or attendee,~~ one or more fundraising activities. I will also support fundraising efforts by either giving or getting financial contributions.

~~I will play an active role in fundraising by making I will share~~ contacts among my colleagues that ~~would~~ could increase the number of fundraising volunteers or allow the organization to present fundraising plans and proposals.

I will sign and follow the organizations Volunteer Confidentiality Agreement, procedures and the rules contained therein.

I will abide by the LCER Board adopted Code of ~~Conduct which follows:~~ Ethics.

~~LCER Board Policy~~

~~Your status is that of an individual acting in a governance capacity. You have the right to exert your influence with the LCER Board for approval of actions and policies, but your authority does not go beyond your vote. You have no authority as an individual to commit the LCER Board to any action or policy.~~

~~The Public~~

~~You are an official representative of the LCER Board. You are also an unofficial representative of the entire community. You should defend the LCER Board against unjustified criticism and take steps to remedy conditions that cause justified criticism.~~

~~The Staff~~

~~Your responsibility for the staff is limited to that of advisor. The CEO is responsible for hiring, firing and management functions of all staff members.~~

~~Committees and Task Forces~~

~~You have a responsibility to keep informed about the activities of all committees and task forces because you may eventually be asked to study and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structure and guidelines.~~

~~The LCER Board~~

~~You are a co-partner in the important work of the LCER Board to improve the quality of life of the community through the organization. You have assumed a position of public trust. You should disassociate your personal interests from the LCER Board activities.~~

~~The Program of Work~~

~~You must understand the relationship between the LCER Board and the organization's plans of action (operational plan, strategic plan) in order to reach established objective. Remember, your plans chart future courses of action, furnish measurements for performance and serve as a challenge to members to meet their responsibilities to the community through the organization.~~

~~I have received and reviewed copies of the following:~~

- ~~● Mission Statements~~
- ~~● Board Meeting Schedule~~
- ~~● Bylaws~~
- ~~● AAE Charter~~
- ~~● NSAA Charter~~
- ~~● Brown Act Requirements~~
- ~~● Volunteer Confidentiality Agreement and Acknowledgement form~~

~~If I don't fulfill these commitments to the organization responsibilities of a Board member, as outlined in this job description, I will expect the LCER Board Chairperson to call and discuss my responsibilities this issue with me. I acknowledge that if I continue to be lax in fulfilling my responsibilities, I may be removed from the LCER Board of Directors.~~

~~Signature: _____~~

~~Date: _____~~

~~Chairperson Signature: _____~~

~~Date: _____~~

~~Rev. 9/11/17~~

**Lewis Center for Educational Research
Board Agenda Item Cover Sheet**

Date of meeting: September 11, 2017

Title: Revisions to LCER Board of Directors Code of Ethics

Presentation: Consent: Action: Discussion: Information:

Background: Through ongoing strategic planning and board meeting discussions during the 2016-2017 school year revisions to the LCER Board of Directors Code of Ethics have been prompted.

Fiscal Implications (if any): N/A

Impact on Mission, Vision or Goals (if any): These revisions reflect continued refinement of the LCER Board's governance and will provide greater oversight and accountability of individual board members in supporting the established mission, vision and goals.

Recommendation:

The Executive Committee approved and recommends the full LCER Board approve the suggested revisions to the *Board of Directors Code of Ethics*. The suggested revisions were drafted by Board Consultant, Pat Caldwell, and the LCER administrative staff per the direction of the LCER Board during the Special Meeting held on April 10, 2017. These revisions were presented to and approved by the Executive Committee prior to submitting to the full board for approval.

Submitted by: Lisa Lamb, President/CEO, LCER

Lewis Center for Educational Research Board of Directors Code of Ethics

As a member of the LCER Board of Directors, I shall promote the best interests of the organization and its schools and programs and, to that end, shall adhere to the following ethical standards:

LCER Board Policy

I understand that my ~~YOUR~~ status is that of an individual acting in a governance capacity. ~~YOU~~ I have the right to exert ~~your~~ my influence with the LCER Board for approval of actions and policies, but ~~your~~ my authority does not go beyond ~~your~~ my vote. ~~YOU~~ I have no authority as an individual to commit the LCER Board to any action or policy.

Ethics in My Governing Role

I understand that the difference between governing and managing can be found primarily in the area of decision-making. While the Board and Executive staff have shared responsibility in decision-making, their decision-making roles are quite different. The Board, as the governing body, will make a decision and will take complete responsibility for the action it took. Executive staff, as the management arm of the organization, has the right to decide the best way to implement the decision, and will take responsibility for the implementation. As a result, I will support decisions made by a majority of the Board, and I will not interfere with the implementation process. If I have concerns, I will bring them to the Board Chairperson so the Board and staff can be made aware of my concerns.

Ethics in My Role with The Staff

~~My responsibility for role with the~~ staff is limited to that of advisor. The CEO is responsible for hiring, firing and management functions of all staff members. I may ask questions or ask for assistance, but I may not give direction to staff. The Board as a whole gives direction to the CEO who then directs staff.

Ethics in My Role in Planning ~~The Program of Work~~

I ~~YOU~~ must understand the relationship between the LCER Board and the organization's ~~plans of action (operational plans) Strategic Plan in order to reach established objectives. Remember, your plans~~ The Board's Strategic Plan charts the future ~~courses of action~~ of the organization by establishing broad goals and specific objectives. ~~furnish measurements for performance.~~ Action plans for accomplishing the objectives are established by the Executive staff with progress on implementation reported to the Board on a regular basis. Board members are expected to be fully engaged in the annual update of the Strategic Plan. ~~and serves as a challenge to members to meet their responsibilities to the community through the organization.~~

Ethics in My Role as a Committee Member

~~Committees and Task Forces~~

~~YOU~~ I also have a responsibility to see that all committees and task forces operate within established structure and guidelines and follow direction from the full Board. This includes not moving forward on committee decisions without presenting a recommendation to the full Board unless the decision falls within parameters of authority given to the committee by the Board. ~~YOU~~

I have a responsibility to keep informed about the activities of all committees and task forces because ~~you~~ I may eventually be asked to study and act on their recommendations. As a member of a committee, I may not act outside the direction established by a quorum of the committee.

Ethics in ~~The My~~ Public Role

~~I am-also~~ an unofficial representative of the entire community, but I am an *official* representative of the LCER Board. I will never speak negatively to the public or our chartering agencies about the internal operations of the LCER, its schools or programs as such pronouncements could be detrimental to future charter renewals. ~~You should~~ I will defend the LCER Board against unjustified criticism and, working with my fellow Board members and staff, take steps to remedy conditions that cause justified criticism.

~~The LCER Board~~ Ethics in Personal and Financial Interests

~~You are~~ I am a co-partner in the important work of the LCER Board to improve the quality of life of the community through the organization. ~~You~~ I have assumed a position of public trust, and will ~~You should~~ disassociate ~~your~~ my personal interests from the LCER Board activities.

I have received, either digitally or in printed form, and reviewed copies of the following:

- Mission Statements
- Strategic Plan
- Board Meeting Schedule
- LCER Board Member Job Description
- LCER Board Member Code of Ethics
- LCER Standing Committee Job Descriptions
- LCER Bylaws
- AAE Charter
- NSLA Charter
- Brown Act Requirements
- Volunteer Confidentiality Agreement and Acknowledgement form

If I don't fulfill these commitments to the organization, I will expect the LCER Board Chairperson ~~to call and~~ to discuss my responsibilities with me. I acknowledge that if I continue to violate this Code of Ethics, I may be removed from the LCER Board of Directors.

Signature: _____

Date: _____

Chairperson Signature: _____

Date: _____

**Lewis Center for Educational Research
Board Agenda Item Cover Sheet**

Date of meeting: September 11, 2017

Title: Revisions to LCER Procedural Guidelines

Presentation: _____ Consent: _____ Action: x Discussion: _____ Information: _____

Background: Through ongoing strategic planning and board meeting discussions during the 2016-2017 school year revisions to the LCER Procedural Guidelines have been prompted.

Fiscal Implications (if any): N/A

Impact on Mission, Vision or Goals (if any): These revisions reflect continued refinement of the LCER Board's governance and will provide greater oversight and accountability of individual board members in supporting the established mission, vision and goals.

Recommendation:

The Executive Committee recommend the full LCER Board approve the suggested revisions to the *Procedural Guidelines*. The suggested revisions were drafted by Board Consultant, Pat Caldwell, and the LCER administrative staff per the direction of the LCER Board during the Special Meeting held on April 10, 2017. These revisions were presented to and approved by the Executive Committee prior to submitting to the full board.

Submitted by: Lisa Lamb, President/CEO, LCER

**Lewis Center for Educational Research
Board of Directors Procedural Guidelines for Removal of a Director**

Article VII, Section 7.5 (B) of the Bylaws of the High Desert “Partnership in Academic Excellence Foundation, Inc.,” dba Lewis Center for Educational Research, states the following: “Any Director may be removed without cause if such removal is approved by the affirmative vote of a majority of the Directors.”

Similarly, the LCER Board of Directors Job Description and the LCER Board of Directors Code of Ethics both state that if a Director is lax in fulfilling his/her board responsibilities or violates the Code of Ethics, (s)he may be removed from the Board of Directors.

The following are guidelines for implementing such an action.

Step 1. The Board member’s infraction/behavior is brought to the attention of the Board Chairperson.*

Step 2. The Chairperson discusses the infraction/behavior with the Board member, giving him/her a chance to explain his/her behavior. The Chairperson gives the opportunity for a change in behavior or resignation.

Step 3: Based on the infraction/behavior, and using his/her best judgment, the Chairperson may issue a warning or move on dismissal.

- a. Warning: The Board member is informed in writing that removal may occur at the next violation.
- b. Dismissal:
 1. The Chairperson may, if (s)he chooses, suspend the Board member until a vote is taken at the next Board meeting. If suspension occurs, the Chairperson will direct the Board member to cease involvement in any LCER business in the period between initiation of the suspension and the Board meeting. If the person being suspended is an officer or committee chair, the Chairperson will appoint another Director as “acting” in that capacity.
 2. The Chairperson agendas a vote on the Board member’s dismissal (with names revealed). In open session, the Chairperson presents the evidence of the infraction(s) to the Directors. In his/her own defense, the Board member has the right to state his/her case. A motion is made and seconded to dismiss the member from the Board. The Board member being considered for dismissal may not vote. If there is an affirmative vote of a majority of Directors, the member is dismissed. If the vote is not in the affirmative, the Board member assumes his/her position as a Director and, if appropriate, his/her position as officer or committee chair.

*If the Board member being considered for dismissal is the Board Chairperson, the Vice Chairperson or another member of the Executive Committee will proceed with the actions outlined above in Steps 2-3.

**Lewis Center for Educational Research
Board Packet Agenda Items**

Date of meeting: _____ 09/11/17 _____

Title: Update AR 7515 and 7330-
Facilities (Security Incidents and Key Control & Use of LCER Facilities)

Presentation: _____ Consent: _____ Action: x Discussion: x Information: _____

Background:

The following revisions are proposed to Administrative Regulations 7515 and 7330 regarding the issuance of keys to Lewis Center facilities. As formal partnerships are established, access to LCER facilities by designated personnel is needed. Per these suggested revisions, keys would only be issued to personnel established through an approved contract, MOU or joint use agreement.

Fiscal Implications (if any):

None.

Impact on Mission, Vision or Goals (if any):

As noted in the LCER Strategic Plan under Goal 1, Objective 1.4, “Starting immediately, partnerships will be defined as initiatives that are substantially beneficial to the LCER and its students. Further, the partnerships must be aligned to the current LCER mission and goals and/or the schools’ LCAPs.” As such, partnerships with Apple Valley Unified School District, local colleges, universities and NASA/JPL are currently in process or being pursued. By cementing these partnerships, our students are benefitting from increased resources and opportunities. Giving access to designated personnel will ease the burden currently placed on our facilities department and administration.

Recommendation:

The recommendation is to approve AR 7330 and 7515 with the proposed changes.

Submitted by: Lisa Lamb, President/CEO, LCER

Lewis Center for Educational Research

**AR 7330: FACILITIES
 USE OF LEWIS CENTER FACILITIES**

Adopted: June 9, 2005 Revised: ~~December 12, 2016~~ September 11, 2017

Process for Using Lewis Center for Educational Research (LCER) Facilities

- Any group, person or organization desiring to use LCER facilities shall file an Application for Use of Facilities with the President/CEO Office.
- A copy of BP 7330 will be given to applicant with the application.
- The application is to be filled out with the room/location of the activity, date, hours, nature of activity, and organization information.
- An application shall be submitted not less than four calendar weeks prior to the day of the activity, at which time fees shall be determined. Applicant shall pay estimated costs, if any, no later than two weeks prior to the day of the activity. Alternative arrangements may be made with the President/CEO Office (i.e. P.O. or Invoice).
- President/CEO Office will determine if space and staffing is available on the date(s) requested and approve or disapprove application. Applications are approved or disapproved at the discretion of the President/CEO. Applications may be denied for any reason.
- If application is approved, an Event Request Event Form is to be filled out by the President/CEO Office, who will put the event on the LCER website calendar and forward a copy to Facilities.
- If application is approved, applicant must submit proof of insurance in the amount of \$1,000,000 naming the Lewis Center for Educational Research as an additional insured before the event.
- The LCER will charge an On Site Staff Fee of \$30.00 per hour for all activities, unless otherwise authorized. Activities are not to be held at the facilities unless LCER staff is on-site.
- No keys are to be given to anyone other than LCER employees or designated personnel established through an approved Contract, MOU or Joint Use Agreement.

Lewis Center for Educational Research

**AR 7515: FACILITIES
SECURITY INCIDENTS & KEY CONTROL**

Adopted: June 5, 2003
2016 September 11, 2017

Revised: ~~December 12,~~

Security

Incidents of illegal entry, theft of Lewis Center (LCER) property, vandalism, and damage to property from other causes shall be reported by phone to the Director of Facilities or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

All keys used for LCER facilities shall be the responsibility of the Director of Facilities. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Master keys are issued only to administration and employees whose position requires a master key. No keys are to be given to anyone other than LCER employees or designated personnel established through an approved Contract, MOU or Joint Use Agreement.

The Director of Facilities shall set up a record keeping system of all keys issued.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights when leaving the room or building. They shall insure all gates are locked behind them after hours, on weekends and on breaks, including while in classroom or office.

The duplication of LCER keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the Director of Facilities immediately

Keys shall be used only by authorized employees-personnel and shall never be loaned to students.

**Lewis Center for Educational Research
Board Agenda Item Cover Sheet**

Date of meeting: September 11, 2017

Title: Deletion of BP 7320 Memorial Plaques

Presentation: Consent: Action: Discussion: Information:

Background:

Board Policy 7320 was created to honor the memory of those who have contributed significantly to the Lewis Center through a “memorial plaque sponsored by the Foundation to be placed in the memorial garden at the Mojave River Campus. All plaques will be 8x10 and made of bronze.” This policy no longer fits our needs due to the expansion of the organization over the past sixteen years. Additionally, the AAE no longer has a memorial garden. It was removed during the consolidation construction.

Fiscal Implications (if any): N/A

Impact on Mission, Vision or Goals (if any): N/A

Recommendation:

Staff recommends the deletion of this policy to allow each school or the Foundation to properly and individually recognize those who have contributed to the Lewis Center before their passing.

Submitted by: Lisa Lamb, President/CEO

**Lewis Center for Educational Research
Academy for Academic Excellence**

BP 7320: ~~FACILITIES~~
 ~~MEMORIAL PLAQUES~~

Adopted: ~~November 13, 2001~~

Revised:

~~Occasionally a circumstance occurs where the Lewis Center for Educational Research/Academy for Academic Excellence would like to honor the memory of a person who has had significant influence on the life of our organization.~~

~~This honor is to be in the form of a memorial plaque sponsored by the Foundation to be placed in the memorial garden at the Mojave River Campus. All plaques will be 8x10 and made of bronze. Wording on the plaque is to be approved by the family of the person being honored and by the Foundation Board. Disagreement on the wording is to be resolved by the President/CEO or his designee and the Chairman of the Board.~~

~~Plaques are to be placed in such a way as to be in harmony with the architecture of the garden and will be maintained by the LCER.~~

~~The Foundation Board reserves the right to approve or deny the placement of plaques on its property.~~

**Lewis Center for Educational Research
STAFF REPORT**

Date: September 11, 2017
 To: Board of Directors
 From: Lisa Lamb
 Re: President/CEO Report

Goal 1: Improve the financial condition of the LCER, including key provisions for sustainability.	
<p>1.1 <u>Objective:</u> By 2021, increase total revenue by 5% (1% annually) through increases in new, alternative revenue sources and/or by increasing revenue from current sources (enrollment). These revenue increases would be in addition to state COLA increases.</p> <p>**Note: 1% is approximately \$220,000 for the 2016-2017 school year.</p>	<p>AAE increased middle school enrollment by five students per grade level for an increase of approximately \$100,000 for 2017-2018 school year. The enrollment increases during the 2016-2017 at both schools have been maintained this school year. Both schools added a transitional kindergarten program with a total of 50 new students. The revenue from transitional kindergarten is approximately \$360,000 annually.</p> <p>Once the Norton lease conflict is resolved, the goal will be to increase enrollment in Norton’s middle school grade levels in preparation for high school expansion.</p> <p>During the transition of the new Director of Finance, Jim Foley, Jim Quinn will continue to work with Natural Resources Group, Inc. and research any and all available land trust options. This information will be presented to the Finance Committee and LCER Board this quarter. While there will be upfront costs, the projected revenue is estimated at over \$1.5 million.</p>
<p>1.2 <u>Objective:</u> By June 2017, the Board of Directors and staff will perceive the budget to be stable and understandable with</p>	<p>Growth has been made in this area. However, this continues to be a need for the 2017-2018 school year and will be addressed during the annual strategic planning session.</p>

<p>progress toward sustainability.</p>	
<p>1.3 <u>Objective:</u> By June 2021, the LCER will have no less than two months of total payroll and costs in reserves (defined as unencumbered savings) based on current needs.</p>	<p>As a result of improved budgeting practices with a focus on building reserves, the LCER is on track to meet this goal.</p>
<p>1.4 <u>Objective:</u> Starting immediately, partnerships will be defined as initiatives that are substantially beneficial to the LCER and its students. Further, the partnerships must be aligned to the current LCER mission and goals and/or the schools' LCAPs.</p>	<p>Building upon work done last year, the partnerships with NASA/JPL and Apple Valley Unified School District continue to expand and grow. The focus of both of these partnerships is to increase the opportunities for our students in the areas of Science, Technology, Engineering and Mathematics. These goals are directly aligned to our academic LCAP goals. A GAVRT Project presentation will be given at the September board meeting and LCAP presentations will be given in October to provide more detail on these specific partnerships and goals.</p> <p>Additional partnerships with California State University San Bernardino and Victor Valley College are under development.</p>
<p align="center">Goal 2: Renew Norton's charter in December 2016 and continually strengthen the academic program.</p>	
<p>2.1 <u>Objective:</u> Renegotiate a mutually beneficial lease agreement with the City and County or secure an alternative campus on or before Fall 2017.</p>	<p>The latest response dated August 23, 2017 from the County stated that the LCER purchasing the property at 503 E Central Avenue for "fair market highest and best use value" and supporting the Head Start Program to a district or alternate location would fully cure the dispute with the lease. A joint meeting of all involved parties has been requested to discuss next steps toward resolution.</p>
<p>2.2 <u>Objective:</u> By December 2016, the San Bernardino County Superintendent of Schools will approve Norton's Charter Renewal.</p>	<p>Completed January 3, 2017 with unanimous approval from the County Board of Education.</p>
<p>2.3 <u>Objective:</u> By Spring 2017, increase student mastery as measured by CAASPP results, norm referenced</p>	<p>Initial CAASPP results show that NSLA ELA scores have increased in most grade levels. Math continues to be an area of focus, with scores remaining similar to last year. A full presentation and analysis of the Spring 2017 CAASPP results will be presented by the principals of both schools on October 16, 2017.</p>

assessments, student grades, attendance, and attrition.	
2.5 <u>Objective:</u> Beginning in the Fall of 2019, the school will begin adding one high school grade level per academic year.	Our lease negotiations with the County and City continue. The outcome of these negotiations will determine the specific timeline for the enrollment increase in middle school and expansion to 9-12 th grades.
Goal 3: The Lewis Center for Educational Research will be unified under a common vision, mission, goals and objectives.	
3.1 <u>Objective:</u> Staff and the Board of Directors will continue to engage in ongoing open, honest and constructive communication.	The Staff and Board have continued to engage in open communication through the strategic plan. The Board Chair and CEO meet monthly to review the content of the upcoming board agenda and discuss current issues and developments.
3.2 <u>Objective:</u> Throughout the 2016-2017 school year, the Executive Team, as supported by the Board of Directors, will intentionally build a positive climate throughout the organization.	This was an intentional focus throughout the last school year and will be analyzed in the strategic planning session.
3.3 <u>Objective:</u> The Board of Directors will actively participate in the establishment and review of LCER policies.	The staff is actively reviewing the current policies and administrative regulations. Suggested policy revisions will be placed on the board agenda throughout the 2017-2018 school year for Board review and action.

Upcoming LCER Events for Encouraged Board Attendance

- 9/9 9:00 – 12:00 Pancake Breakfast/Car Wash NSLA Campus
- 9/11 7:30 – 9:00 9-11 Commemorative Event AAE GYM
- 9/13 6:00 – 8:00 AVCI STEM Night AVCI
- 9/15 12:00 – 2:00 Multicultural health fair NSLA Campus
- 9/20 7:30 – 1:00 Blood Drive AAE GYM
- 9/22 5:00 – 9:00 Knights Kampout AAE Field
- 9/27 6:00 – 8:00 AVUSD STEM Night AVCI
- 9/29 6:00 – 9:00 Knights of Stardom AAE GYM
- 9/30 11:00 – 2:00 Barnes & Noble NSLA PTO Event Redlands - 27460 W Lugonia

**Lewis Center for Educational Research
Human Resources Staff Report**

Date: August 28, 2017
To: Board of Directors
From: Stacy Newman

AAE (72 Total)

New Hires: (8)

Last Name	First Name	Job Title	Date
Harris	Craig	Coach – HS Volleyball	7/20/2017
DeRugama	Jose	Coach – V Boys Soccer	8/23/17
Penton	Yolanda	Ed Specialist - Mild Moderate	7/1/2017
Ramirez	Nidia	Data Clerk	7/18/2017
Western	Dawn	Teacher - HS Spanish	7/13/2017
Robinson	Courtney	SLP - Reinstated, no lapse of service	7/1/2017
Sockwell	Alyssa	IA: Band (hourly) - Reinstated	8/12/2017
Samp	Allison	V. Girls Tennis Coach	8/23/2017

Reclassifications: (19)

Last Name	First Name	From	To	Date
Lamb	Lisa	Interim CEO/CAO	CEO	6/21/2017
Aleman	Nancy	6.5hr Food Service Worker	6hr Food Service Worker	7/1/2017
Amory	Steven	5.5hr Food Service Worker	5hr Food Service Worker	7/1/2017
Barnett	Stacy	4hr CDO	7hr CDO (Lead)	7/1/2017
Beare	BreAnna	Dean on Students	6th Grade Math Teacher	7/1/2017
Brinson	Melissa	7.5hr Athletic Director Asst.	4hr Athletic Director Asst.	7/1/2017
Bunnell	Kim	FT GA Generalist II	FT Payroll/Benefits Admin.	7/1/2017
Dowd	Darren	Director of Facilities	Facilities Manager	7/1/2017
Hockman	Anna	5.5hr Food Service Worker	5hr Food Service Worker	7/1/2017
Hoffman	Kyle	7hr Facilities Assistant	8 hr Facilities Technician	7/1/2017
Hoffman	Laura	FT 8 hr Purchasing Clerk	PT 6 hr Purchasing Clerk	7/1/2017
Lopez	Zack	AAE FT Helpdesk Tech	NSLA FT Helpdesk Tech	7/1/2017
Marine	William	Groundskeeper	Facilities Technician	7/1/2017
Orsinelli	Kelly	5 hr Ed Spec Instructional Assistant	3.5 hr Instructional Assistant	7/1/2017
Olson	Sharon	8th Grade Math Teacher	7th Grade Math Teacher	7/1/2017
Parker	Ronda	6hr Food Service Supervisor	5.5 hr Food Service Supervisor	7/1/2017
Romig	Michele	6.5 hr Food Service Worker	Classified Sub	7/1/2017
Tran	Winston	6th Grade Math Teacher	8th Grade Math Teacher	7/1/2017
Alexander	Lucia	7 hr Ed Spec IA	Classified Substitute	7/1/2017

Terminations: (45)

Last Name	First Name	Job Title	Reason	Date
Atwater	Timothy	Classified Substitute	Resignation	Date
Bryant	Tory	Classified Substitute	At Will Release - Inactivity	6/8/2017
Buchanan	Michelle	Teacher, PE/Dance	At Will Release	6/8/2017
Cadman	Lori	Certificated Substitute	At Will Release – Inactivity	6/8/2017

Castellanos	Amanda	Certificated Substitute	At Will Release - Inactivity	6/8/2017
Chavez	Katie	Classified Rotation	Resignation	6/8/2017
Craig	Janice	Classified Substitute	At Will Release – Inactivity	6/8/2017
Dipinto	Diana	Classified Substitute	Resignation	6/8/2017
Gonzalez	Laura	IA and Elementary Rotation	Resignation	6/8/2017
Jacobs	Lon	Classified Substitute	At Will Release – Inactivity	6/8/2017
Lamb	Nicholas	Certificated Substitute	At Will Release – Inactivity	6/8/2017
Lundgren	Beverly	Certificated Substitute	At Will Release – Inactivity	6/8/2017
Marashian	John	Certificated Substitute	At Will Release – Inactivity	6/8/2017
McHenry	Dawn	Certificated Substitute	At Will Release – Inactivity	6/8/2017
O'Hernandez	Sandra	Classified Substitute	At Will Release – Inactivity	6/8/2017
Quintero	Stephanie	Classified Substitute	At Will Release – Inactivity	6/8/2017
Rankin	Matthew	Classified Substitute	At Will Release – Inactivity	6/8/2017
Solis	Sterling	Classified Substitute	At Will Release – Inactivity	6/8/2017
Tabush	Mary Ann	Instructional Assistant	At Will Release	6/8/2017
Wilson	Irma	Instructional Assistant	At Will Release	6/8/2017
McBride	Edward	Teacher, Math	At Will Release	6/8/2017
Ruiz	Christian	Teacher, Spanish	Resignation	6/9/2017
Secrist	Gretchen	Ed Specialist	Resignation	6/9/2017
Quarles	Lloyd	Facilities Technician I	At Will Release	6/9/2017
Barraza	Noemi	Coach - Cross Country	Resignation	6/12/2017
Arellano	Diana	Classified Substitute	At Will Release – Inactivity	6/22/2017
Clinkenbeard	Jonathan	Certificated Substitute	Resignation	6/30/2017
Davisson	Diana	Data Clerk	Resignation	6/30/2017
Hinkle	Gregory	Facilities Technician I	At Will Release	6/30/2017
Payne	Rena	Admin Assistant	At Will Release	6/30/2017
Piercy	Christopher	Bridge Coordinator	At Will Release	6/30/2017
Piercy	Kathryn	Teacher on Assignment	At Will Release	6/30/2017
Piercy	Richard	Coach - Cross Country	Resignation	6/30/2017
Robinson	Courtney	Speech Language Pathologist	Resignation	6/30/2017
Sockwell	Alyssa	Instructional Assistant	Resignation	6/30/2017
Villa	Lori	Receptionist	At Will Release	6/30/2017
Lasko	Susan	Certificated Substitute	At Will Release – Inactivity	6/30/2017
Myers	Karen	Bridge Curriculum Writer	Resignation	6/8/2107
Hays	Kenneth	Language Arts Teacher (9th)	Resignation	7/17/2017
Metcalf	James	Classified Substitute	Expired TB	7/25/2017
Eisler	Jan	CDO	Resignation	8/16/2017
Amory (Pacheco)	Steven	Food Service Worker I	Resignation	7/27/2017
Toyama	Alison	Certificated Substitute	Resignation	7/25/2017
Anderson	Robert	Facilities Supervisor	Resignation	8/1/2017
Dale	Michelle	Elementary Teacher	Passed Away	8/18/2017

NSLA (46 Total)

New Hires: (7)

Last Name	First Name	Job Title	Hire Date
Torres	Carolina	Dual Immersion Teacher	7/1/2017
Deiningner	Stephanie	Science/ELA Teacher (middle school)	7/1/2017

Flores	Rubi	Teacher on Assignment	7/13/2017
Pacheco	Maria	Dual Immersion Teacher	7/14/2017
Lara	Marco	Math Teacher (middle school)	8/1/2017
Thomas	Jonet	After School Program Assistant	8/4/2017
Jahen	Jennifer	CDO (6hr)	8/9/2017

Reclassifications: (11)

Last Name	First Name	From	To	Date
Rubio	Eunise	Instructional Assistant	Dual Immersion Teacher	7/1/2017
Leanos	Irma	Certificated Sub	Dual Immersion Teacher	7/1/2017
Sepulveda	Jessica	Certificated Sub	Dual Immersion Teacher	7/1/2017
Mason	Erin	Support teacher (PT)	Dual Immersion Teacher	7/1/2017
Elahi	Summayya	3.75 hr ASP Assistant	4 hr ASP Assistant	7/1/2017
Lopez	Zack	AAE FT Helpdesk Tech	NSLA FT Helpdesk Tech	7/1/2017
Lord	Chris "Eric"	Facilities Tech II	Facilities Technician	7/1/2017
Rodriguez-Pina	Angela	5.5 hr ASP Assistant	6 hr ASP Assistant	7/1/2017
Teran	Juliana	5.5 hr LVN	7 hr LVN	7/1/2017
Jimenez	Yanet	Classified Sub	5.5 hr CDO	7/19/2017
Garcia	Marc	CDO	Classified Substitute	08/28/17

Terminations: (25)

Last Name	First Name	Job Title	Reason	Date
Castillo	Michael	CDO	At Will Release	6/8/2017
Chi Canul	Cesar	Classified Substitute	At Will Release – Inactivity	6/8/2017
Fairman	Domitila	Classified Substitute	At Will Release – Inactivity	6/8/2017
Gaona	Janice	Classified Substitute	At Will Release – Inactivity	6/8/2017
Garcia	Gabriela	Classified Substitute	At Will Release – Inactivity	6/8/2017
Godines	Reyna	Classified Substitute	At Will Release – Inactivity	6/8/2017
Gonzalez-Castro	Jovana	Certificated Substitute	At Will Release – Inactivity	6/8/2017
Gutierrez	Aracely	Certificated Substitute	At Will Release – Inactivity	6/8/2017
Jimenez-Olivares	Jael	Certificated Substitute	At Will Release – Inactivity	6/8/2017
Jones	Laura	Classified Substitute	At Will Release – Inactivity	6/8/2017
Medrano	Maria	Classified Substitute	At Will Release – Inactivity	6/8/2017
Mendoza	Roxanne	Classified Substitute	At Will Release – Inactivity	6/8/2017
Owens	Harrell	Admin Substitute	At Will Release- Assignment Ended	6/8/2017
Rodriguez	Estella	Classified Substitute	At Will Release - Inactivity	6/8/2017
Santana	Amador	Certificated Substitute	At Will Release - Inactivity	6/8/2017
Vega	Vladimir	Classified Substitute	At Will Release - Inactivity	6/8/2017
Feliciano	Gloria	MS Science/ELA Teacher	Retirement	6/9/2017
Maldonado Dominguez	Anibal Alberto	Teacher, 4th grade	Resignation	6/9/2017
Quintero	Angelica	Teacher, 5th grade	Resignation	6/9/2017
Vasquez-Banerjee	Anna	TOA (part time)	Resignation	6/9/2017
Abang	Roselyn	Classified Substitute	Expired Work Auth	6/28/2017
Aviles	Ileana	Teacher, 3rd grade	Resignation	6/30/2017
Pennell	Shawn	Coach - MS Baseball	At will - expired CPR/1st Aid	7/31/2017

Gutierrez	Holanda	CDO (4hr)	Resignation	7/25/2017
Martin	Charles	Teacher, MS ELA/Science	Resignation	8/1/2017

Positions Currently Posted / In the Interview Process / or Recently Hired:

LCER:

President/CEO	Recently Reclassified
Director of Fiscal Services	Offer made and accepted
Facilities Supervisor	Posted

AAE Certificated:

Guest Teacher	Posted
Education Specialist	Recently Hired
Speech/Language Pathologist	Recently Rehired
Spanish Teacher	Recently Hired
Math Teacher	Recently Reclassified from Dean of Students
Language Arts Teacher	Recently Hired
Elementary Teacher	Posted

AAE Classified:

Classified Substitute	Posted
Varsity Boys Soccer Coach	Recently Hired
Varsity Girls Cross Country Coach	Recently Hired
Varsity Boys Basketball Coach	Recently Hired
Middle School Boys Basketball Coach	Recently Hired
Varsity Boys Cross Country Coach	Posted
Middle School Girls Volleyball Coach	Recently Hired
Varsity Girls Volleyball Coach	Recently Hired
Varsity Girls Tennis Coach	Recently Hired
Varsity Boys Tennis Coach	Posted
Character Development Officer	Posted
Data Clerk	Recently Hired
Instructional Assistant (Band)	Recently Rehired
Payroll and Benefits Administrator	Recently Reclassified
Food Service Worker	Posted
Computer Coding Instructor	Posted
Music Instructor	Posted

NSLA Certificated:

Guest Teacher	Ongoing Posting
Elementary Teacher (7 positions)	Recently Hired
Principal	Recently Hired
Teacher on Assignment	Recently Hired
English Lang. Arts/Science Teacher	Recently Hired

NSLA Classified:

Classified Substitute	Ongoing Posting
Music Enrichment Instructor	Recently Hired
Food Service Worker	Posted
Computer Helpdesk Tech	Recently Reclassified from AAE to NSLA
Character Development Officer (3)	Posted (1 Recently Hired)
Instructional Assistant	Recently Hired
After School Program Assistant	Recently Hired

HR Activities including both AAE & NSLA:

- Created job postings / descriptions for above positions
- Advertised new positions: internally, Edjoin, Daily Press, Desert Dispatch, LCER Website, Monster.com, Local Universities
- Collected and screened job applicants. Recruited and interviewed employees for NSLA and AAE as well as following up with thank you letters and emails for those applicants/candidates who were not selected
- Conduct reference checks for all prospective new hires

- Conducted new hire orientations for new employees (including going over each page in the new hire packet, health benefits, sick leave, salary placement, and job requirements), job-reclassifications, etc.
- Processed new hire paperwork for recent new hires, including DOJ, background checks, benefits paperwork, etc.
- Processed paperwork for employee terminations and completed exit interviews
- Responded to Verifications of Employment from other schools and/or credit/loan institutions
- Prepared packet for volunteers to include: DOJ fingerprint procedures, TB risk assessments, volunteer driver packets, LCER Agreements: Proprietary, Child Abuse, Internet Use, etc.
- Maintained volunteer fingerprint information and DOJ database as well as provided training at the Parent/Volunteer workshops at the AAE
- Prepared for this semester's Employee of the Semester: nominations, meetings, selections, awards, presentations, etc.
- Monitored seasonal coaching contracts
- Maintained employer pull notices through the DMV
- Sent letters to employees for expirations of TB tests, Food handler's cards, CPR/First Aid cards, etc
- Follow up to employee notices for: CPR/First Aid, Mandated Sexual Harassment Training for Supervisors, TB tests, etc.
- Continued implementation for TB tests for parents and volunteers to be in line with new laws
- Continued implementation for sick time accrual and usage to be in line with new laws.
- Personnel issues: benefits, compensation, FMLA, terminations, EDD claims, UI, DOJ fingerprint issues, Workers' Comp claims, Student injury claims, etc
- Maintain program for sending and receiving Employer Pull Notice Information to/from the DMV in a further effort to go paperless – Download updated software and install certificates for new system
- Balance health insurance statements
- Processed Workers' Comp & Student Injury Claims
- Met with JPA representative to go over all pending Workers' Comp claims
- Updated workers' comp and student accident forms and procedures
- Attended Exec Team, UITS, HDEAC seminars, EDD, Credentials, CASBO Contracts, First Investors, Abila/Abra & SBCSS UI meetings workshops & trainings
- Ongoing BTSA/Induction management/planned end of year colloquium celebration
- Attended monthly board meetings for High Desert Employer Advisory Council
- Calculated pay reconciliations for finance department for employees' terminations, leaves, etc.
- Ongoing credential processing and monitoring
- Investigated and responded to UCP and internal complaints
- Track, log, and send reminders to supervisors for performance evaluations
- Updated forms and implemented procedure changes: meal break waivers, requests for time, etc.
- Worked with Personnel Committee to establish Board policy & procedures
- Worked with Personnel and Finance Committees to finalize the job posting for the Director of Fiscal Services
- Worked with Personnel Committee on a CEO Employment Agreement
- Worked with finance to create budget and other reports for exec team and Board
- Web Timesheets: Worked with Finance Department to train and implement organizational wide roll out of new web based timesheet system
- Entered all sick leave accrual codes into HR software and assigned to staff
- Tracked sick leave balances into HR Software
- Assisted finance department in training of Exec Team, all supervisors and applicable administrative assistants
- Worked with WASC focus groups and subgroups to assist in gathering data for Task 1 of the WASC review
- Approval process for the draft of the employee handbook for changes in laws, etc.
- Worked with CEO on NSLA lease
- Strategic planning
- Prepared logistics and presentation for all staff meeting

To: Board of Directors

From: James M. Quinn, Director of Finance

Subject: Quarterly Report 3rd Quarter 2017

Highlights during the last quarter –

This quarter report contains three major changes from previous periods:

1. Finance staffing has been reorganized. Because of budget constraints the purchasing clerk, a full time benefited staff member, was to be reduced in hours and consequently would no longer be benefited. Unfortunately, a life threatening illness struck just before the change would have taken place. It was determined that humanitarian measures took precedence and she was placed on FMLA leave rather than the planned hour reduction was instituted. On the fortunate side, we have found a CDO who has sought to move into the Finance Department who is able to fill the temporary vacancy in purchasing.
2. The two positions of payroll manager and benefits clerk were combined thereby eliminating a full time benefited staff member. The description of this change seems more simple than it actually is. The benefits clerk was performing several collateral duties that needed to be reassigned.

We are presently working through the very difficult training and reorganizing that is required to make these transitions a reality

3. After ten years of employment here, I have retired. We are in the planned transition period. A highly qualified replacement has been hired and will come in full time on September 1st. Members of the staff and the board were involved in the search which provided several good prospects. James Foley will provide assistant to the President and the rest of the Executive Team and has past skills that will be very helpful as the organization looks to the future.

I have provided the June 30, 2017 Internal Financial Statements to the creditors and am presenting an updated Balance Sheet with Notes to the Board for this meeting. In addition, I have provided a computation of reserves as would be defined by generally accepted accounting principals.

I am preparing the year end school related financial statements, called Unaudited Actuals and they will be submitted to the authorizers by the due date.

Those preparations and others constitute "closing the books." And the auditors are scheduled to conduct their final field work the week of October 16th, which I anticipate will close out Fiscal Year 2016-17. The final audit will probably not be ready until early December and the 2016-17 Income Tax Form 990 will then be prepared.

Lewis Center for Educational Research

STAFF REPORT

Date: September 2017
To: LCER Board of Directors
From: Paul Rosell, Director of Special Education
Re: Special Needs Department

Special Needs – AAE & Norton

The following information reflects the special education activity level at the AAE:

Special Needs staff members have been extremely busy with the start of the 2017/2018 school year. To date, a total of 30 IEP meetings including transfers, annuals and triennials have been conducted. These IEP meetings are critical and instrumental in identifying and meeting the needs of our students with exceptional needs. Parent reports reveal how grateful they are for staff members who are so attentive to their individual child's needs.

In addition, to the number of IEP meetings held, a total of 12 students were referred for counseling and/or behavioral intervention during this same time period.

AAE Special Needs Numbers:

123 current students.

38 – speech only.

6 pending assessment referrals.

The following information reflects the special education activity level at NSLA:

Special Needs staff members have been extremely busy with the start of the 2017/2018 school year. To date, a total of 15 IEP meetings including transfers, annuals and triennials have been conducted.

Pending assessment referrals: 7

NSLA Special Needs Numbers:

68 total

21 speech only

Love and Logic:

During the months of June and July 2017, Mr. Congo, Mr. Rosell and Mrs. Shay conducted ten Love and Logic training sessions for the Children's Resource Center of the County of San Bernardino. Attendees work as facilitators and coaches to support foster parents and day care providers. The focus of the training was how to implement Love and Logic concepts and principles in helping their clients to develop appropriate parenting, social and emotional skills.

Love and Logic continues to play a foundational role of what the AAE and NSLA does in helping students develop appropriate pro-social skills and in helping parents to learn the most effective ways to assist their children in being successful. Principles and concepts are taught on a monthly basis at staff and parent training sessions. Reports from teachers and parents are so positive and encouraging. The benefits to the families are both schools are immeasurable.

If you know of anyone that might be struggling with how to motivate their children or with family or other relationship challenges, please feel free to attend one or more of the Love and Logic activities, trainings and classes. Love and Logic classes are under way and we are receiving rave reviews.

If you have any questions or you would like additional information regarding Love and Logic Classes or instructional materials, please contact Nicole Shay at (760) 946-5414.

Lewis Center for Educational Research

STAFF REPORT

Date: August 30th, 2017
To: Board of Directors
From: Ryan Dorcey
Re: Information Technology/GAVRT Report

Information Technology

- Supported return to school at both campuses.
- Upgraded Barracuda Web Filter 610 to latest revision. Upgraded hardware has more processing power and RAM to allow for greater throughput.
- Deployed one-to-one iPads in 4th and 5th grade at AAE, and 4th grade at NSLA. Teachers have also received iPads for classroom administration.
- OTO iPad classrooms have been outfitted with upgraded projectors where necessary to accommodate new AppleTV units. AppleTV allows for wireless projection for staff and students in each class.
- Wrote interface between Illuminate and Apple School Manager to allow for automatic roster updates to Apple Classroom. Classroom allows a teacher to act as a guide, keeping students on task while utilizing their iPad in the classroom.
- Ongoing Bridge support getting to know clients and relationships in light of staff reductions to the program.
- Issued 76 laptops to new students participating in our one-to-one program grades 6-12 at AAE.
- Issued 23 laptops to new students participating in our one-to-one program grades 5-8 at NSLA.
- New website continues to be worked on. Both <http://aae.lewiscenter.org> and <http://nsla.lewiscenter.org> have soft launched to allow us to monitor content as we move towards full rollout.
- Code Combat has been adopted at both schools to allow for expanded programming classes in middle school.
- Support staff continues to upgrade computers to the latest Microsoft Office.
- Prepping for installation of new copiers, including centralized accounting.
- 670 support tickets resolved during reporting period.

GAVRT

GAVRT held 3 trainings over the summer adding 48 new teachers to the program. While performing our east coast trainings, we were invited to NASA Headquarters to update them on GAVRT's status and get a sneak peak at future NASA initiatives. NASA expressed their gratitude for the partnership and reaffirmed their commitment to our 20+ year program. This was further proven when we received our MOU signed by the pertinent parties at NASA/JPL shortly after returning to California. It was nearly 3 years that we waited for this document. Additional information to be shared during our special presentation.

July 18, 2017

To: Teresa Dowd, Lisa Lamb

From: Robert Lovingood

Teresa,

According to our by-laws I am required to step off the BOD for a period of one year. So in accordance I am tendering my resignation for 2017/18 school year.

It is my hope that if our BOD is willing to allow me I would like to rejoin as a member of the BOD 2018/2019.

Sincerely, Robert

8/5/17

To: Bud Biggs, Chairman LCER Board of Directors

From: David Bains, LCER Board Member and AAE Committee Member

Subject: LCER Board

Bud: This memorandum is to inform you that I need to resign from the Lewis Center Board and the AAE Committee effective today. I've recently had additional responsibilities put on me at work and also recently took over Leadership of a Church Ministry that means I will no longer have sufficient time to perform my duties as a Lewis Center Board Director.

I've enjoyed my time being involved with the Lewis Center and AAE, am thankful for having been a part of the many advancements made over the last 13+ years, and most of all am thankful for the many students who have been able to receive a superior education through our LCER schools.

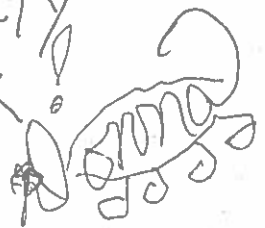
Best wishes to you and the LCER Board as you move into the future.

God Bless You, the LCER Board, the Staff and Students of AAE and Norton,

David Bains



Thank
You!!!
For the lovely
Desk clock!



September 2017

Dear LCER Board of Directors members & LCER Staff colleagues:

Serving along side you this past decade has provided me with many treasured memories, as well as a certainty that "LCER of the future" will continue blazing new pathways, setting the highest of standards for student academic growth, always continuing being "The best of the best!"

It was a pleasure serving with...YOU!

55
Donna Siegel

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
May 1 - May 31, 2017**

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$1,895.36
Revenue		
Donation - Unrestricted	\$193.90	
Donation - Unrestricted	\$100.00	
Donation - AAE Staff Scholarship	\$10.00	
Transfer from Savings - Unrestricted	\$2,161.39	
<i>Total</i>	\$2,465.29	
Expenditures		
LCER - Reimburse for Pat Caldwell Consutant Expenses	\$1,725.00	
VSG - AVCI Polo Shirts	\$436.39	
Transfer to Savings - Donations	\$303.90	
<i>Total</i>	\$2,465.29	
Ending Balance	<i>Total</i>	\$1,895.36

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - Capital Campaign		\$176,932.39
Restricted Funds - Scholarships		\$47,000.27
Restricted Funds - Davis Endowment		\$10,948.14
Restricted Funds - HiDAS Endowment		\$64,388.35
Unrestricted Funds		\$32,892.37
		\$332,161.52
Revenue		
History of Apple Valley Book	\$30.00	
Ambassadors Scholarship	\$500.00	
Donations - Unrestricted	\$1,553.90	
AAE Staff Scholarship	\$100.00	
Property License Agreement	\$20.00	
LCER Board Scholarship	\$300.00	
Facility Rental	\$1,510.00	
IT Scholarship	\$25.00	
Donation - Playground	\$3,912.04	
Schools First Scholarship	\$500.00	
Interest	\$30.37	
<i>Total</i>	\$8,481.31	
Expenditures		
Transfer to Checking - Unrestricted	\$2,161.39	
<i>Total</i>	\$2,161.39	
Ending Balance		
Restricted Funds - Capital Campaign		\$180,862.05
Restricted Funds - Scholarships		\$48,429.22
Restricted Funds - Davis Endowment		\$10,949.05
Restricted Funds - HiDAS Endowment		\$64,394.42
Unrestricted Funds		\$33,846.70
	<i>Total</i>	\$338,481.44
Total Checking and Savings		\$340,376.80

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
June 1 - June 30, 2017

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$1,895.36
Revenue		
Donations - Unrestricted	\$293.90	
Donation - AAE Staff Scholarship	\$10.00	
Transfer from Savings - AAE Capital Campaign	\$10,000.00	
Transfer from Savings - Scholarships	\$6,000.00	
Transfer from Savings - Unrestricted	\$118.53	
<i>Total</i>	\$16,422.43	
Expenditures		
SLT Scholarship	\$1,000.00	
IT Scholarship	\$500.00	
AAE PTC Scholarship	\$500.00	
Peacock/Casillas Scholarship	\$500.00	
Transfer to Savings - AAE Staff Scholarship	\$10.00	
Transfer to Savings - Unrestricted	\$293.90	
<i>Total</i>	\$2,803.90	
Ending Balance	<i>Total</i>	\$15,513.89

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - Capital Campaign		\$180,862.05
Restricted Funds - Scholarships		\$48,429.22
Restricted Funds - Davis Endowment		\$10,949.05
Restricted Funds - HiDAS Endowment		\$64,394.42
Unrestricted Funds		\$33,846.70
		\$338,481.44
Revenue		
Kobold Scholarship	\$500.00	
Senior Leadership Team Scholarship	\$1,200.00	
Donations - Unrestricted	\$293.90	
AAE Staff Scholarship	\$145.00	
VPA Scholarship	\$334.00	
LCER Board Scholarship	\$200.00	
AAE Capital Campaign	\$5,105.40	
Interest	\$27.32	
<i>Total</i>	\$7,805.62	
Expenditures		
Senior Leadership Team Scholarship	\$1,000.00	
Ambassadors Scholarship	\$500.00	
AAE Capital Campaign	\$10,000.00	
IT Scholarship	\$500.00	
AAE PTC Scholarship	\$1,000.00	
AAE Staff Scholarship	\$1,000.00	
VPA Scholarship	\$1,000.00	
Scholarships - Peacock/Casillas	\$1,000.00	
Transfer to Checking - Unrestricted	\$118.53	
<i>Total</i>	\$16,118.53	
Ending Balance		
Restricted Funds - Capital Campaign		\$175,983.29
Restricted Funds - Scholarships		\$44,811.77
Restricted Funds - Davis Endowment		\$10,949.87
Restricted Funds - HiDAS Endowment		\$64,399.88
Unrestricted Funds		\$34,023.71
	<i>Total</i>	\$330,168.53

Total Checking and Savings

\$345,682.42

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
 July 1 - July 31, 2017

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$15,513.89
Revenue		
Donations - Unrestricted	\$293.90	
Donation - AAE Staff Scholarship	\$10.00	
Transfer from Savings - Scholarships	\$11,000.00	
<i>Total</i>	\$11,303.90	
Expenditures		
Unrestricted	\$118.53	
AAE Capital Campaign	\$10,000.00	
Schools First Scholarship	\$500.00	
Ambassadors Scholarship	\$500.00	
AAE Staff Scholarship	\$1,000.00	
VPA Scholarship	\$1,000.00	
San Manuel Scholarship	\$3,000.00	
AAE PTC Scholarship	\$1,000.00	
Peacock/Casillas Scholarship	\$500.00	
<i>Total</i>	\$17,618.53	
Ending Balance	<i>Total</i>	\$9,199.26

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - Capital Campaign		\$175,983.29
Restricted Funds - Scholarships		\$44,811.77
Restricted Funds - Davis Endowment		\$10,949.87
Restricted Funds - HiDAS Endowment		\$64,399.88
Unrestricted Funds		\$34,023.71
		\$330,168.53
Revenue		
San Manuel Scholarship	\$5,000.00	
Donations - Unrestricted	\$3,398.00	
AAE Staff Scholarship	\$35.00	
Interest	\$27.80	
<i>Total</i>	\$8,460.80	
Expenditures		
AAE PTC Scholarship	\$500.00	
Edison International Scholarship	\$5,000.00	
LCER Board Scholarship	\$1,000.00	
San Manuel Scholarship	\$4,000.00	
Schools First Scholarship	\$500.00	
<i>Total</i>	\$11,000.00	
Ending Balance		
Restricted Funds - Capital Campaign		\$175,999.42
Restricted Funds - Scholarships		\$38,850.39
Restricted Funds - Davis Endowment		\$10,950.71
Restricted Funds - HiDAS Endowment		\$64,405.44
Unrestricted Funds		\$37,423.38
	<i>Total</i>	\$327,629.33

Total Checking and Savings

\$336,828.59

Donations 2016-17

Date	Name	Amount	Fund	Campaign	Appeal	Note
8/26/2016	AAE PTC	\$200.00	AAE	Department	High School	CSUSB Field Trip
9/23/2016	AAE PTC	\$1,000.00	AAE	Department	High School	Grad Nite 2017 Buses
9/6/2016	AAE PTC	\$150.00	AAE	Department	SRLA	Sponsor
10/21/2016	AAE PTC	\$500.00	AAE	Department	Elementary	3rd Grade
10/21/2016	AAE PTC	\$50.00	AAE	Department	Elementary	TK
10/21/2016	AAE PTC	\$500.00	AAE	Department	Elementary	2nd grade
10/28/2016	AAE PTC	\$500.00	AAE	Unrestricted		CDO Uniforms
11/18/2016	AAE PTC	\$400.27	AAE	Unrestricted		Red Ribbon Week
11/22/2016	AAE PTC	\$728.06	AAE	Department	Elementary	1st Grade
11/22/2016	AAE PTC	\$758.84	AAE	Department	Elementary	3rd Grade
11/22/2016	AAE PTC	\$802.80	AAE	Department	Middle School	6th grade
11/22/2016	AAE PTC	\$202.50	AAE	Department	SRLA	
11/22/2016	AAE PTC	\$608.09	AAE	Department	Elementary	2nd Grade
11/22/2016	AAE PTC	\$1,127.97	AAE	Department	Elementary	4th Grade
11/22/2016	AAE PTC	\$1,255.05	AAE	Department	Elementary	5th Grade
11/22/2016	AAE PTC	\$494.64	AAE	Department	Band	
11/22/2016	AAE PTC	\$247.46	AAE	Department	English Language Arts	
11/22/2016	AAE PTC	\$1,792.17	AAE	Department	Elementary	Kindergarten
11/22/2016	AAE PTC	\$990.60	AAE	Department	ROTC	
11/22/2016	AAE PTC	\$149.76	AAE	Department	VPA	Video
11/22/2016	AAE PTC	\$1,005.21	AAE	Department	Elementary	Transitional Kindergarten
11/22/2016	AAE PTC	\$1,426.41	AAE	Department	Athletics	
2/15/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	3rd Grade Field Trip
2/27/2017	AAE PTC	\$200.00	AAE	Department	VPA	Musical Theatre Field Trip
4/26/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	2nd Grade Field Trip
4/19/2017	AAE PTC	\$1,000.00	AAE	Department	Middle School	7th Grade Field Trip
4/26/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	1st Grade Field Trip
4/19/2017	AAE PTC	\$679.00	AAE	Department	Middle School	8th Grade Field Trip
3/17/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	5th Grade Field Trip
6/8/2017	AAE PTC	\$98.75	AAE			Everyday Hero Breakfast
6/6/2017	AAE PTC	\$432.10	AAE			AAE Staff Appreciation Lunch
5/8/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	Scholastic Book Fair Book Donations
5/5/2017	AAE PTC	\$350.00	AAE	Department	Library	Scholastic Book Fair Dollars

Donations 2016-17

1/6/2017	AAE PTC	\$289.77	AAE	Department	High School	Refreshments for AAE Alumni Reception
2/24/2017	AAE PTC	\$51.21	AAE	Department	Elementary	Snacks for TK-5 Science Fair Judges
2/24/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	Scholastic Book Fair books to classrooms
5/9/2017	AAE PTC	\$130.00	AAE	Department	VPA	Beauty & the Beast
6/2/2017	AAE PTC	\$1,000.00	AAE	Department	Elementary	4th Grade Field Trip
6/16/2017	AAE PTC	\$2,000.00	AAE	Department	Athletics	Tennis
10/31/2016	Amanda Vaage	\$100.00	AAE	Department	Athletics	Cheer
9/30/2016	Amy Murphy	\$100.00	AAE	Department	Athletics	Cheer
9/28/2016	Apple Valley Dental	\$65.00	AAE	Department	SRLA	
9/13/2016	Apple Valley Professional Firefi	\$150.00	AAE	Department	SRLA	Sponsor
9/18/2016	Battery Mart	\$150.00	AAE	Department	SRLA	Sponsor
11/21/2016	Bette Cincotta	\$100.00	AAE	Department	Science	
9/27/2016	Blue Star Properties	\$150.00	AAE	Department	SRLA	Sponsor
10/27/2016	Casa Delicious	\$150.00	AAE	Department	SRLA	Sponsor
10/31/2016	Choice Lending Group	\$500.00	AAE	Department	Athletics	Banner Sponsorship - MS Soccer
6/8/2017	Christine Martindale	\$28.24	AAE	Laptop Program		
9/13/2016	Cindy Gilmore	\$536.85	AAE	Clubs	Christian Club	
9/28/2016	Crismali Foot & Ankle	\$150.00	AAE	Department	SRLA	
12/5/2016	Cynthia Allen	\$240.00	AAE	Laptop Program		
4/14/2017	Cynthia Allen	\$184.00	AAE	Department	High School	Grad Nite
9/30/2016	Dawn DeLaHoussaye	\$300.00	AAE	Department	Athletics	Cheer
10/27/2016	Diamond B Hay and Feed	\$150.00	AAE	Department	SRLA	Sponsor
8/3/2016	Edward Korthuis	\$200.00	AAE	Department	Art	
9/29/2016	Eric Cox	\$150.00	AAE	Department	Elementary	2nd Grade
9/30/2016	Gina Gillis	\$100.00	AAE	Department	Athletics	Cheer
8/15/2016	Hanh Doan	\$200.00	AAE	Department	Elementary	4th Grade
9/7/2016	High Desert Chimney Sweep	\$150.00	AAE	Department	SRLA	Sponsor
11/1/2016	Horace Mann Insurace	\$125.00	AAE	Department	Elementary	Perfect Attendance
12/5/2016	Jim Quinn	\$450.00	AAE	Laptop Program		
2/13/2017	Kennedy Professional Insuranc	\$30.00	AAE	Department	Middle School	6th Grade
9/28/2016	Kidney and Hypertension Cent	\$150.00	AAE	Department	SRLA	Sponsor
3/10/2017	Kimberly Ramirez	\$45.00	AAE	Clubs	Make A Wish Club	
9/30/2016	Kona Ice of Victorville	\$150.00	AAE	Department	SRLA	Sponsor
9/30/2016	Kristy Taylor	\$100.00	AAE	Department	Athletics	Cheer

Donations 2016-17

10/31/2016	Kursch Group, Inc.	\$500.00	AAE	Department	Athletics	Banner sponsorship - MS Soccer
9/23/2016	Lana Ghafari	\$100.00	AAE	Clubs	Pay It Forward Club	
12/5/2016	Laura Gonzales	\$480.00	AAE	Laptop Program		
12/31/2016	Laura Unferdorfer	\$100.00	AAE	Clubs	Make A Wish Club	
9/27/2016	Law Offices of James S. Hong &	\$150.00	AAE	Department	SRLA	Sponsor
12/7/2016	LCC3 Construction Services, Inc	\$1,100.00	AAE	Clubs	Make A Wish Club	
9/13/2016	Leary Sport & Spine Chiropract	\$150.00	AAE	Department	SRLA	Sponsor
12/5/2016	Lisa Lamb	\$1,500.00	AAE	Laptop Program		
11/10/2016	Lisa Lamb	\$350.00	AAE	Department	Athletics	Cheer
1/25/2017	LuLaRoe	\$360.00	AAE	Department	Math	
10/24/2016	Lyle Applegate	\$100.00	AAE	Department	Elementary	2nd Grade Field Trip
9/29/2016	Massage Envy	\$150.00	AAE	Department	SRLA	Sponsor
9/30/2016	Michelle Souter	\$230.00	AAE	Department	Athletics	Cheer
9/30/2016	Midway Home Solutions	\$150.00	AAE	Department	SRLA	Sponsor
1/13/2017	Mitsubishi Cement Corporatior	\$100.00	AAE	Clubs	Make A Wish Club	
5/5/2017	Optimist Club of Apple Valley	\$500.00	AAE	Department	ROTC	
1/9/2017	Patricia Sowers	\$200.00	AAE	Department	ROTC	
12/5/2016	Paul Rosell	\$222.00	AAE	Laptop Program		
11/14/2016	Power Center Physical Therapy	\$390.00	AAE	Department	SRLA	sponsor
10/27/2016	PS Ortho Inc.	\$150.00	AAE	Department	SRLA	Sponsor
8/19/2016	Regina Deluna	\$100.00	AAE	Department	Science	
9/1/2016	Regina Deluna	\$75.00	AAE	Department	VPA	Dance Class
11/10/2016	Robert Stepanian	\$160.00	AAE	Department	Athletics	Cheer
3/2/2017	Rotary Club of Apple Valley	\$250.00	AAE	Clubs	Interact Club	
5/19/2017	Sarah Greif	\$201.15	AAE	Department	VPA	Art supplies
7/5/2016	Sherry Hoyt-Cline	\$140.00	AAE	Laptop Program		
9/28/2016	Showcase Realty II	\$150.00	AAE	Department	SRLA	Sponsor
6/16/2017	Smilemakers	\$1,500.00	AAE	Department	Athletics	Tennis
8/23/2016	Southern California Bone and J	\$650.00	AAE	Department	Athletics	Sports Physicals
9/28/2016	Spirit River Cafe	\$150.00	AAE	Department	SRLA	
10/26/2016	State Farm Insurance Agency	\$150.00	AAE	Department	SRLA	Sponsor
10/3/2016	Steven D. Szarzynski, DDS, Inc.	\$150.00	AAE	Department	SRLA	Sponsor
9/27/2016	Sweet Frog Frozen Yogurt	\$200.00	AAE	Clubs	Hype Club	
9/28/2016	Teodosio Mejia	\$85.00	AAE	Department	SRLA	

Donations 2016-17

12/31/2016	Teresa Dowd	\$418.00	AAE	Department	High School	
9/30/2016	Trinidad Ojeda	\$100.00	AAE	Department	Athletics	Cheer
10/27/2016	Ultimate Sports and Orthopedi	\$150.00	AAE	Department	SRLA	Sponsor
12/15/2016	Victor Valley Neurology	\$150.00	AAE	Department	SRLA	Sponsor
12/12/2016	Victor Valley Primary Care	\$150.00	AAE	Department	SRLA	sponsor
9/18/2016	Vir Nanda	\$150.00	AAE	Department	SRLA	
9/21/2016	Virginia Kight	\$150.00	AAE	Department	SRLA	Sponsor
9/30/2016	Yan Yun Zheng	\$300.00	AAE	Department	Athletics	Cheer
8/26/2016	AAE PTC	\$2,000.00	Foundation	Scholarships	AAE PTC Scholarship	
4/27/2017	AAE PTC	\$13,012.04	Foundation	AAE Capital Campaign		Playground (3-5)
6/2/2017	AAE PTC	\$3,000.00	Foundation	AAE Capital Campaign		Shade Structures
5/30/2017	AIG Capital Services, Inc.	\$1,200.00	Foundation			Employee Match Program
3/17/2017	Andrew Jaramillo	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
6/1/2017	Brenda Day	\$100.00	Foundation	Scholarships	AAE Staff Scholarship	
12/15/2016	Buck Goodspeed	\$1,000.00	Foundation	Scholarships	LCER Board Scholarship	
4/13/2017	Caldwell, Kennedy & Porter	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
1/14/2017	Cassandra Lirley	\$40.00	Foundation	AAE Capital Campaign		Playground (3-5)
12/15/2016	Charlotte Street	\$70.00	Foundation	Scholarships	AAE Staff Scholarship	
4/6/2017	Cornerstone Vending	\$25.00	Foundation	Scholarships	IT Scholarship	
12/15/2016	Cynthia Allen	\$105.00	Foundation	Scholarships	AAE Staff Scholarship	
6/1/2017	David Bains	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
6/8/2017	Debbie Bonacio	\$150.00	Foundation	AAE Capital Campaign	Brick Campaign	
3/17/2017	Duberly Beck	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
9/20/2016	Holly Brennan	\$70.00	Foundation	AAE Capital Campaign	Fun Run	To go towards shade structures
3/17/2017	ICR Staffing Services	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
12/15/2016	Laura Unferdorfer	\$140.00	Foundation	Scholarships	AAE Staff Scholarship	
3/7/2017	Lisa Lamb	\$1,000.00	Foundation	Unrestricted		
8/12/2016	Lucy's Frappe House	\$70.00	Foundation	AAE Capital Campaign		shade structures
3/14/2017	Marcia Vargas	\$516.50	Foundation	Unrestricted		
11/28/2016	Mitsubishi Cement Corporatior	\$5,925.00	Foundation	Unrestricted		Pat Caldwell Consultant Expense
5/4/2017	Mitsubishi Cement Corporatior	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
12/15/2016	Paul Rosell	\$140.00	Foundation	Scholarships	AAE Staff Scholarship	
5/25/2017	PrintMart	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
6/8/2017	Rebecca Kobold	\$500.00	Foundation	Scholarships	Kobold Scholarship	

Donations 2016-17

5/11/2017	Regina Deluna	\$2,000.00	Foundation	AAE Capital Campaign	Brick Campaign	2 16x16 Bricks
4/30/2017	Regina Weatherspoon-Bell	\$100.00	Foundation	Scholarships	LCER Board Scholarship	
3/11/2017	Schools First Credit Union	\$500.00	Foundation	Scholarships	Schools First Scholarship	
12/15/2016	Teresa Dowd	\$211.83	Foundation	Scholarships	AAE Staff Scholarship	
8/5/2016	American Fidelity	\$50.00	LCER			NSAA All Staff meeting
8/1/2016	Angelina DeRugama	\$50.00	LCER			AAE All Staff Meeting Prize
9/26/2016	Desert Cities Chiropractic	\$100.00	LCER			Health Expo
8/1/2016	Horace Mann Insurace	\$100.00	LCER			NSAA All Staff Meeting Raffle
8/1/2016	Horace Mann Insurace	\$100.00	LCER			AAE All Staff Meeting Raffle
9/29/2016	Horace Mann Insurace	\$125.00	LCER			Health Expo
12/31/2016	Jim Quinn	\$200.00	LCER	Unrestricted		
9/29/2016	Leary Sport & Spine Chiropract	\$100.00	LCER			
12/31/2016	Lisa Lamb	\$1,930.51	LCER	Unrestricted		
7/21/2016	Los Domingos	\$80.00	LCER			4 \$20 gift cards for AAE Staff Meeting
9/29/2016	Massage Envy	\$100.00	LCER			Health Expo
7/29/2016	Schools First Credit Union	\$120.00	LCER			AAE All Staff Meeting Raffle
8/5/2016	Schools First Credit Union	\$65.00	LCER			NSAA All Staff Meeting Raffle
9/29/2016	Schools First Credit Union	\$25.00	LCER			Health Expo
8/5/2016	Stacy Newman	\$180.00	LCER			Prizes for AAE and NSAA All Staff meetings
12/31/2016	Stacy Newman	\$2,238.75	LCER	Unrestricted		
1/26/2017	WinCo Foods	\$500.00	LCER	Department	AVCI	Gift Card for AVCI soft opening
9/22/2016	La Surtidora	\$96.74	NSLA			Multicultural Fair
12/5/2016	Lizbeth Perez	\$200.00	NSLA	Laptop Program		
12/5/2016	Lupita Girard	\$421.20	NSLA	Laptop Program		
6/2/2017	Marcia Vargas	\$400.00	NSLA			Gift Cards for NSLA Staff
1/27/2017	NSLA PTO	\$800.00	NSLA	Department	Middle School	7th Grade Field Trip
1/27/2017	NSLA PTO	\$1,500.00	NSLA	Department	Middle School	8th Grade Camp
2/1/2017	NSLA PTO	\$116.45	NSLA	Department	Elementary	2nd Grade Field Trip
5/5/2017	NSLA PTO	\$1,085.00	NSLA	Department	Elementary	4th Grade Field Trip
12/5/2016	Teresa Villanueva	\$180.00	NSLA	Laptop Program		
7/28/2016	Tom Rosenbaum	\$500.00	NSLA	Department	Athletics	
11/30/2016	Toni Preciado	\$639.75	NSLA	Laptop Program		
12/5/2016	Vincent Garcia	\$180.00	NSLA	Laptop Program		
		\$89,294.67				

Grants 2016-17

8/19/2016	9,350.00	UCLA	Confucius Institute
10/7/2016	5,000.00	Edison	AAE Scholarships
3/3/2017	250.00	Civil Air Patrol	AEX
4/3/2017	84,500.00	VVC	Ramp Up
6/16/2017	5,297.50	VVC	Ramp Up

104,397.50

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 5/1/2017 Through 8/2/2017

Effective D...	Check Nu...	Vendor Name	Check Amount	Transaction Description
5/1/2017	25586	Lewis Center for Ed Re...	125,000.00	Transfer Money from DCB to Union
5/1/2017	304		500,587.12	Group: CERT; Pay Date: 5/1/2017
5/2/2017	38815	SBCSS	15,398.68	NSAA PERS contributions for April
5/2/2017		SBCSS	49,120.07	LCER/AE - PERS contributions for April
5/2/2017	38816	SchoolsFirst Federal C...	14,718.17	Employee TSA contributions - April 2017
5/2/2017	38821	SBCSS	48,398.64	NSAA STRS contributions for April
5/2/2017		SBCSS	106,319.34	LCER/AE - STRS contributions for April
5/22/2017	38910	Irvine Ranch Outdoor ...	22,089.00	IR3702 - 6th Grade Science Camp
5/22/2017	38914	SISC	186,780.25	Health Coverage for May 2017
5/31/2017	306		241,145.98	Group: CLASS; Pay Date: 5/31/2017
6/1/2017	308		531,066.23	Group: CERT; Pay Date: 6/1/2017
6/2/2017	38941	SchoolsFirst Federal C...	14,743.17	Employee TSA contributions - May 2017
6/2/2017	38945	SBCSS	16,260.23	NSAA PERS contributions for May
6/2/2017		SBCSS	49,552.20	LCER/AE - PERS contributions for May
6/2/2017	38946	SBCSS	51,360.54	NSAA STRS contributions for May
6/2/2017		SBCSS	107,926.29	LCER/AE - STRS contributions for May
6/6/2017	38969	CharterSAFE	72,312.00	Account # 1087 - Insurance Deposit for 2017/2018
6/6/2017	38993	Image Source	17,582.59	Acct TH13 - Correction to Incorrect Billing
6/16/2017	39088	SISC	188,649.55	Health Coverage for June 2017
6/21/2017	25587	Lewis Center for Ed Re...	162,000.00	Transfer Funds from DCB Checking to Union
6/23/2017	39142	Southern California Edi...	14,630.33	Acct# 2-35-953-2850 - Jan 17 - April 2017
6/23/2017	39145	Swun Math, LLC	55,000.00	PO# 1617-1243-NSLA - SWUN Math Training for Teachers
6/30/2017	310		204,510.53	Group: CLASS; Pay Date: 6/30/2017
7/3/2017	312		489,591.05	Group: CERT; Pay Date: 7/1/2017
7/5/2017	39161	SBCSS	15,854.24	NSAA PERS contributions for June
7/5/2017		SBCSS	48,707.87	LCER/AE - PERS contributions for June
7/5/2017		SBCSS	51,561.02	NSAA STRS contributions for June
7/5/2017		SBCSS	106,249.67	LCER/AE - STRS contributions for June
7/5/2017	39162	SchoolsFirst Federal C...	14,743.17	Employee TSA contributions - June 2017
7/13/2017	39171	Amplify Education, Inc.	30,000.00	PO# 1617-1206-NSLA - NSAA Amplify ELA & Science
7/13/2017	39172	Apple Computer, Inc.	12,871.40	PO# 17-320-IT-H - I pads & Covers for AAE
7/13/2017		Apple Computer, Inc.	19,307.10	PO# 17-322-IT-H - I Pads 60, I Pad Cart
7/14/2017	39213	Abila	11,228.00	MIP Fund Accounting M&S Renewal
7/14/2017	39218	Carnegie Learning	17,000.00	PO# 1718-0017-AAE MS/HS Math Curriculum
7/14/2017	39227	UMB Bank PlanMember	117,153.84	Highmark Voluntary Retirement Program 4th Contribution 17/18
7/14/2017	39228	JAMF Software	23,873.60	PO# 18-900-IT-M - Renewal & Support
7/14/2017	39241	SISC	169,723.20	Health Coverage for July 2017
7/24/2017	39247	CharterSAFE	20,637.47	Worker's compensation Audit 16/17
7/24/2017	39262	Southern California Edi...	17,903.68	Acct# 2-35-53-2850 - Bldg G,A,Elem, Cafe
7/24/2017	39275	Greiner Buick GMC	12,891.85	Purchase of 2012 Toyota Camary
7/31/2017	314		169,489.61	Group: CLASS; Pay Date: 7/31/2017
8/1/2017	315		499,764.64	Group: CERT; Pay Date: 8/1/2017
Report Total			4,643,702.32	



The High Desert "Partnership in Academic Excellence" Foundation, Inc.
 Statement of Financial Position
 As Of June 30, 2017

		June 30, 2017
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$	2,539,464
Cash held in Trust		477,154
Accounts Receivable		2,260,081
Laptop Lease Receivable		100,000
Laptop Inventory		-
Prepaid Expenses		104,871
		<u>5,481,570</u>
Total Current Assets		
Non-Current Asset		
Lease Payment Receivable - Long Term		5,340
Unamortized Debt Issuance Costs		410,494
		<u>415,835</u>
Total Non-Current Assets		
Capital Assets		
Non-depreciable Assets		893,572
Depreciable Assets		26,485,652
Accumulated Depreciation		<u>(7,994,760)</u>
		<u>19,384,464</u>
Total Capital Assets		
		<u>25,281,869</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Current Liabilities		
Current Portion of Long Term Liabilities		810,176
Accrued Payroll and Payroll Expenses		892,264
Line of Credit		-
Accounts Payable		527,625
Deferred Revenue		210,457
Due to Student Groups		23,441
		<u>2,463,964</u>
Total Current Liabilities		
Long Term Liabilities		
Interest Rate Swap Agreement		510,206
Voluntary Retirement & OPEB, Less Current Portion		145,923
Laptop Capital Lease Payments Less Current Portion		87,894
Loans Payable, Less Current Portion		4,995,000
Lease Purchase - Tetra Financial		<u>1,284,767</u>
		<u>7,023,789</u>
Total Long-Term Liabilities		
		<u>9,487,753</u>
TOTAL LIABILITIES		
NET ASSETS		
Unrestricted		15,297,028
Temporarily Restricted		421,205
Permanently Restricted		<u>75,882</u>
		<u>15,794,115</u>
TOTAL NET ASSETS		
		<u>25,281,868</u>
TOTAL LIABILITIES AND NET ASSETS		
		<u>25,281,868</u>



NOTE 2 - Cash and Cash Equivalents

The organization maintains accounts at several banks as follows, Union Bank being the primary despository.

As described below the organization entered into an agreement with Union whereby its existing note payable secured by a deed of trust on real estate in Apple Valley, Ca., along with a Line of Credit and a line of credit were retired. New obligations were issued. As part of the refinancing, the organization entered into a building contract to construct a gymnasium on its Apple Valley Campus. During the construction and the first years under the debt obligation, Union Bank is acting as trustee of funds set aside for the construction and payment of obligation debt and interest. The accounts involved are listed below as Cash and Equivalents Held by Trustee Bank. All of the funds in the accounts are invested in Blackrock Liquidity Fund T Fund Dollar MMKT Shares. Each share is valued at \$1 and there is no gain or loss on the transactions.

	Balance at June 30, 2017
Union Bank	\$ 2,425,947
Union Banc Investment (short term CD)	7
Union Bank Corporate Trust Department	477,154
Desert Community Bank	64,010
Prime Alliance Bank	49,500
	<u>\$ 3,016,618</u>

NOTE 3 - Accounts Receivable

Accounts receivable as of June 30, 2017 consist of the following:

Federal Government:

Title I	\$ -
Title II	\$ -
Title III	\$ -
Other	\$ -
Special Education	-
School Lunch and Breakfast Program	\$ 94,593

State Government

Apportionment	\$ 1,405,633
Special Education	\$ 421,895
Lottery	\$ 197,751
Other State	\$ 6,639

Local

Laptop Lease	\$ 105,340
Property Tax	\$ 126,883
Other Local	\$ 6,687
	<u>\$ 2,365,421</u>

Pledges receivable as of June 30, 2017 consist of the following:

Pledges Receivable	<u>\$ -</u>
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NOTE 4 - Capital Assets

A schedule of changes in capital assets for the period ended June 30, 2017 is shown below:

	Balance, July 1, 2016	Additions	Retirements	Balance, June 30, 2017
Capital assets not being depreciated:				
Land	\$ 798,729			\$ 798,729
Work in Progress	75,000	19,843	-	94,843
Total capital assets not being depreciated	<u>873,729</u>	<u>19,843</u>	<u>-</u>	<u>893,572</u>
Capital assets being depreciated:				
Buildings and improvements	19,221,063	77,005		19,298,068
Furniture, and equipment	2,001,041	296,531		2,297,572
Leasehold improvements	4,711,699	(14,960)		4,696,739
Cassini documentary	193,273	-		193,273
Total capital assets being depreciated	<u>26,127,076</u>	<u>358,576</u>	<u>-</u>	<u>26,485,652</u>
Accumulated depreciation for:				
Buildings and improvements	(4,254,488)	(492,227)		(4,746,715)
Furniture, and equipment	(1,684,055)	(49,025)		(1,733,080)
Leasehold improvements	(1,144,977)	(176,714)		(1,321,692)
Cassini documentary	(193,273)	-		(193,273)
Total accumulated depreciation	<u>(7,276,793)</u>	<u>(717,966)</u>	<u>-</u>	<u>(7,994,760)</u>
Total capital assets being depreciated, net	<u>18,850,282</u>	<u>(359,390)</u>	<u>-</u>	<u>18,490,892</u>
Total capital assets, net	<u>\$ 19,724,011</u>	<u>\$ (339,548)</u>	<u>\$ -</u>	<u>\$ 19,384,464</u>

NOTE 5 - Long Term Debt

	Balance, July 1, 2016	Additions	Deductions	Balance, June 30, 2017	Due within 1 Yr	Balance Due Subsequent Years
Long-Term Liabilities						
Loan Payable	5,240,000		120,000	5,120,000	(125,000)	4,995,000
Lease Purchase - Tetra Financial Group	1,984,225		320,098	1,664,127	(379,360)	1,284,767
Interest Rate Swap	847,457		337,251	510,206		510,206
Voluntary Retirement Program	328,032		93,724	234,308	(117,154)	117,154
OPEB	136,403		88,256	48,147	(19,378)	28,769
Capital Lease	465,405	119,628	327,855	257,178	(169,284)	87,894
Totals	\$ 9,001,522	\$ 119,628	\$ 1,287,184	\$ 7,833,965	\$ (810,176)	\$ 7,023,789

A-Loan

Following is a schedule of principal payments due under the agreement:
Fiscal Year Ending June 30,

2018	125,000
2019	130,000
2020	135,000
2021	140,000
2022	150,000
2023-2027	830,000
2028-2032	995,000
2033-2037	1,190,000
2038-2042	1,425,000
Total	5,120,000

B-Lease Purchase

2018	375,360
2019	449,595
2020	532,832
2021	302,341
Total	1,664,127

C-Voluntary Retirement Program

2018	117,154
2019	117,154
Total	234,308

D-Capital Leases

Following is a schedule of payments under Capital Lease agreements:

Fiscal Year Ending June 30, Monthly Payment	Phase 7 Amount	Phase 8 Amount	Phase 9 Amount	Phase 10 Amount	Phase 11 Amount	Phase 12 Amount
2018	\$ -	\$ 1,838	\$ 1,980	\$ 2,764	\$ 8,398	\$ 1,614
2019	-	72	81	2,776	(16,792)	3,227
2020	-	-	-	-	-	-
Total	-	72	81	2,776	(16,792)	3,227

Continued

Fiscal Year Ending June 30, Monthly Payment	Phase 13 Amount	Phase 14 Amount	ipad Phase 1 Amount	ipad Phase 2 Amount	Total
2018	10,492	1,178	3,323	17,592	\$ 49,179
2019	\$ 125,908	\$ 14,136	39,876	-	\$ 169,284
2020	-	11,724	39,876	-	\$ 51,600
Total	125,908	25,860	116,046	-	257,178

NOTE 6 - Net Asset Classifications

Temporarily Restricted Net Assets consist of the following at June 30, 2017

Restricted Pledges Receivable	\$	-
Restricted State Programs		208,158
Restricted Capital Campaign Donations		196,646
Restricted Scholarship Donations		16,401
Total Temporarily Restricted Net Assets	\$	<u>421,205</u>

Permanently restricted assets are those net assets not available for expenditures, but the Organization may spend the interest thereon. Permanently restricted net assets as of June 30, 2017 are as follows:

HIDAS Endowment	\$	64,454
Davis Aeronautics		11,428
Total Permanently Restricted Net Assets	\$	<u>75,882</u>

NOTE 7 - Contributions

Donations consist of cash and non-cash donations. The following were recorded as public supported donations during the fiscal year:

Cash Contributions	\$	100,404
FMV of Donated Facilities		<u>-</u>
Total Public Support Donations		<u>\$100,404</u>

Internal Financials



The High Desert "Partnership in Academic Excellence" Foundation, Inc.
 Statement of Financial Position
 As Of

ASSETS

	Per Balance Sheet	Reserve Computation
Current Assets		
Cash and Cash Equivalents	\$ 2,539,464	2,539,464
Cash held in Trust	477,154	
Accounts Receivable	2,260,081	2,260,081
Laptop Lease Receivable	100,000	
Laptop Inventory	-	
Prepaid Expenses	<u>104,871</u>	
Total Current Assets	<u>5,481,570</u>	
Non-Current Asset		
Lease Payment Receivable - Long Term	5,340	
Unamortized Debt Issuance Costs	<u>410,494</u>	
Total Non-Current Assets	<u>415,835</u>	
Capital Assets		
Non-depreciable Assets	893,572	
Depreciable Assets	26,485,652	
Accumulated Depreciation	<u>(7,994,760)</u>	
Total Capital Assets	<u>19,384,464</u>	
TOTAL ASSETS	<u>25,281,869</u>	

LIABILITIES AND NET ASSETS

LIABILITIES

Current Liabilities		
Current Portion of Long Term Liabilities	810,176	
Accrued Payroll and Payroll Expenses	893,656	
Line of Credit	-	
Accounts Payable	527,625	
Deferred Revenue	210,457	
Due to Student Groups	<u>23,441</u>	
Total Current Liabilities	<u>2,465,356</u>	(2,465,356)
Long Term Liabilities		
Interest Rate Swap Agreement	510,206	
Voluntary Retirement & OPEB, Less Current Portion	145,922.69	
Laptop Capital Lease Payments Less Current Portion	87,894	
Loans Payable, Less Current Portion	4,995,000	
Lease Purchase - Tetra Financial	<u>1,604,864.77</u>	
Total Long-Term Liabilities	7,343,887	
TOTAL LIABILITIES	<u>9,809,243</u>	

NET ASSETS

Unrestricted	14,976,930	
Temporarily Restricted	421,205	(421,205)
Permanently Restricted	<u>75,882</u>	(75,882)
TOTAL NET ASSETS	<u>15,474,017</u>	

TOTAL LIABILITIES AND NET ASSETS 25,283,260

Spendable Reserves	1,837,102
Percent of Expenses	8.71%

All Funds - Budget Comparison 2016/17 to 2017/18

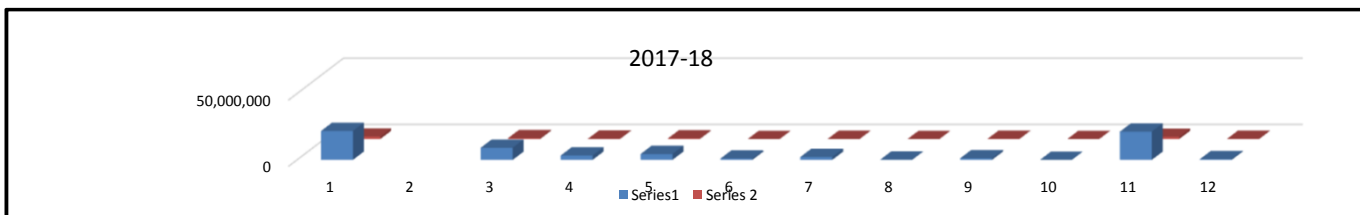
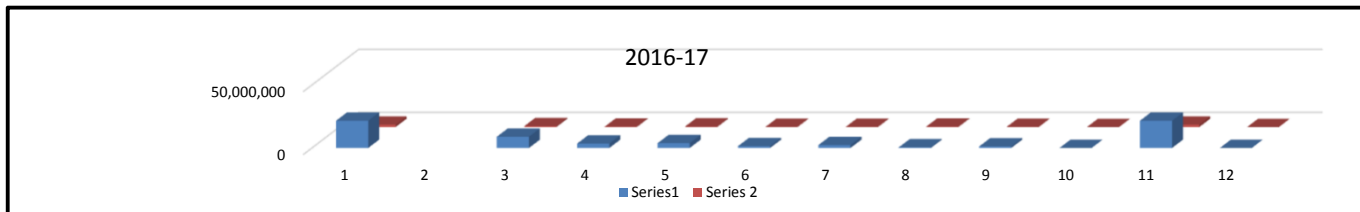
2016-2017					2017-2018				
	Total Budget \$ - Revised	Current Period Actual		Percent Remaining		Total Budget \$ - Original	Current Period Actual		Percent Remaining
		thru July	Remaining Budget				thru July	Remaining Budget	
Note - Revenue Reported is % of Budgeted Revenue Earned									
Revenue		Annual Budgeted Revenue			Revenue		Annual Budgeted Revenue		
Revenue	21,616,684	1,801,390	19,815,294	91.67%	Revenue	21,766,039	1,813,837	19,952,202	91.67%
Expense					Expense				
Certificated Salaries	8,925,066	692,375	8,232,691	92.24%	Certificated Salaries	9,168,312	725,319	8,442,993	92.09%
Classified Salaries	3,527,341	260,325	3,267,016	92.62%	Classified Salaries	3,260,238	240,841	3,019,397	92.61%
Benefits	3,790,169	381,745	3,408,424	89.93%	Benefits	4,394,559	435,778	3,958,781	90.08%
Books and Supplies	1,450,443	67,432	1,383,011	95.35%	Books and Supplies	964,500	38,319	926,181	96.03%
Services & Other	2,290,074	153,175	2,136,899	93.31%	Services & Other	2,177,272	71,801	2,105,471	96.70%
Capital Outlay	458,000	294,831	163,169	35.63%	Capital Outlay	150,000	1,188	148,812	99.21%
Other Outgo	1,175,040	65,805	1,109,235	94.40%	Other Outgo	1,160,040	86,253	1,073,787	92.56%
Share of LCER	0	0	0	N/A	Share of LCER	0	0	0	N/A
Total Expense	21,616,133	1,915,688	19,700,445	91.14%	Total Expense	21,274,921	1,599,499	19,675,422	92.48%
Add (Subtract) to Reserves	551	(114,298)	114,849		Add (Subtract) to Reserves	491,118	214,338	276,780	
Total Revenue	21,616,684	1,801,390	19,815,294	8.33%	Total Revenue	21,766,039	1,813,837	19,952,202	8.33%
Total Expense	21,616,133	1,915,688	19,700,445	8.86%	Total Expense	21,274,921	1,599,499	19,675,422	7.52%
Add (Subtract) to Reserves	551	-114,298	114,849		Add (Subtract) to Reserves	491,118	214,338	276,780	

AAE - Budget Comparison 2016/17 to 2017/18

2016-2017					2017-2018				
	Total Budget \$ - Revised	Current Period Actual		Percent Remaining		Total Budget \$ - Original	Current Period Actual		Percent Remaining
		thru July	Remaining Budget				thru July	Remaining Budget	
Note - Revenue Reported is % of Budgeted Revenue Earned									
Revenue		Annual Budgeted Revenue			Revenue		Annual Budgeted Revenue		
Revenue	13,138,740	1,094,895	12,043,845	91.67%	Revenue	13,208,142	1,100,679	12,107,464	91.67%
Expense					Expense				
Certificated Salaries	5,370,873	434,643	4,936,230	91.91%	Certificated Salaries	5,478,833	444,880	5,033,953	91.88%
Classified Salaries	1,432,221	150,724	1,281,497	89.48%	Classified Salaries	1,076,788	76,560	1,000,228	92.89%
Benefits	2,171,985	263,555	1,908,430	87.87%	Benefits	2,259,794	259,051	2,000,743	88.54%
Books and Supplies	587,932	22,018	565,914	96.26%	Books and Supplies	438,420	19,555	418,865	95.54%
Services & Other	1,102,831	54,618	1,048,213	95.05%	Services & Other	1,023,562	11,916	1,011,646	98.84%
Capital Outlay	340,000	283,727	56,273	16.55%	Capital Outlay	120,000	0	120,000	100.00%
Other Outgo	1,175,040	65,805	1,109,235	94.40%	Other Outgo	1,160,040	86,253	1,073,787	92.56%
Share of LCER	1,516,514	47,518	1,468,996	96.87%	Share of LCER	1,346,185	133,129	1,213,057	90.11%
Total Expense	13,697,396	1,322,608	12,374,788	90.34%	Total Expense	12,903,622	1,031,344	11,872,279	92.01%
Add (Subtract) to Reserves	(558,656)	(227,713)	(330,943)		Add (Subtract) to Reserves	304,520	69,335	235,185	
Total Revenue	13,138,740	1,094,895	12,043,845	8.33%	Total Revenue	13,208,142	1,100,679	12,107,464	8.33%
Total Expense	13,697,396	1,322,608	12,374,788	9.66%	Total Expense	12,903,622	1,031,344	11,872,279	7.99%
Add (Subtract) to Reserves	-558,656	-227,713	-330,943		Add (Subtract) to Reserves	304,520	69,335	235,185	

NSLA - Budget Comparison 2016/17 to 2017/18

2016-2017					2017-2018				
	Total Budget \$ - Revised	Current Period Actual		Percent Remaining		Total Budget \$ - Original	Current Period Actual		Percent Remaining
		thru July	Remaining Budget				thru July	Remaining Budget	
Note - Revenue Reported is % of Budgeted Revenue Earned									
Revenue		Annual Budgeted Revenue			Revenue		Annual Budgeted Revenue		
Revenue	8,372,944	697,745	7,675,199	91.67%	Revenue	8,557,897	713,158	7,844,739	91.67%
Expense					Expense				
Certificated Salaries	3,185,094	246,743	2,938,351	92.25%	Certificated Salaries	3,261,362	247,908	3,013,454	92.40%
Classified Salaries	841,088	105,702	735,386	87.43%	Classified Salaries	869,553	62,376	807,177	92.83%
Benefits	1,031,409	114,907	916,502	88.86%	Benefits	1,348,317	99,995	1,248,322	92.58%
Books and Supplies	668,011	26,986	641,025	95.96%	Books and Supplies	514,205	5,889	508,316	98.85%
Services & Other	959,127	44,920	914,207	95.32%	Services & Other	1,001,677	14,157	987,520	98.59%
Capital Outlay	118,000	11,017	106,983	90.66%	Capital Outlay	30,000	0	30,000	100.00%
Other Outgo			0	N/A	Other Outgo			0	N/A
Share of LCER	1,011,009	31,678	979,331	96.87%	Share of LCER	1,346,185	133,129	1,213,057	90.11%
Total Expense	7,813,738	581,953	7,231,785	92.55%	Total Expense	8,371,299	563,454	7,807,846	93.27%
Add (Subtract) to Reserves	559,206	115,792	443,414		Add (Subtract) to Reserves	186,598	149,705	36,893	
Total Revenue	8,372,944	697,745	7,675,199	8.33%	Total Revenue	8,557,897	713,158	7,844,739	8.33%
Total Expense	7,813,738	581,953	7,231,785	7.45%	Total Expense	8,371,299	563,454	7,807,846	6.73%
Add (Subtract) to Reserves	559,206	115,792	443,414		Add (Subtract) to Reserves	186,598	149,705	36,893	



**LCER Board Meetings
Attendance Log 2017**

	March Regular	June Regular	TOTAL REGULAR
Bud Biggs	Present	Present	100%
Duberly Beck	Present	Present	100%
Andrew Jaramillo	Present	Present	100%
Kirtland Malhum	Present	Present	100%
Jose Palavox	Present	Present	100%
Rick Wolf	Present	Present	100%
Peter Torres	Present	Present	100%
Russell Stringham	Present	Present	100%
Kevin Porter	Present	Absent	50%
Buck Goodspeed	Absent	Present	50%
Marcia Vargas	Present	Absent	50%
Regina Bell	Absent	Absent	0%

February 10 Special	April 7 Special	April 10 Special	April 28 Special	May 10 Special	TOTAL SPECIAL
Present	Present	Present	Present	Present	100%
Present	Present	Present	Present	Present	100%
Present	Present	Absent	Present	Present	80%
Present	Present	Absent	Present	Present	80%
Absent	Absent	Present	Present	Absent	40%
Absent	Absent	Present	Absent	Present	40%
Present	Absent	Present	Absent	Absent	40%
Absent	Absent	Absent	Present	Absent	20%
Present	Present	Present	Present	Present	100%
Present	Present	Present	Present	Present	100%
Absent	Present	Present	Absent	Absent	40%
Present	Absent	Present	Absent	Absent	40%

LCER Board Give and Get

Member	Current Fiscal Year 2016 /2017				Previous Fiscal Year 2015 /2016			
	Give	Get	In-kind	Total	Give	Get	In-kind	Total
Andy Jaramillo	\$ 100			\$ 100	\$ 350			\$ 350
Buck Goodspeed	\$ 1,000			\$ 1,000	\$ 200			\$ 200
Bud Biggs	\$ 100	\$ 6,025		\$ 6,125	\$ 100	\$ 5,200		\$ 5,300
David Bains	\$ 100			\$ 100	\$ 100			\$ 100
Donna Siegel				\$ -	\$ 550			\$ 550
Duberly Beck	\$ 100			\$ 100	\$ 1,000		\$ 300	\$ 1,000
Jose Palafox				\$ -	\$ 200			\$ 200
Kevin Porter		\$ 100		\$ 100	\$ 188	\$ 450		\$ 638
Kirtland Mahlum				\$ -				\$ -
Marcia Vargas	\$ 917			\$ 917	\$ 365			\$ 365
Peter Torres				\$ -				\$ -
Regina Weatherspoon-Bell	\$ 100			\$ 100			\$ 100	\$ -
Rick Wolf				\$ -				\$ -
Robert Lovingood	\$ 100			\$ 100	\$ 1,600			\$ 1,600
Russ Stringham	\$ 100			\$ 100			\$ 401	\$ -
Scott Johnson				\$ -				\$ -
Tom Rosenbaum	\$ 500			\$ 500	\$ 100			\$ 100
Total	\$ 3,117	\$ 6,125	\$ -	\$ 9,242	\$ 4,753	\$ 5,650	\$ 801	\$ 10,403