

LEWIS CENTER FOR EDUCATIONAL RESEARCH

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

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

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

Additional Location: 31 Gatewood Springs Dr., The Woodlands, TX 77381

December 12, 2016 - Public Meeting – 7:00 a.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 Presentation to Tom Rosenbaum – Bud Biggs, Duberly Beck, Lisa Lamb
 - .02 Employee of the Semester – Bud Biggs, Lisa Lamb
 - .03 Educational Activity Grant Recipient - Lourdes Anderson
 - .04 YM&C Brown Act and Conflict of Interest Training – Jim Young
5. **STANDING BOARD COMMITTEE REPORTS:**
 - .01 Finance Committee – Kirt Mahlum – Minutes Pg 1-4
 - .02 Personnel Committee – Duberly Beck
 - .03 Lewis Center Foundation – Donna Siegel – Minutes Pg 5-6
6. **LCER BOARD CONSENT AGENDA:**
 - .01 Approve June 13, 2016 Regular Meeting Minutes – Pg 7-10
 - .02 Approve September 12, 2016 Regular Meeting Minutes – Pg 11-14
 - .03 Approve September 28, 2016 Special Meeting Minutes – Pg 15-18
 - .04 Approve Updated BP 1330 – Use of Lewis Center Facilities – Pg 21-24
 - .05 Approve Updated AR 1330 – Use of Lewis Center Facilities – Pg 25
 - .06 Approve Deletion of BP 2300 – Conflict of Interest – Pg 26
 - .07 Approve Updated BP 2500 – Scholarship Awards – Pg 27
 - .08 Approve Deletion of BP 3330 – Long Term Higher Education Use of Lewis Center Facilities – Pg 28
 - .09 Approve Updated BP 3514 – Safety – Pg 29
 - .10 Approve Updated AR 3514 – Environmental Safety Precautions – Pg 30-31
 - .11 Approve Updated BP 3515 – Security – Pg 32
 - .12 Approve Updated AR 3515 – Security Incidents and Key Control – Pg 33
 - .13 Approve Updated BP 9100 – Board Vacancies – Pg 34
 - .14 Approve Updated BP 9110 – Terms and Officers – Pg 35
 - .15 Approve Updated BP 9270 – Conflict of Interest – Pg 36 - 46
 - .16 Approve Updated BP 9311 – Board Policies – Pg 47
 - .17 Approve Updated BP 9502 – Acquisition of Property – Pg 48-49
 - .18 Approve Updated BP 9503 – Endowment Establishment-Maintenance – Pg 50-54

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- .19 Approve Updated BP 9504 – Interfund Payables & Receivables – Pg 55
- .20 Approve Updated BP 9505 – Investment – Pg 56-57
- .21 Approve New BP 6191 – Math Placement – Pg 58-59
- .22 Approve Finance Committee Job Description – Pg 60-61
- .23 Approve Personnel Committee Job Description – Pg 62-63
- .24 Approve Lewis Center Foundation (Fundraising Committee) Job Description – Pg 64-65

7. AAE SCHOOL BOARD COMMITTEE CONSENT AGENDA:

- .01 Approve November 10, 2016 Regular Meeting Minutes – Pg 66-67
- .02 Approve AAE and VVC 2016-17 Sub-Recipient Agreement – Pg 68-69
- .03 Approve Every 15 Minutes Overnight Program April 11-12, 2017 – Pg 70

8. NSLA SCHOOL BOARD COMMITTEE CONSENT AGENDA:

- .01 Approve November 18, 2016 Regular Meeting Minutes – Pg 71-72

9. DISCUSSION/ACTION ITEMS:

- .01 CCSA Multiple Measure Review of NSLA – Duberly Beck
- .02 Location of March LCER Board Meeting – Bud Biggs
- .03 Approve Executive Committee Job Description – Bud Biggs – Pg 73-74
- .04 Approve LCER Bylaws Revisions – Bud Biggs – Pg 75-89
- .05 Approve Lewis Center Foundation Bylaws – Donna Siegel – Pg 90-99
- .06 Approve Nominating Committee Recommendation of LCER/NSLA Board Member – Rick Wolf
- .07 Approve Nominating Committee Recommendation of Term Renewals and Officers – Rick Wolf

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

- .01 Staff Reports
 - President/CEO – Lisa Lamb – Pg 100-103
 - Human Resources – Stacy Newman – Pg 104-106
 - Finance – Jim Quinn – Pg 107
 - Special Education – Paul Rosell – Pg 108-109
 - Information Technology – Ryan Dorsey – Pg 110-115
 - Principals – Valli Andreasen, Wes Kanawyer, Toni Preciado – Pg 116-121
 - Facilities – Darren Dowd – Pg 122
- .02 Lewis Center Foundation Financial Reports – Pg 123-125
- .03 LCER Financial Reports
 - Checks Over \$10K – Pg 126
 - Balance Sheet – Pg 127
 - By Department – Pg 128-138
 - Comparatives – Pg 139-140
 - AAE Comparatives – Pg 141-142
 - NSLA Comparatives – Pg 143-144
- .04 LCER Board Attendance Log – Pg 145-146
- .05 LCER Board Give and Get – Pg 147
- .06 Tom Rosenbaum Resignation – Pg 148

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11. 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

12. CLOSED SESSION:

- .01 Public Employee Performance Evaluation: President/CEO

13. ADJOURNMENT: Chairman

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.

High Desert
“Partnership in Academic Excellence”
Foundation, Inc.

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

**Minutes for Standing Finance Committee of the
High Desert “Partnership in Academic Excellence” Foundation, Inc. Board of Directors**

**Meeting Minutes
October 20, 2016**

**At
17500 Mana Road, Apple Valley, Ca 92307
Gym Conference Room**

**Additional Locations:
31 Gatewood Springs Dr
The Woodlands, TX. 77381**

**Hilton Minneapolis
1001 S. Marquette Ave
Minneapolis, Mn 55403**

1.0 CALL TO ORDER:

Chairman Kirt Mahlum called the meeting to order at 8:47 am

2.0 ROLL CALL:

Members Kirt Mahlum (Chair), Russell Stringham , were present.

Jose Palafox and Buck Goodspeed via phone conference

David Bains member for the Full Board

Staff members Jim Quinn, Ryan Dorcey, Lisa Lamb, Veronica Calderon, Paul Rosell, Teresa Dowd and Amber Watson were present

3.0 PUBLIC COMMENTS:

Teresa Dowd made a public comment regarding Board Minutes they are not a transcription of the meeting it is a report of the activities and recommendations.

4.0 MEMBER COMMENTS:

No member comments were made

5.0 DISCUSSION ITEMS:

01. Review report of Finance Committee to Full Board

David Bains discussed the June 13, 2016 Foundation Board meeting minutes and requested a retraction and revision of Discussion item 8.0. After committee discussion the Finance Committee voted 3-1 to accept meeting minutes will remain the same. A recommendation to the Full Board will be made to keep the minutes from June 13th as originally presented.

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 x294.

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6.0 **CONSENT AGENDA:**

.01 Approve minutes of June 10, 2016 Finance Committee Meeting

A motion was made to approve Consent Agenda 6.0 by Russ Stringam seconded by Buck Goodspeed to accept minutes as amended vote passed 4-0

.02 Approve minutes of July 7, 2016 Finance Committee Meeting

.03 Approve minutes of August 12, 2016 Finance Committee Meeting

.04 Approve minutes of September 8, 2016 Finance Committee Meeting

Kirt Mahlum asked committee if they opposed any of the remaining meeting minutes. Minutes were approved 4-0.

6.0 **ADJOURNMENT:** Chairman Mahlum

The meeting was adjourned 9:23am by Russell Stringham.

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 x294.

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**Minutes for Standing Finance Committee of the
HighDesert “Partnership in Academic Excellence” Foundation, Inc. Board of Directors**

**Meeting Minutes
October 21, 2016**

**At
17500 Mana Road, Apple Valley, Ca 92307
Gym Conference Room**

**Additional Locations:
31 Gatewood Springs Dr
The Woodlands, TX. 77381**

**Hilton Minneapolis
1001 S. Marquette Ave
Minneapolis, Mn 55403**

1.0 CALL TO ORDER:

Chairman Kirt Mahlum called the meeting to order at 7:14 am

2.0 ROLL CALL:

Members Kirt Mahlum (Chair), Russell Stringham, Kevin Porter, Andy Jaramillo were present.

Staff members Jim Quinn, Ryan Dorsey, Lisa Lamb, Veronica Calderon, Paul Rosell and Amber Watson were present

3.0 PUBLIC COMMENTS:

No public attendance, no public comments were made.

4.0 MEMBER COMMENTS:

No member comments were made

5.0 DISCUSSION ITEMS:

.01 Discuss Current Finances

Jim Quinn provided financial statements which included a five year projection of the organization's Revenue versus Expenditures. The projection included the assumption that FCMAT provided including the COLA and PERS and STRS projected increases in addition to the step and column increases. Jim Quinn forecasted deficit spending unless adjustments are made. Jim Discussed one to one laptop program and the final status of the program.

Jim Quinn presented the revised current year budget figures but no action was taken.

Jim Quinn presented the Budget to Actual comparisons.

.02 Discuss Norton Lease

Lisa reported out to the committee on the legal negotiations regarding the Norton lease. The county has requested for a relocation plan to be developed within six months. Legal council asked the county about our legal financial obligations the county responded

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 x294.

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that we remove all portables and leave the property in the original condition. Upon completion of the 180 day extension to respond we will be able to renegotiate a lease not to exceed June 30, 2018.

Kevin Porter would like to have a timeline of the future events for the Norton Lease and relocation.

.03 Discuss Banking update

Jim Quinn presented a tutorial with the computation of reserves.

.04 Discuss Construction Audit Update

Jim spoke to Howard Jager regarding the construction audit Howard is preparing the final report.

6.0 ADJOURNMENT: Chairman Mahlum

The meeting was adjourned 9:05 by Kirt Mahlum.

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Lewis Center Foundation

Meeting Minutes

September 29, 2016

1.0 CALL TO ORDER:

The meeting was called to order by Donna Siegel at 9:11 am.

2.0 ROLL CALL:

Members present: Lisa Lamb, Jim Quinn, Teresa Dowd, Rena Payne, Donna Siegel, and Kevin Crosson. Others present: Pat Caldwell, Consultant.

3.0 DISCUSSION ITEMS:

01. Fundraising

None at this time as we are still in the process of setting up goals, bylaws, etc.

02. Lewis Center Foundation Bylaws update

Pat Caldwell advised the committee as of September 28, 2016 the Lewis Center for Educational Research Board approved a move to call the Fundraising Committee the Lewis Center Foundation Board. Pat handed out Draft Bylaws of the Lewis Center Foundation for us all to review. We read in detail the bylaws and discussed any questions and board concerns. Due to time restrictions we were unable to finish our review of the entire bylaws and will finish our review at the next meeting.

4.0 CONSENT AGENDA:

- .01 Approve Minutes – June 21, 2016 Regular Meeting**
- .02 Approve Minutes – August 25, 2016 Regular Meeting**

On a motion by Lisa Lamb and seconded by Donna Siegel, vote 6-0 Action Items 9.01- 9.03 were approved.

6.0 FOUNDATION MEMBER AND STAFF COMMENTS: *(Foundation members and staff members may ask a question for clarification; make a brief announcement or a brief report on his or her own activities.)* None

7.0 RECOMMENDATIONS TO LEWIS CENTER FOR EDUCATIONAL RESEARCH BOARD: None

8.0 ADJOURNMENT: Foundation Chair – 10:08

Respectfully submitted,
Rena Payne
Administrative Assistant to the AAE Principal &
Staff Support to the Foundation

Fundraising Foundation

Meeting Minutes

November 2, 2016

1.0 **CALL TO ORDER:**

The meeting was called to order by Donna Siegel 2:03 p.m.

2.0 **ROLL CALL:**

Members present: Lisa Lamb, Jim Quinn, Teresa Dowd, Rena Payne, Donna Siegel, and Kevin Crosson via phone conference.

3.0 **PUBLIC COMMENTS:** none

4.0 **CONSENT ITEMS:**

.01 Approve Minute of September 29, 2016.

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 6-0 Action Items 4.0 was approved.

5.0 **DISCUSSION/ACTION ITEMS:**

01. Lewis Center Foundation Bylaws update

- Rena Payne handed out copies of the Draft Bylaws of the Lewis Center Foundation for the board to review. The board read in detail the bylaws and discussed any questions and concerns. The board made changes through the bylaws, which Rena will update. The board will request approval of the Bylaws at the November 28, 2016, meeting.

6.0 **FOUNDATION MEMBER AND STAFF COMMENTS:** *(Foundation members and staff members may ask a question for clarification; make a brief announcement or a brief report on his or her own activities.)*

- The board discussed how to recruit new members. Donna Siegel recommends we develop skills needed for new members. She recommends we recruit community members, industry representatives, educational institutions, science industries, local businesses and local philanthropist.
- Lisa Lamb suggested we recruit special event coordinators and financial planners.
- Kevin Crosson recommends the board looks for private and government grants.

7.0 **RECOMMENDATIONS TO LCER BOARD:** None

8.0 **ADJOURNMENT:** Fundraising Committee Chair – 3:35

Respectfully submitted,
Rena Payne
Executive Assistant to the CEO

**Regular Joint Meeting of the
High Desert “Partnership in Academic Excellence” Foundation, Inc. Board of Directors
Academy for Academic Excellence School Board Committee and
Norton Space and Aeronautics Academy School Board Committee**

**Minutes
June 13, 2016**

1.0 Call to Order

Vice Chairman Scott Johnson called the meeting to order at 7:15 a.m.

2.0 Roll Call

Foundation Board Members David Bains, Duberly Beck, Bud Biggs (8:00 a.m.), Buck Goodspeed, Andrew Jaramillo, Scott Johnson, Robert Lovingood, Kirt Mahlum, Jose Palafox (by phone), Kevin Porter, Donna Siegel, Russell Stringham, Marcia Vargas and Rick Wolf (7:50 a.m.) were present.

Foundation Board Members Tom Rosenbaum and Regina Weatherspoon-Bell were absent.

AAE School Board Committee Members David Bains, Robert Lovingood, Jose Palafox (by phone), Kevin Porter, Russell Stringham and Rick Wolf were present.

NSAA School Board Committee Members Duberly Beck, Scott Johnson, Andrew Jaramillo and Marcia Vargas were present.

NSAA School Board Committee Member Tom Rosenbaum was absent.

Staff members Valli Andreasen, Darren Dowd, Teresa Dowd, Lupita Girard, Wes Kanawyer, Lisa Lamb, Stacy Newman, Rena Payne, Sherri Pearson, Toni Preciado, Jim Quinn, Paul Rosell and Carolyn Schmidt were also present.

3.0 Public Comments: Kelli Cole informed the Board of the GAVRT trip and that the form is due today.

4.0 Special Presentations:

.01 Chairman Bud Biggs presented Employee of the Semester awards to George Armstrong, Karen Wilson and Beth Burns. Lisa also presented a thank you to Pat Caldwell.

.02 Ken Sockwell, VPA Department Chair, reported on the Opportunity Grant he received to attend Disney’s Leadership Institute.

.03 Rick and Linda Piercy were not in attendance to receive their Certificate of Appreciation.

5.0 Foundation Board Consent Agenda:

On a motion by Kevin Porter, seconded by David Bains, vote 14-0, the Foundation Board of Directors approved Consent Agenda Items 5.01 – 5.02.

.01 Approve March 14, 2016 Regular Meeting Minutes and May 12, 2016 Special Meeting Minutes

.02 Approve Foundation Board Meeting Schedule

6.0 AAE School Board Committee Consent Agenda

Kevin asked about the Costa Rica trip. It is the first time we have had a field trip there and is through a club. Jose asked how we were raising funds. The trip is voluntary and the club is fundraising and parents will cover the rest. On a motion by Robert Lovingood, seconded by David Bains, vote 6 - 0, the AAE School Board Committee approved Consent Agenda Items 6.01 – 6.16.

- .01 Approve May 12, 2016 Regular Meeting Minutes
- .02 Approve AAE Local Control and Accountability Plan
- .03 Approve ROTC Cadet Officer Candidate Training School, MRC campus - July 15-16, 2016
- .04 Approve ROTC Cadet Advanced Leadership Training School, MRC campus – August 5-6, 2016
- .05 Approve Annual ASB High School Leadership Camp, Fawnskin, CA – August 26-28, 2016
- .06 Approve Annual ASB MS Leadership Camp, Big Bear, CA - September 16-28, 2016
- .07 Approve ROTC USS Midway overnight program, San Diego, Ca – September 10-11, 2016
- .08 Approve ROTC Senior Cadet Wright-Patterson AFB, Ohio – October 4-9-2016
- .09 Approve ROTC Nellis AFB, Las Vegas, Nevada – November 12, 2016
- .10 Approve ROTC Cadet Advance Leadership Training School, MRC campus – January 3, 2017
- .11 Approve ROTC Drill Team & Color Guard SCIDM, El Segundo, CA – February 18-19, 2017
- .12 Approve Costa Rica Club Trip to Costa Rica – March 18-26, 2017
- .13 Approve ROTC 10TH Annual ROTC Leadership Camp, Fawnskin, CA – March 27-31, 2017
- .14 Approve ROTC Drill Team & Color Guard Drill Meet, Los Alamitos, Ca – April 28-29, 2017
- .15 Approve 9th Annual Special World Vision Event – MRC campus – May 26-27, 2017
- .16 Approve AAE School Board Committee Meeting Schedule

7.0 NSAA School Board Committee Consent Agenda

On a motion by Marcia Vargas, seconded by Duberly Beck, vote 4-0, the NSAA School Board Committee approved Consent Agenda Items 7.01- 7.04.

- .01 Approve May 17, 2016 Regular Meeting Minutes
- .02 Approve NSAA Local Control and Accountability Plan
- .03 Approve NSAA Local Educational Agency Plan
- .04 Approve NSAA School Board Committee Meeting Schedule

8.0 Standing Board Committee Reports

- .01 (a) Finance Committee – Russ Stringham reported that the committee has met several times regarding solar and has signed the contract with DS Solar. David Bains read notes he had from the June 10th meeting that he was not able to present before the contract was signed. Bud Biggs noted that when we first heard consultant Simeon Trotter’s recommendations in December, the Board recommended going forward with the first phase of the solar project and discussing storage as a later phase. He doesn’t understand why it has been delayed so long. Kirt Mahlum disavowed any representation David has made against staff and noted that Lisa and Jim were personally attacked by David at the meeting last Friday. Kevin and Buck agreed. Kevin noted that we need to get the first phase started and can then look at the next steps. He didn’t like that it got personal and we shouldn’t make allegations that are not factual or based on feelings. Robert would like to know more about our projected savings. Jim Quinn will be presenting a storage proposal at a future Finance Committee meeting. Rick Wolf met with staff at AVUSD and would like our contractor to talk with them to see what issues they’ve had.

- (b) Fundraising Committee – Donna Siegel noted that the Committee has a goal of raising no less than \$20K per year and this year’s art show should be just over that. Thank you to Kim, Teresa and the Board. Pat and Donna will be meeting with the Executive Director of St. Mary’s Foundation regarding restructuring the Fundraising Committee.
- (c) Personnel Committee – Duberly Beck reported that the committee Foundation Board of Directors Agreement has been updated. Please sign the agreement and return to Teresa.

9.0 Discussion/Action Items

- .01 BP3600 – Checks over \$10K are including in the Board packet quarterly. Transactions are being brought forward to the Finance Committee. On a motion by Robert Lovingood, seconded by Kirt Mahlum, vote 14 – 0, the Foundation Board of Directors approved BP3600.
- .02 On a motion by Kirt Mahlum, seconded by Marcia Vargas, vote 14 – 0, the Foundation Board of Directors approved BP9311.
- .03 Jim Quinn will be bringing forward a proposal for more solar panels and storage.
- .04 The Tetra contract was reviewed by BB&K and their response was included in the packet. It is an enforceable contract and they felt the terms were advantageous. The consultant recommended by BB&K is doing a preliminary review of the construction project and will provide results to the Finance Committee. Kevin asked if there was a way to make this a subsequent remedial review under BB&K so it can be protected by attorney/client privileges and for our use only.
- .05 Jim Quinn is working with a bond consultant for long term debt restructuring. Union Bank renewed our line of credit. The lease at NSAA is a factor in that we could restructure it all together.
- .06 Plans are to increase ADA by filling grades. We are adding TK classes at both schools and both are full and have waiting lists. NSAA’s 8th grade is going from 17 to 50 and AAE’s 12th grade is going from 76 to 115. Both campuses are focusing on attendance and providing incentives.
- .07 Lisa Lamb provided a NSAA charter renewal timeline in the packet. We will be providing a draft to Angel Arrington by August and are working on the MOU. We will need Board support and should be aware of what is in the charter, the academic program, and scores. We will let the Board know the dates for the hearings.
- .08 Lisa, Lupita, Toni, Erin and MS teachers are working on the schedule to have secondary academic pieces in place for NSAA to grow to HS. Marcia Vargas noted that a So Cal boys scholar athlete of the year was from a San Bernardino Dual Immersion program. We are meeting with HighMark regarding the potential to relocate or rebuild NSAA. We are also meeting with SB County and SB City regarding the lease.
- .09 We are discussing a collaborative math project with CSUSB. K16 Bridge is working on a grant with them as well. Kevin Porter felt the Board needs to be cognizant of Chris making commitments on behalf of the LCER. He recommends meeting with him and getting on the same page. K16 Bridge has been operating independently of LCER. We would like to establish an ad hoc committee to evaluate the program usage, personnel, finance and effectiveness. Robert Lovingood would like to see measurables and an understanding the program. On a motion by Robert Lovingood, seconded by Andy Jaramillo, vote 14-0, the Board of Directors approved a committee to include Finance Committee members, other board members and staff to bring back a report to the Board on the K16 Bridge program.

10.0 Information Included in Packet

- .01 Staff Reports
- .02 Foundation Financial Reports

- .03 Lewis Center Financial Reports
 - Checks Over \$10K
 - Balance Sheet
 - Revenue vs. Expense
 - Comparatives
 - By Department
- .04 AAE Financial Report
- .05 NSAA Financial Report
- .06 Board Attendance Log
- .07 Board Give and Get
- .08 Jeanne Stambaugh Consultant Report
- .09 Rick Piercy Consultant Report

12.0 Board and Staff Comments: Kirt Mahlum asked about terminations in the Human Resources report. We are an At Will employer and the term “termination” means ending the employment. It could be a resignation or termination. Kevin Porter noted that the Board is only brought in if there are legal issues. The Board would like it noted on the report if it was a resignation or termination.

13.0 Closed Session: Public Employment: Interim CEO

The Foundation Board of Directors convened into closed session at 9:30 a.m. and reconvened into open session at 10:28 a.m. Chairman Biggs reported that no action was taken.

14.0 Discussion/Action Items

- .01 On a motion by Buck Goodspeed, seconded by Duberly Beck, vote 14-0 the Foundation Board of Directors approved Resolution 2016-02 – Executive Compensation.
- .02 On a motion by Kevin Porter, seconded by Marcia Vargas, vote 14-0, the Foundation Board of Directors approved the At Will Employment Agreement for the Interim CEO.

15.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 10:30 a.m.

**Regular Joint Meeting of the
High Desert “Partnership in Academic Excellence” Foundation, Inc. Board of Directors
Academy for Academic Excellence School Board Committee and
Norton Space and Aeronautics Academy School Board Committee**

**Minutes
September 12, 2016**

1.0 Call to Order

Foundation Board Treasurer Kirt Mahlum called the meeting to order at 7:15 a.m.

2.0 Roll Call

Foundation Board Members Duberly Beck, Robert Lovingood (by phone but not agendized so not a participant in the meeting), Kirt Mahlum, Jose Palafox (by phone), Kevin Porter, Tom Rosenbaum, Russell Stringham, and Marcia Vargas were present.

Foundation Board Members David Bains, Regina Bell, Buck Goodspeed, Andrew Jaramillo, Scott Johnson, Donna Siegel and Rick Wolf were absent.

Foundation Board Member Bud Biggs arrived at 8:12 a.m.
Foundation Board Member Robert Lovingood left at 8:00 a.m.
Foundation Board Member Jose Palafox left at 8:45 a.m.

AAE School Board Committee Members Robert Lovingood (by phone but not agendized so not a participant in the meeting), Jose Palafox (by phone), Kevin Porter and Russell Stringham were present.

AAE School Board Committee Members David Bains and Rick Wolf were absent.

NSAA School Board Committee Members Duberly Beck, Tom Rosenbaum and Marcia Vargas were present.

NSAA School Board Committee Members Andrew Jaramillo and Scott Johnson were absent.

Staff members Valli Andreasen, Veronica Calderon, Ryan Dorcey, Darren Dowd, Teresa Dowd, Myrna Foster, Guadalupe Girard, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn, Paul Rosell, were also present.

3.0 Information:

.01 The Foundation Board was informed that Russ Stringham has stepped down as Treasurer of the Foundation Board, which is also the Chairman of the Finance Committee. Russ stated that it has been a pleasure for him to serve. Kevin Porter gave him high praise.

.02 The Foundation Board was informed that Bud Biggs, Chairman of the Foundation Board, has appointed Kirt Mahlum as Treasurer of the Foundation Board and Chairman of the Finance Committee.

4.0 Public Comments: None

5.0 Special Presentations:

Adriana Ramirez gave a Spanish class report on Colorado and Isabella Lopez gave a Spanish class report on Massachusetts. The reports were presented via student created video projects.

6.0 Foundation Board Consent Agenda

The following items were not approved as a quorum was not present.

.01 Approve June 13, 2016 Regular Meeting Minutes

.02 Approve June 13, 2016 Special Meeting Minutes

.03 Approve Salvage of Unusable Donated Vans

7.0 AAE School Board Committee Consent Agenda

The following item was not approved as a quorum was not present.

.01 Approve August 11, 2016 Regular Meeting Minutes

8.0 NSAA School Board Committee Consent Agenda

On a motion by Marcia Vargas, seconded by Tom Rosenbaum, vote 3-0, the NSAA School Board Committee approved Consent Agenda Item 8.01.

.01 Approve August 16, 2016 Regular Meeting Minutes

9.0 Standing Board Committee Reports

.01 (a) Budget/Audit Committee – Lisa Lamb reported that AAE has signed a bus contract with Ebmeyer for the school year which is saving us about 16% in busing costs. There is not a construction review update at this time.

(b) Fundraising Committee – Pat Caldwell reported that the committee has met twice regarding becoming a separate fundraising foundation operating under our 501(c)(3). The committee met with Paul Kaminski from St. Mary Foundation regarding their structure. The LCER has purchased donor database software and is working with Finance. The committee will be recommending that we refer to this Board as the Lewis Center for Educational Research Board and the new foundation as the Lewis Center Foundation. The Foundation will report to the LCER Board. The committee needs more volunteers from the LCER Board. Kevin Porter and Marcia Vargas volunteered to serve on the committee. The Board was asked to be thinking of community members to serve as well.

(c) Personnel Committee – Duberly Beck reported that the committee has met regarding the CEO position.

10.0 Discussion/Action Items

Agenda Items 10.01 – 10.17 were tabled due to a quorum not being present.

.18 Update on NSAA Charter Renewal - Lisa Lamb reported that we have been working with CCSA the last 2 months on a multiple measures review to support renewal. Angel Arrington and Lisa have been reviewing the charter draft as well to show the plan for growth and data to

support renewal. We will be sending the draft to YM&C by Friday. We will need support at the County Board meetings for the hearing. Dates will be sent to the Board.

.19 Update on NSAA Lease – Lisa Lamb reported that we are working with legal counsel and that the lease requirements are vague and we will need time to determine our options. Potential options are: 1. extend the lease and build out at the current site, including Head Start; 2. secure a new location and surrender the property; 3. explore Prop 39 properties within SBCUSD. We are working with HighMark to identify any properties within a 10-mile radius. The County of San Bernardino brought a team of 12 to inspect the property and wanted to know if we were using all of the space. Head Start is having to vacate their buildings and may want to place portables on site.

.20 Update on K-16 Bridge Review – Lisa Lamb reported that the Finance Committee has discussed the review but not the Personnel Committee. We are trying to get an understanding of everything involved. Lisa has met with several Superintendents that were not positive regarding Bridge. They felt they were promised things that weren't available. We need to be careful not to hurt the reputation of the Lewis Center. This is the last year of the Ramp Up Grant and there is a question of future revenue. Russ Stringham asked what Bridge provides and if other programs were available. Bridge provides a full time trainer, the LMS portion of My Mentor, Eureka Career Assessment, and Petersons test prep tools. Bridge acts like a centralized portal to these other products. My Mentor is the only part developed by the LCER, and AAE and NSAA account for 83% of usage. Ryan reported that Google Classroom is a free LMS and there are many free college assessment tools. It is felt that program needs to be refocused.

.21 Update on CSUSB partnership – Lisa Lamb reported that the grant writer is working on a grant involving CSUSB. If the grant is awarded to them, NSAA will be the site used for their middle school research.

.22 Update on selling surplus property – Lisa Lamb reported that she met with Joe Brady regarding use or sale of the 11 acres adjacent to Highway 18. His opinion was that access was an issue and it wasn't viable. There is also a portion of our land on the other side of the river that Lee Graham is farming. There could be a liability issue in his doing so as there is no formal agreement. We could look into selling or leasing that property. Lee would like to know if there will be any changes as he was planning on making improvements. We are looking at updating our specific plan as it has not been followed and is very restrictive.

.23 Update on AAE and NSAA test scores – Valli Andreasen, Wes Kanawyer and Lupita Girard went over the information that was included in the packet. We have been analyzing trends and the effectiveness of teachers. Wes has been looking at cohort data (tracking each grade level as it moves up year to year). Lupita is looking at scores when we start introducing formal instruction in English. NSAA parents are invested and realize scores will be lower due to being a full dual immersion program, not just a strand. We are looking forward to professional development, teachers sharing strategies and providing strategic interventions.

11.0 Closed Session (This item was held at the end of the meeting after Agenda Item 13.0.)

.01 Interim President/CEO Evaluation

The Board of Directors convened into closed session at 9:25 a.m. They reconvened into open session at 9:55 a.m. Kirt Mahlum, Treasurer, reported that no action was taken in closed session.

12.0 Information Included in Packet:

.01 Staff Reports - Kevin Porter asked Darren Dowd about the AAE Certificates of Occupancy. Darren reported that the As Builts have not been completed and the Town of Apple Valley is also bringing up issues from the Specific Plan that we need to resolve such as parking spaces and

landscaping before the certificates are issued. We are not at risk of being shut down. We are working on completing what they are requiring.

.02 Foundation Financial Reports

.03 Lewis Center Financial Reports

- Balance Sheet
- Checks Over \$10K
- Comparatives
- Internal Statement
- Monthly Budget Report by Departments
- Revenue and Expenditures

.04 AAE Financial Report

.05 NSAA Financial Report

.06 Finance Committee Meeting Notes

.07 Fundraising Committee Meeting Notes

.08 Board Attendance Log

.09 Board Give and Get

.10 Jeanne Stambaugh Consultant Report – Jeanne is our grant writer and is being paid out of the K-16 Bridge budget through December. She working on grants for K-16 Bridge, GAVRT and the Drown Foundation. We hope to see some grants funded.

13.0 Board and Staff Comments

Robert Lovingood would like the meetings to be via teleconference at both locations. We will look into scheduling them between County sites again.

We will be sending out a poll to schedule a special meeting to address the items that were not approved/discussed today. Please respond to the survey so we can be sure we have a quorum.

14.0 Adjournment

Treasurer Kirt Mahlum adjourned the meeting at 10:00 a.m.

**Special Meeting of the
High Desert “Partnership in Academic Excellence” Foundation, Inc. Board of Directors**

**Minutes
September 28, 2016**

1.0 Call to Order

Foundation Board Treasurer Kirt Mahlum called the meeting to order at 7:05 a.m.

2.0 Roll Call

Foundation Board Members David Bains, Duberly Beck, Regina Bell, Bud Biggs (by phone) Buck Goodspeed, Andrew Jaramillo, Kirt Mahlum, Jose Palafox (by phone), Kevin Porter, Tom Rosenbaum (by phone), Donna Siegel, Russell Stringham, and Rick Wolf were present.

Foundation Board Members Robert Lovingood, Scott Johnson, and Marcia Vargas were absent.

Foundation Board Member David Bains left at 8:02 a.m.

Foundation Board Member Jose Palafox left at 8:55 a.m.

Staff members Valli Andreasen, Ryan Dorcey, Darren Dowd, Teresa Dowd, Sarah Grief, Wes Kanawyer, Lisa Lamb, Stacy Newman, Rena Payne, Sherri Pearson and Jim Quinn were also present.

Angel Arrington represented the San Bernardino County Superintendent of Schools.

3.0 Public Comments: None

4.0 Foundation Board Consent Agenda

Consent Agenda Item 4.01 was pulled by David Bains.

On a motion by Kevin Porter, seconded by David Bains, vote 13 – 0, the Foundation Board of Directors approved Consent Agenda Items 4.02 – 4.04.

.02 Approve June 13, 2016 Special Meeting Minutes

.03 Approve Sale/Disposal of IT Surplus Equipment

.04 Approve Sale/Disposal of Unusable Donated Vans

Dodge – WD8PD74455782777

Ford – FDXE45S21HA31654

.01 Approve June 13, 2016 Regular Meeting Minutes – Kirt Mahlum asked if any board members had received correspondence by email from David Bains regarding this item. Many noted that they had. Kirt read the correspondence David sent out regarding revisions to Agenda Item 8.01 (a) of the June 13, 2016 Regular Meeting Meetings and asked Russ Stringham if he had helped prepare the revisions as David had noted. Russ responded that he did not help prepare them but had received them from David for review. Kirt asked Bud Biggs if he approved the revisions as David had noted, and he responded that he did not. He said he and David had discussed David’s role as looking at future projects and that the section of the minutes in question was fine as is, that he had directed Lisa to sign the solar contract during the Finance

Committee meeting, and that we need to limit considerations to what was said at the June 13 meeting. David would like the Finance Committee and Admin to meet to clarify the minutes. Kirt asked what it was the Board wanted from the Committee regarding the minutes as it is a report of what was said at the meeting. We need consensus to finalize and move on. Pat suggested having the Finance Committee discuss it and bring it back for approval. There was discussion about what had happened during the process of the solar project since December.

5.0 Discussion/Action Items

.01 Approve LCER Strategic Plan – Pat Caldwell reported that the plan includes goals and objectives that will be focused on for the year. Kevin suggested listing them on board agendas for updates or focusing staff reports on the goals. Lisa noted she will include them in her reports. Kevin also asked for line items in the budget, and he would like to see revenue and reserves. On a motion by Russ Stringham, seconded by Buck Goodspeed, vote 13-0, the Foundation Board of Directors approved the LCER Strategic Plan.

.02 Approve Personnel Committee Recommendation for the President/CEO Hiring Process – Duberly Beck reported that the Committee had met and discussed options for the CEO position, including: hiring the Interim CEO as CEO and either backfill or eliminate the CAO position, or hire a new CEO and the Interim CEO either returns to the CAO position or another position within the organization. The Committee’s recommendation is to keep the Interim CEO through June 30 and to post the CEO position around February/March, with the goal of hiring by July 1. The determination of the CAO position will be made at that time. On a motion by Duberly Beck, seconded by Kevin Porter, vote 13-0, the Foundation Board of Directors approved the recommendation.

.03 Approve Personnel Committee Recommendation for the President/CEO Job Description Revision – Duberly Beck reported that the CEO and CAO positions are very similar, other than overseeing the schools and special education. The job descriptions were combined for this year as the Interim CEO is doing both positions and will be evaluated on both. Some of the CAO duties have been allocated to other staff. Buck asked why we need the CAO position. David noted that we need a business background and the job description doesn’t emphasize that. We could include that in the posting. On a motion by Duberly Beck, seconded by Buck Goodspeed, vote 13-0, the Foundation Board of Directors approved the job description revision.

.04 Approve Personnel Committee Recommendation for the Interim President/CEO Evaluation Process – Duberly Beck reported that not much has changed other than there is a timeline and the evaluation should be completed before the President/CEO job position is posted. Lisa suggested that on number one feedback should also come from Principals and Director of Facilities. On a motion by Regina Bell, seconded by Kevin Porter, vote 13–0, the Foundation Board of Directors approved the evaluation process with the recommended amendment.

.05 Approve to retain the name "High Desert “Partnership in Academic Excellence” Foundation, Inc." for formal purposes only (banking, taxes, reporting, etc.), and refer to the organization by the "DBA" name Lewis Center for Educational Research, and refer to the Board as the Board of Directors of the Lewis Center for Educational Research – due to the layers of names and establishing the new Lewis Center Foundation, this Board of Directors will be referred to as the LCER Board. On a motion by Duberly Beck, seconded by Regina Bell, vote 13-0, the Foundation Board of Directors approved referring to the organization and this Board as the Lewis Center for Educational Research.

.06 Approve creating the Lewis Center Foundation as an organization operating under the auspices of and reporting to the Lewis Center Board of Directors – on a motion by Kevin

Porter, seconded by Buck Goodspeed, vote 13–0, the LCER Board of Directors approved creating the Lewis Center Foundation.

.07 Approve Changing the Name of the Fundraising Committee to the Lewis Center Foundation – the Lewis Center Foundation will still be a committee of the Board and the Chairman must be a member of the LCER Board. The committee may include community members. On a motion by Regina Bell, seconded by Kevin Porter, vote 13–0, the LCER Board approved the name change.

.08 Approve an Executive Committee, comprised of the Board officers and Committee Chairs. Such committee will have and may exercise the authority of the Board in the interim time period between full 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 – There are times that action needs to be taken between regular LCER Board meetings. Rick asked if the committee would be able to approve expenditures. Andy noted that anything not budgeted over \$50K needs Finance Committee approval. He felt we are too spread out as it is. Jose concurred. Lisa is concerned about upcoming items such as NSAA lease negotiations and charter renewal. We may need to schedule additional Special Board meetings. Duberly is in favor of the committee but would like the agenda sent to the full Board and all members could attend. Regina concurs and would want to set parameters which would be spelled out in the EC Job Description. This item was tabled until a job description is developed for approval. Input will be sought from the Board.

.09 Approve Updated Bylaws – Pat walked the Board through the changes. Kirt suggested approving with the exception of section 11.0 regarding the Executive Committee. Angel Arrington noted that in section 7.3 (B) we should be very careful allowing members from contiguous counties. Local control is very important. Jose asked if adding having a local business would meet the requirement. Angel suggested posing that question to legal counsel. We could have a provision of a single position that is organization specific to our mission. It was suggested to add “pending further action by the Board” to the end of paragraph 8.0 (A). It was suggested to change “annually” to “at the annual meeting” in section 8.1. It was suggested to remove the Executive Committee from section 11.3. On a motion by Bud Biggs, seconded by Duberly Beck, vote 13 – 0, the LCER Board of Directors approved the updated bylaws with the exception of sections 7.3 (B), 8.0 (A), 8.1, 11.0 and 11.3, which will be modified and brought back for approval.

.10 Approve BP 9100 – Board Vacancies – through this policy a nominating committee will evaluate what skills the Board is looking for in a vacant board position and review applications. On a motion by Bud Biggs, seconded by Kirt Mahlum, vote 13-0, the LCER Board of Directors approved BP 9100.

.11 Approve BP 9110 – Terms and Officers – On a motion by Kevin Porter, seconded by Regina Bell, vote 13-0, the LCER Board of Directors approved BP 9110.

.12 Approve BP 1312.3 Update – Uniform Complaint Procedures – there have been revisions by the CDE and legal counsel has reviewed the updates. We currently have 2 UCP complaints and no findings were found on the student fees complaint. An appeal was filed and it is in the hands of the CDE if they want to conduct an investigation. We are still working on the LCAP complaint. UCP is a process for complaints with specific criteria. Other complaints are handled internally. On a motion by Duberly Beck, seconded by Buck Goodspeed, vote 13-0, the LCER Board of Directors approved BP 1312.3 Update.

.13 Approve Resolution 2016-03 and Updated Conflict of Interest Code – On a motion by Kevin Porter, seconded by Duberly Beck, vote 13 – 0, the LCER Board of Directors approved Resolution 2016-03 and the updated Conflict of Interest Code.

.14 Chairman to Appoint Nominating Committee consisting of two members of the Board and the President/CEO, one of which will be the committee chair, for open Board Vacancy,

Board Terms and Officers – Bud Biggs asked for volunteers and appointed Regina Bell and Rick Wolf.

.15 Bring Forward Dr. Steve Levin, Juno Project Scientist and GAVRT Lead Scientist, as a Candidate for the Board – Ryan Dorcey reported that the Board had a priority to bring a JPL member on board and Dr. Levin has submitted his letter of intent and resume.

.16 Approve Duberly Beck as the Chair of the NSAA School Board Committee – On a motion by Kevin Porter, seconded by Andy Jaramillo, vote 13 – 0, the LCER Board of Directors approved Duberly Beck as the Chair of the NSAA School Board Committee.

.17 Approve Changing the Name of the Norton Space and Aeronautics Academy (NSAA) to the Norton Science and Language Academy (NSLA) – the school is receptive to the name change and it will also be approved through our charter renewal. On a motion by Kevin Porter, seconded by Andy Jaramillo, vote 13 – 0, the LCER Board of Directors approved the name change.

6.0 INFORMATION THAT WAS NOT INCLUDED IN LAST PACKET ON 9-12-16: *(Board members may ask questions on items for clarification.)*

.01 Lewis Center Financial Reports – Andy Jaramillo wanted to be sure we are taking into consideration STRS/PERS increases. They are in our projections and the Exec Team is looking at this as well as salaries. Jim Quinn is going to do a 5 year forecast for salaries, health care, STRS/PERS, facilities and debt. We need to be proactive and build up reserves. Angel will provide Jim what they present to their Board.

- Comparatives

.02 AAE Financial Report

.03 NSAA Financial Report

7.0 Board and Staff Comments

Lisa Lamb shared that AAE as a school and Scott Gormley as Athletic Director both received the CIF Southern Section Champions for Character Award at a ceremony on Monday.

The LCER was mentioned on CNN regarding work with Matt Huffine and Tim Shields on a Raven and Tortoise project. Lisa will send the clip to the Board.

Duberly Beck clarified that regarding the June 13, 2016 Board Minutes discussion she does not want information on staff being personally attacked removed from the meeting minutes as that was what was discussed. She also commended Lisa on attending NSAA events.

In addition to the June 13, 2016 Finance Committee report discussion, Kirt Mahlum asked for the Finance Committee meeting being scheduled to include meeting minutes from May 12, May 19 and June 10, a consultant report from Howard Jaeger including possible \$ recovery, a solar update of savings, and Jim’s 5 year forecast.

8.0 Adjournment

Treasurer Kirt Mahlum adjourned the meeting at 9:48 a.m.

Board Policy Summary

BP and AR 1330 – Use of Lewis Center Facilities

- Updated the fee schedule, application procedures and conditions of use to allow LCER owned facilities to be available for rent to bring in revenue. Civic Center Act language was removed as the LCER is not a district owned facility. We are also moving both the AR and BP to the Facilities section of our policies.

BP 2300 – Conflict of Interest

- This policy is being deleted as we have a comprehensive Conflict of Interest Policy in the Board section of our policies – BP 9270.

BP 2500 – Scholarship Awards

- The language in this policy was updated as scholarships fall within the Lewis Center Foundation funds. It is also being moved to the Board section of our policies.

BP 3330 – Long Term Higher Education Use of Lewis Center Facilities

- This policy is being deleted as all facility rentals will fall under the updated BP 1330 – Use of Lewis Center Facilities.

BP and AR 3514 – Safety

- Updated with language that the LCER is responsible to provide a safe environment and “school” was changed to “LCER”. It is also being moved to the Facilities section of our policies.

BP and AR 3515 – Security

- Updated with language that the LCER is responsible for maintaining security, updated key responsibilities, and “school” was changed to “LCER”. It is also being moved to the Facilities section of our policies.

BP 9100 – Board Vacancies

- Updated to include “current parent” to the list of key skill sets, and updated responsibility of screening and interviewing of candidates to the Nominating Committee.

BP 9110 – Terms and Officers

- Updated with a few wording clarifications.

BP 9270 – Conflict of Interest

- Updated “Foundation Board” to “LCER Board”.

BP 9311 – Board Policies

- Updated “Foundation Board” to “LCER Board”.

BP 9502 – Acquisition of Property

- Updated language to differentiate “Lewis Center Foundation” and “LCER Board”, Updated “Fundraising Committee” to “Lewis Center Foundation”, updated guidelines that the LCER may accept property if it is of use.

BP 9503 – Endowment Establishment-Maintenance

- Updated language to differentiate “Lewis Center Foundation” and “LCER Board”, and removed administrative costs as the Administrative Cost Recovery policy was previously deleted.

BP 9504 – Interfund Payables & Receivables

- Updated “Fundraising Committee” to “Lewis Center Foundation”.

BP 9505 – Investment

- Updated language to differentiate “Lewis Center Foundation” and “LCER Board”.

BP 6191 – Math Placement

- This is a new 9th grade math placement policy to comply with California Education Code Section 51224.7.

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

BP 17330: COMMUNITY RELATIONS FACILITIES
USE OF LEWIS CENTER FACILITIES

Adopted: September 5, 2002

Revised: ~~June 5, 2003~~December 12, 2016

The Lewis Center for Educational Research (“LCER”) ~~shall~~may make its facilities and grounds ~~under its jurisdiction available as a civic center to citizens and community groups for the following purposes for rent,~~ subject to Center LCER policies and regulations. The LCER may also approve separate Joint Use Agreements with specific entities.

- ~~1. Public, literary, scientific, recreational, educational, or public agency meetings.~~
- ~~2. The discussion of matters of general or public interest.~~
- ~~3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization, which has no suitable meeting place for the conduct of services.~~
- ~~4. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The center shall grant the use of buildings, grounds, and equipment to public agencies, including the American Red Cross, and shall cooperate in furnishing and maintaining such services, as it deems necessary to meet community needs.~~
- ~~— Other purposes deemed appropriate by Center Administration.~~

The Center LCER shall not grant the use of facilities for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use ~~of facilities or grounds that~~which interferes with the regular conduct of school or work.
3. Any use which is discriminatory in the legal sense.
4. Any use ~~that~~which involves the possession, consumption, or sale of alcoholic beverages, ~~tobacco products,~~ or any restricted substances ~~on Center property,~~ including tobacco use.

Fees for Use of Facilities

Fees for the use of facilities and grounds shall be charged in accordance with the following classifications:

1. Free Use: The Center LCER shall not charge any fees for the use of facilities or grounds by ~~nonprofit the following~~ organizations ~~or clubs/associations that promote youth and school activities.~~

- Girl Scouts or Boy Scouts
- Public Safety (i.e. police or fire)
- Parent-Teacher Associations
- Before/After School Programs
- Other purposes deemed appropriate by LCER Administration

Should any of the above groups prefer to use facilities at a time when ~~custodial staff~~ services are not normally available, the ~~Center LCER~~ may charge an On Site Staff Fee fee. ~~The Center shall first ensure the availability of other times during the week when the facility could be provided without charge, and this availability shall be pointed out to the free use group.~~

2. ~~Direct Costs Fee:~~ Activities other than those specified for free use shall be charged ~~direct costs~~ for use of the facility in accordance with the following fee schedule:

| <u>Room</u> | <u>Fee (3 hr. minimum)</u> |
|--|--|
| | <u>(must include set up and clean up time)</u> |
| <u>Lecture Room (i.e. A101)</u> | <u>\$30/hr.</u> |
| <u>Cafeteria (Kitchen not available)</u> | <u>\$30/hr.</u> |
| <u>Library</u> | <u>\$30/hr.</u> |
| <u>Classroom/Conference Room</u> | <u>\$15/hr.</u> |
| <u>Gymnasium</u> | <u>\$100/hr.</u> |
| <u>Field (Includes restrooms)</u> | <u>\$75/hr.</u> |
| <u>On Site Staff Fee*</u> | <u>\$30/hr.</u> |

* A staff person is required to be present for all activities.

~~The following activities shall be charged direct costs:~~

- ~~a. Activities of religious groups.~~
- ~~b. Charitable fund raising activities that are not beneficial to youth or public school activities, as determined by the Center.~~
- ~~c. Senior citizen groups.~~
- ~~d. Public agencies.— (In lieu of direct costs, the center may enter into a written joint-powers agreement with local public agencies.)~~
- ~~e. Activities not previously identified which do not fall within the free use classification.~~

Priority of Users

~~Applications for use of facilities shall be given preference in the following order:~~

- ~~1. In-school uses (clubs, class events, etc.).~~
- ~~2. Contracted uses.~~
 - ~~— School support groups, youth and senior citizens groups.~~
- ~~3. Public agencies and public affairs groups.~~
- ~~3. Community recreational and cultural groups (nonprofit).~~
- ~~3. Nonprofit special interest groups.~~
- ~~3. Private, nonschool connected classes and educational events.~~
- ~~3. Profit making or commercial events, out of town groups, etc.~~

Damage to Center Property and Liability

Groups, organizations, or persons using Center LCER facilities or grounds under the provisions of this policy shall be liable for any property damages caused by the activity. The Center LCER shall may charge the amount necessary to repair the damages and may deny the group further use of facilities or grounds.

Any group, organization or persons using LCER facilities or grounds shall be liable for any injuries resulting from its negligence during the use of LCER facilities or grounds. They shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups, organizations or persons shall provide the LCER with evidence of insurance against claims arising out of the group's own negligence. They shall also be required to include the LCER as an additional insured on their liability policies for claims arising out of the negligence of the group.

Application for Use of Facilities

1. Any group, organization or person ~~or organization~~ desiring to use school LCER facilities shall file an application in accordance with these regulations.
2. The individual making application for use of school LCER facilities shall be a responsible adult, and in the case of an organization he/she shall be an officer of the organization or a person duly appointed by the organization to make such an application. Each organization making application shall provide proof of insurance in the amount of \$1,000,000 naming the High Desert "Partnership in Academic Excellence" Foundation, Inc. Lewis Center for Educational Research as an additionally insured. The Center LCER shall verify all insurance coverage.
3. An application for use of Center LCER facilities shall be submitted on the forms supplied by the Center LCER not less than ~~two~~ four calendar weeks prior to the day of the activity, at which time fees shall be determined. A deposit equal to 50% of Applicant shall pay estimated costs, if any, ~~shall be paid at least one calendar week~~ no later than two weeks prior to the day of the activity.
4. The applicant shall set forth in detail the nature of the activity and the persons or organization sponsoring the activity.
- ~~4.5.~~ Any addendum to the agreement shall be prepared by the President/CEO, and signed by the President/CEO and by the applicant.
- ~~5.6.~~ School LCER functions ~~will~~ shall take precedence over previously scheduled meetings of outside organizations. In such cases the organizations will be so notified by the ~~Vice President, General Administration~~ President/CEO.
- ~~6.7.~~ Applications for Center LCER use are approved at the discretion of the President/CEO. Applications may be denied for any reason.

General Conditions

1. No illicit drugs or alcoholic beverages in any form shall be brought onto LCER property, including grounds and parking lots of the Lewis Center, and a Any person under the influence of intoxicating liquors shall be denied participation ~~in~~ any manner of any form in the activity.

- ~~2. Smoking—No tobacco use is allowed on any on Lewis Center LCER property, is strictly prohibited including grounds and parking lots. Electronic nicotine delivery services (ENDS), such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, which mimics the use of tobacco products is also prohibited.~~
- ~~3. Use of LCER facilities by outside organizations during non-hours shall be dependent upon the availability of LCER personnel to assume the responsibility of supervision of LCER equipment, buildings and grounds.~~
- ~~4. There shall be at least one staff member present at each activity whose duties shall include opening and closing the buildings and grounds, and supervising their use. The organization or group using the facilities shall be required to pay for any staff services required.~~
- ~~5. The LCER may require that security personnel be present for activities held on LCER property. The organization or group using the facility shall be required to pay for any security services required.~~
- ~~6. Staff assigned to an activity shall make no facility or equipment available other than that specifically set forth in the approval.~~
- ~~2.7. Use of specialized equipment owned by the LCER such as projectors, scoreboards, etc. shall be at the discretion of the LCER. The LCER may require that equipment be operated by LCER staff.~~
- ~~3.8. Changing of Moving furniture to or from rooms, or changes of any kind other than simple room furniture arrangements by the user is not permitted. Any furniture that is moved or rearranged with prior approval must be returned to original location.~~
- ~~4. There shall be a staff member in charge at each activity whose duties shall include opening and closing the buildings and grounds, and who shall have the powers of a peace officer as provided by law to enforce regulations and prevent unwarranted disturbances.~~
- ~~5. The staff member assigned to the activity shall make no other facility or equipment available than that specifically set forth in the approval.~~
- ~~6.9. When custodial supplies and other materials are used in the maintenance and upkeep of facilities resulting from use by applicant, actual costs shall be charged when known, and if such costs are not readily or easily identified, estimated costs shall be charged. Any damage above normal wear and tear will be charged to the unit applicant at the actual cost of materials, freight, plus our and labor at the current, rate, plus 25% overhead; e.g., square dancing dance classes may causing cause an excess operational cost higher than usual operational costs, where the since floors must be waxed more frequently.~~
- ~~6. Use of school facilities for religious services may be granted to organized church groups for a temporary period not to exceed twelve months, with the option to renew. A renewal request for use beyond the twelve-month period shall be subject to approval by the Center. Granting use of a facility for religious services is guided by the following criteria:~~
 - ~~b. Religious organizations that have no other facilities available.~~
 - ~~c. Religious organizations that declare or demonstrate their intent to provide their own facilities.~~
 - ~~d.a. Religious organizations that expect to be able to use their own facilities within a reasonable time.~~

Lewis Center for Educational Research

AR 17330: ~~COMMUNITY RELATIONS FACILITIES~~
USE OF LEWIS CENTER FACILITIES

Adopted: June 9, 2005

Revised: ~~December 14, 2009~~ December 12, 2016

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 1330 will be given to applicant with the application.
- ~~The individual making the application shall be a responsible adult, and in the case of an organization, he/she shall be an officer of the organization or a person duly appointed by the organization to make such an application.~~
- The application is to be filled out with the room/location of the event activity, date, hours, ~~fees (see Facility Use Fee Schedule)~~, nature of activity, and organization information.
- An application shall be submitted not less than ~~two~~ four calendar weeks prior to the day of the activity, at which time fees shall be determined. A deposit equal to 50% of estimated costs, if any, shall be paid at least one calendar week prior to the day of the activity. 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 Facilities-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 ~~High Desert "Partnership in Academic Excellence" Foundation,~~ the Lewis Center for Educational Research as an additionally insured before the event.
- ~~If application is approved, a copy of BP 1330 is to be given to applicant.~~
- ~~If the event is during a time when custodial services or staffing are not normally available, the Center~~ The LCER will charge an On Site-Staff Fee of \$30.00 per hour for all activities, unless otherwise authorized. ~~Events-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.

Lewis Center for Educational Research

BP 2300: ~~ADMINISTRATION~~

~~CONFLICT OF INTEREST CODE: DESIGNATED PERSONNEL~~

~~Adopted: September 5, 2002~~

~~Revised:~~

~~The Foundation Board shall designate those positions which participate in financial decisions and which are subject to the Foundation's Conflict of Interest Code. Designated employees shall disclose financial interests and, when necessary, shall be disqualified from decision-making pursuant to the Foundation's Conflict of Interest Code.~~

~~Resolution No. 2002-01~~

Lewis Center for Educational Research

BP ~~29~~500: ADMINISTRATION BOARD BYLAWS
SCHOLARSHIP AWARDS

Adopted: December 8, 2008

Revised: December 12, 2016

The Lewis Center Foundation ("Foundation") ~~Board~~ distributes various scholarships at the end of each school year.

The Foundation ~~Board~~ shall develop criteria for donors and others wishing to establish a scholarship fund as well as for students selected to receive scholarships.

Donors and others wishing to establish a scholarship fund shall:

1. Complete and submit a Scholarship Criteria Form to include: scholarship name, purpose, annual amount, how the fund is sustained, guidelines/criteria, application requirements and the selection process.
2. Direct funds to sustain the scholarship to the ~~High Desert "Partnership in Academic Excellence" Foundation, Inc.~~ Lewis Center Foundation.

Scholarship recipients shall:

1. Complete and submit a Scholarship Recipient Form to include: name, address, phone number, e-mail, name address and phone number of school attending, and new school student ID number.
2. Submit an acceptance letter or confirmation of registration to an accredited college, vocational, technical or trade school.
3. Agree to be responsible for any taxes association with the scholarship.
4. Agree that if for any reason they are unable to attend an accredited college, vocational, technical or trade school, they will return the scholarship to the ~~High Desert "Partnership in Academic Excellence" Foundation, Inc.~~ Lewis Center Foundation.

Scholarship funds must be distributed within one year of recipient's graduation date. If the recipient has plans that would prevent them from accepting the funds during the first year after graduation, they may apply for a ~~one-year~~ one-year extension of this requirement. Such notification must be received during the first year after graduation. No scholarship funds will be distributed after two years of recipient's graduation date.

Lewis Center for Educational Research

BP 3330: ~~BUSINESS~~
~~LONG TERM HIGHER EDUCATION USE OF LEWIS CENTER~~
~~FACILITIES~~

Adopted: ~~June 9, 2014~~ Revised:

~~As an educational benefit to the students and families of the High Desert and Southern California, the Lewis Center for Educational Research may enter into an agreement with accredited institutions of higher education to rent Lewis Center facilities to provide college classes to our community. These agreements would be considered long term and for educational purposes only.~~

~~Long term is considered one semester or more and includes the use of classrooms, restrooms, office space (if available), utilities, internet access and custodial. Classrooms and office space (if available) will be calculated at \$.50 per square foot per month. Any additional costs will be calculated on an actual cost basis.~~

~~Classes must be scheduled during hours when Lewis Center staff will be onsite.~~

~~Damage to Center Property~~

~~Groups or persons using Lewis Center facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Lewis Center shall charge the amount necessary to repair the damages and may deny the group further use of facilities.~~

~~Use of Facilities Agreement~~

- ~~Any institution of higher education desiring to use Lewis Center facilities shall sign a license agreement.~~
- ~~Institution shall provide proof of insurance in the amount of \$1,000,000 naming the High Desert "Partnership in Academic Excellence" Foundation, Inc. as additionally insured. The Center shall verify all insurance coverage.~~

~~General Conditions~~

- ~~No alcoholic beverages in any form shall be brought onto property of the Lewis Center, and any person under the influence of intoxicating liquors shall be denied participation in any manner in the activity.~~
- ~~Smoking on Lewis Center property is strictly prohibited.~~
- ~~Changing of furniture from rooms or changes of any kind other than simple room furniture arrangements by the user is not permitted. Any furniture that is moved or rearranged with prior approval must be returned to original location.~~
- ~~There shall be a staff member onsite whose duties shall include opening and closing the buildings and grounds, and who shall have the powers of a peace officer as provided by law to enforce regulations and prevent unwarranted disturbances.~~
- ~~1. The staff member onsite shall make no other facility or equipment available other than that specifically set forth in the agreement.~~

Lewis Center for Educational Research

BP 37514: ~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS FACILITIES~~
SAFETY

Adopted: June 5, 2003

Revised: December 12, 2016

The ~~Foundation Board~~ Lewis Center for Educational Research (LCER) recognizes its obligation to provide a safe and healthy environment at ~~school~~ LCER facilities for students, staff and community members. The ~~Board~~ President/CEO (CEO) or designee shall identify and address potential risks to health and the environment and shall ensure that environmental resources are used in a responsible manner.

The CEO or designee shall establish regulations to prevent and/or reduce environmental hazards in accordance with law and state guidelines.

Strategies shall include but not necessarily be limited to:

1. Considering air quality in the siting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings, and taking steps to reduce indoor air contaminants in maintenance operations
2. Ensuring the use of effective least toxic pest management practices at all LCER ~~schools~~ facilities
3. Minimizing the exposure to lead in paint, soil or drinking water, especially in areas accessible to very young children
4. Inspecting and testing facilities for asbestos-containing materials and protecting persons during encapsulation and removal of any asbestos

Lewis Center for Educational Research

AR 37514: ~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS FACILITIES ENVIRONMENTAL SAFETY, AIR QUALITY PRECAUTIONS~~

Adopted: June 5, 2003

Revised: December 12, 2016

~~The LCER recognizes its obligation~~

Air Quality

The President/CEO or designee shall ensure that the following measures are taken in order to reduce indoor air contaminants:

1. Heating, ventilating and air conditioning systems shall be operated, inspected and maintained in accordance with 8 CCR 5142-5143. ~~School-Lewis Center for Educational Research (LCER)~~ buildings shall be inspected annually to ensure they have adequate ventilation systems, which are properly maintained so as to preclude the buildup of mold, mildew, and other air contaminants. Filters shall be changed frequently.
2. Indoor painting of ~~school-LCER~~ buildings shall be limited to those times when school is not in session.
3. Low-emission cleaning products shall be used whenever possible, and custodial duties that require polluting products shall be performed after classes are dismissed.
4. Paints, adhesives and solvents shall be used and stored in well-ventilated areas; these items shall be purchased in small quantities to avoid storage exposure.
5. Exterior wall and foundation cracks and openings shall be sealed as soon as possible, to control exposure to radon.
6. Water-damaged ceiling tiles, carpet, and other building materials shall be removed as soon as practicable.
7. Plain water or soap and water shall be used as cleaning agents; aerosols, including air fresheners, shall be avoided.
8. Pest control measures shall involve the use of integrated pest management procedures (IPM).

Lead Exposure Reduction

The following steps shall be taken to minimize potential exposure to lead:

1. Painted surfaces shall be kept intact whenever possible. To minimize lead dust during maintenance operations, a tarp or plastic shall be placed under paint removal operations to collect old paint debris, ~~paint shall be dampened before removing it with a scraper~~, nearby surfaces shall be cleaned with a wet mop or cloth after the job is

completed, ~~a High Efficiency Particulate Air (HEPA) attachment may be used on power sanders,~~ and clean-up may be conducted with HEPA vacuums to remove lead dust. An open flame shall not be used to remove old paint.

2. Soil with high lead content may be covered with grass, other plantings, concrete or asphalt. Children's access to bare soil shall be limited.
3. When drinking water is found to have unacceptable levels of lead, water outlets shall be flushed daily for at least 30 seconds prior to use. The CEO or designee also may reduce lead concentrations in the source water, install a corrosion control device at the ~~school's~~ LCER's point of entry, or provide bottled water as appropriate.
4. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment dust within the construction area.
5. The CEO or designee may provide parents/guardians and students with information about the prevention of lead poisoning.
6. Remedial action to abate existing lead hazards shall be taken only by personnel qualified in accordance with law.

Asbestos Testing and Abatement

Maintenance staff shall be trained in the location, identification, proper cleaning and ongoing maintenance of asbestos-containing materials and in the removal and decontamination of small amounts of such materials when needed to repair pipes or perform similar duties. Extensive asbestos abatement work shall be completed by state-certified asbestos abatement contractors in compliance with state and federal standards.

The LCER's complete, updated management plan for material containing asbestos in ~~school~~ LCER buildings shall be available for inspection in LCER offices district and school offices during normal business hours. ~~Parent, teacher and employee organizations shall annually be informed of the availability of this plan.~~

Other Environmental Safety Precautions

~~Principals~~ The Facilities Director or their designees shall enforce ~~school~~ LCER rules designed to:

1. Prevent the accumulation of flammable, noxious or otherwise dangerous materials unless adequate safeguards are provided
2. Keep all ~~school~~ LCER facilities free of debris
3. Keep walkways at all times open to pedestrian traffic and clear of obstructions

Lewis Center for Educational Research

BP 37515: ~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~FACILITIES
SECURITY

Adopted: June 5, 2003

Revised: December 12, 2016

The Lewis Center for Educational Research (LCER) Foundation Board is committed to maintaining the security of ~~the schools, offices and school~~ LCER facilities and grounds. The President/CEO or designee shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain records ~~and funds~~ in a safe place.
5. Maintain cash and checks in a locked location or safe. All funds are to be deposited in a timely manner.
65. Protect against vandalism and burglary.
76. Assign responsibility for use of ~~school~~LCER building keys through the Facilities Department.
87. Maintain locked buildings during non-business hours.
98. Secure outdoor areas and reduce the number of entrances which give access to ~~the schools~~LCER facilities and grounds, such as by means of fencing or landscaping.
10. Regularly monitor ~~school~~LCER campuses via surveillance cameras.
11. Provide security during non-business hours, as needed, to protect ~~school~~LCER property.

Lewis Center for Educational Research

AR 37515: ~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~FACILITIES
SECURITY INCIDENTS & KEY CONTROL

Adopted: June 5, 2003

Revised: December 12, 2016

Security

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

Keys

All keys used ~~in a school shall be the responsibility of the principal~~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.

The Director of Facilities shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned. 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, ~~air conditioning, heat, appliances etc.~~ 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 ~~school~~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 ~~principal~~Director of Facilities immediately ~~and shall pay for a duplicate key. Duplicate keys may be obtained only through Administration.~~

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

Lewis Center for Educational Research

**BP 9100: BOARD BYLAWS
BOARD VACANCIES**

Adopted: September 12, 2016

Revised: December 12, 2016

Persons wishing to serve on the Lewis Center for Educational Research Board of Directors (“Board”) will be asked to fulfill the role of:

Governor - fulfilling governance functions
Ambassador – Reaching out to the community
Sponsor – Giving time and raising money
Consultant – Using skills and expertise on behalf of the organization

When a vacancy occurs on the Board ~~of Directors~~, the Chairman of the Board will appoint a Nominating Committee consisting of two members of the Board and the President/CEO (“CEO”), one of which will be the committee chair. The Nominating Committee will determine if there are any specific qualifications for the vacant position that are in need, and a solicitation for candidates will be made. Key skill sets for the Board include current parent of a student, finance, instructional/ academic leadership, program evaluation, legal, fundraising, policy/political experience, community knowledge, and real estate/facilities.

Persons wanting to apply for the open position will submit a letter of intent along with a resume to the ~~President/CEO~~. The names of the candidates will be submitted to the Board ~~of Directors~~ for initial review. Any Director who has reason to believe that one of the applicants should be precluded from serving on the Board, for any reason, shall bring those concerns to the Nominating Committee chair. If in the opinion of the Nominating Committee the concerns appear to disqualify the candidate, a determination will be made as to the disposition of the application.

The President/CEO Nominating Committee will screen and orally interview the selected candidate(s) and bring forward a recommendation for approval to the Board at the next regularly scheduled meeting.

Lewis Center for Educational Research

**BP 9110: BOARD BYLAWS
TERMS AND OFFICERS**

Adopted: September 12, 2016

Revised: December 12, 2016

Terms

Directors on the Lewis Center for Educational Research Board (“Board”) shall be elected for a term of three (3) years at the annual meeting in accordance with the Bylaws.

The Chairman of the Board will appoint a Nominating Committee consisting of two members of the Board and the President/CEO (“CEO”), one of which will be the committee chair. The Committee will meet at least 2 months prior to the annual meeting to review those Directors whose term is up for renewal. They will discuss with each Director if they wish to renew their term, take a leave of absence with a designated period of time, or resign from the Board. Board members who resign in good standing may, after one year, reapply to fill an open vacancy on the Board.

The committee will bring forward recommendations for renewal of terms to the Board at the annual meeting.

Officers

A Chairman of the Board, Vice Chairman, Secretary and Treasurer shall be elected **annually at the annual meeting** from among the members of the Board in accordance with the Bylaws. The Treasurer is the Chairperson of the Finance Committee as per the bylaws.

The Chairman of the Board will appoint a Nominating Committee consisting of two members of the Board and the ~~President~~/CEO, one of which will be the committee chair. The Committee will meet at least 2 months prior to the annual meeting to discuss nominations of the four (4) officer positions. They will discuss with each current officer if they wish to be considered a nominee for their current office. They will also ask Board members if they wish to be considered a nominee for one of the officer positions.

The committee will bring forward nominees for election to the Board at the annual meeting.

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

**BP 9270: BOARD BYLAWS
CONFLICT OF INTEREST**

Adopted: February 7, 2002

Revised: December 12, 2016

The ~~Foundation Board members~~Lewis Center for Educational Research Board (“Board”) members and designated employees shall not engage in any employment or activity which is inconsistent with, or incompatible with the board member’s duties as an officer of the school.

Political Reform Act

Public officials of the Lewis Center for Educational Research (“~~Lewis Center~~LCER”) shall comply with the requirements of the Political Reform Act of 1974 as set forth in Government Code 81000 et seq. which is incorporated herein by reference. “Public officials” includes every member, officer, employee or consultant as defined, that makes, or is involved in making, governmental decisions.

The ~~Governing Board of the Lewis Center~~Board has adopted and shall maintain a Conflict of Interest Code pursuant to the requirements of the Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), which Code is attached as Appendix ~~1-A~~ and incorporated herein by reference. The Conflict of Interest Code sets forth the required provisions for the disclosure of assets and income of designated employees, the disqualification of designated employees from acting where a conflict of interests exists, the list of designated employees subject to the disclosure provisions of the Code, and the list of disclosure categories specifying the types of assets and income required to be disclosed by each of the designated employees. The requirements of the Conflict of Interest Code have the force and effect of law. All officers and employees are directed to refer to the Lewis Center’s Conflict of Interest Code for these specific requirements.

If a board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code 87103, and as set forth in the Conflict of Interest Code attached as Appendix ~~1-A~~, the board member must refrain from making, or participate in making, any governmental decision in which he or she has the financial interest.

Financial Interest in Contracts

A board member, officer, or employee shall not make a contract in which he or she is financially interested. Any participation by a board member, officer, or employee in the process by which such a contract is developed, negotiated and executed is a violation of section 1090. A board member is conclusively presumed to have made any contract executed by the ~~board~~Board or an agency under its jurisdiction, even if the board member has disqualified himself or herself from any and all participation in the making of the contract. (Government Code 1090)

Non-Interests. A board member shall not be deemed to be financially interested in a contract if his/her interest is including, but not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty.
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the Board.
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public school of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which event his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091.
4. That of a spouse of an officer or employee of a public agency if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment.
5. That of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records.
6. That of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the Board or to which the Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records.
7. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agency, or real estate broker if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm.
8. In addition, a board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a

procedure established by law -if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

Remote Interests. A board member~~s~~ shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interests is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or discuss the matter or attempt to influence any other board members to enter into the contract. Remote interests include the following: (Government Code 1091)

1. That of an officer or employee of a nonprofit corporation in the contracts, purchases, and sales of the corporation.
2. That of an employee or agent of a private contracting party in its contracts when (1) the private party has 10 or more other employees and (2) the official/employee has been an employee or agent of that party for at least three years.
3. That of a parent in the earnings of his or her minor child for personal services.
4. That of a landlord or tenant of a contracting party in the contracts of that party.
5. That of an attorney of a contracting party or (2) an owner officer, employee, or agent of a firm which renders or has rendered service to the contracting party in the capacity of stockbroker, insurance agent/broker, or real estate agent/broker, under specified conditions set forth in Government Code 1091(b)(6)
6. That of an official in a party that seeks to contract with the official's governmental agency when the official has been a supplier of goods or services to the contracting party for at least five years prior to the official's election or appointment to office.
7. That of an official who is a director, or holds a 10 percent interest or greater in a bank or savings and loan in the contracts of parties who are depositors or borrowers at the official's institution.
8. That of an engineer, geologist, or architect in a consulting, engineering, or architectural firm if he or she does not serve as an officer, director, or in a primary management capacity.

Gifts

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law and set forth in the Code attached as Appendix ~~A~~. (Government Code 89503)

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law, and set forth in the Code attached as Appendix 1, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. (Government Code 89503)

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the above limitations. A gift of travel does not include travel provided by the Lewis Center for board members and designated employees or travel otherwise falling within the exceptions in Government Code 89506. (Government Code 89506)

Honoraria

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering. (Government Code 89501, 89502)

Designated employees shall not accept any honorarium which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. (Government Code 89502)

The term “honorarium” does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the school for donation into the general fund without being claimed as a deduction from income for tax purposes.

Incompatible Offices

No board member shall simultaneously occupy another public office where there exists a potential conflict or overlap in the functions or responsibilities of the two offices. To determine whether there is an incompatibility of public offices, the following issues should be addressed: (1) Whether there is a potential for a significant clash of duties or loyalties between the officers; (2) whether considerations of public policy make it improper for one person to hold both offices; and (3) whether either officer exercises a supervisory, auditory, appointive, or removal power over the other.

APPENDIX 1

**CONFLICT OF INTERESTS CODE
OF THE
LEWIS CENTER FOR EDUCATIONAL RESEARCH
Pursuant to the Political Reform Act of 1974**

Appendix A

**CONFLICT OF INTEREST CODE
OF THE
LEWIS CENTER
FOR EDUCATIONAL RESEARCH**

CONFLICT OF INTEREST CODE FOR THE LEWIS CENTER FOR EDUCATIONAL RESEARCH

(Amended September 12, 2016)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Lewis Center For Educational Research** (the "Center").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **President/CEO Executive Assistant** as the Center's Filing Officer. The **President/CEO Executive Assistant** shall make and retain a copy of all statements filed by Members of the Board of Directors and the President, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Bernardino. The **President/CEO Executive Assistant** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE OF THE LEWIS CENTER FOR EDUCATIONAL RESEARCH

(Amended September 12, 2016)

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Center Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the Center's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board of Directors

President/CEO

Director, Financial Officer

Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

| <u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u> |
|--|---|
| Bridge Coordinator | 5, 6 |
| Director, Facilities | 4 |
| Director, Information Technology | 5 |
| General Counsel | 1, 2 |
| Athletics Director | 5 |
| Principal (ALL) | 5 |
| Psychologist, Director, Special Needs | 5 |
| Consultants and New Positions ² | |

² Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The President may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Center.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Center.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Center.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Center.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Center.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Center or its subdivisions.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

Lewis Center for Educational Research

**BP 9311: BOARD BYLAWS
BOARD POLICIES**

Adopted: June 5, 2003

Revised: ~~June 13, 2016~~ December 12, 2016

~~Foundation~~ Lewis Center for Educational Research Board (“Board”) policies are written statements adopted by the Board which communicate the guidelines within which the President/CEO (“CEO”) or designee and staff may take discretionary action.

The Lewis Center for Educational Research (“LCER”) will comply with all policies formally adopted by the ~~Foundation~~ Board. Its charter schools will comply with all requirements of the Charter Schools Act of 1992 and those set forth in their Charter. By law, the schools are generally exempt from the laws and policies governing school districts unless those laws and policies are expressly adopted by the ~~Foundation~~ Board, specifically stated in California Education Code or in Federal Law.

The ~~President~~/CEO or designee shall present drafts or suggestions for new policy and policy revisions when changes in law occur and when specific needs arise.

The adoption of policy shall conform with Board bylaws governing agendas, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

When policies are amended, the ~~President~~/CEO or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

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

BP 9502: BOARD BYLAWS
ACQUISITION OF PROPERTY

Adopted: November 9, 2006

Revised: December 12, 2016

1. PURPOSE

The primary reason for the ~~High Desert "Partnership in Academic Excellence" Foundation, Inc.~~Lewis Center Foundation ("Foundation") to seek and obtain donated property is to raise money for the benefit of the Foundation. Such property may be sold, traded, or retained for investment. If the donated property may be used for purposes by the Foundation, it may be retained.

2. POLICY / PROCEDURE

2.1 RIGHT OF REFUSAL: The Foundation reserves the right to make the appropriate judgment whether or not to accept the donation.

2.2 RIGHT OF REJECTION/RETURN: The Foundation reserves the right, for a period of 90 days after acceptance of personal property or a period of one year after acceptance of real or mixed property, to reject and return any donation which, in the reasonable judgment of the Foundation, created an actual or potential liability to the Foundation. Upon exercising said right the Foundation shall return title and possession of the contributed asset to the donor.

2.3 CONFLICT OF INTEREST: Any member of the Foundation or the Lewis Center for Educational Research Board ("Board") shall have no vested interest in any transaction that could result in personal gain unless the conflict is fully disclosed and approved by the Board ~~of Directors~~.

2.4 GIFT VALUATION: Value of Gifts, other than Real Estate, will be determined by the donor. The Foundation will not value gifts.

2.5 GUIDELINES FOR REAL PROPERTY:

2.5.1 Selection of a broker is at the discretion of the ~~Fundraising Committee~~Foundation.

2.5.2 Property will be accepted ~~only generally~~ when there is high probability that it would be sold at its established value within one year, but may be accepted if the property could be put to use by the Lewis Center for

Educational Research. Prior to the acceptance of property, the following must occur.

- preliminary title report must be complete showing no major clouds upon the title to the property,
- an independent appraisal by a qualified licensed real estate appraiser shall be obtained by the donor to ascertain the current value or, in the case of property with a probable value of more than \$5,000 (payable by the donor, unless waived by the Fundraising CommitteeFoundation),
- a physical inspection of the property will be made by the Fundraising CommitteeFoundation

2.5.3 Cash sales are preferred. In any case, the anticipated immediate proceeds from the sale of offered property must substantially exceed the Foundation's related costs.

2.5.4 Prior to acquisition, taxes and other encumbrances (e.g. improvement district bonds) shall be paid current (unless waived by the Fundraising CommitteeFoundation).

2.5.5 Properties with liens (e.g. trust deeds) will require special analysis before acceptance to determine cash flow and net equity after projected costs. Such offers must be reviewed on a case-by-case basis.

Lewis Center for Educational Research
Academy for Academic Excellence

BP 9503: BOARD BYLAWS
ENDOWMENT: ESTABLISHMENT/MAINTENANCE

Adopted: November 9, 2006

Revised: December 12, 2016

1. PURPOSE:

An Endowment Fund is created to provide income on an on-going basis to meet a continuing need. Typically only the income (or a portion thereof) is used for operating purposes to which it is designated and the principle is invested in keeping with the donor's wishes and/or the High Desert "Partnership in Academic Excellence" Foundation, Inc.'s Lewis Center for Educational Research Board's ("Board") Investment Policy.

The High Desert "Partnership in Academic Excellence" Lewis Center Foundation ("Foundation"), Inc. maintains endowment funds for the benefit of the Foundation. This policy is designed to provide guidance in the establishment and maintenance of these funds.

2. POLICY/PROCEDURE:

Establishing an Endowment: As the purpose of an endowed fund is to provide regular benefit in perpetuity, this requires preservation of the principle (corpus). Income from the fund, ~~less costs associated with managing the fund, are~~ is available for support of the endowment's designated purpose. ~~Unless otherwise agreed, administrative costs will be applied to the earnings of the fund as indicated in the High Desert "Partnership in Academic Excellence" Foundation, Inc. Administrative Cost Recovery policy. In order to meet this standard, the High Desert "Partnership in Academic Excellence" Foundation, Inc. The Foundation~~ requires a minimum of \$10,000 and acceptance by the Foundation ~~Board of Directors/Fundraising Committee~~ for a fund to be endowed.

Types of Endowed Funds: Endowments may originate from a donor's request or be established at the direction of the Foundation ~~Board of Directors~~.

Donor Designated Endowment Funds: The Foundation is required by law to follow restrictions placed on gifts by donors. Those donors who, during their lifetimes, wish to create an endowment fund will be asked to review this policy and acknowledge acceptance of its provisions prior to Board-Foundation acceptance. In the event the donor's wishes do not coincide with this policy, the Foundation ~~Board of Directors~~ may at its discretion still establish the endowed fund. When through a Will or Trust, an endowment fund is created after the death of the donor, if the provisions of the Will

contradict ~~with~~ this policy, the donor's stated wishes must take precedence if the Foundation ~~Board~~ agrees to accept the gift.

Board Designated Endowment Funds: These funds are created by an action of the Foundation ~~Board of Directors~~ utilizing otherwise unrestricted assets of the Foundation. This policy will be followed with all ~~Board-Foundation~~ created endowments. The ~~board-Foundation~~ may create endowment funds for any specific purpose of the Foundation listed in the Foundation's ~~Articles of Incorporation and~~ Bylaws. The ~~Board-Foundation~~ may also create an unrestricted endowment fund, the income from which may be used for any purpose the ~~Board-Foundation~~ chooses to designate.

—Building to Endowed Status: As a general practice, the Foundation will retain all earnings within the fund until it reaches the minimum principle amount. During this time of “growth to endowed status” the earnings will be used to build the corpus ~~and~~
—~~pay costs associated with the administration and development of the fund.~~

The Foundation desires that all donors building endowed funds make continuous contributions, at least annually, until the minimum balance is achieved, and requires that the fund reach the minimum \$10,000 threshold within five years. Unrealized endowment funds deposited in an endowment growth program must be used for the benefit of the Foundation and can be disbursed at the discretion of the Foundation in one of the following ways.

- The fund balance can become part of the Foundation's general fund for distribution at the discretion of the Foundation's ~~Board of Directors~~ to meet emerging needs of the Foundation.
- The fund balance can become part of another named endowment fund already established within the Foundation.
- The fund balance can be disbursed for student scholarships in equal amounts over five years. If this option is selected a scholarship criteria form will be completed by the donor at the time the endowment growth program is started.

Invasion of the Corpus: The principle (corpus) of donor created endowment funds may not be invaded for any purpose unless specifically authorized in writing by the donor. ~~Board-Foundation~~ created endowment funds may not be invaded for any purpose unless specifically authorized by the Foundation ~~Board of Directors~~.

2.5 Investment of Endowment Funds: The investment of Endowment Funds will be managed by the ~~Fundraising Committee~~ ~~Foundation~~ in accordance with the ~~Foundation's Board's~~ Investment Policy.

2.5.1. Identification of Investments: The principle (corpus) of endowed funds will be properly invested within 30 days of acceptance. The Foundation will maintain a record of the investments associated with each endowment in order to clearly identify the fund growth.

2.6.Unnecessary Endowments: Endowments established for purposes that are no longer needed may be changed only upon one of the following:

2.6.1. If the donor grants permission in writing.

2.6.2. If the donor is deceased, the ~~Board of Directors~~Foundation may authorize a change that reflects to the greatest extent possible, the donor's original intent.

2.6.3. ~~Board~~Foundation created endowments for which the purpose is not longer needed, may be changed taking into account the wishes of anyone who contributed to the fund, so as to keep the purpose as close to the original as possible while making sure the funds are used to meet a critical need.

2.6.4. Should a ~~Board~~Foundation created endowment fund become so large as to provide an excess of funds needed for the stated purpose, the ~~Board~~Foundation may elect to transfer the unneeded portion to another fund with a purpose as similar as possible to the original.

~~High Desert "Partnership in Academic Excellence" Lewis Center Foundation, Inc.~~
Agreement to Establish an Endowed Fund

This agreement between the ~~High Desert "Partnership in Academic Excellence" Foundation, Inc. Lewis Center Foundation~~ (hereinafter referred to as the "Foundation") and _____ (hereinafter referred to as "Donor") establishes the Endowment Fund (hereinafter referred to as "Fund") and sets forth the conditions and guidelines that govern it.

I. The primary purpose of the Fund shall be to _____

If the Fund is for scholarship purposes a ~~s~~Scholarship ~~e~~Criteria ~~f~~Form must be attached.

II. The corpus of the Fund shall be set at a minimum of \$_____ which shall be deposited in total with the Foundation on or before subsequent deposits to the Fund shall increase the corpus by the amount of the deposit.

III. The donor agrees with all provisions set forth in the ~~Foundation's Lewis Center for Educational Research Board's~~ Endowment Policy.

IV. Once fully established, the corpus of the Fund shall not be invaded for any purpose unless written notice from the Donor is attached to this agreement. Earnings and growth in the fund shall be expended for the purpose(s) stated above in the best judgment of the Foundation Board of Directors who have been entrusted to administer the Fund. (Initial here if attachment exists _____ .)

V. No disbursements from the Fund shall be made until one full year after the Foundation has received the minimum corpus amount. This will allow one year's interest to accrue to the Fund.

VI. The ~~Board of Directors of the High Desert "Partnership in Academic Excellence" Foundation, Inc. Lewis Center Foundation~~ shall administer and/or invest and distribute earnings from this Fund in the manner that best serves the intent of the trust and shall have the power to modify any restriction or condition on the distribution of the funds, if in the judgment of the ~~Board~~Foundation, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable and educational needs of the Foundation. However, should such a situation ever exist, the Fund shall remain intact.

VII. All charitable distribution from the Fund shall be identified to the beneficiary as coming from the Fund as named above. The Foundation shall appropriately memorialize the fund in its annual report and/or other similar publications.

VIII. ~~Administrative assessments for managing the fund shall be governed by the High Desert "Partnership in Academic Excellence" Foundation, Inc. Administrative~~

~~Cost Recovery policy, unless otherwise agreed by both parties in writing. (Initial here if attachment exists _____.)~~

IX. Any communication regarding the Fund shall be directed to:

FOR THE DONOR:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

FOR THE FOUNDATION:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

Agreed and signed:

For the Donor: _____

Signed: _____ Date: _____

For the Foundation: _____

Signed: _____ Date: _____

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

BP 9504: BOARD BYLAWS
INTERFUND PAYABLES & RECEIVABLES

Adopted: November 9, 2006

Revised: December 12, 2016

1. PURPOSE

- 1.1. Purpose: To establish protocol for handling interfund payables and receivables.
- 1.2. Scope: All interfund payables and receivables.

2. POLICY / PROCEDURE

From time to time, there may exist cash deficits in any particular fund. As such it may be necessary for one fund to temporarily transfer cash from another fund. In order to maintain the accounting integrity of each fund, an interfund payable/receivable will be established for each such borrowing. In the event that an interfund transaction is required, the ~~Fundraising committee~~Lewis Center Foundation (“Foundation”) is responsible for assessing the necessity of the payable/receivable as well as determining the plan of correction to eliminate the interfund transaction.

- 2.1 As it becomes apparent through the monthly closing of the Foundation’s books that an interfund receivable / payable is required to balance the funds, the Foundation’s accounting staff will record the necessary journal entries to establish the receivable/payable.
- 2.2 The ~~Fundraising Committee~~Foundation will validate the necessity of the payable/receivable.
- 2.3 Should the ~~Committee~~Foundation determine that the interfund payable/receivable cannot be remedied within a reasonable time-frame, then the interfund accounting will need to be reviewed by the ~~Foundation~~Board of Directors.
- 2.4 Only non-restricted funds may be used for interfund transactions.

Lewis Center for Educational Research
Academy for Academic Excellence

BP 9505: BOARD BYLAWS
INVESTMENT

Adopted: November 9, 2006

Revised: December 12, 2016

1. PURPOSE:

The ~~High Desert "Partnership in Academic Excellence" Foundation, Inc.~~ Lewis Center for Educational Research Board ("Board") Investment Policy is designed to set forth basic guidelines and parameters for the prudent management of cash and assets readily convertible to cash.

2. POLICY / PROCEDURE:

2.1 FUNDS MANAGEMENT: Funds will be managed in a manner that is consistent with any restriction or designations that have been specified by the donor to the extent that restrictions are legal and permissible. Unrestricted funds will be managed as determined by the ~~Fundraising Committee~~ Lewis Center for Educational Research ("LCER") and/or Lewis Center Foundation ("Foundation") in accordance with this policy.

2.2 INVESTMENT OBJECTIVES: The Investment objectives are as follows:

- a. maintain sufficient liquidity to provide for the funding needs of the ~~foundation~~ LCER and/or Foundation
- b. preservation of capital
- c. attain reasonable and dependable income from investments
- d. opportunity for capital appreciation

2.3 PERMITTED INVESTMENTS: LCER and/or Foundation funds will be invested according to State and Federal Regulations and Accounting Principles.

2.4 AUTHORIZED INSTITUTIONS: The LCER and Foundation will conduct investment and banking transactions through securities dealers who are members of Securities Investor Protection Corporation and the National Association of Securities Dealers. The financial institutions must be insured by the FDIC or the NCIF, with preference given to financial institutions located in the High Desert.

2.5 MAXIMUM INVESTMENT AMOUNT: The maximum amount to be invested in any one investment is \$100,000. This limitation does not apply to amount that may be received and temporarily deposited in one or more of the selected large banks prior to distribution for investment purposes.

MATURITIES: Any debt instruments in the investment portfolio should be structured so that they mature based on the Foundation's funding needs in the ensuing year.

EXECUTION/AUTHORIZATION: Investment transactions will be executed/ authorized by two members of the ~~Fundraising Committee~~LCER and/or Foundation.

EXCEPTION: Deviations from the foregoing provisions for special circumstances may be authorized from time to time upon approval of the ~~Fundraising Committee~~LCER and/or Foundation and ratified by the ~~Foundation~~ Board. Such deviation shall be recorded and included as an addendum to the Investment Policy.

Lewis Center for Educational Research

BP 6191 INSTRUCTION 9TH GRADE MATHEMATICS PLACEMENT

Adopted: 12/12/2016

Revised:

Findings and Declaration of Purpose:

The Lewis Center for Educational Research Board (“Board”) recognizes that student achievement in mathematics is critical for preparing students for college and career, especially in science, technology, engineering and mathematics (STEM). A student’s 9th grade mathematics placement, in particular, is crucial to ensuring future educational success.

The Board, in compliance with California Education Code Section 51224.7, affirms that a fair, objective and transparent mathematics placement protocol that strictly limits the use of subjective criteria in placement decisions will result in an appropriate 9th grade mathematics student placement and will prevent mathematics misplacement.

Pursuant to California Education Code Section 260, the Board has the primary responsibility for ensuring that its schools’ programs and activities are free from discrimination based upon enumerated characteristics, including race and ethnicity. Because the Board is responsible for ensuring that all students, regardless of race or ethnic background, receive an equal chance to advance in mathematics, the Board desires to ensure that its schools implement a fair, objective and transparent mathematics placement protocol.

The Board therefore directs school administration staff to create, implement, and monitor a mathematics placement protocol that includes the following elements:

Reliance On Objective Determinations

Mathematics placement of 9th graders shall be based on objective measures. These measures may include:

- Norm referenced tests, such as STAR Mathematics
- Standardized State test scores
- Student grades that reflect comprehension and mastery of the subject matter, from both semesters of the 6th and 7th grade year and the first semester of the 8th grade year
- Other objective indicators of student performance and proficiency in mathematics

Additional Determinations:

For students whose appropriate placement approaches grade level proficiency, but is not

yet demonstrated mastery, these additional measures may be considered through a standardized teacher recommendation rubric:

- Work habits
- Growth over time
- Alternative demonstration of mastery in the classroom

Limitation On the Use of Subjective Placement Measures

Subjective measures, such as placement recommendations, may not be considered in determining 9th grade mathematics placement. However, recognizing that teachers and counselors are often aware of students' talents and abilities that are not reflected in objective data, an exception to this prohibition may be made to advance a student to a higher mathematics class than objective data indicates.

Timing of Mathematics Placement Decisions and Parent/Student Notification

Placement decisions shall be made according to a timeline that allows for maximum use of current objective measures. Placement decisions shall be communicated in writing to parents/students prior to the start of the school year; shall include the school's mathematics placement protocol; and shall indicate the objective factors that resulted in the student's 9th grade placement. Notices of placement decisions shall also include a recourse plan developed by the school, for any parents/students who may be dissatisfied with a student's mathematics placement.

Implementation, Monitoring, And Accountability

School staff involved in placement decisions shall be properly trained on the protocol and its use. The protocol shall also include steps for ensuring that it is being followed in practice, including provisions for checking that each student is properly placed according to the protocol within the first month of the school year. Any student found to be misplaced shall be promptly placed in the correct mathematics course.

Board Approval and Review

School administration shall report to the school board committee on a regular basis while the placement protocol is being developed. When the protocol is finalized, school staff shall return to the Board to seek approval of the protocol. Once approved, the protocol shall be prominently posted on the school's website and shall be made readily accessible to parents/students and administrators.

**Lewis Center for Educational Research Board
Finance Committee Job Description**

ROLE STATEMENT: The Finance Committee ("Committee") is established in the bylaws of the High Desert "Partnership in Academic Excellence" Foundation, Inc. ("Foundation"). ~~The Finance Committee ("Committee") meets quarterly and as needed, to discuss~~ and advises the Lewis Center for Educational Research Board of Directors ("LCER Board") on matters relating to adoption of the budget and other financial matters as needed.

COMPOSITION: The Committee consists of at least five members, all of whom are members of the LCER Board.

~~**CAPACITY OF COMMITTEE MEMBERS:** Members of the LCER Board who have an interest in and understanding of budget and finance matters.~~

QUALIFICATIONS: Committee members ~~must~~ be an active member of the LCER Board and have an interest in and understanding of budget and finance matters.

COMMITTEE DUTIES:

1. Develop a working knowledge of charter school finance and non-profit rules and regulations.
2. Make recommendations to the LCER Board for the adoption of the annual budget and revisions as necessary.
3. Make recommendations to the LCER Board regarding significant financial transactions of \$50,000 or more, including vendor and consultant contracts, as well as assure that all pertinent Board Policies and the Public Contract Code are followed.
4. Review and recommend to the President/CEO and the LCER Board grant proposals of \$50,000 or more, or that would create obligations or restrictions to the LCER.
5. Review and recommend to the LCER Board, Finance and Business Policies.

DUTIES OF OFFICERS DUTIES:

1. Chairman:
 - a. Shall call and preside at Committee meetings and meet with the Director of Finance to prepare agenda items.
 - b. Shall report ~~to the LCER Board~~ all actions taken during Committee meetings to the LCER Board.

Appointment and Tenure ~~APPOINTMENT:~~

1. The Chairman of the LCER Board shall appoint all members to the Committee. The Chairman of the LCER Board may remove any committee members whenever in his/ or her judgment ~~of~~ such removal serves the best interest of the LCER Board Corporation.
- ~~2. Committee members are appointed for a term of 3 years; at which time they may be appointed again or removed by the Chairman of the LCER Board.~~

3.2. The LCER Board Treasurer is the Committee Chairman as established in the bylaws. ~~The Committee Chairman shall preside at all meetings of the appointed Committee.~~ The LCER Board, with or without cause or prior notice, may remove the Committee Chairman from office at any time.

~~**REPORTS TO:** The LCER Board through the Committee Chairman.~~

LIMITS OF AUTHORITY: All actions of the Finance Committee are considered recommendations to the LCER Board.

REPORTS TO: The LCER Board through the Committee Chairman.

FREQUENCY OF MEETINGS: Committee meetings ~~will be held~~are quarterly, or as needed, and in accordance with the Brown Act.

STAFF SUPPORT TO THE COMMITTEE: The President/CEO and Director of Finance provide staff assistance to the Committee. The Director of Finance shall prepare the agenda and supporting documentation, and record and distribute minutes, ~~agendas and Committee packets~~ of the meetings. Copies are sent to all committee members, members of the Lewis Center Executive Team and the Chairman of the LCER Board.

**Lewis Center for Educational Research Board
Personnel Committee Job Description**

ROLE STATEMENT: ~~The Personnel Committee ("Committee") Pursuant to the~~ established in the bylaws of the High Desert "Partnership in Academic Excellence" Foundation, Inc.; ~~("Foundation") the Personnel Committee ("Committee") meets quarterly and as needed to discuss~~ and advises the Lewis Center's for Educational Research Board of Directors ("LCER Board") on matters relating to personnel policies and procedures, labor relations, employee relations, staffing and organizational structure.

COMPOSITION: The Committee consists of at least five members, all of whom are members of the LCER Board.

~~**CAPACITY OF COMMITTEE MEMBERS:** Member of the LCER Board who have an interest/understanding of personnel and human resources matters.~~

QUALIFICATIONS: Committee members ~~M~~ must be an active member of the LCER Board and have an interest/understanding of personnel and human resources matters.

COMMITTEE DUTIES:

1. Make recommendations to the LCER Board for the organizational structure and staffing levels of departments.
2. Review issues related to personnel (ex: issues involving disciplinary action, litigation, terminations, etc.) as requested by the President/CEO and Human Resources Director and recommend appropriate action or referral to the LCER Board when needed.
3. Serve as a resource to the President/CEO and Human Resources Director with issues relating to the Lewis Center's affirmative action/equal opportunity responsibilities, ADA compliance, FMLA, Ed Code Compliance, worker's compensation, UI, etc.
4. Evaluate and negotiate a contract with ~~CEO/~~President/CEO as well as establish goals and objectives, according to established policies and procedures.
5. Serve as a resource to the President/CEO and Human Resources Director in reviewing policies of the Lewis Center.
6. Review procedures of personnel committee.

~~**LIMITS OF AUTHORITY:** All actions of the Personnel Committee are considered recommendations to the LCER Board.~~

DUTIES OF OFFICER DUTIES:

1. ~~Chairperson~~Chairman:
 - a). Shall call and preside at Committee meetings and meet with the Director of Human Resources to prepare agenda items.
 - b). Shall report ~~to LCER Board~~ all actions taken during Committee meetings to the LCER Board.

~~**Appointment and Tenure**~~**APPOINTMENT:**

1. The Chairman of the LCER Board shall appoint the Chairman and all members to

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

- ~~2. Committee members are appointed for a term of 3 years; at which time they may be appointed again or removed by the Chairman of the LCER Board.~~
- ~~3. The Committee Chairman shall be appointed by the Chairman of the LCER Board. The Committee chairman shall preside at all meetings of the appointed Committee. The Chairman of the LCER Board may remove the Committee Chairman from office at any time, with or without cause or prior notice.~~

LIMITS OF AUTHORITY: All actions of the Personnel Committee are considered recommendations to the LCER Board.

REPORTS TO: The LCER Board through the Committee Chairman.

FREQUENCY OF MEETINGS: Committee meetings ~~will be held~~are quarterly, or ~~times of as needed~~as needed, and in accordance with the Brown Act.

STAFF SUPPORT TO THE COMMITTEE: The President/CEO and Human Resources Director provide staff assistance to the Committee. The Human Resources Director shall prepare the agenda and supporting documentation, and record and distribute minutes of the meetings. Copies are sent to all committee members, members of the Lewis Center's ~~senior management team~~Executive Team and Chairman of the LCER Board.

**Lewis Center for Educational Research Board
Fundraising Committee Job Description
(Lewis Center Foundation)**

ROLE STATEMENT: The Fundraising Committee is established in the bylaws of the High Desert “Partnership in Academic Excellence” Foundation, Inc. (~~“Foundation”~~) and is known as the Lewis Center Foundation (“Foundation”). The ~~fundraising committee’s~~ Foundation’s role is to support the mission of the Lewis Center for Educational Research (LCER) and to provide supplemental financial support to the LCER and any and all schools and programs it operates. ~~to raise money for scholarships and academic pursuits and opportunities. The committee plans and implements the Foundation’s annual fundraising event.~~

COMPOSITION: The ~~committee~~ Foundation consists of no more than 15 interested members, up to 3 of whom may be the LCER’s Lewis Center for Educational Research Board of Directors (“LCER Board”) members appointed by the LCER Board Chairman, and one high school student from each high school. The remainder will be parent and community members representing the schools and communities served by the LCER. ~~and community volunteers. The Chair of the Committee is always a member of the LCER Board.~~

~~QUALIFICATIONS OF COMMITTEE MEMBERS:~~ Foundation M ~~members of the LCER Board and community volunteers who~~ must have an interest in raising funds supplemental financial support and organizing events for the LCER and its schools any and all schools and programs it operates.

COMMITTEE RESPONSIBILITIES FOUNDATION DUTIES:

- Actively participate in fund development
- Plan, and implement, and evaluate fundraising events and strategies
- Recommend potential new fundraising events and strategies
- Solicit funds from previous donors and sponsors for fundraising events
- Identify potential new donors and sponsors
- ~~Participate in planning and evaluation of events~~
- ~~Recommend potential new events~~
- ~~Gain support for events from members of the LCER Board of Directors~~
- ~~Encourage attendance and personal participation from all members of the LCER Board of Directors~~
- Communicate events and strategies to stakeholders
- Advise school staff members of possible school-specific fundraising strategies

OFFICER DUTIES:

1. Chair:

- a. Shall call and preside at Foundation meetings and meet with the President/CEO to prepare agenda items.
- b. Shall report all actions taken during Foundation meetings at the LCER Board meetings.
- c. Shall act as a liaison between the Foundation and the LCER Board.

- d. Shall coordinate the work of volunteers and staff and receive regular reports on the progress of their work.
2. Vice Chair:
 - a. Shall, in the absence of the Chair, carry on all duties of the Chair.

APPOINTMENT/ELECTION:

1. Except for ex officio members, the Foundation shall elect members to a three-year term.
2. The Chairman of the LCER Board may appoint up to 3 LCER Board Members to the Foundation Board.
3. The ASB of each high school shall nominate one high school student, subject the approval of the Principal.
4. The Foundation may remove any members whenever such removal serves the best interest of the LCER.
5. The Foundation Board Chair is nominated by the Foundation Board and appointed by the LCER Board Chairman. The Chairman of the LCER Board may remove any appointed Chair or LCER Board Member whenever in his or her judgment such removal serves the best interest of the LCER.
6. The Principal may remove any high school student whenever in his or her judgment such removal serves the best interest of the LCER.

LIMITS OF AUTHORITY: ~~The committee has the authority to make decisions regarding the selection of fundraisers. The committee chair has the authority to determine and coordinate the work of volunteers and staff, and to receive regular reports on the progress of their work. The chair also has the authority to recommend to the LCER Board the names of community volunteers for appointment to the committee.~~

The LCER Board is fully responsible for the operation and fiscal affairs of the Lewis Center for Educational Research, and retains final supervisory authority and responsibility. However, the LCER Board has delegated the responsibility for the duties described above to the Foundation

REPORTS TO: ~~The LCER Board of Directors~~ through the Foundation Chair.

FREQUENCY OF MEETINGS: ~~The Foundation meets Six times a year, and as needed, and in accordance with the Brown Act.~~

STAFF SUPPORT TO THE ~~COMMITTEE~~ FOUNDATION: ~~Executive Assistant to the President/CEO, and other designated staff as needed~~ The President/CEO, Director of Finance and Principals provide staff assistance to the Foundation. LCER staff shall prepare the agenda and supporting documentation, and record and distribute minutes of the meetings. Copies are sent to all Foundation members, members of the Lewis Center's Executive Team and Chairman of the LCER Board.

Academy for Academic Excellence School Board Committee

Regular Meeting of the Board of Directors

Minutes

November 10, 2016

1.0 CALL TO ORDER:

The meeting was called to order by Kevin Porter at 7:05 am.

2.0 Roll Call:

Directors Present: David Bains, Jose Palafox (on phone), Kevin Porter, Rick Wolf and Robert Lovingood were present.

Directors Absent: Russell Stringham

Staff Members Present: Wes Kanawyer, Valli Andreasen, Paul Rosell, Jim Quinn, Ryan Dorcey, Darren Dowd, Breanna Beare, Heather Juarez and Sherri Pearson

Student Representatives: Nissi Rodriguez and Jesse Vaage

3.0 PUBLIC COMMENTS: None

4.0 STUDENT REPRESENTATIVE COMMENTS:

.01 Nissi Rodriguez (ASB President) and Jesse Vaage (ASB Vice President) reported on Fall Break, ASB Disneyland trip and conference, Apple Valley Air Show, ROTC CSUSB Meeting, Fall Festival, Girls & Boys Volleyball CIF, Cross Country, Warm Fuzzies, Mock Election and Senior Counseling.

5.0 SPECIAL PRESENTATIONS/ANNOUNCEMENTS:

.01 Assessment Presentation – Heather Juarez presented school-wide assessments used to collect data on Language Arts and Math. It showed that AAE is performing very well in Language Arts but needed improvement in Math. Mr. Lovingood suggested that we should compare ourselves to upper level schools. Mrs. Juarez added that we want to be the standard that everyone aspires to be. Rick Wolf was concerned about accommodations for advanced students. Heather Juarez relayed that Secondary has advanced placement courses and honors programs to challenge those students. Wes Kanawyer informed the Board that compared to other schools, the rigor is very high at AAE and we are doing progressively better in preparing our students for post-secondary success as evidenced by a projected a-g completion rate of 75% this year.

6.0 DISCUSSION ITEMS: None

7.0 INFORMATION:

.01 Principal's Report

- a) Wes Kanawyer requested feedback on the structure of the Principal's Report. David Bains stated that he liked the structure of the current report.
- b) Valli Andreasen and Wes Kanawyer reported on highlights of the Principal's Report.

.02 AAE Comparatives

a) Jim Quinn provided a copy of the budget comparatives to the Board.

8.0 CONSENT AGENDA:

.01 Approve Minutes of October 20, 2016 Regular Meeting

On a motion by David Bains and seconded by Robert Lovingood, vote 5-0 Action Item 8.01 was approved.

9.0 ACTION ITEM: None

10.0 BOARD COMMENTS: *(Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her own activities.) None*

11:0 ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 7:54 am.

Respectfully submitted,

Sherri Pearson

Administrative Assistant to the AAE Elementary Principal

THE LEWIS CENTER FOR EDUCATIONAL RESEARCH (AAE) & VICTOR VALLEY COLLEGE

2016-17 Sub-Recipient Agreement

ADDENDUM NO. 1

October 4, 2016

This Addendum forms a part of the 2016-17 Sub-Recipient Agreement Documents and modifies the original 2016-17 Sub-Recipient Agreement Documents as described. Acknowledge receipt of this Addendum in the space provided on the Form of the Proposal. Failure to do so may result in grant allocation delay for the third year (2016-17). This Addendum is issued to all known partners.

SPECIFICATIONS

1. Billing and Payment Process – Section 5. **REVISE** to read: “DISTRICT shall submit an invoice requesting the total allotment of the third year’s DISTRICT PROGRAM budget allocation to the COLLEGE when DISTRICT has expended seventy (70) percent of the total funding received. Within 30 days after the COLLEGE receives grant funds from the DOE, COLLEGE will process DISTRICT invoice for payment. Invoices should be signed by a designated representative of the DISTRICT, and the PROGRAM Director of the COLLEGE. All received funds must be completely expended by June 30, 2018.”
2. Use of Funds – Section 7. **INCLUDE**: DISTRICTS are to adhere to the Allowable/Non-Allowable Cost Sheet provided by the California Department of Education. For clarification on proposed expenditures, DISTRICTS should the contact PROGRAM Director. If misspent funds are identified within the grant cycle, proof of reversal of payment must be provided to COLLEGE. Identified misspent funds after the grant cycle must be returned to COLLEGE who will then forward to DOE.”
3. Changes in Grant Allocation – Section 8. **INCLUDE**: “All projected unspent funds must be identified and returned by the DISTRICT to the COLLEGE by September 30, 2017. Funds projected to be spent must be submitted in a detailed report by the DISTRICT to the COLLEGE by September 30, 2017.”
4. Purchase and Reporting Deadlines – Section 13. **REVISE** to read: “DISTRICT must maintain documentation of all work performed in accordance with the agreement and acceptable progress toward agreed upon outcomes. Please refer to Appendix 1 for a list of DOE approved forms of documentation. A general accounting of expenditures (detailed Financial Activity Report) must be submitted quarterly (*October 31st, January 31st, April 30th, and July 31st to close out prior year*) from the DISTRICT accounting system. Exceptions to the preceding limitations require prior written approval by COLLEGE PROGRAM Director.
5. Documentation and Record Keeping - Section 19.A.d **REVISE** sentence to: “Financial records as required by–I.E. 20 USC 1232f, and add 2 CFR Part 200.”
6. Documentation and Record Keeping - Section 19.A.e **REVISE** sentence to: “Other records necessary to document necessary compliance with the Education Department Administrative Regulations (EDGAR) INSERT REGULATORY REFERENCE – I.E. 34 CFR parts 74, 75, 76, 77, 79, 80, 81, 82, 84, 85, 86, 93, 97, 98, and 99 and add 2 CFR Part 200.”

7. Documentation and Record Keeping - Section 19.E. REVISE sentence to: "When DISTRICT receives \$ 750,000 or more in federal funds from all federal funding sources within a fiscal year, the required audit must be performed in compliance with 2 CFR part 200."
8. Compliance with Laws – Section 32. 1st paragraph, 4th line REVISE sentence to: "This Agreement is subject to and incorporates the terms of the Act; 34 Code of Federal Regulations, Part 73.731 and add 2 CFR Part 200."

For DISTRICT (The Lewis Center for Educational Research – AAE)

BY: *Lisa Lamb*

DATED: 11/7/16

PRINT NAME: Lisa Lamb

TITLE: Interim President / CEO

For COLLEGE

BY: _____

DATED: _____

PRINT NAME: Dr. Roger Wagner

TITLE: Superintendent / President

ATTEST

APPROVED AS TO FORM AND LEGAL CONTENT

By: _____ COLLEGE Attorney

A.A.E. Field Trip Request Form

| |
|------------------------|
| <u>Office use only</u> |
| Date/Time submitted: |
| Initials: |
| Calendared: |
| Initials: |

Today's Date 11-30-16

Requested by: Jeffrey Henderson / Scott Gormley / Christian Ruiz
Phone/ext.: 760-946-5414 x. 213 and 250 and 368

Destination:
The Lewis Center Campus OR a hotel in the Victorville / Apple Valley area depending on availability

Desired date for trip: April 11th and 12th

School departure time: after school School return time: 7:00 pm on April 12th

Overnight/Out-of-State stay: YES NO Water activities involved: YES NO

Grade level: 9th through 12th grade students

Group size: 24 students: 20 adults: 4

AAE Bus requested? YES NO AAE van requested? YES NO
(Van seats = eight including driver)

AAE Bus available? YES NO

Charter Bus requested? YES NO Bus company name:
Bus company contact name:

PTC sponsored? (paid by PTC) YES NO

Trip description: As part of the Every 15 Minutes Program, students will need to stay away from contact with other students or adults overnight.

Learning objectives (standards supported) The dangers of drinking and driving

I have followed the checklist prior to submitting this form



Teacher Signature

Principal Signature:

Date:

Notes:

Minutes for Regular Meeting of the Norton Science and Language Academy School Board Committee

Public Meeting at the Norton Space and Aeronautics Academy 503 E. Central Ave, San Bernardino Room K-5

November 15th, 2016- 7:30 a.m.

1. **CALL TO ORDER:** Chairman Duberly Beck called the meeting to order at 7:35 a.m.
2. **ROLL CALL:** Present: Duberly Beck, Andrew Jaramillo, Tom Rosenbaum and Marcia Vargas
Absent: Scott Johnson

Staff members Myrna Foster, Irma Leanos, Stacy Newman, and Toni Preciado were also present.

Angel Arrington represented the SBCSS.

3. **PUBLIC COMMENTS:** No Public Comments

4. **SPECIAL PRESENTATIONS:**

.01 Ms. Leanos 4th graders Logan Person and Audrey Garibay presented their POP oral presentations.

5. **CONSENT AGENDA:**

.01 Marcia Vargas requested to amend Action Item 7.01: Approve Title 3 Plan to say “Marcia Vargas motioned to approve title 3 plan, Andrew Jaramillo seconded the motion and was unanimously approved with a 4 to 0 vote.” On a motion by Duberly Beck, seconded by Tom Rosebaum, vote 4-0, the NSAA School Board Committee approved the October 18th board minutes as amended.

6. **DISCUSSION/ACTION ITEMS:**

.01 Update of 9-12 Grades

- Duberly Beck updated and presented on Lisa’s behalf.

.02 CCSA Support and Recommendations

- Duberly Beck reported that before November 7th the NSAA Administration held a conference call meeting with the CCSA in regards to the charter approval. CCSA requested NSAA to wait on the 9-12 expansion timeline and program but is on board with the charter renewal. Toni Preciado reported that CCSA requested testing strategies to raise test scores and information about teacher retention, teacher turn over and growth of teachers. Also K-8th update/Application to Prop 39 has already has been submitted. Duberly Beck proposed for Lisa Lamb to provide more detailed information about the Prop 39 funds and qualifications.

7. **INFORMATION INCLUDED IN PACKET:**

.01 Principals Report

– Vice Principal Toni Preciado provided updates on school events and trimester assemblies, new hires Dr. Charles Martin for ELA middles grades and Andrey Humphreys, the new Specialized Instructional Assistant for middle grades RSP.

.02 Financial Reports

-Duberly Beck proposed to table the budget report for the next board meeting since Jim Quinn is absent.

.03 Board Member Resignation

-Tom Rosebaum speaks in regards to his letter of resignation.

-Duberly Beck thanked Tom Rosebaum for his time and dedication as of December 31st. We will have an opening for a new board member.

-Toni Preciado “on behalf of NSAA staff we thank you Tom for your time and dedication to our school and board members.”

8. **BOARD/STAFF COMMENTS:**

-Marcia will not be present at the December 5th Board Presentation at SBCSS as she will be in Spain celebrating her wedding anniversary. She noted that the annual CAFE conference will be held the last week of March. She thanked Tom Rosebaum for his dedication and time to support the NSLA school board committee.

-Duberly Beck thanked the SBCSS for the reception that they received at the county board meeting.

9. **ADJOURNMENT:** Chairman Duberly Beck adjourned the meeting at 8:14 a.m.

**Lewis Center for Educational Research Board
Executive Committee Job Description**

ROLE STATEMENT: The Executive Committee (“Committee”) is established in the bylaws of the High Desert “Partnership in Academic Excellence” Foundation, Inc. The Committee’s role is to help the Lewis Center for Educational Research Board of Directors (“LCER Board”) accomplish its work in the most efficient manner. The Committee provides leadership to the organization between LCER Board meetings, and enables the LCER Board to conduct urgent business when a regular LCER Board meeting isn’t scheduled and the LCER Board cannot be readily convened. Urgent business and emergencies are defined as potential catastrophic situations wherein a majority of the Committee believes that immediate action is needed for the welfare of a school, staff or students. The Committee also serves as a sounding board for the President/CEO as members provide their insight and advice.

COMPOSITION: The Committee consists of the 4 officers of the LCER Board and the chairs of the Standing Committees and School Board Committees. The Chairman of the LCER Board serves as the Chairman of the Executive Committee.

COMMITTEE DUTIES:

- Advise the President/CEO on emerging issues and sensitive matters
- Make urgent and/or emergency decisions when a quorum of the Committee is present (e.g., flooding damage, terrorism, active shooter, natural disasters, gas leaks, etc. Also, on rare occasions the Finance Committee may need quick approval on an unbudgeted expenditure over \$50,000; e.g., sewer problem)
- Make recommendations to the LCER Board
- Provide oversight on progress of strategic goals

OFFICER DUTIES:

1. Chairman:
 - a. Shall call and preside at Committee meetings and meet with the President/CEO to prepare agenda items.
 - b. Shall report all actions taken during Committee meetings to the LCER Board.

LIMITS OF AUTHORITY:

The Executive Committee may not:

- Amend the Corporation’s Articles of Incorporation or Bylaws
- Elect or remove LCER Board members
- Hire or fire the President/CEO
- Approve a change to the budget
- Make major structural decisions (such as adding or eliminating programs)

The Executive Committee has the authority to:

- make decisions in the event of an emergency (act of terrorism, natural disaster, active shooter, approval needed to meet a critical deadline, etc.) provide counsel and advice to the President/CEO upon request.

REPORTS TO: The LCER Board through the Executive Committee Chairman.

FREQUENCY OF MEETINGS: The Executive Committee meets needed, and in accordance with the Brown Act. Meetings may be called by either the Chairman of the LCER Board or the President/CEO.

STAFF SUPPORT TO THE COMMITTEE: The President/CEO and Executive Team members as determined by the President/CEO provide staff assistance to the Committee. The President/CEO Executive Assistant shall prepare the agenda and supporting documentation, and records and distribute minutes of the meetings. Copies are sent to all committee members, members of the Lewis Center's Executive Team, and all LCER Board members.

**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 ~~select-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 5 members, all of whom shall also be members of the corporate Board of Directors.
- (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

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.

any ancestor, descendant, spouse, 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 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 seventeen (17) 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.

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) Directors are elected for a term of three (3) years.
- (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 **annually 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 and all members to~~ 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 may be removed by the Board Chairman person or persons authorized to appoint such member~~ 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~~ 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. DIRECTORS' 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 12.3. 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.

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.

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 14 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 December 12, 2016.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Corporation this 12th day of December, 2016.

Secretary

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BYLAWS OF THE LEWIS CENTER FOUNDATION

ARTICLE I – NAME

1.0 Name

The name of this organization shall be the Lewis Center Foundation (hereinafter referred to as "Foundation").

ARTICLE II – OFFICE

2.0 Principal Office

The principal office and address of the Foundation shall be that of the Lewis Center for Educational Research ("LCER"): specifically, 17500 Mana Road, Apple Valley, CA 92307.

ARTICLE III – PURPOSES

3.0 Purposes

The Foundation has two purposes (1) supporting the mission of the LCER, which is “to ensure that the schools and programs operated by the LCER prepare students for success in a global society through data-driven, innovative and research proven practices in a safe and inclusive culture,” and (2) to provide supplemental financial support to the LCER and any and all schools and programs it operates. By providing such financial support, the Foundation will enable the LCER:

- a. to serve the educational needs of the communities it serves,
- b. to receive and utilize funds acquired through the solicitation of donations, gifts, grants, and bequests, and
- c. to be a careful steward of the resources entrusted to it.

ARTICLE IV – ORGANIZATION AND GOVERNANCE

4.0 Organization and Governance

The Foundation is organized as a subordinate standing committee authorized and sponsored by the LCER Board. Its activities are governed by the Lewis Center Foundation Board which is empowered by and reports to the LCER Board. The Foundation shall at all times

operate and conduct its affairs in compliance with the values and Code of Ethics established by the LCER Board for all of its members and committees.

ARTICLE V – LEWIS CENTER FOUNDATION BOARD

5.0 Lewis Center Foundation Board

All business of the Foundation shall be exercised by and under the authority of a managing body known as the Lewis Center Foundation Board (hereafter referred to as "Foundation Board").

5.1 Duties

The Foundation Board shall be responsible for the following:

- a. Raise restricted and unrestricted contributions for LCER and its schools and programs;
- b. Direct the administration of restricted and unrestricted trusts and endowment funds and other restricted and unrestricted contributions;
- c. Prepare recommendations to the LCER Board as to policies for the administration of existing endowment, restricted and unrestricted funds;
- d. Foster and promote such programs, events or activities that would have a general appeal to the public; and
- e. Ensure donors' restrictions are adhered to.

5.2 Number of Foundation Board Members

The authorized number of voting Foundation Board members shall be not more than 15. Ex officio members of the Foundation Board with a vote will be up to 3 additional designated LCER Board members appointed by the Chair of the LCER Board, and one high school student from each high school (nominated by the ASB and approved by the principal of that school). The remainder of the Foundation Board members will be parent and community members representing the schools and communities served by LCER.

5.3 Qualifications of Foundation Board Members.

Each member should have an interest in and dedication to the goals of the Foundation. Each member should have skills that will assist the Foundation Board in managing the Foundation and meeting its goals. Each member should have an interest in and dedication to furthering the mission of the LCER.

5.4 Election of Foundation Board Members

Except for ex officio members, the Foundation Board members shall be elected at any properly noticed and duly constituted meeting of the Foundation Board by majority vote. Election of members to fill vacancies may occur at any meeting of the Foundation Board.

5.5 Term of office

All Foundation Board members shall be elected to a three-year term and may serve two (2) consecutive three (3) year terms at the pleasure of the Foundation Board. A member may be reelected after a one-year period off the Foundation Board.

5.6 Resignation

Any member of the Foundation Board may resign at any time by giving written notice to the Foundation Board Chair. Any such resignation shall take effect on the date of receipt or at any later time specified therein; acceptance of such resignation shall not be necessary to make it effective.

5.7 Vacancies

A vacancy or vacancies on the Foundation Board shall be deemed to exist in the event of resignation, disqualification, or death of a member, or removal of a member (see 5.8), or if the authorized number of members is increased. Vacancies in the membership may be filled by majority vote of the remaining members.

5.8 Removal of Foundation Board Members

The Foundation Board may declare vacant the office of any member who has been absent from regularly scheduled Foundation Board meetings three consecutive times or been found by the Foundation Board to be unacceptable or to have an otherwise unresolvable conflict of interest.

ARTICLE VI - MEETINGS

6.0 Brown Act

As a standing committee of the LCER Board, and notwithstanding any other provision in these bylaws, all meetings of the Foundation 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.

6.1 Regular Meetings

Regular meetings of the Foundation Board shall be held at the principal offices of the LCER unless another place is stated in the notice of the meeting. Regular meeting times will be established annually by the Foundation Board, but may be changed as needed. The time and address of the meeting will be included in the formal posting of the meeting and its agenda. Notice of time and place of the meeting shall be in accordance with the Brown Act and delivered by telephone, electronic communication or first class mail.

6.2 Special Meetings

Special meetings of the Foundation Board may be called at any time for any purpose or purposes by the Foundation Board Chair, the LCER Chair of the Board, LCER President/CEO or by a majority of the Foundation Board members then serving.

6.3 Attendance at Meetings

Members may participate in meetings through use of conference telephone or similar communications equipment, so long as Brown Act requirements are met. Such participation counts toward determining a quorum.

6.4 Quorum

A majority of the authorized number of Foundation Board members constitute a required quorum for the transaction of business at any meeting of the Foundation Board. If a quorum is not present, the members there present shall have the power to adjourn the meeting from time to time until the number of members required for a quorum shall be present. At any such adjourned meeting, any and all business may be transacted which might have been transacted at the meeting as originally noticed, if within 4 business days. A meeting of members at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute the quorum.

6.5 Self-Dealing

In the exercise of voting right by Foundation Board members, no member shall vote on any issue, motion or resolution which directly or indirectly inures to his or her benefit or detriment financially. No member of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's members are members 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.

6.6 Compensation of Foundation Board Members

Foundation Board members shall serve without compensation except they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties.

6.7 Meeting Minutes

All actions of the Foundation Board shall be duly recorded in minutes which shall be submitted to the LCER Board at its next regular meeting for information and inclusion in the LCER's official records.

ARTICLE VII – OFFICERS

7.0 Foundation Board Chair

Annually, the Foundation Board Chair is nominated by the Foundation Board and appointed by the LCER Board Chair.

7.1 Chair's Duties

The Chair shall have the responsibility for general leadership and direction of the Foundation Board. The Chair shall preside at all meetings of the Foundation Board and shall have the general powers and duties of management usually vested in the office of chair of a committee and shall have such other powers and duties as may be prescribed by the LCER Board and Lewis Center Foundation job description

7.2 Vice Chair

The Foundation Board shall annually elect a Vice Chair from the other members serving on the Foundation Board. In the absence or disability of the Chair, the Vice Chair shall preside at the meetings of the Foundation Board, shall perform all the duties of the Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair

ARTICLE VIII – COMMITTEES

8.1 Committees

The Foundation Board may, if approved by a majority of the authorized number of members, designate one or more committees to serve at the pleasure of the Foundation (e.g., Annual Fund, Special Events, etc.) Any committee shall have all responsibilities and authority designated by the Foundation Board.

ARTICLE IX – GIFTS

9.0 Generally

The Foundation is authorized to accept gifts to the Lewis Center Foundation. "Gift" includes the transfer of money or other property of any kind, real, personal or mixed, or any interest in property, and whether made by delivery, grant, conveyance, payment, device, bequest or any other method of transfer.

9.1 Terms of Gifts

Each donor by making a gift to the Foundation accepts and agrees to all the terms of the LCER Articles of Incorporation and these Bylaws, and provides that the fund so created shall be subject to the provisions for presumption of donor's intent, for modification or restrictions or conditions for amendments and termination, and to all other terms of the LCER's Articles of Incorporation and these Bylaws, each as from time to time amended.

9.2 Gifts in Trust

If a gift is made in trust to make income or other payments for a period of a life or lives or term of years, to any individuals or for noncharitable purposes, followed by payments to the Foundation, or in trust to make income or other payments to the Foundation, followed by payments to any individuals or for noncharitable purposes, only the payments to the Foundation shall be regarded as Foundation funds, subject to the LCER Articles of Incorporation and these Bylaws, and then only when the Foundation becomes entitled to their use. The LCER Board may take such actions from time to time as it deems necessary to protect the Foundation's rights to receive such payment.

The Foundation may act as Trustee of Trusts in which LCER has an interest.

9.3 Restricted Gifts

Any donor may, with respect to a gift made by such donor to the Lewis Center Foundation and subject to these Bylaws, give directions in the instrument of gift or transfer as to:

- a. Specific charitable purposes or particular charitable organizations to be supported;
- b. Manner of distribution, including amounts, times, and conditions of payments and whether from principal and/or income; and
- c. A name as a memorial or otherwise for a fund given, or addition to a fund previously held or anonymity for the gift.

9.4 Segregation of Gifts

No gift shall be required to be separately invested or held unless the donor so directs, or it is necessary in order to follow any other direction by the donor as to purpose, or in order to prevent tax disqualification, or it is required by law. Directions for naming a fund as a memorial or otherwise may be satisfied by keeping under such name accounts reflecting appropriately the interest of such fund in each common investment.

9.5 Interpretation of Restrictions

- a. Each fund of the Foundation shall be presumed to be intended:
 - i. To be used only for charitable purposes;
 - ii. To be productive of a reasonable return of net income over a reasonable period of time.
 - iii. To be used only for such of those purposes and in such manner as not to disqualify the gift from deduction as a charitable contribution, gift or bequest in computing any federal income, gift or estate tax of the donor or his estate and not to disqualify the Foundation from exemption from federal income tax as a qualified charitable organization described in Section 501(c)(3) of the Internal Revenue Code.
- b. If a direction by the donor, however expressed, would, if followed, result in use contrary to the intent so presumed, or if the LCER Board is advised by legal counsel that there is substantial risk of such result, the direction shall not be followed, but shall be varied by the LCER Board so far as necessary to avoid such result; provided, however, that if the donor has clearly stated that compliance with the direction is a condition of the gift, then the gift shall not be

accepted unless an appropriate judicial or administrative body first determines that the condition and direction need not be followed. Reasonable charges and expenses of counsel for such advice and proceedings shall be proper expenses. For purpose of these Bylaws, "charitable purposes" include charitable, educational and scientific purposes, contributions for which are deductible under Sections 170(c) (1) and 170 (c) (2) (B) of the Internal Revenue Code, and "qualified charitable organization" means an organization which is described in Section 170(c) (1) or (2) of the Internal Revenue Code.

9.6 Powers of Foundation Board

Notwithstanding any provision in these Bylaws or in any instrument of gift or transfer creating or adding to a fund of the Foundation, the Foundation Board shall have the power, subject to approval by the LCER Board, to modify any Foundation designated restriction or condition on the distribution of funds for any specified charitable purposes or on the manner of the distribution of such funds, if in the judgment and discretion of the Foundation, the restriction or condition is unnecessary, incapable of or not reasonably susceptible of fulfillment, or not in the best interest of advancing the charitable purposes of the Foundation.

ARTICLE X – MISCELLANEOUS PROVISIONS

10.0 Amendment of the Bylaws

These Bylaws shall become effective upon adoption by the Lewis Center Foundation (after affirmative vote of a majority of the Foundation Board) and approval by the LCER Board. New Bylaws may be adopted or these Bylaws may be amended or repealed by the same process.

10.1 Parliamentary Authority

The most recent edition of Robert's Rules of Order Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws.

10.2 Checks, Drafts, and Notes

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 Foundation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by the LCER Board .

10.3 Segregation of Gift Annuity Reserve Funds

The Foundation shall at all times maintain a reserve fund adequate to meet the future payments under its outstanding annuity contracts.

Approval Signatures

These Bylaws were adopted by the Lewis Center Foundation Board on _____, 201_, and

were approved by the LCER Board on _____, 2016.

Chair, Lewis Center Foundation Board

Date

Chair, LCER Board

Date

**Lewis Center for Educational Research
STAFF REPORT**

Date: December 12, 2016
 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. | |
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| <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>The Executive Team and the Finance Committee are exploring a variety of avenues to monetize the Apple Valley property. These possibilities include: dedicating the wildlands to an environmental land trust, selling or developing the 11 acres north of the wash, leasing out rooms during off hours/weekends, etc. The potential revenue varies vastly regarding the use of the 11 acres. The leasing of rooms at AAE could likely generate approximately \$30,000 annually.</p> <p>The Apple Valley STEM Collaborative Project is in the planning phase. LCER is partnering with AVUSD for the purpose of using the Thunderbird Campus/Science Center to create opportunities for the students of Apple Valley to engage in authentic science while earning high school and/or college credit. The plan is to involve other scientific institutions, such as: VVC, NASA/JPL, HiDAS, VVWRA, MWA, and more. This initiative will be initially co-funded by LCER and AVUSD. Significant donors and grants will be pursued.</p> <p>Both schools added a transitional kindergarten program for the 2016-2017 school year with a total of 50 new students. Once Norton has sufficient facilities, the intent is to add an additional transitional kindergarten class, expand the middle school program and build out the high school. (AAE will not add any additional students as it is currently at capacity with every seat filled.) The revenue from transitional kindergarten is approximately \$360,000.</p> <p>A concerted effort to not only seek additional revenue sources, but to also minimize budgeted expenses through refining practices has been a goal for this year. One such example of cutting costs is in the area of transportation at AAE. By negotiating an exclusive bus contract with Ebemeyer, AAE was able to save a projected amount of approximately \$18,000 in the 16-17 SY. Another strategy has been to consolidate positions whenever possible. Examples of this from the current year include, but are not limited to: combining the roles of the CEO/CAO and eliminating the position of Director of Research and Development. These two positions alone represent a cost savings of approximately \$250,000 annually. Staff has sought opportunities to streamline so that costs can be cut without sacrificing student support.</p> |
| <p>1.2 <u>Objective:</u> By June 2017, the Board of Directors and staff will perceive the budget to be stable and</p> | <p>Per a recent board survey, this is an area for continued focus. The LCER Finance Department, Executive Team, School Principals and the Finance Committee have dedicated significant time and effort towards streamlining and communicating budgeting practices, policies and procedures.</p> |

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| <p>understandable with progress toward sustainability.</p> | <p>The Director of Finance has provided the Finance Committee with a five-year fiscal forecast that accounts for increases in retirement programs, 2.5% COLA and health care costs.</p> <p>The financial reports and spreadsheets have been continually adjusted based upon feedback from directors and staff.</p> <p>An open, collaborative relationship amongst LCER management, board committees, and LCER board is an intentional focus. Evidence of this collaboration include: shared worksheet for drafting the budget, business and instructional staff attending LCAP/LCFF training through the SBCSS, actively shifting the culture to ask questions and seek clarity around the budget/finance, and carefully auditing all LCER programs to evaluate value added to students and staff vs. cost.</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>Staff is working closely with Dr. Pat Caldwell, Board Consultant, to develop the Lewis Center Foundation Board. The purpose of this board is to provide supplemental financial support to the LCER, its schools and programs. It will be unique from our standing committees and similar to the Foundations at St. Mary's Hospital and Victor Valley College. The board will ultimately be comprised of directors who represent both of our communities and bring expertise in all areas of fund development.</p> <p>Staff has reviewed outlying contracts and agreements. In the case of the agreement with VVWRA, the existing contract was renegotiated to allow for a \$28,000 payment since the previous agreement of a donation of fill dirt was not fulfilled.</p> <p>All management has placed a halt on any non-essential spending with a goal to have carryover that can be placed into the unencumbered reserves at the end of the school year. This sacrifice has been shared by all levels of staff at the LCER.</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>Current partnerships have been strategically reviewed. In conjunction with Superintendent Ryan Holman (Snowline USD) and President Roger Wagner (VVC), K16 Bridge has been closely evaluated. Local district superintendents also provided feedback regarding the benefits and drawbacks of K16 Bridge. At this point, all consultants and programming efforts have been terminated. LCER will continue to run K16 Bridge through June 30, 2017. Pres. Wagner, Sup. Holman and I will work with Chris Piercy during this time to determine the features of K16 Bridge that will continue into the future and create a defined plan for moving forward.</p> <p>In October, the GAVRT team held a strategic planning session. Team members included six members from the LCER staff, four scientists from JPL and a Distinguished Scientist from Canberra, Australia. A thorough S.W.O.T. analysis was conducted and short and long term goals were set. The planning work is ongoing during the weekly GAVRT staff meetings. The GAVRT team is making a conscientious effort to train LCER teachers and involve LCER students in this exciting work. GAVRT continues to be a substantial partnership for the LCER.</p> <p>In line with LCER strategic planning, staff has begun the planning for a unique STEM collaborative with Apple Valley Unified School District. The kick off planning session was held in November. Three nighttime science parties will be held in Winter 2017 to garner local excitement. The potential for this initiative</p> |

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| | are vast and will provide the students of Apple Valley opportunities that would not be possible otherwise. The board will be kept abreast of progress related to this exciting and innovative initiative. |
| Goal 2: Renew Norton’s charter in December 2016 and continually strengthen the academic program. | |
| 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>Lease negotiations are in progress with SB County, SB City and LCER, as well as legal counsel. Staff has developed a timeline for NSLA facilities options. The Finance Committee and staff will select a school development company no later than January. Based upon the current negotiation efforts, LCER will need to secure an alternate facility for NSLA no later than Fall 2018.</p> <p>As a back up plan, a Prop 39 application has been filed with SBCUSD for the 2017-2018 school year.</p> <p>Ongoing networking meetings have been held with Inland Empire Charter Leaders to explore facilities options and learn more about the process others have taken.</p> |
| 2.2 <u>Objective:</u> By December 2016, the San Bernardino County Superintendent of Schools will approve Norton’s Charter Renewal. | <p>The charter renewal petition was completed in October 2016. The drafting and revision process conservatively represents more than 100 hours of collective effort. The result is a comprehensive analysis of the current program and a detailed plan for the upcoming five years. The initial feedback regarding the petition has been entirely positive.</p> <p>Staff worked closely with the California Charter School Association (CCSA) to secure their support of the NSLA charter renewal. This process included an intense multiple measure review and took four months to complete. At the end, NSLA was given full support without stipulation.</p> <p>The public hearing will be held on Dec. 5th with a final renewal decision on Jan. 3rd. Staff has worked closely with our LCER/NSLA administration, authorizer, CCSA, and legal counsel throughout the entire process.</p> <p>Executive staff has begun to attend all SBCSS Board Meetings. This has proved to be an effective avenue to keep administration abreast of the current charter climate in the region, as well as informed of relevant issues in public education as a whole.</p> |
| 2.3 <u>Objective:</u> By Spring 2017, increase student mastery as measured by CAASPP results, norm referenced assessments, student grades, attendance, and attrition. | <p>Academic achievement has been formally presented at the September 2016 LCER Board Meeting and additionally given to both school boards. NSLA’s academic achievement, attendance and attrition was analyzed and evaluated in the charter renewal petition.</p> <p>I continue to work closely with NSLA admin and academic teams to support targeted interventions, increased rigor, curriculum adoption, assessment development, grading policies, etc.</p> |
| 2.4 <u>Objective:</u> Beginning in the Fall of 2019, the school will begin adding one high school grade level per academic year. | All current planning is geared toward the first freshman class in the 2019-2020 school year. The viability of this goal is contingent on the strength of the middle school program and access to appropriate facilities. Both areas are top priority for staff. |
| 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 | Staff has engaged board directors in addressing various issues facing the LCER. These conversations have been increasingly open, honest and constructive. |

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| <p>open, honest and constructive communication.</p> | |
| <p>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.</p> | <p>Two organization-wide leadership teams have been established this year. First, the LCER Management Team which is comprised of the Executive Team, Director of Facilities, School Administration and all managers. The purpose of this team is to identify, target and solve issues throughout the LCER. The members of the team have engaged in open, frank and productive dialogue and action. Second, the LCER Tech Task Force which is comprised of the CEO, Director of IT, Principals, IT staff and teachers. The purpose of this team is to evaluate the instructional technology implemented at both schools and LCER programs and identify professional development opportunities and appropriate technological platforms for staff and students.</p> <p>Frequent board and standing committee meetings have been held over the past year. During these meetings, staff and board members have openly engaged in problem solving, strategic planning and program evaluation. The CEO, Board Chair, Committee Chairs and School Board Chairs frequently discuss ongoing issues and developments.</p> |
| <p>3.3 <u>Objective:</u> The Board of Directors will actively participate in the establishment and review of LCER policies.</p> | <p>LCER staff is currently reviewing and updating (as necessary) all Board Policies. These are being brought forward for review in phases to allow for active participation. These policies are being developed in collaboration from across the organization. Staff and authorizer input is sought to increase buy in and awareness of policies. Additionally, legal review is solicited when applicable.</p> |

**Lewis Center for Educational Research
STAFF REPORT**

Date: December 1, 2016
 To: Board of Directors
 From: Stacy Newman
 Re: Human Resources Report

AAE

New Hires: (15)

| Last Name | First Name | Hire Date | Job Title |
|------------|----------------|------------|---|
| Baker | Robert (Randy) | 9/12/2016 | Coach - Var Girls Volleyball |
| Gruver | Emily | 9/12/2016 | Coach - Var Boys Volleyball |
| Stocker | Aric | 9/16/2016 | Classified Substitute - Rehire |
| Barraza | Noemi | 9/21/2016 | Coach - MS Volleyball |
| Bentley | Whisper | 10/19/2016 | Guest Teacher |
| Chadwell | Carolyn | 10/19/2016 | Classified Substitute |
| Ortiz | Lorraine | 10/19/2016 | Classified Substitute |
| Reyes | D'Andre | 10/19/2016 | Classified Substitute |
| Svay | Tamala | 10/19/2016 | Guest Teacher |
| Jurgensen | Zoe | 10/20/2016 | Classified Substitute |
| Schumacher | Darlene | 10/24/2016 | Provisional Ed Specialist (cover D. Sanders' leave) |
| Lore | Andrew | 11/9/2016 | Coach - MS Baseball |
| Ocull | Jason | 11/9/2016 | Coach - MS Softball |
| Bjork | Susan | 11/16/2016 | HS PT Math Teacher (replace Okeson) |
| Balderrama | Cristine | 11/21/2016 | Classified Substitute |

Reclassifications: (2)

| LAST | FIRST | From | To | Date |
|----------|---------|---------------|---------------------|-----------|
| Chandler | Michael | Guest Teacher | Music Teacher (60%) | 11/1/2016 |
| Dumont | Mary | Guest Teacher | Elementary Teacher | 11/1/2016 |

Terminations: (2)

| Last Name | First Name | Termination Date | Job Title | Reason |
|-----------|------------|------------------|---------------|-----------------|
| Okeson | Janelle | 10/3/2016 | Math PT | Resignation |
| Jackson | Losha | 11/9/2016 | Guest Teacher | At Will Release |

NSAA

New Hires: (17)

| Last Name | First Name | Hire Date | Job Title |
|-------------------|------------|------------|--------------------------------|
| Abang | Roselyn | 9/6/2016 | Classified Sub |
| Gutierrez | Aracely | 9/9/2016 | Guest Teacher |
| Humphrey | Andre | 9/13/2016 | Flag Football Coach |
| Grandados-Sanchez | Monserrat | 9/30/2016 | Food Service Worker I (4 hour) |
| Funaki | Maria | 10/20/2016 | Classified Sub |
| Martin Jr. | Charles | 10/24/2016 | ELA/Science Teacher |
| Garcia | Diana | 11/29/2016 | Guest Teacher |

Reclassifications: (5)

| Last Name | First Name | From | To | Date |
|----------------|------------|--|--------------------------------------|------------|
| Cash Reyes | Micaela | Classified Sub | After School Program Assistant | 9/9/2016 |
| Zambrano | Sindy | Classified Sub | Guest Teacher | 9/26/2016 |
| Rodriguez-Pina | Angela | Food Service Worker I (4/182) | ASP Assistant (5.5/181) | 9/26/2016 |
| Humphrey | Andre | Coach | Ed Spec IA 6.5 hr / 181 days / Coach | 10/19/2016 |
| Rubio | Eunice | 3.5 hr Instr. Assistant / 3.75 hr After School Program Assistant | 3.5 hr/181 day Instr. Assistant | 11/11/2016 |

Terminations: (12)

| Last Name | First Name | Termination Date | Job Title | Reason |
|-----------|------------|------------------|-------------------------|-------------|
| Barrales | Aida | 9/29/2016 | Certificated Substitute | Resignation |
| Lopez | Veronica | 11/18/2016 | 4th Grade Teacher | Resignation |
| Borghi | Robert | 9/27/216 | MS Science/ELA Tacher | At Will |

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

Guest Teacher –posted (recently hired 2)
 Math Teacher (PT) – Recently Resigned, Posted, and Hired
 Part Time Music Teacher – Recently Hired
 Temporary/Provisional Education Specialist Teacher - Recently Hired

Classified:

Classified Substitute – Posted (recently hired 6)
 Coach - Girls Varsity Volleyball- Recently Hired
 Coach - Girls Middle Schools Volleyball - Recently Hired
 Love and Logic Coordinator - Recently Hired

NSAA:**Certificated:**

Guest Teacher – ongoing posting (recently hired 2)
 Elementary Teacher (3 positions) – Posted

Classified:

Classified Substitute – ongoing posting (recently hired 2)
 Temporary/Provisional Character Development Officer – Recently Hired
 Facilities Tech I – Recently Hired
 After School Program (1) – Recently Resigned

HR Activities including both AAE & NSAA:

- 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 NSAA 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.
- Entered all sick leave accrual codes into HR software and assigned to staff
- Tracked sick leave balances into HR Software
- 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
- Attended monthly board meetings for High Desert Employer Advisory Council
- Calculated pay reconciliations for finance department for employees' terminations, leaves, etc.
- Web Timesheets: Test group from facilities, IT and GA are using web timesheets. HR assisting Finance in monitoring and training test group as well as helping to set up more groups in the web timesheet system.
- Board Policy and Charter updates
- Ongoing credential processing and monitoring
- Investigated and responded to OCR complaints
- Investigate and respond to UCP complaints
- Track, log, and send reminders to supervisors for performance evaluations
- Updated forms and implemented procedure changes: meal break waivers, requests for time, etc.
- Working with Personnel Committee to establish Board policy & procedures
- Working with Consultant & Personnel Committee on CEO hiring procedures
- Worked with finance to create budget and other reports for exec team and Board
- Created offers of employment and salary calculations for employees

**Lewis Center for Educational Research
STAFF REPORT**

Date: December 12, 2016

To: LCER Board of Directors

From: James M. Quinn, Director of Finance

Re: Quarterly Report 4th Quarter 2016

Highlights during the last quarter –

The Phase I Solar Project is on line.

The lease of the Norton School Site has moved to top priority due to notifications we have received. High Mark is one of the companies that we are in contact with regarding the replacement of the existing site. We have made contact with two other prospects and will soon be submitting information to them to evaluate us.

The board and staff have proceeded to prepare for approval of a revision to our corporate structure to enhance fundraising.

My staff and I are continuing to review the organization's policies and procedures. Though the process has produced many refinements in our practices and improvements to internal control and effectiveness in operation, the details have been shown to be a challenge. The project will continue.

My staff is working to complete the implementation of Web Time Sheets. Training has been completed for the first phase. The process is being phased in. The HR Department assisted greatly in the early development and assigned three departments, GA, Facilities, and IT to be the early implementers. Those groups are submitting their time on the system. Retraining has taken place and Finance has taken the lead in follow-up implementation.

My staff is also working to implement a modular of the accounting software designed to capture a more up to date picture of our spending through recording "encumbrances." These are similar to accounts payable and will enable us to compare expenditures to budgets on a timelier basis.

**Lewis Center for Educational Research
Staff Report**

Date: December 2016
To: LCER Board
From: Paul Rosell, Director of Special Education
Re: Special Needs Department

Special Needs – AAE & Norton

The first semester of the 2016/2017 school year has been very productive for the Special Needs department for both the Academy for Academic Excellence and Norton Space and Aeronautics Academy. Typically, the months of August, September and October of each school year are full of IEP and related meetings. Parents are desirous to ensure that their student's get off on the right track. By holding these meetings, they feel that everyone is on the same page and moving forward in the same direction.

The following information reflects the level of activity at the AAE:

Total number of IEP meetings for AAE – 32:

October 2016 - 10
November 2016 - 20
Thru Dec. 1st 2016 - 2

New referrals for assessments:

- October 2016: 1
- November 2016: 3

Year-to-Date Total: 8 (1 Speech, 7 Learning Disability)

In addition, 34 students were referred for counseling and/or behavioral intervention during this same time period.

The following information reflects the level of activity at NSAA:

Speech Only IEP meetings held in October/November: 5
ISAI/SAI/ IEPs: 20 / 25

Referrals for further testing – Speech only: 2
Referrals for Psychoeducational testing: 7
Total referrals for assessment: 9

Current Special Education Numbers:

AAE Special Needs Numbers:

105 current students with 12 new transfers to start the new year (117 total).

37 – speech only.

4 pending referrals.

NSAA Special Needs Numbers:

63 total

Of the 63, 19 are Speech 53 total

18 speech only

Love and Logic:

Love and Logic is foundational to both the AAE and NSAA. 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.

Nicole Shay, Love and Logic Coordinator, is doing an incredible job in bringing the amazing concepts and principles taught in Love and Logic to the AAE. Nicole is one of our own in that she is working as a Character Development Officer and will remain in both roles. She is a natural when it comes to understanding and living the Love and Logic principles. We are so excited about the benefits we will realize by learning and incorporating the numerous concepts taught in Love and Logic.

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.

Informational Technology

- CALPADS Fall 1 certification has moved from December 2nd to another undisclosed date. CALPADS for AAE and NSAA is looking good and we will be ready for certification when all problems in CALPADS have been fixed.
- New lunch software that will help our reporting and management of lunch patrons installed on week of 11/28 and will be live on 12/1.
- E-Waste successful – over 2500 lbs. of e-waste given. Received \$155 for it.
- 866 OTO Laptops and 88 iPads have been reimaged and enrolled in Casper Suite.
- Streamlined and automated updates for commonly needed runtimes (Flash and Java) which results in fewer tickets, less walk-ins, and more instructional time.
- Continue to add a suite of applications to the new “Self-Service” app on student/staff laptops. End users have the ability to install a selection of apps without involvement of IT personnel. Applications include: Google Earth, Mind Nodes, DropBox, Kindle, CMAPTools, Logger Pro, iBooks Author, and more.
- Preparing for CAASPP testing on Windows and OS X
- In process of upgrading of the security camera system for MRC and NSAA:
 - New Win2012 server with 6x greater video storage & 4x more data throughput.
 - New video client that gives the CDO’s increased functionality (view more cameras, easier to save video clips, etc.)
- New switch configured and installed for C building.
- Solar setup to work within our network.
- Ramp-Up rebuilt and further secured the ramp-up internal network.

- Upgraded all of our domains to Windows Server 2012 so now all of our Windows 7 and Windows 10 computers can use group policies.
- All student accounts have been moved to Active Directory.
- New Secure Browser is being pushed out to all updated student computers.
- Secured and reorganized loaner carts at NSAA.

- Progressing on updating Staff computers to new office 2016 and office 365.
- 863 tickets closed in reporting period.

GAVRT

GAVRT celebrated its 20th anniversary on October 30! [Read about in the included newsletter.](#)

For this quarter thus far, GAVRT has hosted a total of 29 classroom antenna sessions from 14 different schools across the United States and Australia for a total of 780 students to date (with several more sessions scheduled through the end of December). Included in this total were students from our own Norton Space & Aeronautics Academy with teacher Gloria Feliciano leading her 6th grade students through a Jupiter observation and students from the AAE with teacher Dana Klopping leading her 6th grade science classes through a Black Hole Patrol observation. In addition, we've heard from our first teacher from the May/June Guam training and we are getting very close to scheduling at least 2 antenna sessions with her students and, for the first time in several years, we've heard from two of our DoDEA teachers who are interested in starting GAVRT with their students at Netzaberg Middle School in Germany. They will be scheduling sessions for all of their students on two consecutive days in December.

On October 26 we hosted a GAVRT Strategic Planning meeting at the Hampton Inn in Ontario. The purpose of this meeting was to strategize on how to move GAVRT forward with the many changes that are happening in today's classrooms – including Common Core and NGSS standards and how GAVRT can be proactive in creating curriculum that falls in line with these new standards. Those in attendance from the Lewis Center included IT Director/GAVRT Manager, Ryan Dorcey; GAVRT operators Kelli Cole and Nancy Kreuser-Jenkins; science teacher and GAVRT trainer Debbie Gaidzik; AAE Science Department Head, Matt Huffine; AAE MS/HS Principal, Wes Kanawyer; and LCER Interim President/CEO, Lisa Lamb.

Across the Universe

GAVRT Newsletter

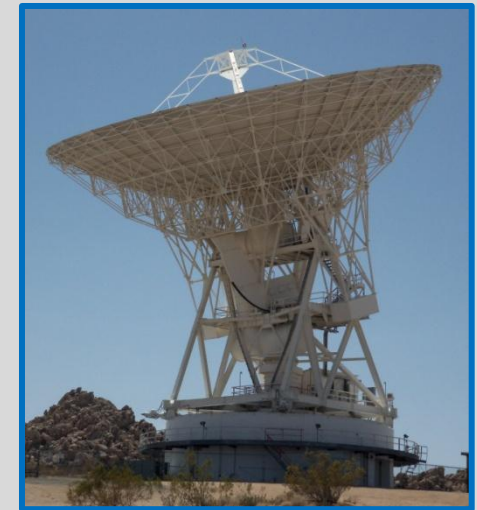
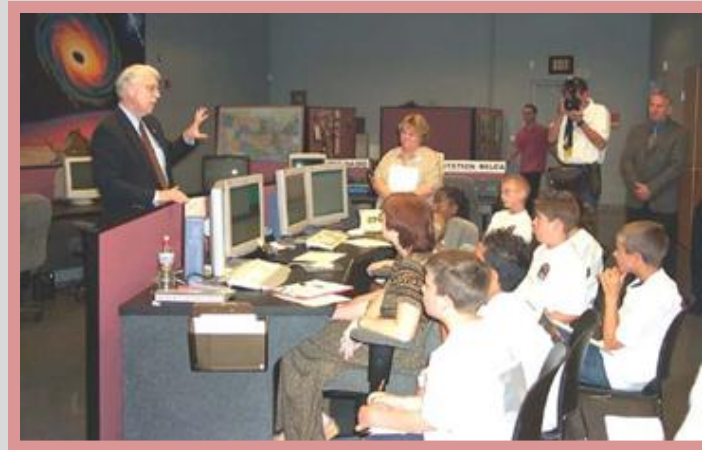
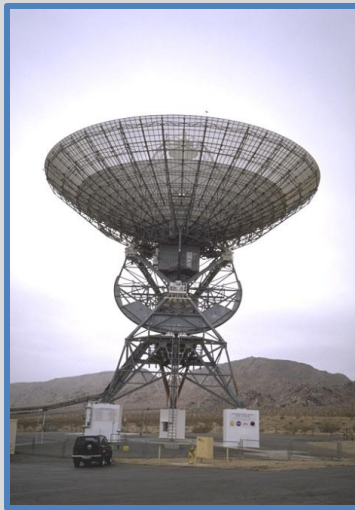
October, 2016

Page 1



1996 - 2016

GAVRT Celebrates 20 Years!



"As I recall the many meetings we had over the years, I cannot count the number of times that I heard someone say, 'That's an interesting idea, but what's in it for the kids?'" "I find myself reminding the professional scientists in the program to ask themselves, 'How will the students benefit from their participation in this particular science experiment – what's in it for the kids comes first; the science comes second.'" "I've also learned that the phrase means more than simply what can kids learn. The focus at the Lewis Center is to educate the whole child and not just to develop test-preparation skills. 'What's in it for the kids?' has taken a new meaning for me through my involvement with this community."

Across the Universe

From a Vision to Reality...

The Birth of a Radio Astronomy Program

- **1995:** Dr. Michael Klein, Premiere Scientist and world's leading expert on Jupiter, is assigned as the Senior Scientist to what would eventually become the Goldstone Apple Valley Radio Telescope (GAVRT) program. Several meetings followed in order to work out the details of the project.
- **October 30, 1996:** NASA Administrator, Dan Goldin, presided over a brief ceremony where Dr. Paul Westmoreland of JPL and Dr. Stan Halperin, Superintendent of AVUSD, signed a historic Memorandum of Understanding (MOU).
- **1997:** T-1 Data line installed to support first GAVRT connection from University Public School in inner-city Detroit, MI.
- **May, 1997:** First GAVRT connection to 3 remote schools. Jupiter Quest curriculum begins beta test with University Public School in Detroit, MI; Apple Valley Middle School and Vista Campana Middle School in Apple Valley, CA.
- April 14, 1998:** NASA awards GAVRT a Group Achievement Award for the development of the GAVRT team.
- **October 26, 1998:** Rick Piercy honored with the NASA Public Service Medal by NASA Administrator Dan Goldin. This award is given to only non-government employees who contribute to the mission of NASA.
- **October 27, 2000:** The first Cassini-Jupiter Microwave Observing Campaign (JMOC) antenna session occurred. GAVRT operated DSS-13 for a four-month long study to conduct ground-based observations at 8.48 and 13.8 GHz of Jupiter.
- **December 30, 2000:** On its way to Saturn and its moon, Titan, the Cassini spacecraft makes its closest approach Jupiter. The spacecraft will arrive in July, 2004.
- **May 4, 2001:** Twelve students from across the U.S. formally presented the Cassini-JMOC report to Director of JPL, Dr. Charles Elachi.
- **May 7, 2001:** The LCER was recognized with the NASA Group Achievement Award for the Cassini-JMOC campaign.
- **June, 2001:** Students began participating as part of the Goldstone Solar System Radar (GSSR) Network in collecting data that would be used by JPL in selecting the landing sites for the Opportunity Mars Rover.
- **December 5, 2002:** Hohenfels High School in Germany was the first overseas American school to successfully run the GAVRT radio telescope with Joyce Dusenberry as the teacher!
- **May 14, 2005:** The GAVRT team suffered a tremendous loss when they lost their principal scientist, Dr. Mike Klein. We not only lost an integral part of the GAVRT team – but we also lost a great friend in Mike and he is missed by all who knew him.
- **August 6, 2005:** GAVRT's mission control was dedicated and renamed "**The Michael J. Klein Mission Control**" with his wife, children, and grandchildren present for the ceremony.

Across the Universe

What We've Done...so Far!!



October 27, 2000
Cassini-JMOC Campaign



LCROSS Mission

The Lunar Crater Observation and Sensing Satellite (LCROSS) launched June 18, 2009 at 2:32 pm PDT and impacted the moon at 4:30am PDT on October 9, 2009. Four GAVRT students and two teachers were on hand to witness the launch from Kennedy Space Center in Cape Canaveral, FL and over 200 students, teachers, and parents were on hand at the Lewis Center in Apple Valley as LCROSS impacted the moon.



June, 2001
GSSR/Mars Opportunity Rover Campaign

Jupiter 24

On November 21, 2009, radio telescopes in all 3 Deep Space Stations (Ft. Irwin, California; Madrid, Spain; and Canberra, Australia), completed a 24-hour mission of the gas giant.



Across the Universe

What We've Done...so Far (cont.)

Juno Mission

Juno Launch - August 5, 2011



Juno JOI – July 4, 2016



On August 5, 2011, the Juno Spacecraft was launched from Kennedy Space Center in Cape Canaveral, Florida, on what would be an almost 5-year journey to the giant gas planet we know as Jupiter! This was an exciting moment for GAVRT, partly because our lead scientist, Dr. Steve Levin, was part of the principal investigation team for the Juno Mission, and partly because GAVRT students and teachers were invited to be part of this exciting event. In total, we had 39 students and teachers from 6 different schools in Florida, Georgia, Oregon, and Concepcion, Chile!

Fast forward about 5 years and Juno finally arrived at its destination – Jupiter! The engines – which had been relatively dormant during its journey – were fired up and everything went off without a hitch. It was an exciting night not only for all of the scientists involved in the mission but also for the GAVRT students, teachers, and team members who were present for this monumental event. Juno will continue its mission, orbiting the planet for about 20 months before it finally de-orbits into Jupiter in February, 2018.

**Lewis Center for Educational Research
Staff Report**

Date: December 12, 2016
To: Board of Directors
From: Valli Andreasen and Wes Kanawyer
Re: Principal's Report

School Operations

- Love and Logic classes for parents are ongoing
- Kitty Hawk Tutoring for students is ongoing
- Parents and Pastries meeting was a success.
- Parent Volunteer Workshops are ongoing. We currently have 501 approved parent volunteers.

Strategic Planning

- Over 150 focused, elementary and secondary classroom walkthroughs have been completed by administration in the last month. Data collected during these visits provides an overarching picture of AAE curriculum implementation, instructional practices, technology usage, safety and more.

Student Achievement and Performance

- Apple Valley Chamber of Commerce *Student of the Semester* was 12th grader, Erin Gilmore

School Event Highlights

- ASB hosted a Movie Night November 18th. The next one will be Rogue One: A Star Wars Story scheduled for December 15th at the Apple Valley Carmike Theatre.
- ASB High School Winter Formal at Green Tree Golf Course, November 19th
- Knights Classic Basketball Tournament is being held Nov 29-Dec 3 with 12 schools participating.
- PTC Book Fair had \$11,417 in total sales.
- All winter sports are underway (varsity boys and girls basketball, soccer, middle school baseball and softball).
- There will officially be a middle school girls soccer team thanks to the fundraising efforts of some dedicated parents.

- December 14th will be a monthly spirit day, Pajama Day.

Media Coverage

- “To the Finals” *Daily Press* article on November 13, 2016. Both AAE boys and girls cross country teams qualified for the CIF-Southern Section Finals. This is first time the girls have advanced to the finals and the third time for the boys.
- “Preparing for takeoff: Students become scientists during Lewis Center’s Space Day” *Daily Press* article on December 1, 2016. NASA astrophysicist, Dr. Steven Levine, addressed first graders as part of a rotation of activities on their Space Day.

Parent and Community Partnerships

- Dr. Steve Levin from JPL was on campus November 30 and presented to first grade students as part of their Space Day.
- Firefighters from the AVFPD read to one of our elementary classes November 30 as part of the On Fire for Literacy program.
- Apple Valley Rotary Club visited the kindergarten classes on December 1 to read and distribute a book to each student.
- Fall Festival brought in over \$22,000 this year.

Fiscal Considerations

- Continued transportation savings from our Ebmeyer partnership

Registrar/Enrollment

| | | |
|------|-----|--|
| TK | 24 | |
| K | 100 | |
| 1st | 99 | (1 additional student starting January 9th) |
| 2nd | 100 | |
| 3rd | 112 | |
| 4th | 112 | |
| 5th | 111 | |
| 6th | 118 | (2 additional students starting January 9th) |
| 7th | 120 | |
| 8th | 113 | (7 additional students starting January 9th) |
| 9th | 110 | |
| 10th | 112 | (1 additional student starting January 9th) |
| 11th | 108 | (1 additional student starting January 9th) |
| 12th | 112 | |

Discipline

| | TK-5 | 6-8 | 9-12 |
|---------------------|-------------|------------|-------------|
| In-House Suspension | 5 | 5 | 5 |
| Suspension | 5 | 2 | 3 |
| Expulsion | 0 | 0 | 0 |

Lewis Center for Educational Research

STAFF REPORT

Date: November 28, 2016
To: Board of Directors
From: Lupita Girard
Re: Principal's Report

QUICK UPDATE NSAA

- Parent-Teacher Conferences were very informative and fruitful at NSAA the last week of November before Thanksgiving Break.
- Professional Development continues focused on the new curriculum implementation, CCSS, NGSS, and GLAD
- SBCSS Board will visit Norton on December 5th & NSAA will present to them its Charter for Renewal at 1:00 pm. Parent, student, and staff support was evident through letters that were sent to the Board before Thanksgiving Break.

Enrollment

| GRADE LEVEL | CURRENT ENROLLMENT | WAITING LIST | WAIT LIST 2017-2018 |
|-----------------------|---------------------------|---------------------|----------------------------|
| TK | 25 | 8 | 9 |
| K | 118 | 1 | 77 |
| 1st | 115 | 6 | |
| 2nd | 103 | 4 | |
| 3rd | 83 | 3 | |
| 4th | 76 | 3 | |
| 5th | 78 | 1 | |
| 6th | 60 | 8 | |
| 7th | 62 | 4 | |
| 8th | 49 | 1 | |
| TOTAL | 769 | 39 | 86 |

STUDENT ACTIVITIES

- Transitional Kinder class at Norton is off to a great start under the leadership of experienced kinder teacher Ms. Mesinas.
- Second grade students participated in a fieldtrip to the LA County Fair

- Third grade students participated in a field trip to the University of Riverside Botanical Gardens.
- Kinder students will also participate in a field trip to Pretend City in Irvine.
- Character Counts assemblies presented continue every month highlighting the monthly trait. Students have explored respect, responsibility, honesty, perseverance, and citizenship.
- The NSAA Winter program is planned on December 15th on the blacktop. We cannot wait to see what our students will share with our school community!
- Baseball and Softball seasons started thanks to Mr. Pennell and Mr. David Garcia who stepped up to serve as coaches.

English Learners

NSAA administration of the California English Language Development Test was completed on time. There were corrections needed for 2 students, which were completed by the scoring company. Results should be available by January and Reclassification of English Learners will follow. Reviews of students previously reclassified are on track every 6 months with the support from Diana Davidson. NSLA has agreed to participate in the English Language Proficiency Assessments for California (ELPAC) pilot. This assessment will replace the current English Learners exam, the CELDT. Preliminary explanations indicate that the ELPAC will also include computerized components in the upper grades.

IEPs & Section 504 Plans

NSAA is on track following all IEP/Section 504 plans deadlines to meet students' needs. Special Education teachers have shared with the General Education teachers students' goals, accommodations, and modifications to ensure they are familiar with what the students need and how to support them in their classrooms.

PROFESSIONAL DEVELOPMENT

Our teachers continue to work diligently to ensure adequate implementation of the new language arts curriculum. It is a comprehensive curriculum which incorporates non-repetitive units of study for English language arts, and Spanish Language Arts instruction. This component is key to the implementation of a high quality dual immersion program. Teachers continue to collaborate weekly following the Professional Learning Communities (PLC) model in which teachers analyze student data and plan accordingly. New teachers have participated in Guided Language Acquisition Design (GLAD). Follow up sessions have been conducted by grade level. Silvia Duque de Reyes, representative from the Benchmark publisher also conducted a full day professional development with our teachers to deepen their understanding on the effective implementation of the new curriculum addressing also the needs of our English Learners. SBCSS math representative will conduct a two-hour in-service for our teachers on November 30th.

TITLE I-SUPPLEMENTAL EDUCATIONAL SERVICES

Per the California Department of Education, NSAA will continue to be considered to be in Program Improvement Year 3. This requires that funds are allocated to provide Supplemental Educational Services (SES) to eligible students. The required informational letters were sent first to all parents, and then more specifically to the parents of eligible students. The SES Providers

fair will be on Dec 7th at NSAA. The criteria for eligible students includes: 1) Students that receive free or reduced lunch; 2) Students who are below grade level 3) List will start with students in 8th grade and move down the grades. SES will provide services for students based on the funds available. Sign up for SES services are first come first served, all others will be placed on a wait list.

PARENT INVOLVEMENT

ELAC & School Site Council

During the next ELAC parents will discuss the Multicultural Health Festival to solicit parent input about the event. School Site Council will continue to discuss regular agenda items including ELAC input, budget, and parent comments.

PTO

PTO is currently planning the Family Skate Night on December 2nd. It is a fun event that is well-attended by families, and that is a great fundraiser for the PTO.

STAFF

Principal Girard accepted a position at Capistrano Unified School District and her last day will be Dec. 2nd. Vice Principal Preciado is currently serving as interim, and the position has been posted. Ms. Lopez resigned from her position as 4th grade teacher due to personal reasons. Current open positions include Principal, 4th Grade Dual Immersion Teacher (2) (one opening currently covered by Ms. Leños as the long term sub, second opening covered by available substitute teachers); Kinder Dual Immersion Teacher (currently covered by Ms. Jessica Sepúlveda as the long-term sub); and After School Aide.

| UPCOMING EVENTS-DECEMBER | LOOKING AHEAD TO JANUARY |
|--|---|
| <ul style="list-style-type: none"> ▪ 12/2—Family Skate Night – 5: 00-7:00 CalSkate☺☺ ▪ 12/5—Charter Renewal Presentation-Parent support appreciated! 1:00 pm 601 North E Street, San Bernardino ▪ 12/7—PTO General Meeting- 8:30-9:30 Cafeteria ▪ 12/12—LCER Foundation Board Meeting in Apple Valley 7:00 am ▪ 12/13—ELAC Meeting 8:30 am Cafeteria ▪ 12/15—Winter Program 8:30 am ▪ 12/15—School Site Council (SSC) K-5 3:00-4:00 pm ▪ 12/16—Fundraiser-Donation \$1 Wear an ugly sweater! ▪ 12/19-1/6—Winter Break - Enjoy! | <ul style="list-style-type: none"> • 1/9 Welcome back from Winter Break • 1/16 Martin Luther King (Holiday) • 1/12 Latino Families Literacy Project • 1/17 NSAA Board Meeting 7:30 am • 1/17 Family Science Night 5:00 pm cafeteria • 1/27 100 Days of School • 1/26 Parents & Pastries 8:30 am • 1/30 School Lottery |

Please join us at any events you are interested in!

The full NSAA calendar is posted on our website at: <http://www.lewiscenter.org/nsaa/>

**Lewis Center for Educational Research
Staff Report**

Date: September 12, 2016

To: LCER Board of Directors

From: Darren Dowd

Subject: Facilities Report

- I am still working with the Town of Apple Valley on the Certificates of Occupancy. This has delayed the installation of the shade structures at AAE.
- I am working with the team on finding a new location for NSLA and will be attending meetings to select a school development company and move forward on this project.
- I have been working with the President/CEO on policy revisions pertaining to Facilities. Several of them are included for approval on the December agenda. The remaining ones will be brought forward in March.
- I have been working with Jim Quinn and Howard Jaeger on the construction evaluation.
- I am preparing for annual testing of elevators and fire systems at both campuses that will happen the beginning of next year.
- A Facilities Tech at NSLA resigned and the position was filled by a current Facilities Assistant. The open position is temporarily on hold.
- Several classroom moves at AAE will be completed over the winter break.
- The AAE Softball field was overlaid in preparation for the upcoming season.
- 473 Fix-it Tickets were closed during this period.

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
August 1 - August 31, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

| | | |
|--|--------------|-------------|
| Beginning Balance | | \$10,210.87 |
| Revenue | | |
| Transfer from Savings - Unrestricted | \$282.96 | |
| Transfer from Savings - Capital Campaign | \$10,000.00 | |
| <i>Total</i> | \$10,282.96 | |
| Expenditures | | |
| 2 Ambassadors Blazers | \$282.96 | |
| Edison Scholarship | \$5,000.00 | |
| Senior Leadership Team Scholarship | \$250.00 | |
| LCER Board Scholarship | \$500.00 | |
| Bill Davis Scholarship | \$500.00 | |
| School's First Scholarship | \$300.00 | |
| Daniel Kobold Scholarship | \$150.00 | |
| AAE PTC Scholarship | \$1,000.00 | |
| <i>Total</i> | \$7,982.96 | |
| Ending Balance | <i>Total</i> | \$12,510.87 |

SAVINGS (HIGH DESERT PARTNERSHIP)

| | | |
|---|--------------|---------------------|
| Beginning Balance | | |
| Restricted Funds - Capital Campaign | | \$197,552.95 |
| Restricted Funds - Scholarships | | \$39,219.91 |
| Restricted Funds - Davis Endowment | | \$10,940.79 |
| Restricted Funds - HiDAS Endowment | | \$64,339.36 |
| Unrestricted Funds | | \$4,770.40 |
| | | \$318,073.24 |
| Revenue | | |
| Fun Run | \$50.00 | |
| VVWRA Easement | \$18,750.00 | |
| AAE PTC Scholarship | \$2,000.00 | |
| AAE Staff Scholarship | \$45.00 | |
| Interest | \$27.86 | |
| <i>Total</i> | \$20,872.86 | |
| Expenditures | | |
| Transfer to Checking - Capital Campaign | \$10,000.00 | |
| Transfer to Checking - Unrestricted | \$1,642.76 | |
| <i>Total</i> | \$11,642.76 | |
| Ending Balance | | |
| Restricted Funds - Capital Campaign | | \$187,620.22 |
| Restricted Funds - Scholarships | | \$41,268.25 |
| Restricted Funds - Davis Endowment | | \$10,941.63 |
| Restricted Funds - HiDAS Endowment | | \$64,344.93 |
| Unrestricted Funds | | \$21,878.47 |
| | <i>Total</i> | \$326,053.50 |
| Total Checking and Savings | | \$338,564.37 |

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
September 1 - September 30, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

| | | |
|---|--------------|-------------|
| Beginning Balance | | \$12,510.87 |
| Revenue | | |
| Transfer from Savings - Scholarships | \$900.00 | |
| Eventbrite - Fun Run - AAE Capital Campaign | \$1,745.00 | |
| <i>Total</i> | \$2,645.00 | |
| Expenditures | | |
| Transfer to Savings - Eventbrite - AAE Capital Campaign | \$1,745.00 | |
| AAE Staff Scholarship | \$500.00 | |
| Educational Activity Grant - Scholarships | \$900.00 | |
| <i>Total</i> | \$3,145.00 | |
| Ending Balance | <i>Total</i> | \$12,010.87 |

SAVINGS (HIGH DESERT PARTNERSHIP)

| | | |
|-------------------------------------|--------------|--------------|
| Beginning Balance | | |
| Restricted Funds - Capital Campaign | | \$187,620.22 |
| Restricted Funds - Scholarships | | \$41,268.25 |
| Restricted Funds - Davis Endowment | | \$10,941.63 |
| Restricted Funds - HiDAS Endowment | | \$64,344.93 |
| Unrestricted Funds | | \$21,878.47 |
| | | \$326,053.50 |
| Revenue | | |
| Fun Run | \$2,267.00 | |
| AAE Staff Scholarship | \$45.00 | |
| Interest | \$26.75 | |
| <i>Total</i> | \$2,338.75 | |
| Expenditures | | |
| Transfer to Checking - Scholarships | \$900.00 | |
| <i>Total</i> | \$900.00 | |
| Ending Balance | | |
| Restricted Funds - Capital Campaign | | \$189,902.74 |
| Restricted Funds - Scholarships | | \$40,416.73 |
| Restricted Funds - Davis Endowment | | \$10,942.43 |
| Restricted Funds - HiDAS Endowment | | \$64,350.28 |
| Unrestricted Funds | | \$21,880.08 |
| | <i>Total</i> | \$327,492.25 |
| Total Checking and Savings | | \$339,503.12 |

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
October 1 - October 31, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

| | | |
|---|--------------|-------------|
| Beginning Balance | | \$12,010.87 |
| Revenue | | |
| Transfer from Savings - Unrestricted | \$5,925.00 | |
| <i>Total</i> | \$5,925.00 | |
| Expenditures | | |
| LCER - Pat Caldwell Consultant Fees Reimbursement | \$5,925.00 | |
| <i>Total</i> | \$5,925.00 | |
| Ending Balance | <i>Total</i> | \$12,010.87 |

SAVINGS (HIGH DESERT PARTNERSHIP)

| | | |
|--|--------------|---------------------|
| Beginning Balance | | |
| Restricted Funds - Capital Campaign | | \$189,902.74 |
| Restricted Funds - Scholarships | | \$40,416.73 |
| Restricted Funds - Davis Endowment | | \$10,942.43 |
| Restricted Funds - HiDAS Endowment | | \$64,350.28 |
| Unrestricted Funds | | \$21,880.08 |
| | | \$327,492.25 |
| Revenue | | |
| Edison International Donation - Scholarships | \$5,000.00 | |
| Fun Run Donation - Capital Campaign | \$70.00 | |
| AAE Staff Scholarship | \$45.00 | |
| Interest | \$27.61 | |
| <i>Total</i> | \$5,142.61 | |
| Expenditures | | |
| Transfer to Checking - Unrestricted | \$5,925.00 | |
| <i>Total</i> | \$5,925.00 | |
| Ending Balance | | |
| Restricted Funds - Capital Campaign | | \$189,988.75 |
| Restricted Funds - Scholarships | | \$34,540.32 |
| Restricted Funds - Davis Endowment | | \$10,943.26 |
| Restricted Funds - HiDAS Endowment | | \$64,355.80 |
| Unrestricted Funds | | \$21,881.74 |
| | <i>Total</i> | \$321,709.86 |
| Total Checking and Savings | | \$333,720.73 |

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 9/2/2016 Through 12/1/2016

| Effective D... | Check Nu... | Vendor Name | Check Amount | Transaction Description |
|----------------|-------------|----------------------------|--------------|--|
| 9/6/2016 | 37570 | CharterSAFE | 21,294.00 | Insurance premium pymt for Septemer 2016 |
| 9/6/2016 | 37573 | Employment Develop... | 19,988.23 | Cert - PIT #815-1243-6 for Aug |
| 9/6/2016 | 37576 | SBCSS | 14,604.19 | NSAA PERS contributions for August |
| 9/6/2016 | | SBCSS | 48,522.95 | LCER/AAE - PERS contributions for August |
| 9/6/2016 | 37584 | SBCSS | 51,224.11 | NSAA STRS contributions for August |
| 9/6/2016 | | SBCSS | 104,756.06 | LCER/AAE - STRS contributions for August |
| 9/12/2016 | 37627 | Mac to School | 40,759.20 | PO# 17-305-IT-H - 2nd Stock of Mac Book Airs |
| 9/12/2016 | 37655 | VIRCO, Inc. | 17,113.44 | PO# 1617-511-FUR Student Chairs, Desks, Kidney Tables, Books |
| 9/13/2016 | 37668 | Desert Solar, Inc. | 19,769.00 | Draw #6 for Solar project at AAE |
| 9/20/2016 | 25579 | Lewis Center for Ed Re... | 55,000.00 | transfer from DCB to NSAA |
| 9/20/2016 | 37671 | SISC | 190,612.30 | Health Coverage for September 16 |
| 9/22/2016 | 37685 | Southern California Edi... | 11,492.25 | Acct# 3-040-9699-37 - 8/8/16-9/6/16 - MRC |
| 9/22/2016 | | Southern California Edi... | 12,041.16 | Acct# 3-031-8444-40 -8/8/16-9/7/16-NSAA |
| 9/22/2016 | | Southern California Edi... | 12,531.78 | Acct# 3-017-5280-27 - 8/5/19-9/6/16 |
| 9/30/2016 | 284 | | 229,011.27 | Group: CLASS; Pay Date: 9/30/2016 |
| 10/1/2016 | 285 | | 525,695.95 | Group: CERT; Pay Date: 10/1/2016 |
| 10/2/2016 | 37702 | CharterSAFE | 21,294.00 | Insurance premium pymt for October 2016 |
| 10/2/2016 | 37705 | Employment Develop... | 20,553.07 | Cert - PIT #815-1243-6 for Sept |
| 10/2/2016 | 37708 | SBCSS | 14,566.18 | NSAA PERS contributions for September |
| 10/2/2016 | | SBCSS | 49,472.82 | LCER/AAE - PERS contributions for September |
| 10/2/2016 | 37709 | SchoolsFirst Federal C... | 10,968.17 | Employee TSA contributions - Sept 2016 |
| 10/2/2016 | 37714 | SBCSS | 51,526.46 | NSAA STRS contributions for September |
| 10/2/2016 | | SBCSS | 106,164.04 | LCER/AAE - STRS contributions for September |
| 10/6/2016 | 37716 | Abila | 10,738.00 | MIP Fund Accounting M&S Renewal |
| 10/6/2016 | 37726 | Benchmark Education ... | 80,000.00 | PO# 1516-332-NSA NSAA Curriculum |
| 10/6/2016 | | Benchmark Education ... | 80,000.00 | PO# 1617-507-AAE AAE ELA Curriculum |
| 10/6/2016 | 37745 | Calif Career Info System | 11,000.00 | Eureka for 16/17 |
| 10/7/2016 | 37830 | CharterSAFE | 14,391.35 | Workers Comp Audit 2015/2016 |
| 10/20/2016 | 37861 | Southern California Edi... | 10,150.36 | Acct# 3-017-5280-27 - MRC |
| 10/21/2016 | 37865 | SISC | 189,021.50 | Health Coverage for October 16 |
| 10/31/2016 | 25581 | Lewis Center for Ed Re... | 70,000.00 | Transfer from DCB to Union Checking |
| 10/31/2016 | 286 | | 217,103.40 | Group: CLASS; Pay Date: 10/31/2016 |
| 11/1/2016 | 287 | | 513,160.53 | Group: CERT; Pay Date: 11/1/2016 |
| 11/3/2016 | 37883 | CharterSAFE | 21,295.00 | Insurance premium pymt for November 2016 |
| 11/3/2016 | 37886 | Employment Develop... | 19,674.63 | Cert - PIT #815-1243-6 for October |
| 11/3/2016 | 37889 | SBCSS | 15,438.43 | NSAA PERS contributions for October |
| 11/3/2016 | | SBCSS | 48,342.33 | LCER/AAE - PERS contributions for October |
| 11/3/2016 | 37890 | SchoolsFirst Federal C... | 10,993.17 | Employee TSA contributions - October 2016 |
| 11/3/2016 | 37897 | SBCSS | 50,914.65 | NSAA STRS contributions for October |
| 11/3/2016 | | SBCSS | 104,527.70 | LCER/AAE - STRS contributions for October |
| 11/17/2016 | 38042 | SISC | 192,570.40 | Health Coverage for November 2016 |
| 11/28/2016 | 25583 | Lewis Center for Ed Re... | 60,000.00 | Transfer Money from DCB to Union |
| 11/30/2016 | 288 | | 222,049.16 | Group: CLASS; Pay Date: 11/30/2016 |
| 12/1/2016 | 290 | | 529,516.18 | Group: CERT; Pay Date: 12/1/2016 |
| Report Total | | | 4,119,847.42 | |

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Balance Sheet
 As of 10/31/2016



| | |
|---|-----------------------------|
| Assets | |
| Union-Checking | 434,601.36 |
| Union-Savings | 849.05 |
| Union Bank Foundation Accounts | 339,503.12 |
| Union Bank Trust Accounts | 514,292.33 |
| Other-Checking | 59,321.99 |
| Other-Savings | 50,763.07 |
| Accounts Receivable | 3,260,520.43 |
| Laptop Lease Receivable | 276,419.50 |
| Prepaid Expenses | 116,071.31 |
| Fixed Assets | <u>19,792,497.29</u> |
| Total Assets | <u>24,844,839.45</u> |
| Liabilities and Net Assets | |
| Accounts Payable Vendor | 926,991.40 |
| Line of Credit | 350,000.00 |
| Other Current Liability | (226,189.13) |
| Bonds Payable | 5,240,000.00 |
| Campus Consolidation Sale and Leaseback Payable | 1,984,225.09 |
| Laptop Leases Payable | 424,635.01 |
| Other Long Term Liability | <u>1,245,030.03</u> |
| Total Liabilities | 9,944,692.40 |
| Fund Balance | 14,602,919.07 |
| Current Net Income | 297,227.98 |
| Total Liabilities and Net Assets | <u>24,844,839.45</u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
1000 - Other Operations
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|------|-------------------------|--------------------|--------------------|--------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 5,230.00 | 130,014.28 | 84,000.00 | (46,014.28) |
| Total Revenue | | <u>5,230.00</u> | <u>130,014.28</u> | <u>84,000.00</u> | <u>(46,014.28)</u> |
| Total Revenue | | <u>5,230.00</u> | <u>130,014.28</u> | <u>84,000.00</u> | <u>(46,014.28)</u> |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Certificated Salaries | 5100 | 2,568.80 | 15,412.80 | 54,074.00 | 38,661.20 |
| Cert - Stipend | 5105 | 4,270.82 | 28,534.01 | 0.00 | (28,534.01) |
| Total Cert Salaries | | 6,839.62 | 43,946.81 | 54,074.00 | 10,127.19 |
| Class Salaries | | | | | |
| Class - Hourly | 5112 | 3,660.38 | 10,347.12 | 0.00 | (10,347.12) |
| Class - Stipend | 5115 | 104.16 | 624.97 | 0.00 | (624.97) |
| Total Class Salaries | | 3,764.54 | 10,972.09 | 0.00 | (10,972.09) |
| Benefits | | | | | |
| Employee Benefits | 5200 | 332.74 | 2,193.13 | 0.00 | (2,193.13) |
| STRS | 5201 | 336.25 | 2,088.14 | 0.00 | (2,088.14) |
| PERS | 5202 | 495.04 | 1,426.56 | 0.00 | (1,426.56) |
| SS Classified | 5204 | 232.66 | 675.84 | 0.00 | (675.84) |
| Medicare | 5205 | 152.80 | 708.12 | 784.07 | 75.95 |
| SUI Classified | 5208 | 5.29 | 24.59 | 27.04 | 2.45 |
| Workers Comp | 5209 | 106.04 | 492.97 | 584.00 | 91.03 |
| Total Benefits | | 1,660.82 | 7,609.35 | 1,395.11 | (6,214.24) |
| Supplies | | | | | |
| Class Supplies | 5320 | 0.00 | 265.01 | 0.00 | (265.01) |
| Equipment (under 5K) | 5325 | 0.00 | 469.95 | 0.00 | (469.95) |
| Reimbursables | 5327 | 1,597.68 | 1,597.68 | 0.00 | (1,597.68) |
| Office Supplies | 5530 | 0.00 | 49.00 | 3,000.00 | 2,951.00 |
| Software | 6220 | 3,461.64 | 25,757.52 | 20,000.00 | (5,757.52) |
| Total Supplies | | 5,059.32 | 28,139.16 | 23,000.00 | (5,139.16) |
| Services | | | | | |
| Employee Admin | 5220 | 0.00 | 32.00 | 0.00 | (32.00) |
| Travel | 5400 | 317.02 | 1,282.78 | 10,000.00 | 8,717.22 |
| Training and Conferences | 5410 | 0.00 | 3,876.28 | 2,000.00 | (1,876.28) |
| Consulting | 5441 | 5,000.00 | 21,866.00 | 48,000.00 | 26,134.00 |
| Copier | 5531 | 72.20 | 113.06 | 0.00 | (113.06) |
| Public Relations | 5562 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| Total Services | | 5,389.22 | 27,170.12 | 61,000.00 | 33,829.88 |
| Debt Service | | | | | |
| Interest Expense | 5571 | 5,650.00 | 5,650.00 | 0.00 | (5,650.00) |
| Total Debt Service | | 5,650.00 | 5,650.00 | 0.00 | (5,650.00) |
| Total Expenditures | | <u>28,363.52</u> | <u>123,487.53</u> | <u>139,469.11</u> | <u>15,981.58</u> |
| Revenue and Expense | | <u>(23,133.52)</u> | <u>6,526.75</u> | <u>(55,469.11)</u> | <u>(61,995.86)</u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
2000 - AAE
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|-------|--------------------------|----------------------------|-----------------------------|----------------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 959,925.95 | 3,327,651.17 | 12,108,359.50 | 8,780,708.33 |
| Total Revenue | | <u>959,925.95</u> | <u>3,327,651.17</u> | <u>12,108,359.50</u> | <u>8,780,708.33</u> |
| Total Revenue | | <u><u>959,925.95</u></u> | <u><u>3,327,651.17</u></u> | <u><u>12,108,359.50</u></u> | <u><u>8,780,708.33</u></u> |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Certificated Salaries | 5100 | 395,067.80 | 1,960,557.58 | 4,648,601.10 | 2,688,043.52 |
| Cert - Hourly | 5102 | 2,427.14 | 11,289.01 | 20,437.38 | 9,148.37 |
| Cert - Subs | 5103 | 12,788.00 | 44,872.49 | 215,125.13 | 170,252.64 |
| Cert - Supplemental | 5104 | 3,653.00 | 17,069.44 | 0.00 | (17,069.44) |
| Cert - Stipend | 5105 | 6,400.11 | 31,122.71 | 109,025.18 | 77,902.47 |
| Cert - OT | 5106 | 0.00 | 30.00 | 0.00 | (30.00) |
| Total Cert Salaries | | <u>420,336.05</u> | <u>2,064,941.23</u> | <u>4,993,188.79</u> | <u>2,928,247.56</u> |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 55,765.45 | 308,231.75 | 691,509.97 | 383,278.22 |
| Class - Hourly | 5112 | 3,992.10 | 15,793.88 | 149,918.20 | 134,124.32 |
| Class - Subs | 5113 | 5,484.50 | 15,740.20 | 0.00 | (15,740.20) |
| Class - Supplemental | 5114 | 8,287.56 | 24,473.90 | 0.00 | (24,473.90) |
| Class - Stipend | 5115 | 5,937.49 | 8,583.28 | 0.00 | (8,583.28) |
| Class - OT | 5116 | 0.00 | 26.25 | 0.00 | (26.25) |
| Total Class Salaries | | <u>79,467.10</u> | <u>372,849.26</u> | <u>841,428.17</u> | <u>468,578.91</u> |
| Benefits | | | | | |
| Employee Benefits | 5200 | 72,107.28 | 351,083.68 | 870,355.88 | 519,272.20 |
| STRS | 5201 | 50,536.81 | 242,868.22 | 567,408.16 | 324,539.94 |
| PERS | 5202 | 9,807.83 | 51,691.67 | 105,752.90 | 54,061.23 |
| SS Classified | 5204 | 5,432.40 | 25,680.14 | 52,168.55 | 26,488.41 |
| Medicare | 5205 | 6,956.16 | 33,929.48 | 84,601.95 | 50,672.47 |
| SUI Classified | 5208 | 249.94 | 1,218.79 | 2,917.31 | 1,698.52 |
| Workers Comp | 5209 | 4,846.58 | 23,826.95 | 63,013.86 | 39,186.91 |
| Total Benefits | | <u>149,937.00</u> | <u>730,298.93</u> | <u>1,746,218.61</u> | <u>1,015,919.68</u> |
| Supplies | | | | | |
| Approved Text Books | 5300 | 2,329.15 | 102,937.58 | 98,500.00 | (4,437.58) |
| Classroom Books | 5301 | 86.18 | 1,315.41 | 3,900.00 | 2,584.59 |
| Class Supplies | 5320 | 3,621.54 | 30,116.74 | 112,065.00 | 81,948.26 |
| Ohter Supplies | 5322 | 3,108.41 | 15,327.37 | 5,300.00 | (10,027.37) |
| Equipment (under 5K) | 5325 | 0.00 | 1,848.08 | 23,400.00 | 21,551.92 |
| Reimbursables | 5327 | 9,595.40 | 31,272.00 | 0.00 | (31,272.00) |
| Office Supplies | 5530 | 893.78 | 4,886.53 | 8,250.00 | 3,363.47 |
| Postage | 5540 | 0.00 | 317.91 | 10,000.00 | 9,682.09 |
| Computers | 6210 | 0.00 | 399.99 | 0.00 | (399.99) |
| Furniture | 6230 | 0.00 | 1,324.08 | 0.00 | (1,324.08) |
| Books, Media, Library | 6240 | 1,273.00 | 10,497.66 | 15,000.00 | 4,502.34 |
| Total Supplies | | <u>20,907.46</u> | <u>200,243.35</u> | <u>276,415.00</u> | <u>76,171.65</u> |
| Services | | | | | |
| Employee Admin | 5220 | 428.00 | 976.00 | 0.00 | (976.00) |
| Volunteer fingerprinting | 52201 | 0.00 | 352.00 | 0.00 | (352.00) |
| Testing | 5331 | 645.00 | 776.86 | 12,000.00 | 11,223.14 |
| Referees | 5340 | 0.00 | 3,178.00 | 12,650.00 | 9,472.00 |
| Field Trip | 5350 | 0.00 | 0.00 | 5,950.00 | 5,950.00 |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
2000 - AAE
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|------|-------------------------|---------------------|---------------------|---------------------|
| Travel | 5400 | 845.71 | 2,871.53 | 13,000.00 | 10,128.47 |
| Training and Conferences | 5410 | 748.00 | 2,368.75 | 63,301.50 | 60,932.75 |
| Dues and Memberships | 5420 | 1,300.00 | 7,293.75 | 23,725.00 | 16,431.25 |
| AVUSD Fees | 5421 | 0.00 | 0.00 | 9,000.00 | 9,000.00 |
| Legal Fees | 5440 | 0.00 | 1,843.17 | 50,000.00 | 48,156.83 |
| Consulting | 5441 | 0.00 | 0.00 | 10,000.00 | 10,000.00 |
| Security | 5500 | 0.00 | 29,009.44 | 0.00 | (29,009.44) |
| Copier | 5531 | 0.00 | 4,261.95 | 0.00 | (4,261.95) |
| Emergency-First Aid | 5532 | 130.89 | 813.50 | 1,000.00 | 186.50 |
| Rental - Leases | 5550 | 0.00 | 7,252.36 | 0.00 | (7,252.36) |
| Advertising - Marketing | 5561 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| Public Relations | 5562 | 0.00 | 0.00 | 1,500.00 | 1,500.00 |
| Special Events | 5563 | 200.16 | 3,604.55 | 17,570.00 | 13,965.45 |
| Bus | 6115 | 9,867.63 | 17,872.13 | 39,000.00 | 21,127.87 |
| Total Services | | <u>14,165.39</u> | <u>82,473.99</u> | <u>259,696.50</u> | <u>177,222.51</u> |
| Debt Service | | | | | |
| Interest Expense | 5571 | 0.00 | 80,233.47 | 0.00 | (80,233.47) |
| Tetra | 5573 | 0.00 | 285,890.36 | 0.00 | (285,890.36) |
| Total Debt Service | | <u>0.00</u> | <u>366,123.83</u> | <u>0.00</u> | <u>(366,123.83)</u> |
| Total Expenditures | | <u>684,813.00</u> | <u>3,816,930.59</u> | <u>8,116,947.07</u> | <u>4,300,016.48</u> |
| Revenue and Expense | | <u>275,112.95</u> | <u>(489,279.42)</u> | <u>3,991,412.43</u> | <u>4,480,691.85</u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
4000 - NSAA
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|-------|-------------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 541,763.09 | 1,890,961.79 | 7,608,482.00 | 5,717,520.21 |
| Total Revenue | | <u>541,763.09</u> | <u>1,890,961.79</u> | <u>7,608,482.00</u> | <u>5,717,520.21</u> |
| Total Revenue | | <u>541,763.09</u> | <u>1,890,961.79</u> | <u>7,608,482.00</u> | <u>5,717,520.21</u> |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Certificated Salaries | 5100 | 197,141.98 | 999,300.47 | 2,510,535.95 | 1,511,235.48 |
| Cert - Hourly | 5102 | 0.00 | 0.00 | 31,964.31 | 31,964.31 |
| Cert - Subs | 5103 | 12,063.29 | 40,589.50 | 224,135.88 | 183,546.38 |
| Cert - Supplemental | 5104 | 3,169.16 | 27,941.00 | 0.00 | (27,941.00) |
| Cert - Stipend | 5105 | 8,596.52 | 30,563.11 | 75,278.04 | 44,714.93 |
| Cert - OT | 5106 | 955.06 | 2,275.06 | 0.00 | (2,275.06) |
| Total Cert Salaries | | <u>221,926.01</u> | <u>1,100,669.14</u> | <u>2,841,914.18</u> | <u>1,741,245.04</u> |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 37,035.38 | 195,837.25 | 576,148.23 | 380,310.98 |
| Class - Hourly | 5112 | 10,010.01 | 38,504.40 | 81,782.80 | 43,278.40 |
| Class - Subs | 5113 | 4,028.50 | 18,093.99 | 0.00 | (18,093.99) |
| Class - Supplemental | 5114 | 2,364.00 | 13,083.32 | 0.00 | (13,083.32) |
| Class - Stipend | 5115 | 1,000.00 | 1,000.00 | 0.00 | (1,000.00) |
| Class - OT | 5116 | 0.00 | 384.02 | 0.00 | (384.02) |
| Total Class Salaries | | <u>54,437.89</u> | <u>266,902.98</u> | <u>657,931.03</u> | <u>391,028.05</u> |
| Benefits | | | | | |
| Employee Benefits | 5200 | 35,310.60 | 172,774.63 | 383,047.92 | 210,273.29 |
| STRS | 5201 | 26,725.19 | 129,134.28 | 315,825.42 | 186,691.14 |
| PERS | 5202 | 7,398.69 | 37,509.50 | 60,440.84 | 22,931.34 |
| SS Classified | 5204 | 3,776.70 | 18,901.67 | 33,785.72 | 14,884.05 |
| Medicare | 5205 | 3,875.85 | 19,300.66 | 49,109.26 | 29,808.60 |
| SUI Classified | 5208 | 137.01 | 681.67 | 1,693.42 | 1,011.75 |
| Workers Comp | 5209 | 2,738.55 | 13,674.37 | 36,577.93 | 22,903.56 |
| Total Benefits | | <u>79,962.59</u> | <u>391,976.78</u> | <u>880,480.51</u> | <u>488,503.73</u> |
| Supplies | | | | | |
| Approved Text Books | 5300 | 3,593.61 | 94,867.15 | 270,800.00 | 175,932.85 |
| Classroom Books | 5301 | 0.00 | 2,176.92 | 1,500.00 | (676.92) |
| Class Supplies | 5320 | 1,525.45 | 23,818.28 | 36,100.00 | 12,281.72 |
| Ohter Supplies | 5322 | 230.13 | 616.72 | 1,500.00 | 883.28 |
| Equipment (under 5K) | 5325 | 279.77 | 2,416.61 | 21,500.00 | 19,083.39 |
| Reimbursables | 5327 | 5,856.87 | 8,244.03 | 0.00 | (8,244.03) |
| Office Supplies | 5530 | 1,729.53 | 7,535.72 | 15,000.00 | 7,464.28 |
| Postage | 5540 | 36.49 | 528.69 | 6,000.00 | 5,471.31 |
| Books, Media, Library | 6240 | 92.84 | 5,822.93 | 5,000.00 | (822.93) |
| Total Supplies | | <u>13,344.69</u> | <u>146,027.05</u> | <u>357,400.00</u> | <u>211,372.95</u> |
| Services | | | | | |
| Employee Admin | 5220 | 582.50 | 1,311.50 | 0.00 | (1,311.50) |
| Volunteer fingerprinting | 52201 | 0.00 | 224.00 | 0.00 | (224.00) |
| Testing | 5331 | 296.54 | 552.06 | 15,750.00 | 15,197.94 |
| Referees | 5340 | 460.00 | 980.00 | 3,600.00 | 2,620.00 |
| Field Trip | 5350 | 0.00 | 0.00 | 5,000.00 | 5,000.00 |
| Travel | 5400 | 321.80 | 2,906.79 | 15,000.00 | 12,093.21 |
| Training and Conferences | 5410 | 6,682.54 | 25,634.81 | 77,350.00 | 51,715.19 |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
4000 - NSAA
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|-------------------------|------|-------------------------|---------------------|---------------------|---------------------|
| Dues and Memberships | 5420 | 0.00 | 699.00 | 5,548.00 | 4,849.00 |
| S B Co Fees | 5422 | 0.00 | 1,200.00 | 68,219.00 | 67,019.00 |
| Legal Fees | 5440 | (135.00) | (133.00) | 5,000.00 | 5,133.00 |
| Consulting | 5441 | 0.00 | 0.00 | 62,500.00 | 62,500.00 |
| Copier | 5531 | 1,298.44 | 3,074.11 | 0.00 | (3,074.11) |
| Emergency-First Aid | 5532 | 0.00 | 658.54 | 500.00 | (158.54) |
| Advertising - Marketing | 5561 | 0.00 | 800.00 | 8,000.00 | 7,200.00 |
| Public Relations | 5562 | 180.00 | 180.00 | 2,000.00 | 1,820.00 |
| Special Events | 5563 | 712.00 | 1,528.25 | 2,950.00 | 1,421.75 |
| Bus | 6115 | 0.00 | 2,332.50 | 12,000.00 | 9,667.50 |
| Total Services | | <u>10,398.82</u> | <u>41,948.56</u> | <u>283,417.00</u> | <u>241,468.44</u> |
| Total Expenditures | | <u>380,070.00</u> | <u>1,947,524.51</u> | <u>5,021,142.72</u> | <u>3,073,618.21</u> |
| Revenue and Expense | | <u>161,693.09</u> | <u>(56,562.72)</u> | <u>2,587,339.28</u> | <u>2,643,902.00</u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5000 - Operating
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|------------------------------|------|-------------------------|----------------------|--------------------|------------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 0.00 | 463.26 | 0.00 | (463.26) |
| Revenue - Interest | 4100 | <u>0.00</u> | <u>133.62</u> | <u>0.00</u> | <u>(133.62)</u> |
| Total Revenue | | <u>0.00</u> | <u>596.88</u> | <u>0.00</u> | <u>(596.88)</u> |
| Total Revenue | | <u><u>0.00</u></u> | <u><u>596.88</u></u> | <u><u>0.00</u></u> | <u><u>(596.88)</u></u> |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Certificated Salaries | 5100 | 29,991.03 | 149,955.15 | 201,007.75 | 51,052.60 |
| Cert - Supplemental | 5104 | <u>0.00</u> | <u>135.05</u> | <u>0.00</u> | <u>(135.05)</u> |
| Total Cert Salaries | | 29,991.03 | 150,090.20 | 201,007.75 | 50,917.55 |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 66,518.38 | 350,226.92 | 713,765.54 | 363,538.62 |
| Class - Subs | 5113 | 0.00 | 224.00 | 0.00 | (224.00) |
| Class - Supplemental | 5114 | 0.00 | 1,743.70 | 0.00 | (1,743.70) |
| Class - OT | 5116 | <u>0.00</u> | <u>995.72</u> | <u>0.00</u> | <u>(995.72)</u> |
| Total Class Salaries | | 66,518.38 | 353,190.34 | 713,765.54 | 360,575.20 |
| Benefits | | | | | |
| Employee Benefits | 5200 | 17,462.61 | 87,762.29 | 187,010.56 | 99,248.27 |
| STRS | 5201 | 2,298.42 | 11,171.08 | 16,440.05 | 5,268.97 |
| PERS | 5202 | 9,056.72 | 48,700.32 | 93,146.40 | 44,446.08 |
| SS Classified | 5204 | 3,826.53 | 20,692.92 | 44,253.46 | 23,560.54 |
| Medicare | 5205 | 1,337.56 | 6,981.46 | 13,264.21 | 6,282.75 |
| Voluntary Retirement Program | 5207 | 0.00 | 93,723.07 | 93,723.00 | (0.07) |
| SUI Classified | 5208 | 48.25 | 251.51 | 457.39 | 205.88 |
| Workers Comp | 5209 | <u>952.03</u> | <u>5,019.76</u> | <u>9,879.55</u> | <u>4,859.79</u> |
| Total Benefits | | 34,982.12 | 274,302.41 | 458,174.62 | 183,872.21 |
| Supplies | | | | | |
| Ohter Supplies | 5322 | 0.00 | 116.32 | 0.00 | (116.32) |
| Equipment (under 5K) | 5325 | 0.00 | 1,003.66 | 500.00 | (503.66) |
| Reimbursables | 5327 | 0.00 | 679.87 | 0.00 | (679.87) |
| Office Supplies | 5530 | 1.59 | 4,201.09 | 6,000.00 | 1,798.91 |
| Postage | 5540 | 1,824.36 | 3,242.01 | 0.00 | (3,242.01) |
| Software | 6220 | 0.00 | 11,287.00 | 0.00 | (11,287.00) |
| Furniture | 6230 | <u>0.00</u> | <u>175.30</u> | <u>0.00</u> | <u>(175.30)</u> |
| Total Supplies | | 1,825.95 | 20,705.25 | 6,500.00 | (14,205.25) |
| Services | | | | | |
| Employee Admin | 5220 | 0.00 | 51.00 | 4,500.00 | 4,449.00 |
| Travel | 5400 | 289.06 | 3,622.71 | 16,241.00 | 12,618.29 |
| Training and Conferences | 5410 | 727.00 | 2,218.07 | 10,375.00 | 8,156.93 |
| Dues and Memberships | 5420 | 56.00 | 2,854.23 | 1,000.00 | (1,854.23) |
| S B Co Fees | 5422 | 700.00 | 2,650.00 | 10,000.00 | 7,350.00 |
| Banking fees | 5425 | 0.00 | 3,659.39 | 0.00 | (3,659.39) |
| Insurance | 5430 | 11,929.00 | 59,797.00 | 157,036.00 | 97,239.00 |
| Legal Fees | 5440 | 8,354.08 | 22,106.54 | 112,000.00 | 89,893.46 |
| Consulting | 5441 | 0.00 | 3,450.00 | 10,000.00 | 6,550.00 |
| Copier | 5531 | 1,716.21 | 7,544.57 | 0.00 | (7,544.57) |
| Emergency-First Aid | 5532 | 0.00 | 0.00 | 500.00 | 500.00 |
| Special Events | 5563 | <u>0.00</u> | <u>1,763.17</u> | <u>0.00</u> | <u>(1,763.17)</u> |
| Total Services | | 23,771.35 | 109,716.68 | 321,652.00 | 211,935.32 |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5000 - Operating
From 11/2/2016 Through 12/1/2016

| | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|---------------------|-------------------------|---------------------|-----------------------|-----------------------|
| Debt Service | | | | |
| Interest Expense | 5571 0.00 | 830.99 | 262,000.00 | 261,169.01 |
| Loan principal | 55711 0.00 | 0.00 | 140,000.00 | 140,000.00 |
| Tetra | 5573 0.00 | 0.00 | 773,040.00 | 773,040.00 |
| Total Debt Service | <u>0.00</u> | <u>830.99</u> | <u>1,175,040.00</u> | <u>1,174,209.01</u> |
| Total Expenditures | <u>157,088.83</u> | <u>908,835.87</u> | <u>2,876,139.91</u> | <u>1,967,304.04</u> |
| Revenue and Expense | <u>(157,088.83)</u> | <u>(908,238.99)</u> | <u>(2,876,139.91)</u> | <u>(1,967,900.92)</u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5100 - IT
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|------|-------------------------|--------------------|----------------|------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 0.00 | 221.72 | 0.00 | (221.72) |
| Total Revenue | | 0.00 | 221.72 | 0.00 | (221.72) |
| Total Revenue | | 0.00 | 221.72 | 0.00 | (221.72) |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Cert - Supplemental | 5104 | 0.00 | (700.87) | 0.00 | 700.87 |
| Cert - Stipend | 5105 | 0.00 | 1,450.87 | 0.00 | (1,450.87) |
| Total Cert Salaries | | 0.00 | 750.00 | 0.00 | (750.00) |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 41,639.27 | 205,181.49 | 427,315.00 | 222,133.51 |
| Class - Supplemental | 5114 | 0.00 | 278.29 | 0.00 | (278.29) |
| Class - OT | 5116 | 377.46 | 1,514.63 | 0.00 | (1,514.63) |
| Total Class Salaries | | 42,016.73 | 206,974.41 | 427,315.00 | 220,340.59 |
| Benefits | | | | | |
| Employee Benefits | 5200 | 7,707.28 | 37,307.03 | 58,557.08 | 21,250.05 |
| STRS | 5201 | 0.00 | 80.47 | 0.00 | (80.47) |
| PERS | 5202 | 5,782.85 | 28,534.21 | 55,764.34 | 27,230.13 |
| SS Classified | 5204 | 2,446.84 | 12,115.26 | 26,493.84 | 14,378.58 |
| Medicare | 5205 | 572.24 | 2,843.98 | 6,196.15 | 3,352.17 |
| SUI Classified | 5208 | 20.83 | 103.14 | 213.28 | 110.14 |
| Workers Comp | 5209 | 420.19 | 2,077.34 | 4,614.67 | 2,537.33 |
| Total Benefits | | 16,950.23 | 83,061.43 | 151,839.36 | 68,777.93 |
| Supplies | | | | | |
| Classroom Books | 5301 | 0.00 | 0.00 | 500.00 | 500.00 |
| Equipment (under 5K) | 5325 | 0.00 | 0.00 | 44,123.20 | 44,123.20 |
| Office Supplies | 5530 | 0.00 | 564.05 | 1,000.00 | 435.95 |
| Computers | 6210 | 4,470.90 | 91,120.29 | 157,000.00 | 65,879.71 |
| Equipment for Resale | 6212 | (163.50) | (897.49) | 0.00 | 897.49 |
| Software | 6220 | 8,973.64 | 49,350.03 | 124,000.00 | 74,649.97 |
| Total Supplies | | 13,281.04 | 140,136.88 | 326,623.20 | 186,486.32 |
| Services | | | | | |
| Travel | 5400 | 303.07 | 1,044.34 | 4,000.00 | 2,955.66 |
| Training and Conferences | 5410 | 50.74 | 7,550.74 | 10,000.00 | 2,449.26 |
| Dues and Memberships | 5420 | 0.00 | 106.92 | 500.00 | 393.08 |
| Consulting | 5441 | 0.00 | 0.00 | 20,000.00 | 20,000.00 |
| Telephone | 5510 | 4,775.49 | 32,966.38 | 57,900.00 | 24,933.62 |
| Copier | 5531 | 4,827.72 | 19,310.88 | 0.00 | (19,310.88) |
| Equipment Repairs | 6205 | 8,235.65 | 68,090.80 | 100,000.00 | 31,909.20 |
| Total Services | | 18,192.67 | 129,070.06 | 192,400.00 | 63,329.94 |
| Total Expenditures | | 90,440.67 | 559,992.78 | 1,098,177.56 | 538,184.78 |
| Revenue and Expense | | (90,440.67) | (559,771.06) | (1,098,177.56) | (538,406.50) |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5200 - Facilities
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------------|------|-------------------------|--------------------|----------------|------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 39.35 | 141.28 | 0.00 | (141.28) |
| Total Revenue | | 39.35 | 141.28 | 0.00 | (141.28) |
| Total Revenue | | 39.35 | 141.28 | 0.00 | (141.28) |
| Expenditures | | | | | |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 19,599.04 | 86,944.90 | 376,340.83 | 289,395.93 |
| Class - Supplemental | 5114 | 2,673.68 | 2,673.68 | 0.00 | (2,673.68) |
| Class - OT | 5116 | 28.43 | 28.43 | 0.00 | (28.43) |
| Total Class Salaries | | 22,301.15 | 89,647.01 | 376,340.83 | 286,693.82 |
| Benefits | | | | | |
| Employee Benefits | 5200 | 4,662.21 | 18,464.24 | 57,343.74 | 38,879.50 |
| PERS | 5202 | 3,093.24 | 12,446.25 | 49,112.48 | 36,666.23 |
| SS Classified | 5204 | 1,327.27 | 5,340.30 | 23,333.13 | 17,992.83 |
| Medicare | 5205 | 310.41 | 1,248.93 | 5,456.94 | 4,208.01 |
| SUI Classified | 5208 | 11.13 | 44.76 | 188.17 | 143.41 |
| Workers Comp | 5209 | 223.03 | 896.56 | 4,064.47 | 3,167.91 |
| Total Benefits | | 9,627.29 | 38,441.04 | 139,498.93 | 101,057.89 |
| Supplies | | | | | |
| Office Supplies | 5530 | 0.00 | 0.00 | 500.00 | 500.00 |
| Furniture | 6230 | 3,284.39 | 44,019.52 | 105,000.00 | 60,980.48 |
| Total Supplies | | 3,284.39 | 44,019.52 | 105,500.00 | 61,480.48 |
| Services | | | | | |
| Travel | 5400 | 217.08 | 1,597.52 | 3,000.00 | 1,402.48 |
| Training and Conferences | 5410 | 0.00 | 1,190.00 | 5,000.00 | 3,810.00 |
| Consulting | 5441 | 0.00 | 8,000.00 | 0.00 | (8,000.00) |
| Trash-Sewer | 5460 | 5,503.41 | 26,860.64 | 63,000.00 | 36,139.36 |
| Gardening | 5470 | 774.74 | 2,685.60 | 26,250.00 | 23,564.40 |
| Janitorial | 5480 | 30,947.47 | 78,620.67 | 208,000.00 | 129,379.33 |
| Pest Control | 5490 | 120.00 | 600.00 | 2,000.00 | 1,400.00 |
| Security | 5500 | 5,896.80 | 27,376.00 | 94,500.00 | 67,124.00 |
| Utilities | 5520 | 14,838.32 | 169,890.85 | 354,850.00 | 184,959.15 |
| Rental - Leases | 5550 | 15,826.01 | 65,854.78 | 150,000.00 | 84,145.22 |
| Facilities - Maintenance | 6010 | 1,782.10 | 33,725.66 | 150,000.00 | 116,274.34 |
| Auto | 6110 | 80.87 | 2,684.10 | 4,000.00 | 1,315.90 |
| Total Services | | 75,986.80 | 419,085.82 | 1,060,600.00 | 641,514.18 |
| Capital Exp | | | | | |
| Sites - Improvements of Site | 6000 | 1,151.16 | 329,792.96 | 328,000.00 | (1,792.96) |
| Building -Improvements of Bldg | 6100 | 0.00 | 19,809.56 | 130,000.00 | 110,190.44 |
| Total Capital Exp | | 1,151.16 | 349,602.52 | 458,000.00 | 108,397.48 |
| Total Expenditures | | 112,350.79 | 940,795.91 | 2,139,939.76 | 1,199,143.85 |
| Revenue and Expense | | (112,311.44) | (940,654.63) | (2,139,939.76) | (1,199,285.13) |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5300 - Special Education
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|-------|-------------------------|--------------------|--------------|------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 0.00 | 214,063.00 | 1,337,842.00 | 1,123,779.00 |
| Total Revenue | | 0.00 | 214,063.00 | 1,337,842.00 | 1,123,779.00 |
| Total Revenue | | 0.00 | 214,063.00 | 1,337,842.00 | 1,123,779.00 |
| Expenditures | | | | | |
| Cert Salaries | | | | | |
| Certificated Salaries | 5100 | 77,947.40 | 298,581.15 | 834,881.63 | 536,300.48 |
| Cert - Supplemental | 5104 | 11.00 | 1,856.90 | 0.00 | (1,856.90) |
| Cert - Stipend | 5105 | 506.25 | 2,025.00 | 0.00 | (2,025.00) |
| Total Cert Salaries | | 78,464.65 | 302,463.05 | 834,881.63 | 532,418.58 |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 33,433.40 | 127,355.94 | 349,591.72 | 222,235.78 |
| Class - Supplemental | 5114 | 33.60 | 2,207.12 | 0.00 | (2,207.12) |
| Total Class Salaries | | 33,467.00 | 129,563.06 | 349,591.72 | 220,028.66 |
| Benefits | | | | | |
| Employee Benefits | 5200 | 14,966.70 | 55,328.21 | 174,538.38 | 119,210.17 |
| STRS | 5201 | 8,311.31 | 33,487.99 | 105,028.11 | 71,540.12 |
| PERS | 5202 | 5,749.97 | 22,402.04 | 45,621.72 | 23,219.68 |
| SS Classified | 5204 | 2,481.83 | 9,689.34 | 21,674.68 | 11,985.34 |
| Medicare | 5205 | 1,552.64 | 6,027.65 | 17,174.86 | 11,147.21 |
| SUI Classified | 5208 | 55.96 | 215.99 | 592.23 | 376.24 |
| Workers Comp | 5209 | 1,074.71 | 4,273.93 | 12,792.31 | 8,518.38 |
| Total Benefits | | 34,193.12 | 131,425.15 | 377,422.29 | 245,997.14 |
| Supplies | | | | | |
| Approved Text Books | 5300 | 246.76 | 520.18 | 5,000.00 | 4,479.82 |
| Classroom Books | 5301 | 0.00 | 99.18 | 2,500.00 | 2,400.82 |
| Class Supplies | 5320 | 175.72 | 1,833.43 | 5,680.00 | 3,846.57 |
| Equipment (under 5K) | 5325 | 306.45 | 605.64 | 2,225.00 | 1,619.36 |
| Reimbursables | 5327 | 0.00 | 95.16 | 0.00 | (95.16) |
| Office Supplies | 5530 | 10.02 | 899.30 | 4,500.00 | 3,600.70 |
| Postage | 5540 | 0.00 | 0.00 | 250.00 | 250.00 |
| Total Supplies | | 738.95 | 4,052.89 | 20,155.00 | 16,102.11 |
| Services | | | | | |
| Employee Admin | 5220 | 0.00 | 0.00 | 200.00 | 200.00 |
| Testing | 5331 | 1,516.25 | 3,093.17 | 6,250.00 | 3,156.83 |
| Travel | 5400 | 0.00 | 0.00 | 3,200.00 | 3,200.00 |
| Training and Conferences | 5410 | 133.95 | 407.60 | 6,275.00 | 5,867.40 |
| Dues and Memberships | 5420 | 0.00 | 100.00 | 400.00 | 300.00 |
| Legal Fees | 5440 | 0.00 | 106.87 | 0.00 | (106.87) |
| Consulting | 5441 | 1,035.65 | 2,705.65 | 5,500.00 | 2,794.35 |
| SELPA Services | 54411 | 0.00 | 0.00 | 87,968.00 | 87,968.00 |
| Total Services | | 2,685.85 | 6,413.29 | 109,793.00 | 103,379.71 |
| Total Expenditures | | 149,549.57 | 573,917.44 | 1,691,843.64 | 1,117,926.20 |
| Revenue and Expense | | (149,549.57) | (359,854.44) | (354,001.64) | 5,852.80 |

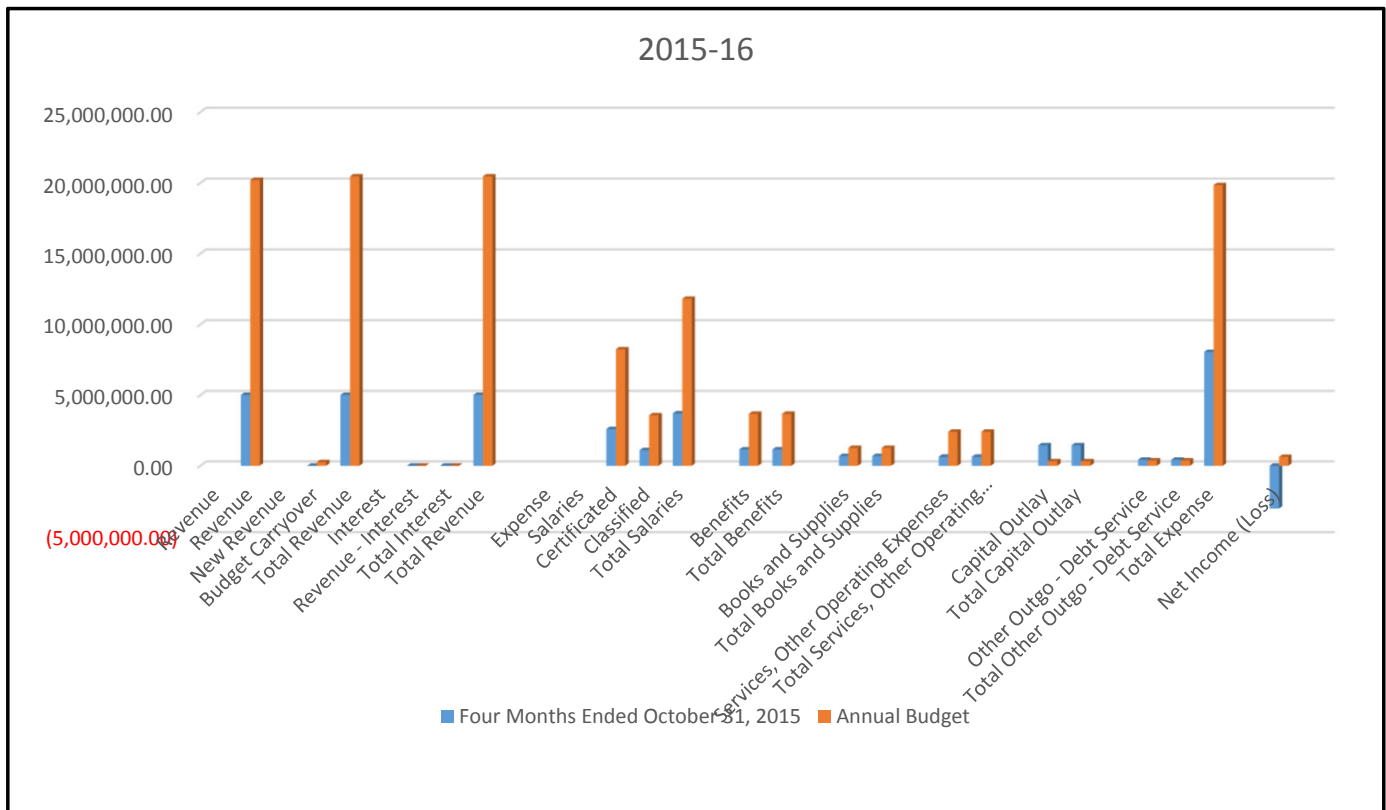
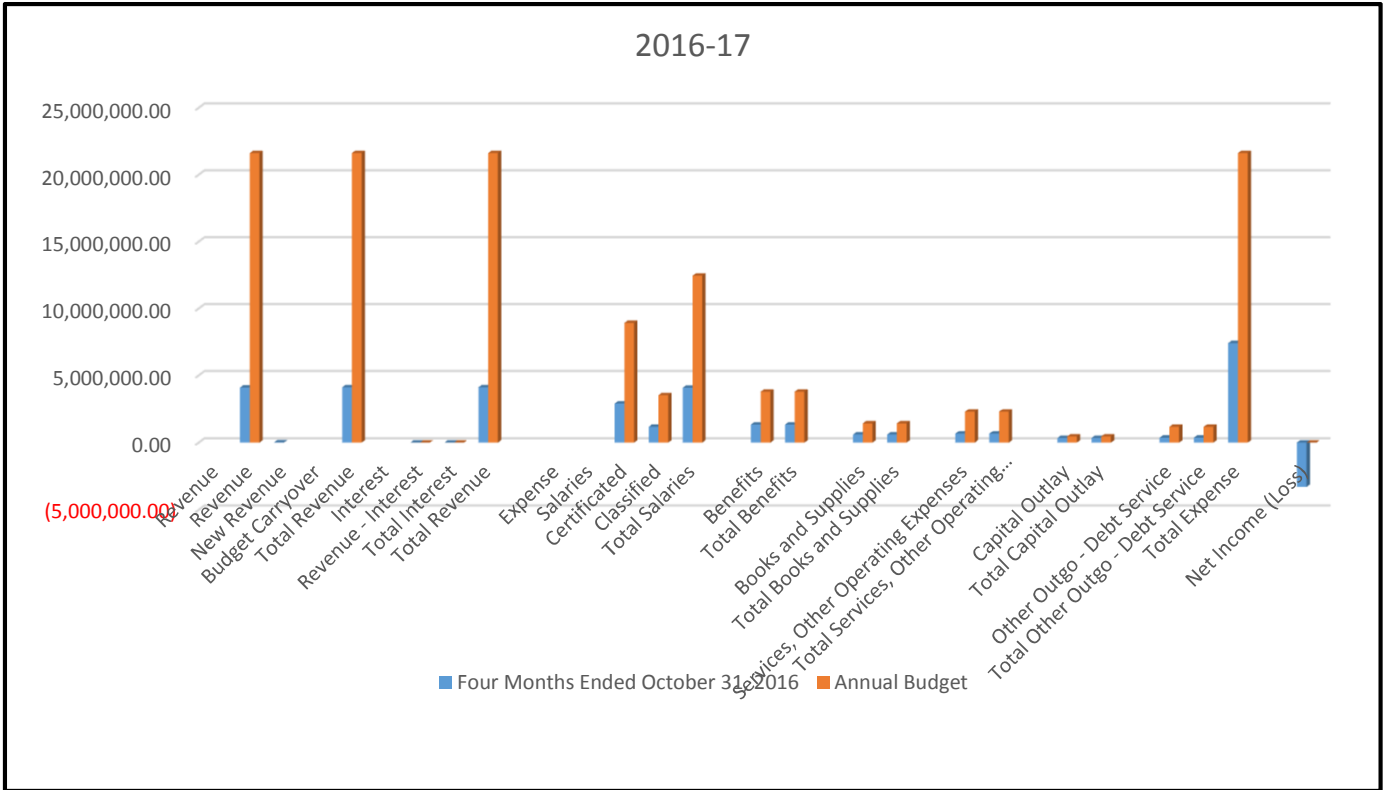
The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5400 - Food Services
From 11/2/2016 Through 12/1/2016

| | | Current Month Actual | Current YTD Actual | Total Budget | Remaining Budget |
|--------------------------|------|-------------------------|---------------------------|---------------------------|---------------------------|
| Revenue | | | | | |
| Revenue | | | | | |
| Revenue | 4000 | 89,796.22 | 156,360.47 | 457,000.00 | 300,639.53 |
| Total Revenue | | <u>89,796.22</u> | <u>156,360.47</u> | <u>457,000.00</u> | <u>300,639.53</u> |
| Total Revenue | | <u><u>89,796.22</u></u> | <u><u>156,360.47</u></u> | <u><u>457,000.00</u></u> | <u><u>300,639.53</u></u> |
| Expenditures | | | | | |
| Class Salaries | | | | | |
| Classified Salaries | 5110 | 13,219.73 | 52,417.10 | 160,968.99 | 108,551.89 |
| Class - Subs | 5113 | 0.00 | 1,365.00 | 0.00 | (1,365.00) |
| Class - Supplemental | 5114 | 148.80 | 2,351.85 | 0.00 | (2,351.85) |
| Total Class Salaries | | <u>13,368.53</u> | <u>56,133.95</u> | <u>160,968.99</u> | <u>104,835.04</u> |
| Benefits | | | | | |
| PERS | 5202 | 1,856.61 | 7,606.29 | 21,006.46 | 13,400.17 |
| SS Classified | 5204 | 813.55 | 3,427.37 | 9,980.08 | 6,552.71 |
| Medicare | 5205 | 190.28 | 801.59 | 2,334.05 | 1,532.46 |
| SUI Classified | 5208 | 6.69 | 28.06 | 80.49 | 52.43 |
| Workers Comp | 5209 | 133.68 | 561.33 | 1,738.47 | 1,177.14 |
| Total Benefits | | <u>3,000.81</u> | <u>12,424.64</u> | <u>35,139.55</u> | <u>22,714.91</u> |
| Supplies | | | | | |
| Ohter Supplies | 5322 | 0.00 | 673.95 | 4,000.00 | 3,326.05 |
| Equipment (under 5K) | 5325 | 0.00 | 0.00 | 850.00 | 850.00 |
| Food | 5360 | 26,285.51 | 106,225.98 | 330,000.00 | 223,774.02 |
| Office Supplies | 5530 | 0.00 | 128.93 | 0.00 | (128.93) |
| Total Supplies | | <u>26,285.51</u> | <u>107,028.86</u> | <u>334,850.00</u> | <u>227,821.14</u> |
| Services | | | | | |
| Travel | 5400 | 0.00 | 0.00 | 1,090.00 | 1,090.00 |
| Training and Conferences | 5410 | 0.00 | 0.00 | 425.00 | 425.00 |
| Legal Fees | 5440 | 0.00 | 882.00 | 0.00 | (882.00) |
| Total Services | | <u>0.00</u> | <u>882.00</u> | <u>1,515.00</u> | <u>633.00</u> |
| Total Expenditures | | <u><u>42,654.85</u></u> | <u><u>176,469.45</u></u> | <u><u>532,473.54</u></u> | <u><u>356,004.09</u></u> |
| Revenue and Expense | | <u><u>47,141.37</u></u> | <u><u>(20,108.98)</u></u> | <u><u>(75,473.54)</u></u> | <u><u>(55,364.56)</u></u> |

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures
From 7/2/2015 Through 11/1/2015
From 7/1/2016 Through 11/1/2016

| | 2015-2016 | | | 2016-2017 | | |
|--|------------------------------------|-------------------|-----------------------------|--|-----------------------|-----------------------------|
| | Four Months Ended October 31, 2015 | Annual Budget | Percent of Budget Remaining | Four Months Ended October 31, 2016 | Annual Budget | Percent of Budget Remaining |
| Revenue | | | | Revenue | | |
| Revenue | 5,011,801.91 | 20,200,167.00 | (75.19)% | Revenue | 4,098,102.79 | 21,616,683.50 (80.95)% |
| New Revenue | | | | New Revenue | 18,750.00 | |
| Budget Carryover | 0.00 | 257,874.96 | (100.00)% | Budget Carryover | | |
| Total Revenue | 5,011,801.91 | 20,458,041.96 | (75.50)% | Total Revenue | 4,116,852.79 | 21,616,683.50 (80.96)% |
| Interest | | | | Interest | | |
| Revenue - Interest | 102.11 | 0.00 | 0.00% | Revenue - Interest | 133.62 | 0.00 0.00% |
| Total Interest | 102.11 | 0.00 | 0.00% | Total Interest | 133.62 | 0.00 0.00% |
| Total Revenue | 5,011,904.02 | 20,458,041.96 | (75.50)% | Total Revenue | 4,116,986.41 | 21,616,683.50 (80.95)% |
| Expense | | | | Expense | | |
| Salaries | | | | Salaries | | |
| Certificated | 2,600,429.64 | 8,236,913.00 | 68.43% | Certificated | 2,906,053.07 | 8,925,066.35 67.43% |
| Classified | 1,102,036.78 | 3,568,559.00 | 69.12% | Classified | 1,177,315.38 | 3,527,341.28 66.62% |
| Total Salaries | 3,702,466.42 | 11,805,472.00 | 68.64% | Total Salaries | 4,083,368.45 | 12,452,407.63 67.21% |
| Benefits | 1,149,484.92 | 3,672,557.00 | 68.70% | Benefits | 1,341,388.44 | 3,790,168.98 64.60% |
| Total Benefits | 1,149,484.92 | 3,672,557.00 | 68.70% | Total Benefits | 1,341,388.44 | 3,790,168.98 64.61% |
| Books and Supplies | 685,787.73 | 1,266,569.00 | 45.85% | Books and Supplies | 603,397.89 | 1,434,193.20 57.92% |
| Total Books and Supplies | 685,787.73 | 1,266,569.00 | 45.85% | Total Books and Supplies | 603,397.89 | 1,434,193.20 57.93% |
| Services, Other Operating Expenses | 636,073.13 | 2,400,068.00 | 73.50% | Services, Other Operating Expenses | 668,398.18 | 2,306,323.50 71.01% |
| Total Services, Other Operating Expenses | 636,073.13 | 2,400,068.00 | 73.50% | Total Services, Other Operating Expenses | 668,398.18 | 2,306,323.50 71.02% |
| Capital Outlay | 1,449,616.99 | 314,237.00 | (361.31)% | Capital Outlay | 348,451.36 | 458,000.00 23.91% |
| Total Capital Outlay | 1,449,616.99 | 314,237.00 | (361.31)% | Total Capital Outlay | 348,451.36 | 458,000.00 23.92% |
| Other Outgo - Debt Service | 421,068.57 | 377,000.00 | (11.69)% | Other Outgo - Debt Service | 366,954.82 | 1,175,040.00 68.77% |
| Total Other Outgo - Debt | 421,068.57 | 377,000.00 | (11.69)% | Total Other Outgo - Debt | 366,954.82 | 1,175,040.00 68.77% |
| Total Expense | 8,044,497.76 | 19,835,903.00 | 59.44% | Total Expense | 7,411,959.14 | 21,616,133.31 65.71% |
| Net Income (Loss) | (3,032,593.74) | 622,138.96 | | Net Income (Loss) | (3,294,972.73) | 550.19 |

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Statement of Revenues and Expenditures
 From 7/2/2015 Through 11/1/2015
 From 7/1/2016 Through 11/1/2016



| | 2015-2016 | | | | 2016-2017 | | | Comparison |
|--------------------------|---------------------------|------------------------------|------------------------------|--------------------------|------------------------------|----------------------|------------------------------|-----------------------------------|
| | Total Budget \$ - Revised | Current Period | | | Total Budget \$ - Original | Current Period | | Percent Budget-to-date Comparison |
| | | Actual thru November | Percent Total Budget-to-date | | | Actual thru November | Percent Total Budget-to-date | |
| Revenue | | 5 Months of Budgeted Revenue | | Revenue | 5 Months of Budgeted Revenue | | | |
| Revenue | 12,410,782.00 | 5,171,159.17 | 41.67% | Revenue | 5,474,474.79 | 41.67% | 0.00% | |
| New Revenue | | | | New Revenue | | | | |
| Budget Carryover | 103,812.00 | 0.00 | 0.00% | Budget Carryover | 0.00 | 0.00 | N/A | |
| Total Revenue | <u>12,514,594.00</u> | <u>5,171,159.17</u> | 41.32% | Total Revenue | <u>13,138,739.50</u> | <u>5,474,474.79</u> | 41.67% | 0.35% |
| Expense | | | | Expense | | | | |
| Certificated Salaries | 5,333,523.00 | 2,177,268.98 | 40.82% | Certificated Salaries | 5,491,477.87 | 2,329,842.47 | 42.43% | 1.60% |
| Classified Salaries | 2,117,590.00 | 827,960.96 | 39.10% | Classified Salaries | 2,253,050.88 | 881,636.98 | 39.13% | 0.03% |
| Total Salaries | 7,451,113.00 | 3,005,229.94 | 40.33% | Total Salaries | 7,744,528.75 | 3,211,479.45 | 41.47% | 1.14% |
| Benefits | | | | Benefits | | | | |
| Health Benefits | 1,131,137.00 | 442,750.14 | 39.14% | Health Benefits | 1,179,800.95 | 470,058.84 | 39.84% | 0.70% |
| STRS | 551,166.00 | 223,375.80 | 40.53% | STRS | 633,390.92 | 271,603.77 | 42.88% | 2.35% |
| PERS | 274,190.00 | 97,394.82 | 35.52% | PERS | 281,041.94 | 121,832.81 | 43.35% | 7.83% |
| Employer Costs | 406,027.00 | 191,116.39 | 47.07% | Employer Costs | 428,979.36 | 219,665.23 | 51.21% | 4.14% |
| Total Benefits | 2,362,520.00 | 954,637.15 | 40.41% | Total Benefits | 2,523,213.17 | 1,083,160.66 | 42.93% | 2.52% |
| Books and Supplies | | | | Books and Supplies | | | | |
| Approved Text Books | 177,000.00 | 89,978.73 | 50.84% | Approved Text Books | 100,800.00 | 103,184.34 | 102.37% | 51.53% |
| Classroom Books | 6,805.00 | 245.90 | 3.61% | Classroom Books | 6,500.00 | 1,414.59 | 21.76% | 18.15% |
| Class Supplies | 113,725.00 | 124,039.80 | 109.07% | Class Supplies | 116,345.00 | 31,319.60 | 26.92% | -82.15% |
| Other Supplies | | 0.00 | N/A | Other Supplies | 34,100.00 | 16,071.11 | 47.13% | N/A |
| Equipment (under 5K) | 69,135.00 | 10,628.44 | 15.37% | Equipment (under 5K) | 133,186.80 | 2,755.97 | 2.07% | -13.30% |
| Reimbursables | | 0.00 | N/A | Reimbursables | 0.00 | 31,775.08 | N/A | N/A |
| Food | 110,000.00 | 40,196.47 | 36.54% | Food | 120,000.00 | 43,947.59 | 36.62% | 0.08% |
| Office Supplies | 16,770.00 | 8,686.45 | 51.80% | Office Supplies | 14,650.00 | 9,237.89 | 63.06% | 11.26% |
| Postage | 13,570.00 | 3,511.29 | 25.88% | Postage | 10,250.00 | 2,263.12 | 22.08% | -3.80% |
| Computers | 61,330.00 | 32,481.66 | 52.96% | Computers | 65,000.00 | 48,774.56 | 75.04% | 22.08% |
| Equipment for Resale | | 875.71 | N/A | Equipment for Resale | 0.00 | (897.49) | N/A | N/A |
| Software | 90,563.00 | 75,204.71 | 83.04% | Software | 0.00 | 33,459.81 | N/A | N/A |
| Furniture | 16,830.00 | 89,157.22 | 529.75% | Furniture | 75,000.00 | 13,597.21 | 18.13% | -511.62% |
| Books, Media, Library | 15,000.00 | 8,342.68 | 55.62% | Books, Media, Library | 15,000.00 | 10,497.66 | 69.98% | 14.37% |
| Total Books and Supplies | 690,728.00 | 483,349.06 | 69.98% | Total Books and Supplies | 690,831.80 | 347,401.04 | 50.29% | -19.69% |
| Services, Other | | | | Services, Other | | | | |
| Employee Admin | 1,661.00 | 1,033.40 | 62.22% | Employee Admin | 2,350.00 | 1,006.60 | 42.83% | -19.38% |
| Volunteer Fingerprinting | | 1,184.00 | N/A | Volunteer Fingerprinting | | 352.00 | N/A | N/A |
| Testing | 12,000.00 | 845.71 | 7.05% | Testing | 15,250.00 | 3,250.72 | 21.32% | 14.27% |
| Referees | 12,500.00 | 1,531.00 | 12.25% | Referees | 12,650.00 | 3,178.00 | 25.12% | 12.87% |
| Field Trip | 5,000.00 | 8,396.19 | 167.92% | Field Trip | 5,950.00 | 0.00 | 0.00% | -167.92% |
| Travel | 10,845.00 | 3,569.43 | 32.91% | Travel | 27,889.60 | 4,910.82 | 17.61% | -15.31% |
| Training and Conferences | 40,562.00 | 9,217.10 | 22.72% | Training and Conferences | 83,614.00 | 8,914.64 | 10.66% | -12.06% |
| Dues and Memberships | 15,623.00 | 3,393.59 | 21.72% | Dues and Memberships | 24,775.00 | 9,170.44 | 37.01% | 15.29% |
| AVUSD Fees | 8,200.00 | 0.00 | 0.00% | AVUSD Fees | 9,000.00 | 0.00 | 0.00% | 0.00% |
| S B Co Fees | 5,660.00 | 3,413.26 | 60.30% | S B Co Fees | 6,200.00 | 1,974.00 | 31.84% | -28.47% |
| Banking fees | 2,635.00 | 0.00 | | Banking fees | | 2,195.63 | | |
| Insurance | 128,100.00 | 58,175.67 | 45.41% | Insurance | 78,518.00 | 35,878.20 | 45.69% | N/A |
| Legal Fees | 26,000.00 | 25,108.13 | 96.57% | Legal Fees | 113,500.00 | 12,053.39 | 10.62% | -85.95% |
| Consulting | 34,705.00 | 21,182.50 | 61.04% | Consulting | 32,500.00 | 12,775.65 | 39.31% | -21.73% |
| SELPA Services | 96,216.00 | 0.00 | 0.00% | SELPA Services | 43,984.00 | 0.00 | 0.00% | N/A |
| Trash-Sewer | 38,000.00 | 15,175.81 | 39.94% | Trash-Sewer | 49,350.00 | 20,930.39 | 42.41% | N/A |
| Gardening | 15,000.00 | 629.41 | 4.20% | Gardening | 13,200.00 | 1,563.96 | 11.85% | N/A |
| Janitorial | 111,520.00 | 25,940.69 | 23.26% | Janitorial | 135,000.00 | 46,556.78 | 34.49% | N/A |
| Pest Control | | 0.00 | | Pest Control | | 0.00 | | |
| Security | 3,800.00 | 966.61 | 25.44% | Security | 22,500.00 | 29,834.44 | 132.60% | N/A |
| Telephone | 51,968.00 | 12,356.93 | 23.78% | Telephone | 34,200.00 | 16,373.18 | 47.87% | N/A |
| Utilities | 217,000.00 | 107,005.71 | 49.31% | Utilities | 269,850.00 | 119,878.43 | 44.42% | N/A |
| Copier | 45,750.00 | 24,154.80 | 52.80% | Copier | 0.00 | 20,993.06 | N/A | N/A |
| Emergency-First Aid | 3,635.00 | 319.43 | 8.79% | Emergency-First Aid | 1,250.00 | 813.50 | 65.08% | 56.29% |
| Rental - Leases | 87,024.00 | 26,222.03 | 30.13% | Rental - Leases | | 8,868.93 | N/A | N/A |
| Advertising - Marketing | 458.00 | 83.76 | 18.29% | Advertising - Marketing | 1,000.00 | 0.00 | 0.00% | N/A |
| Public Relations | 1,732.00 | 21.35 | 1.23% | Public Relations | 1,500.00 | 0.00 | 0.00% | N/A |
| Special Events | 10,592.00 | 1,666.29 | 15.73% | Special Events | 17,570.00 | 4,662.45 | 26.54% | 10.80% |
| Facilities - Maintenance | 110,000.00 | 26,349.24 | 23.95% | Facilities - Maintenance | 100,000.00 | 23,636.54 | 23.64% | N/A |
| Auto | 7,000.00 | 736.97 | 10.53% | Auto | 2,500.00 | 1,610.46 | 64.42% | N/A |
| Bus | 45,000.00 | 14,758.05 | 32.80% | Bus | 39,000.00 | 17,872.13 | 45.83% | 13.03% |
| Equipment Repairs | 52,460.00 | 12,794.37 | 24.39% | Equipment Repairs | 60,000.00 | 37,205.16 | 62.01% | N/A |
| Total Services, Other | 1,200,646.00 | 406,231.43 | 33.83% | Total Services, Other | 1,203,100.60 | 446,459.49 | 37.11% | 3.27% |
| Capital Outlay | | | | Capital Outlay | | | | |
| Site Improvements | 201,312.00 | 0.00 | 0.00% | Site Improvements | 260,000.00 | 319,043.10 | 122.71% | 122.71% |
| Bldg Improvements | | 1,214,276.46 | N/A | Bldg Improvements | 80,000.00 | 9,559.56 | 11.95% | N/A |
| Capital Equipment | 0.00 | 30.68 | N/A | Capital Equipment | 0 | 0.00 | N/A | N/A |
| Total Capital Outlay | 201,312.00 | 1,214,307.14 | 603.20% | Total Capital Outlay | 340,000.00 | 328,602.66 | 96.65% | -506.55% |
| Other Outgo | | | | Other Outgo | | | | |
| Interest Expense | 237,000.00 | 85,955.60 | 36.27% | Interest Expense | 262,000.00 | 81,046.46 | 30.93% | -5.33% |
| Loan Principal | 140,000.00 | 0.00 | 0.00% | Loan Principal | 140,000.00 | 0.00 | 0.00% | 0.00% |
| Tetra | | 370,289.79 | N/A | Tetra | 773,040.00 | 285,890.36 | 36.98% | N/A |
| Total Other Outgo | 377,000.00 | 456,245.39 | 121.02% | Total Other Outgo | 1,175,040.00 | 366,936.82 | 31.23% | -89.79% |
| Total Expense | <u>12,283,319.00</u> | <u>6,520,000.11</u> | <u>53.08%</u> | Total Expense | <u>13,676,714.32</u> | <u>5,784,040.12</u> | <u>42.29%</u> | |
| Net | 231,275.00 | (1,348,840.94) | | Net | (537,974.82) | (309,565.33) | | |
| Total Revenue | 12,514,594.00 | 5,171,159.17 | 41.32% | Total Revenue | 13,138,739.50 | 5,474,474.79 | 41.67% | |
| Total Expense | 12,283,319.00 | 6,520,000.11 | 53.08% | Total Expense | 13,676,714.32 | 5,784,040.12 | 42.29% | |
| Net | 231,275.00 | (1,348,840.94) | | Net | (537,974.82) | (309,565.33) | | |

AAE - Budget Comparison 2015/16 to 2016/17

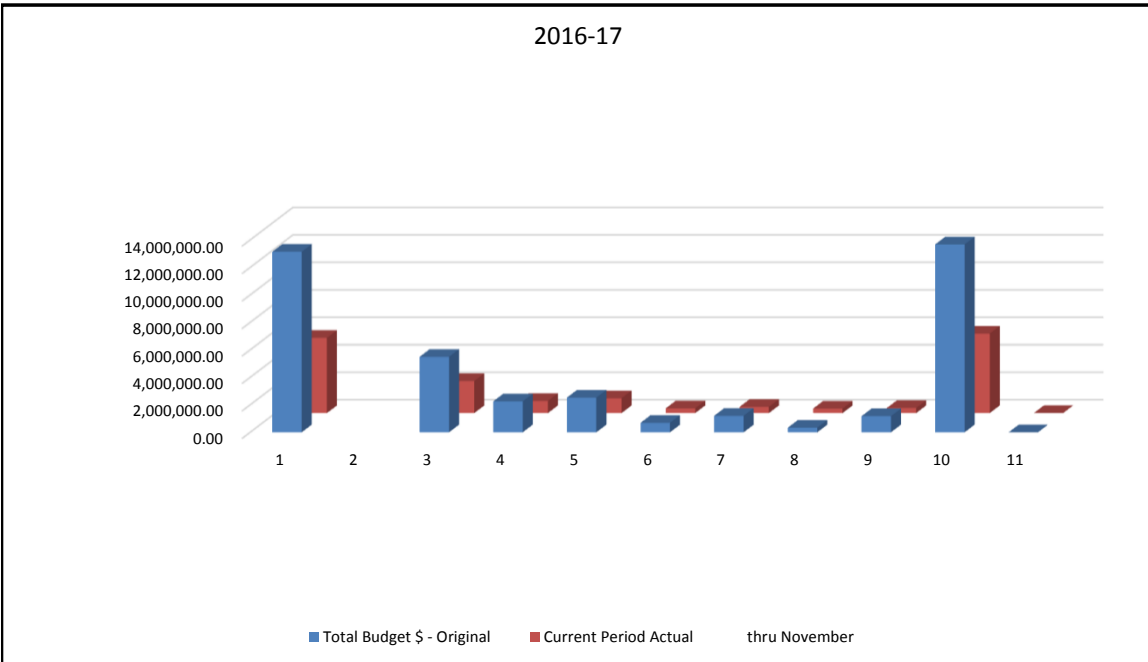
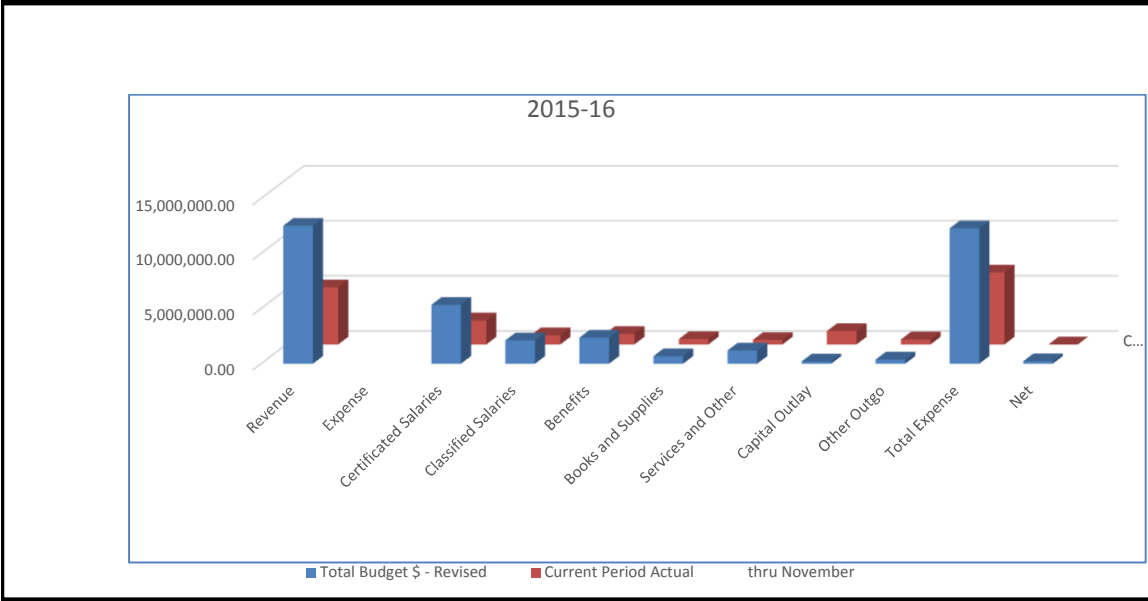
2015-2016

| | Total Budget \$ - Revised | Current Period Actual thru November | Percent Total Budget-to-date |
|-----------------------|---------------------------|-------------------------------------|------------------------------|
| Revenue | 12,514,594.00 | 5,171,159.17 | 41.32% |
| Expense | | | |
| Certificated Salaries | 5,333,523.00 | 2,177,268.98 | 40.82% |
| Classified Salaries | 2,117,590.00 | 827,960.96 | 39.10% |
| Benefits | 2,362,520.00 | 954,637.15 | 40.41% |
| Books and Supplies | 690,728.00 | 483,349.06 | 69.98% |
| Services and Other | 1,200,646.00 | 406,231.43 | 33.83% |
| Capital Outlay | 201,312.00 | 1,214,307.14 | 603.20% |
| Other Outgo | 377,000.00 | 456,245.39 | 121.02% |
| Total Expense | 12,283,319.00 | 6,520,000.11 | 53.08% |
| Net | 231,275.00 | (1,348,840.94) | |

2016-2017

Comparison

| | Total Budget \$ - Original | Current Period Actual thru November | Percent Total Budget-to-date | Percent Budget-to-date Comparison |
|-----------------------|----------------------------|-------------------------------------|------------------------------|-----------------------------------|
| Revenue | 13,138,739.50 | 5,474,474.79 | 41.67% | 0.35% |
| Expense | | | | |
| Certificated Salaries | 5,491,477.87 | 2,329,842.47 | 42.43% | 1.60% |
| Classified Salaries | 2,253,050.88 | 881,636.98 | 39.13% | 0.03% |
| Benefits | 2,523,213.17 | 1,083,160.66 | 42.93% | 2.52% |
| Books and Supplies | 690,831.80 | 347,401.04 | 50.29% | -19.69% |
| Services and Other | 1,203,100.60 | 446,459.49 | 37.11% | 3.27% |
| Capital Outlay | 340,000.00 | 328,602.66 | 96.65% | -506.55% |
| Other Outgo | 1,175,040.00 | 366,936.82 | 31.23% | -89.79% |
| Total Expense | 13,676,714.32 | 5,784,040.12 | 42.29% | -10.79% |
| Net | (537,974.82) | (309,565.33) | | |



Note - Revenue shown here is on an accrual basis, of total budgeted revenue allocated on an even basis monthly to date.

NSAA - Budget Comparison 2015/16 to 2016/17

2015-2016

2016-2017

Comparison

| | 2015-2016 | | | 2016-2017 | | | Comparison |
|---------------------------------|---------------------------|------------------------------------|------------------------------|----------------------------|------------------------------------|------------------------------|-----------------|
| | Total Budget \$ - Revised | Current Period Actual thru October | Percent Total Budget-to-date | Total Budget \$ - Original | Current Period Actual thru October | Percent Total Budget-to-date | |
| | | 4 Months of Revenue | | | 4 Months of Revenue | | |
| Revenue | | | | | | | |
| Revenue | 7,516,196.00 | 2,505,398.67 | 33.33% | 8,372,944.00 | 2,790,981.33 | 33.33% | 0.00% |
| New Revenue | | | | | | | |
| Budget Carryover | 55,925.00 | 0.00 | 0.00% | 0.00 | 0.00 | N/A | |
| Total Revenue | <u>7,572,121.00</u> | <u>2,505,398.67</u> | <u>33.09%</u> | <u>8,372,944.00</u> | <u>2,790,981.33</u> | <u>33.33%</u> | <u>0.00%</u> |
| Expense | | | | | | | |
| Certificated Salaries | 2,791,998.00 | 841,475.92 | 30.14% | 3,311,104.04 | 1,021,371.23 | 30.85% | 0.71% |
| Classified Salaries | 1,370,355.00 | 425,870.15 | 31.08% | 1,342,700.84 | 471,464.57 | 35.11% | 4.04% |
| Total Salaries | <u>4,162,353.00</u> | <u>1,267,346.07</u> | <u>30.45%</u> | <u>4,653,804.88</u> | <u>1,492,835.80</u> | <u>32.08%</u> | <u>1.63%</u> |
| Benefits | | | | | | | |
| Health Benefits | 605,623.00 | 168,953.65 | 27.90% | 551,052.61 | 199,825.70 | 36.26% | 8.37% |
| STRS | 284,871.00 | 79,800.81 | 28.01% | 371,310.82 | 114,667.11 | 30.88% | 2.87% |
| PERS | 178,588.00 | 50,221.37 | 28.12% | 149,803.20 | 69,248.97 | 46.23% | 18.11% |
| Employer Costs | 200,850.00 | 65,719.88 | 32.72% | 193,394.07 | 76,251.34 | 39.43% | 6.71% |
| Total Benefits | <u>1,269,932.00</u> | <u>364,695.71</u> | <u>28.72%</u> | <u>1,265,560.70</u> | <u>459,993.12</u> | <u>36.35%</u> | <u>7.63%</u> |
| Books and Supplies | | | | | | | |
| Approved Text Books | 102,711.00 | 37,841.28 | 36.84% | 273,800.00 | 91,546.96 | 33.44% | -3.41% |
| Classroom Books | 695.00 | 63.67 | 9.16% | 2,200.00 | 2,176.92 | 98.95% | 89.79% |
| Class Supplies | 91,188.00 | 14,009.82 | 15.36% | 38,100.00 | 22,882.15 | 60.06% | 44.69% |
| Other Supplies | | 0.00 | N/A | 3,700.00 | 433.12 | 11.71% | N/A |
| Equipment (under 5K) | 27,890.00 | 11,983.75 | 42.97% | 33,211.40 | 2,686.26 | 8.09% | -34.88% |
| Reimbursables | | | N/A | | 2,659.11 | N/A | N/A |
| Food | 205,000.00 | 69,560.28 | 33.93% | 210,000.00 | 50,244.27 | 23.93% | -10.01% |
| Office Supplies | 19,230.00 | 5,329.99 | 27.72% | 20,000.00 | 7,237.54 | 36.19% | 8.47% |
| Postage | 7,680.00 | 2,572.15 | 33.49% | 6,000.00 | 1,059.26 | 17.65% | -15.84% |
| Computers | 49,870.00 | 18,953.73 | 38.01% | 65,000.00 | 40,512.07 | 62.33% | 24.32% |
| Equipment for Resale | 0.00 | 453.02 | N/A | | | N/A | N/A |
| Software | 62,557.00 | 76,062.01 | 121.59% | 49,600.00 | 22,797.66 | 45.96% | -75.63% |
| Furniture | 1,170.00 | 4,245.63 | 362.87% | 30,000.00 | 28,637.30 | 95.46% | N/A |
| Books, Media, Library | 10,000.00 | 4,544.66 | 45.45% | 5,000.00 | 5,730.09 | 114.60% | 69.16% |
| Total Books and Supplies | <u>577,991.00</u> | <u>245,619.99</u> | <u>42.50%</u> | <u>736,611.40</u> | <u>278,602.71</u> | <u>37.82%</u> | <u>-4.67%</u> |
| Services, Other | | | | | | | |
| Employee Admin | 1,139.00 | 1,539.62 | 135.17% | 2,350.00 | 749.40 | 31.89% | -103.28% |
| Volunteer Fingerprinting | | 832.00 | N/A | | 224.00 | N/A | N/A |
| Testing | 13,000.00 | 415.83 | 3.20% | 18,750.00 | 874.83 | 4.67% | 1.47% |
| Referees | 4,500.00 | 225.00 | 5.00% | 3,600.00 | 520.00 | 14.44% | 9.44% |
| Field Trip | 3,000.00 | 0.00 | 0.00% | 5,000.00 | 0.00 | 0.00% | 0.00% |
| Travel | 10,355.00 | 3,322.68 | 32.09% | 27,641.40 | 6,157.44 | 22.28% | -9.81% |
| Training and Conferences | 42,465.00 | 14,689.38 | 34.59% | 89,112.50 | 23,461.69 | 26.33% | -8.26% |
| Dues and Memberships | 5,327.00 | 3,554.30 | 66.72% | 6,398.00 | 1,861.06 | 29.09% | -37.63% |
| S B Co Fees | 74,258.00 | (57,335.55) | -77.21% | 72,019.00 | 1,512.00 | 2.10% | 79.31% |
| Banking Fees | 1,365.00 | 0.00 | 0.00% | 0.00 | 1,463.76 | N/A | N/A |
| Provided Training | 5,000.00 | 0.00 | 0.00% | 0.00 | 0.00 | N/A | N/A |
| Insurance | 81,900.00 | 32,418.98 | 39.58% | 78,518.00 | 19,147.20 | 24.39% | N/A |
| Legal Fees | 26,000.00 | 25,180.97 | 96.85% | 53,500.00 | 7,704.71 | 14.40% | -82.45% |
| Consulting | 46,395.00 | 13,822.00 | 29.79% | 75,500.00 | 1,380.00 | 1.83% | -27.96% |
| SELPA Services | 64,116.00 | 0.00 | 0.00% | 43,984.00 | 0.00 | 0.00% | N/A |
| Trash-Sewer | 0.00 | 10,602.63 | N/A | 13,650.00 | 4,553.80 | 33.36% | N/A |
| Gardening | 7,000.00 | 624.03 | 8.91% | 13,050.00 | 614.83 | 4.71% | -4.20% |
| Janitorial | 85,960.00 | 34,453.80 | 40.08% | 73,000.00 | 18,753.17 | 25.69% | -14.39% |
| Pest Control | 0.00 | 1,042.00 | N/A | 2,000.00 | 480.00 | 24.00% | N/A |
| Security | 25,000.00 | 21,999.84 | 88.00% | 72,000.00 | 20,819.20 | 28.92% | -59.08% |
| Telephone | 16513 | 17,554.44 | 106.31% | 23,700.00 | 13,834.14 | 58.37% | N/A |
| Utilities | 172,000.00 | 80,795.76 | 46.97% | 85,000.00 | 43,909.99 | 51.66% | 4.68% |
| Copier | 49,250.00 | 12,606.24 | 25.60% | 0.00 | 9,900.28 | N/A | N/A |
| Emergency-First Aid | 1,865.00 | 186.88 | 10.02% | 750.00 | 658.54 | 87.81% | 77.78% |
| Rental - Leases | 144,000.00 | 50,229.36 | 34.88% | 150,000.00 | 48,672.05 | 32.45% | -2.43% |
| Advertising - Marketing | 8,793.00 | 73.54 | 0.84% | 8,000.00 | 800.00 | 10.00% | 9.16% |
| Public Relations | 3,748.00 | 535.69 | 14.29% | 2,000.00 | 0.00 | 0.00% | -14.29% |
| Special Events | 6,059.00 | 1,291.82 | 21.32% | 2,950.00 | 1,521.52 | 51.58% | 30.26% |
| Facilities Maintenance | 50,000.00 | 10,499.84 | 21.00% | 50,000.00 | 9,753.17 | 19.51% | -1.49% |
| Auto | 6,000.00 | 385.53 | 6.43% | 1,500.00 | 1,041.29 | 69.42% | 62.99% |
| Bus | 0.00 | 734.40 | N/A | 12,000.00 | 2,332.50 | 19.44% | N/A |
| Equipment Repairs | 102,864.00 | 8,574.59 | 8.34% | 40,000.00 | 27,695.05 | 69.24% | N/A |
| Total Services, Other | <u>1,057,872.00</u> | <u>290,855.60</u> | <u>27.49%</u> | <u>1,025,972.90</u> | <u>270,395.62</u> | <u>26.36%</u> | <u>-1.14%</u> |
| Capital Outlay | | | | | | | |
| Site Improvements | 107,925.00 | 247,156.91 | 229.01% | 68,000.00 | 10,703.82 | 15.74% | -213.27% |
| Bldg Improvements | 5,000.00 | 0.00 | 0.00% | 50,000.00 | 10,268.00 | 20.54% | 20.54% |
| Capital Equipment | 0.00 | 28.32 | N/A | 0.00 | 0.00 | N/A | N/A |
| Total Capital Outlay | <u>112,925.00</u> | <u>247,185.23</u> | <u>218.89%</u> | <u>118,000.00</u> | <u>20,971.81</u> | <u>17.77%</u> | <u>-201.12%</u> |
| Other Outgo | | | | | | | |
| Total Other Outgo | 0.00 | 0.00 | N/A | 0.00 | 0.00 | N/A | N/A |
| Total Expense | <u>7,181,073.00</u> | <u>2,415,702.60</u> | <u>33.64%</u> | <u>7,799,949.88</u> | <u>2,522,799.06</u> | <u>32.34%</u> | |
| Net | <u>391,048.00</u> | <u>89,696.07</u> | | <u>572,994.12</u> | <u>268,182.28</u> | | |
| Total Revenue | <u>7,572,121.00</u> | <u>2,505,398.67</u> | <u>33.09%</u> | <u>8,372,944.00</u> | <u>2,790,981.33</u> | <u>33.33%</u> | <u>0.25%</u> |
| Total Expense | <u>7,181,073.00</u> | <u>2,415,702.60</u> | <u>33.64%</u> | <u>7,799,949.88</u> | <u>2,522,799.06</u> | <u>32.34%</u> | <u>-1.30%</u> |
| Net | <u>391,048.00</u> | <u>89,696.07</u> | | <u>572,994.12</u> | <u>268,182.28</u> | | |

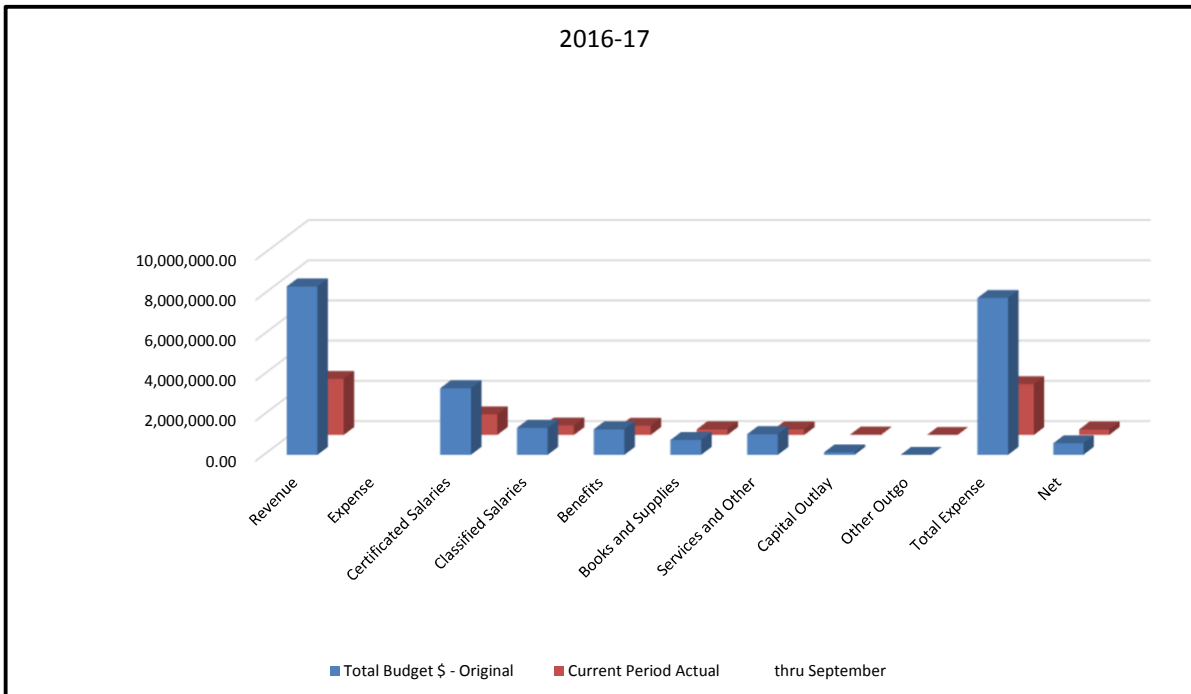
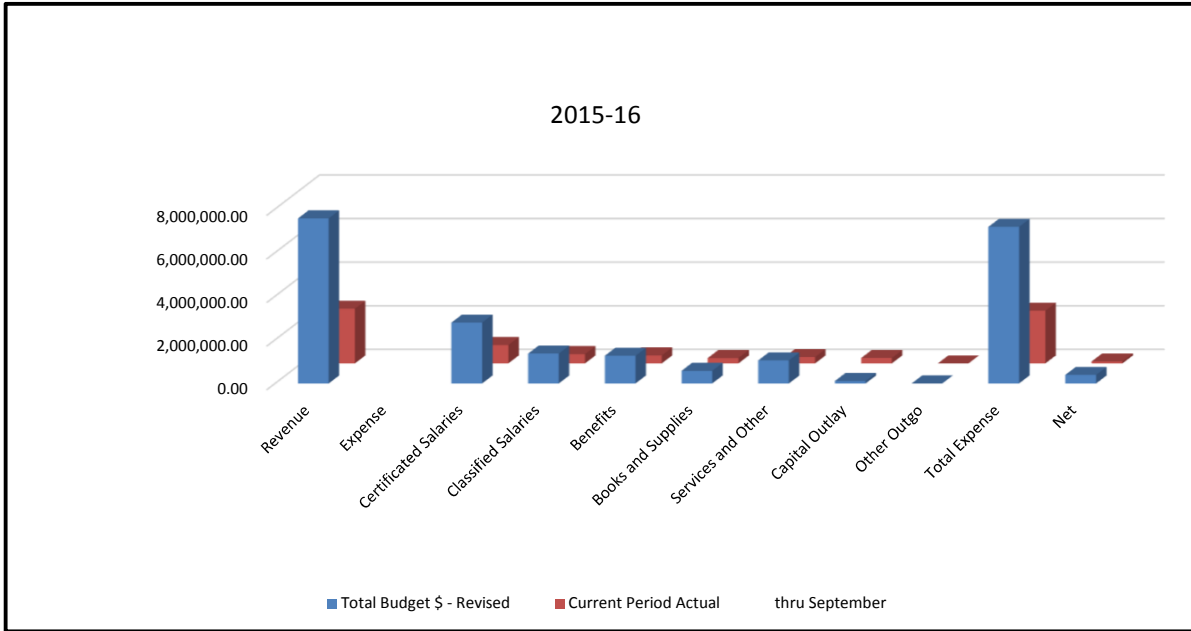
NSAA - Budget Comparison 2015/16 to 2016/17

2015-2016

2016-2017

Comparison

| | 2015-2016 | | | | 2016-2017 | | | Comparison |
|-----------------------|---------------------------|------------------------------------|--------------------------------------|-----------------------|----------------------------|------------------------------------|--------------------------------------|------------|
| | Total Budget \$ - Revised | Current Period Actual September | Percent Total thru Budget-to-date | | Total Budget \$ - Original | Current Period Actual September | Percent Total thru Budget-to-date | |
| Revenue | 7,572,121.00 | 2,505,398.67 | 33.09% | Revenue | 8,372,944.00 | 2,790,981.33 | 33.33% | 0.25% |
| Expense | | | | Expense | | | | |
| Certificated Salaries | 2,791,998.00 | 841,475.92 | 30.14% | Certificated Salaries | 3,311,104.04 | 1,021,371.23 | 30.85% | 0.71% |
| Classified Salaries | 1,370,355.00 | 425,870.15 | 31.08% | Classified Salaries | 1,342,700.84 | 471,464.57 | 35.11% | 4.04% |
| Benefits | 1,269,932.00 | 364,695.71 | 28.72% | Benefits | 1,265,560.70 | 459,993.12 | 36.35% | 7.63% |
| Books and Supplies | 577,991.00 | 245,619.99 | 42.50% | Books and Supplies | 736,611.40 | 278,602.71 | 37.82% | -4.67% |
| Services and Other | 1,057,872.00 | 290,855.60 | 27.49% | Services and Other | 1,025,972.90 | 270,395.62 | 26.36% | -1.14% |
| Capital Outlay | 112,925.00 | 247,185.23 | 218.89% | Capital Outlay | 118,000.00 | 20,971.81 | 17.77% | -201.12% |
| Other Outgo | 0.00 | 0.00 | N/A | Other Outgo | 0.00 | 0.00 | N/A | N/A |
| Total Expense | 7,181,073.00 | 2,415,702.60 | 33.64% | Total Expense | 7,799,949.88 | 2,522,799.06 | 32.34% | |
| Net | 391,048.00 | 89,696.07 | | Net | 572,994.12 | 268,182.28 | | |



Note - Revenue shown here is on an accrual basis, of total budgeted revenue allocated on an even basis monthly to date.

See notes to September 2016 for further explanation.

**Foundation Board, NSLA School Board Committee and AAE School Board Committee
Joint Attendance Log 2016**

| | January | February | Feb 25 Special | Feb 29 Special | March Combined | April 22 Special | May 12 Special | April | May | June Combined | August |
|------------------------------------|---------|----------|----------------|----------------|----------------|------------------|----------------|---------|---------|---------------|---------|
| Bud Biggs | | | Present | Present | Present | Present | Present | | | Present | |
| Buck Goodspeed | | | Present | Present | Present | Present | Present | | | Present | |
| Kirtland Malhum | | | Present | Present | Present | Absent | Present | | | Present | |
| Regina Bell | | | Present | Present | Present | Present | Present | | | Absent | |
| Donna Siegel | | | Present | Present | Absent | Present | Present | | | Present | |
| NSLA School Board Committee | | | | | | | | | | | |
| Duberly Beck | Present | Present | Present | Present | Present | Present | Present | Present | Present | Present | Present |
| Tom Rosenbaum | Present | Present | Present | Present | Present | Present | Present | Present | Present | Absent | Present |
| Andrew Jaramillo | Present | Present | Present | Present | Present | Present | Present | Present | Absent | Present | Present |
| Marcia Vargas | Present | Present | Absent | Present | Absent | Present | Present | Absent | Present | Present | Present |
| Scott Johnson | Present | Present | Present | Absent | Absent | Present | Absent | Present | Absent | Present | Present |
| AAE School Board Committee | | | | | | | | | | | |
| Kevin Porter | Present | Present | Present | Present | Present | Present | Absent | Present | Absent | Present | Present |
| David Bains | Present | Present | Present | Absent | Absent | Present | Present | Present | Present | Present | Present |
| Robert Lovingood | Absent | Present | Present | Present | Present | Present | Present | Present | Present | Present | Absent |
| Jose Palavox | Present | Present | Absent | Absent | Present | Present | Present | Absent | Present | Present | Present |
| Russell Stringham | Absent | Present | Present | Present | Present | Absent | Present | Present | Present | Present | Present |
| Rick Wolf | Absent | Present | Abset | Present | Present | Present | Present | Present | Absent | Present | Present |

**Foundation Board, NSLA School Board Committee and AAE School Board Committee
Joint Attendance Log 2016**

| | Sept 12 Combined | Sept 28 Special | October | November | December Combined | Total |
|-------------------|-----------------------------|----------------------------|----------------|-----------------|------------------------------|--------------|
| Bud Biggs | Present | Present | | | | 100% |
| Buck Goodspeed | Absent | Present | | | | 88% |
| Kirtland Malhum | Present | Present | | | | 88% |
| Regina Bell | Absent | Present | | | | 75% |
| Donna Siegel | Absent | Present | | | | 75% |
| | | | | | | |
| Duberly Beck | Present | Present | Present | Present | | 100% |
| Tom Rosenbaum | Present | Present | Present | Present | | 93% |
| Andrew Jaramillo | Absent | Present | Present | Present | | 87% |
| Marcia Vargas | Present | Absent | Present | Present | | 73% |
| Scott Johnson | Absent | Absent | Absent | Absent | | 47% |
| | | | | | | |
| Kevin Porter | Present | Present | Present | Present | | 87% |
| David Bains | Absent | Present | Present | Present | | 80% |
| Robert Lovingood | Present | Absent | Present | Present | | 80% |
| Jose Palavox | Present | Present | Present | Present | | 80% |
| Russell Stringham | Present | Present | Present | Absent | | 80% |
| Rick Wolf | Absent | Present | Present | Present | | 73% |

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 | | | | \$ - | \$ 350 | | | \$ 350 |
| Buck Goodspeed | | | | \$ - | \$ 200 | | | \$ 200 |
| Bud Biggs | | \$ 5,925 | | \$ 5,925 | \$ 100 | \$ 5,200 | | \$ 5,300 |
| David Bains | | | | \$ - | \$ 100 | | | \$ 100 |
| Donna Siegel | | | | \$ - | \$ 550 | | | \$ 550 |
| Duberly Beck | | | | \$ - | \$ 1,000 | | \$ 300 | \$ 1,000 |
| Jose Palafox | | | | \$ - | \$ 200 | | | \$ 200 |
| Kevin Porter | | | | \$ - | \$ 188 | \$ 450 | | \$ 638 |
| Kirtland Mahlum | | | | \$ - | | | | \$ - |
| Marcia Vargas | | | | \$ - | \$ 365 | | | \$ 365 |
| Regina Weatherspoon-Bell | | | | \$ - | | | \$ 100 | \$ - |
| Rick Wolf | | | | \$ - | | | | \$ - |
| Robert Lovingood | | | | \$ - | \$ 1,600 | | | \$ 1,600 |
| Russ Stringham | | | | \$ - | | | \$ 401 | \$ - |
| Scott Johnson | | | | \$ - | | | | \$ - |
| Tom Rosenbaum | \$ 500 | | | \$ 500 | \$ 100 | | | \$ 100 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | \$ 500 | \$ 5,925 | \$ - | \$ 6,425 | \$ 4,753 | \$ 5,650 | \$ 801 | \$ 10,403 |

October 30, 2016

Hey Bud,

Hey, I wanted to let you know that I plan to pull myself off of the Board as well as the NSAA site Board as of 12/31/16...Nicole and I and the kids have a lot of activities that we are involved in right now and I think it is a good time for me to take a break from the Board...

I have had a wonderful time serving over the years and it was a pleasure to meet so many great people...it was really a good time and I would be open to returning in the future...I can recommend some people for good, new blood for me, if you desire, as well.

I plan to assist in the County hearing in December with being there to support charter renewal for NSAA. In addition, I wrote a letter in support and told about my experience. Duberly Beck and Toni Preciado I have told so far as well.

Xander, Max, and Ruby (our kids) plan to continue through NSAA and are thoroughly enjoying their adventure. I am always willing to consult and give my opinion as an involved parent and past Board member as well, of course, as needed.

I so appreciate the time on the Board and where Norton has come during those years. The future looks bright. I also plan to be at AAE on Friday to be part of the "Shark Tank" panel to assist with business students for presentations. I plan to be at the November and December Board meetings.

Thanks so much, Bud...all the very best!

Tom