

High Desert "Partnership in Academic Excellence" Foundation, Inc.

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

Agenda for 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

Meeting at Norton Space and Aeronautics Academy
503 E. Central Ave., San Bernardino, CA 92408

Additional Location: 10200 Six Pines Dr, The Woodlands TX, 77380 Conference Room

September 12, 2016 - Public Meeting – 7:00 a.m.

- 1.0 **CALL TO ORDER:** Chairman Bud Biggs
- 2.0 **ROLL CALL:**
 - .01 Foundation Board: Chairman Bud Biggs
 - .02 AAE School Board Committee: Chairman Kevin Porter
 - .03 NSAA School Board Committee: Chairman Scott Johnson
- 3.0 **INFORMATION:**
 - .01 Russell Stringham Resign as Treasurer of the Board
 - .02 Chairman to Appoint Kirtland Mahlum as Treasurer of the Board/Finance Committee Chair
- 4.0 **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.
- 5.0 **SPECIAL PRESENTATIONS:**
- 6.0 **FOUNDATION BOARD CONSENT AGENDA:**
 - .01 Approve June 13, 2016 Regular Meeting Minutes – Pg 1-4
 - .02 Approve June 13, 2016 Special Meeting Minutes – Pg 5
 - .03 Approve Salvage of Unusable Donated Vans
- 7.0 **AAE SCHOOL BOARD COMMITTEE CONSENT AGENDA:**
 - .01 Approve August 11, 2016 Regular Meeting Minutes – Pg 6-9
- 8.0 **NSAA SCHOOL BOARD COMMITTEE CONSENT AGENDA:**
 - .01 Approve August 16, 2016 Regular Meeting Minutes – Pg 10-11
- 9.0 **STANDING BOARD COMMITTEE REPORTS:**
 - .01 (a) Finance Committee – Russ Stringham
 - Update on Construction Review
 - (b) Fundraising Committee – Donna Siegel
 - (c) Personnel Committee – Duberly Beck
- 10.0 **DISCUSSION/ACTION ITEMS:**
 - .01 Approve LCER Strategic Plan – Pg 12-33
 - .02 Approve Personnel Committee Recommendation for the President/CEO Hiring Process
 - .03 Approve Personnel Committee Recommendation for the President/CEO Job Description Revision – Pg 34-36
 - .04 Approve Personnel Committee Recommendation for the Interim President/CEO Evaluation Process – Pg 37-38
 - .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
 - .06 Approve creating the Lewis Center Foundation as an organization operating under the auspices of and reporting to the Lewis Center Board of Directors
 - .07 Approve Changing the Name of the Fundraising Committee to the Lewis Center Foundation
 - .08 Approve Updated Bylaws – Pg 39-56

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- .09 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
- .10 Approve BP 9100 – Board Vacancies – **Pg 57**
- .11 Approve BP 9110 – Terms and Officers – **Pg 58**
- .12 Approve BP 1312.3 Update – Uniform Complaint Procedures – **This will be sent in a separate attachment**
- .13 Approve Resolution 2016-03 and Updated Conflict of Interest Code – **Pg 59-65**
- .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
- .15 Bring Forward Dr. Steve Levin, Juno Project Scientist and GAVRT Lead Scientist, as a Candidate for the Board – **Letter of Intent and Resume will be sent in a separate attachment**
- .16 Approve 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)
- .18 Update on NSAA charter renewal – Lisa Lamb
- .19 Update on NSAA Lease – Lisa Lamb
- .20 Update on K-16 Bridge Review – Lisa Lamb
- .21 Update on CSUSB partnership – Lisa Lamb
- .22 Update on Selling Surplus Property – Lisa Lamb
- .23 Update on AAE and NSAA Test Scores – Valli Andreasen, Wes Kanawyer, Lupita Girard – **Pg 66 – 68**

11.0 **CLOSED SESSION**

- .01 Interim President/CEO Evaluation

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

- .01 Staff Reports – **Pg 69 - 98**
- .02 Foundation Financial Reports – **Pg 99-101**
- .03 Lewis Center Financial Reports
 - Balance Sheet – **Pg 102**
 - Checks Over \$10K – **Pg 103**
 - Comparatives – **This will be sent in a separate attachment**
 - Internal Statement – **Pg 104-109**
 - Monthly Budget Report by Departments – **Pg 110 - 121**
 - Revenue and Expenditures – **Pg 122**
- .04 AAE Financial Report – **This will be sent in a separate attachment**
- .05 NSAA Financial Report – **This will be sent in a separate attachment**
- .06 Finance Committee Meeting Notes – **Pg 123 - 126**
- .07 Fundraising Committee Meeting Notes – **Pg 127 - 129**
- .08 Board Attendance Log – **Pg 130**
- .09 Board Give and Get – **Pg 131**
- .10 Jeanne Stambaugh Consultant Report – **Pg 132 - 134**

13.0 **BOARD AND STAFF COMMENTS:** *(Board members and staff members may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.)*

14.0 **ADJOURNMENT:** Chairman Biggs

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

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

**Regular Joint Meeting of the
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.

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

**Minutes
June 13, 2016**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 10:35 a.m.

2.0 Roll Call

Foundation Board Members Duberly Beck, Bud Biggs, Buck Goodspeed, Scott Johnson, Robert Lovingood, Kirt Mahlum, Kevin Porter, Donna Siegel, Russell Stringham, Marcia Vargas and Rick Wolf were present.

Foundation Board Members David Bains, Regina Bell, Andrew Jaramillo, Jose Palafox, and Tom Rosenbaum were absent.

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

3.0 Public Comments: None

4.0 Ground Rules: Facilitator/Consultant Dr. Pat Caldwell reviewed our Values Statements.

6.0 Discussion/Action Items:

.01 Progress on Issues Carried Over from March 14, 2016 Regular Meeting: A draft of the strategic plan was distributed and the vision was reviewed with comments incorporated.

.02 Identify Critical Issues (to be addressed in next 1-3 years): The attendees split into groups and identified critical issues. These were brought together and the top issues were collectively decided on. They were:

1. Financial/Fiscal
2. Norton
3. Organizational Effectiveness

Others:

- Reorganization of fundraising committee
- Advertising, PR and Marketing
- K-16 Bridge and all funded programs –the Board has directed Lisa to vet the Bridge Program through a team of Board and staff and measure its effectiveness. There should be measurables to see where we are and have all the data before we schedule a presentation.

The following items were tabled.

.03 Turn Critical Issues into Goals

.04 Develop Measurable Objectives for Each Goal

.05 Assign Responsibilities for Developing Strategies and Action Plans for Each Objective

.06 Next Steps

7.0 Adjournment: Chairman Biggs adjourned the meeting at 12:15 p.m.

Academy for Academic Excellence School Board Committee

Regular Meeting of the Board of Directors

Minutes

August 11, 2016

1.0 CALL TO ORDER:

The meeting was called to order by Kevin Porter at 7:03 am.

2.0 Roll Call:

Directors Present: David Bains, Jose Palafox, Kevin Porter, Rick Wolf and Russell Stringham were present.

Directors Absent: Robert Lovingood

Staff Members Present: Lisa Lamb, Wes Kanawyer, Valli Andreasen, Paul Rosell, Stacy Newman, Jim Quinn, Breanna Beare, Ryan Dorcey, Rena Payne and Sherri Pearson

Student Representatives: Nissi Rodriguez and Jesse Vaage

3.0 PUBLIC COMMENTS: None

4.0 STUDENT REPRESENTATIVE COMMENTS:

.01 Nissi Rodriguez and Jesse Vaage shared the following student report:

- Nissi Rodriguez – On July 28, 2016, the Student Ambassadors lead school tours for families who attended the “New Family Orientations”. The Ambassadors will be giving other tours this month, one for a man starting a new charter school and another tour for California Assemblyman Scott Wilk.
- Jesse Vaage – On August 3, 2016, at the “AAE Back-to-School Night”, there was representation from different departments, such as the principal, athletics, music and tours. AAE students also hosted “The New Student Luncheon”, that is planned for twice a year, to make new students feel welcome.
- Stacy Newman – Stacy thanked the Ambassadors for taking the new hires on a tour of the campus.
- Lisa Lamb – Nissi is the Senior President and AAE plans to do more political outreach. They are planning a trip to Sacramento to discuss Charter Law and Ed. Reform with the Legislation.

5.0 SPECIAL PRESENTATIONS/ANNOUNCEMENTS: None

6.0 DISCUSSION ITEMS: None

7.0 INFORMATION: The following information is included in the packet:

.01 Principal’s Report

- Mr. Kanawyer & Mrs. Andreasen
 1. Math Teacher Hired – Wes reported that a part-time Math teacher has been hired to support our Math Department.
 2. New Dean of Students – Wes reported that BreAnna Beare moved from 6th Grade teacher to Dean of Students and will be conducting school wide rules assemblies for students.

3. Safety Protocols – Wes reported that there was a correction to the Principal’s Report - Due to the school closures on the “Smoke Days”, Aug. 9th & 10th, safety protocols will be reviewed with staff today, Aug. 11th .
4. IEP’s & Section 504 Plans – Wes reported that on Aug. 11th staff will collaborate around student IEP’s and Section 504 Plans to insure that staff are familiar with student accommodations.
5. New Staff Orientation – Valli reported that on July 26th, we conducted our first “New Staff Orientation” to welcome and familiarize new hires, which was very successful.
6. Technology Task Force
 - a. Valli informed the Board that the Technology Task Force team attended an Executive Briefing at Apple Headquarters in Cupertino, Calif. on July 20 & 21.
 - b. A staff survey on SAMR (Substitution, Augmentation, Modification, Redefinition) model was used to analyze how our school uses the Mac Book.
 - c. Kevin Porter inquired on the balance of internet safety concerns. Mrs. Andreasen responded that AAE has Barracuda (web filter) and controls what students are able to access.
 - d. Kevin Porter inquired if the laptop purchase was included in the budget. Starting this year, laptops are provided to the students. Student families do not have the option of purchasing. Lisa confirmed that it was included in the budget. Ryan reported that it was passed by the Finance Committee. The aftermarket price for each laptop is \$350.00. In response to David Bains’ question, Ryan and Wes reported that parents will be responsible for missing or damaged laptops.
 - e. Rick Wolf asked if there had been research into whether we can use laptops as textbooks. Ryan confirmed that we are allowed to use laptops as textbooks.
 - f. Kevin Porter asked whether students can still purchase laptops from AAE or whether they can bring their own laptops. Ryan responded that they cannot purchase from AAE. Students may also bring their own device and I.T. will load the necessary software on their individual laptops.
 - g. David Bains inquired if AAE needed to provide a report on SAMR. Wes confirmed that there would be an internal audit.
7. Academic Leadership Team - Valli, Wes and BreAnna are meeting with the ALT and will be refining and focusing our vision. We will be taking the budget collaboration to the next level for next year.
8. Professional Development
 - a. Jose Palafox asked if the 4 Point Grading Scale will bring back the “D” grade. Wes explained that Elementary will be fully transitioned by next year to Standards Based Grading and Secondary will transition to the Four Point Grading Scale. We will not issue “D” grades. Lisa added that our grading scale is aligned with what universities are looking at. Lisa will share the literature concerning this subject with the Board.
9. Media Coverage
 - a. ACLU Report

- i. David Bains requested details on the ACLU report concerning school admission policies which had appeared recently in a local newspaper article. Staff clarified that the report did not apply to AAE because we do not have documentation requirements for admission.
- ii. Rick Wolf requested a review of our practices for admissions. Lisa informed the Board that according to the AAE Charter, we are allowed to have priorities in our Charter, which are for siblings, staff, Apple Valley District and bordering school districts. No documentation is needed to be put on the waiting list, except the proof of residency for the A.V. priority.
- iii. Lisa and Jim Quinn informed the Board that the NAACP released a resolution about appointed and elected Board Members. They recommend elected Board Members and more participation by parents. Lisa will forward the NAACP Report to the Board. Kevin Porter inquired if we had a procedure in place for parents to apply for a Board position. Lisa responded that we do not but we will make it known. Paul Rosell interjected that they want parents to participate in selecting the Board. Jose Palafox included that there is a procedure for becoming a Board Member and that we could make that known to parents. Lisa suggested that we could post the procedure in the new bylaws in Sept.
- iv. Russell Stringham inquired about the diversity of our waiting list. Lisa responded that we cannot know because we do not ask those questions from our applicants. Paul Rosell asked the Board to remember that AAE is a school of choice. They choose us, we do not choose them. Lisa went on to say that Norton was also included in the report and there could not be a better example of diversity.
- v. Valli informed the Board that the website will be changed to say passport instead of U.S. passport, which was a problem. Wes added that even though we are listed in this report, we are in compliance. Valli added that we still enroll students even if they do not have documentation. In response to David Bains question, Lisa advised that it was only a report, there was not legal action.
- vi. Ryan read from an e-mail listing what the Office of Civil Rights allows for enrollment requirements – Identity verification, which would be either a birth certificate, passport or other document permitted by law (such as an entry in a bible). David Bains requested that the e-mail be provided to the Board. Lisa informed the Board that these requirements are from Federal Law and that State Law is much tighter for identity verification.

- Mr. Quinn

- AAE Comparatives

- Jim reviewed the details of the comparatives with the Board.

8.0 CONSENT AGENDA: None

9.0 ACTION ITEM:

.01 Approve 2015-2017 ConApp.

On a motion by Jose Palafox and seconded by David Bains, vote 5-0 Action Item 9.01 was approved.

.02 Approve Science Camp – Irvine Ranch Outdoor Education Center, Orange, Ca. – May 24-26, 2017

On a motion by Russell Stringham and seconded by David Bains, vote 5-0 Action Item 9.02 was approved.

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.)*

- Mr. Wolf – thanked staff for the notebook with all the essential documents and requested the names be listed on the organizational chart. Also inquired about the non occupied positions of HR Manager and the Director of General Administration. Staff reviewed the organizational chart with the Board. Rick Wolf pointed out that the Interim position should also be in red on the list. Mr. Wolf asked about the status of the K-16 Bridge Program. Per Lisa, K-16 Bridge is under review.
- Mr. Stringham – asked if we were generating solar power. Jim Quinn responded that we were not generating solar power as yet. The panel construction will be complete on Aug. 15th. City and Edison inspections will be scheduled and all should be complete by Sept. 15th. Ryan confirmed that there would be students monitoring the energy intake. Mr. Stringham is in favor of having “D” = 1 point, that Jose Palafox mentioned earlier.
- Mr. Bains – asked if the UCP complaint from July would be addressed at the full Board Meeting. Lisa responded that it would be addressed and that another complaint was filed. Lisa will forward the investigation from our attorneys when it is complete. Stacy notified the Board that they are public complaints and were forwarded to our attorneys. We will forward the documents to Board members. Mr. Porter suggested that we contact our attorney as to the best way to get the information to the Board. Stacy reported that we have been in contact with our charter authorizers, Tom Hoberman with andthe San Bernardino Superintendant of Schools. Lisa spoke with Pat to see how we can structure to have the Board more informed.

11:0 ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:12 am.

Respectfully submitted,

Sherri Pearson

Administrative Assistant to the AAE Elementary Principal

Minutes for Regular Meeting of the Norton Space and Aeronautics Academy School Board Committee

August 16th, 2016

1.0 **CALL TO ORDER:** Chairman Scott Johnson (via conference call) called the meeting to order at 7:38am.

2.0 **ROLL CALL:** Present: Duberly Beck, Andrew Jaramillo, Scott Johnson (via conference call), Tom Rosenbaum and Marcia Vargas

Absent: None

Staff members Ryan Dorcey, Darren Dowd, Myrna Foster, Lupita Girard, Lisa Lamb, Stacey Newman, Toni Preciado, Jim Quinn, and Paul Rosell were also in attendance.

Angel Arrington represented the San Bernardino County Superintendent of Schools.

3.0 **PUBLIC COMMENTS:** None

4.0 **INFORMATION:**

.01 Principal's Report:

Principal Girard shared that both the first week of school and back to school night were very successful. David Garcia (NSAA Registrar) is working diligently with teachers to complete assessments for incoming students for 2nd grade and above. The new Transitional Kinder class is up and running. The class has reached its full capacity and we are no longer enrolling for the current school year. Erin Mason (Instructional Coach) and Toni Preciado (Vice Principal) will be providing support to the class.

Staff Update - There are two teacher positions that are in the process of being filled: Kinder and Middle School ELA/Science. Mrs. Parker, Fine Arts Teacher, resigned and the Admin Team decided to not renew the position. There are elective courses for students in the Middle Grades that meet that need: Art, Chinese, Music, Year Book, and Technology.

Benchmark Curriculum Update – Principal Girard expressed they are excited with the curriculum and materials. All teachers have been provided with the materials and are implementing them in the classroom. There will be a follow up to support teachers with the online component.

ELAC – Principal Girard states ELAC will need to re-elect an ELAC President The Vice President and Ms. Dolan have been working on NSAA's Multicultural Health Fair on September 23rd.

Marcia Vargas requested the ratio of incoming kinder English Learners to English only students. Marcia asked if Spanish and English speaking parents attend the "Parents and Pastries" meeting and suggested changing the title to "Padres y Pan Dulce".

Andrew Jaramillo feels it is very important that all parents be more proactive in the school.

Principal Girard met with PTO on effective ways to have parents attend more of the PTO meetings.

Lisa Lamb encouraged board members to attend NSAA events.

Lupita has helped build a relationship with the Mexican Consulate.

Duberly Beck requested current enrollment numbers.

Andrew Jaramillo would like to know if there is a waiting list and what grades we have availability and what grades are full.

Marcia Vargas was happy to hear that NSAA had a great first week of school and a successful back to school night.

Lisa Lamb expressed appreciation on the welcome celebration and thanked Toni Preciado for coordinating the event.

.02 NSAA-AAE-Comparatives

Jim Quinn noted that there have been changes as to how things have been budgeted this year so the first month is not comparable.

Paul Rosell explained the Desert Mountain SELPA and OT services allocations.

Andrew Jaramillo suggested that Jim Quinn keep track of the ADA that is coming in. Jim responded that we will not have those calculations until attendance has stabilized.

Duberly requested clarification of the budget line "other outgoing".

5.0 **DISCUSSION ITEMS:**

.01 Update of 9-12 grades

Lisa Lamb gave an update on the charter renewal. The timeline has been sent to the board. They are very close to finalizing the document. We are conveying who we are and what we want our school to look like in the next 5 years. There is a proposal to change NSAA to "Norton Science and Language Academy" NSLA. A video was created to introduce students to the proposed name change. We would like NSAA to amp up science and the GAVRT program. The board has been requested to update their bio to add to the charter renewal.

School Lease Update – Lisa reported that we cannot add portables to accommodate 9-12 and we will continue working with High Mark. We will be doing a walkthrough of the property with the County regarding the lease.

.02 Election of Board Officers

Scott Johnson notified board members and executive team he is in North Carolina until December with National Guard responsibilities. A new chairman should be nominated. Duberly Beck was nominated as Chair of the Committee. Lisa Lamb informed the board that the nomination will be placed on the agenda of the Foundation Board Meeting on September 12th, 2016 for approval.

.03 Update visit by Rep. Pete Aguilar

Tom Rosenbaum was contacted by Andrea (assistant to Pete Aguilar) regarding Congressman Pete Aguilar visiting NSAA September 2, 2016 from 10am-11am. Tom encouraged board members and exec team to attend. Marcia Vargas stated it is very important to attend these events and encourages ELAC representatives to be present

6.0 ACTION ITEMS:

.01 NSAA Board Resolution of Proposition 58- The LEARNING Initiative

Marcia Vargas shared Prop 58 will be on the November ballot. It was written by Ricardo Lara. The resolution statement was provided and Marcia would like for the board to sign the resolution in support of proposition 58. On a motion by Andrew Jaramillo, seconded by Duberly Beck, vote 4-0 with Tom Rosenbaum abstaining, the NSAA School Board Committee approved signing the resolution.

7.0 SPECIAL PRESENTATIONS/ANNOUNCEMENTS: None

8.0 CORRESPONDENCE: None

9.0 BOARD COMMENTS: *(Board members may ask a question for clarification, make a brief announcement, or make brief report on his or her own activities)*

Andrew Jaramillo thanked Lisa Lamb for the effective leadership she brings to the executive team.

Marcia Vargas thanked Lisa Lamb for her leadership.

Lisa Lamb thanked Angel Arrington for her support in the charter renewal process.

Tom Rosenbaum and Duberly Beck thanked the entire NSAA team.

10.0 ADJOURNMENT: Chairman Scott Johnson adjourned the meeting at 8:44 a.m.

FINAL DRAFT

Lewis Center for Educational Research

STRATEGIC PLAN

July 1, 2016 – June 30, 2021

**The plan for our
future**

Adopted, , 2016

Lewis Center for Educational Research
STRATEGIC PLAN

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Lewis Center for Educational Research
STRATEGIC PLAN
The plan for our future

Introduction

The Lewis Center for Educational Research (LCER) is in a transitional period in its life cycle. With the retirement of our charismatic, visionary founder, the Board of Directors and Executive Team determined that we are facing a challenging future. To plan for that future, and to assure that it is the future we want it to be, we decided to engage in strategic planning. Board members and senior administrators became the planning team. This team convened several times over a two month period in the spring of 2016, and spent many hours examining issues and concerns, and to share thoughts, ideas and suggestions on the future of LCER and its two charter schools. The results of those sessions are contained in this strategic plan.

Process

In order to address immediate concerns, the planning team first held a five hour "strategic issues" session. Administrative staff presented update reports on issues identified at an earlier board retreat held in November, 2015. Staff asked for and received direction from the Board on most of these issues which are presented in Appendix A.

The strategic issues session was followed by a full day planning meeting. During the morning session, discussion continued on issues where, due to time constraints at the earlier meeting, direction was still desired by staff. The results of these discussions are presented in Appendix B.

The afternoon session was devoted to reviewing and modifying the LCER mission statement, developing a set of values, and completing a S.W.O.T. analysis. Statements to accompany the values were developed by a small volunteer task force who met a few days later. Those values and value statements are included in the body of the plan. The S.W.O.T. analysis is presented in Appendix C.

The third session was devoted to determining any remaining critical issues and developing strategic goals and objectives. Additionally, strategies for strategic management were discussed and responsibilities for developing and implementing action plans were assigned.

Our Plan

Our plan charts a course that is bold yet attainable. Our vision calls for the Lewis Center and its schools to be nationally recognized as successful role models for others wishing to provide relevant education and unlimited opportunity to those they serve – as we do. The plan lays out how we, an operator of two uniquely different charter schools serving two distinctly different demographics, will align our efforts over the next _____ years to achieve the goals our students, parents and communities have a right to expect and enjoy.

We recognize our responsibility and the leadership we have been entrusted to provide. We also recognize the value and impact of what becoming a model institution of our kind can mean. The stakes are high, but so is the opportunity when our vision is achieved.

Lewis Center for Educational Research
STRATEGIC PLAN

MISSION

Why we exist

The mission of the Lewis Center for Educational Research is to ensure our schools and programs prepare students for success in a global society through data-driven, innovative and research-proven practices in a safe and inclusive culture.

Lewis Center for Educational Research
STRATEGIC PLAN

VISION

What we want to be known for

The Lewis Center for Educational Research is nationally recognized as a leader in education for operating and supporting two unique TK-12 charter schools serving two vastly different demographic areas – the rural-suburban High Desert and the urban city of San Bernardino in San Bernardino County, California. Utilizing data-driven, innovative teaching methods while offering high quality educational programs, the schools are known for exceeding the needs of their students and communities.

The Lewis Center's focus on science and technology, starting with a unique, earlier partnership with NASA, has resulted in 95% graduation rates, high college-going rates, and high levels of success of its graduates in careers in medicine, business, military, and education. The Center's additional focus on bilingual, biliterate and multicultural education has enabled the expansion of its highly successful TK-8 dual immersion language academy to include Southern California's first dual immersion high school.

The Lewis Center's excellent reputation is in large part due to its highly qualified and enthusiastic faculty and staff who, with the support of engaged parents, community and Board members, translate an understanding of their students' abilities, interests and aspirations into pathways to success in college and/or their chosen careers. Partnerships with colleges, universities and businesses also contribute to helping students achieve at the highest academic levels and preparing them for living and working in a global society.

Lewis Center for Educational Research
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VALUES

Ethical priorities to guide our decision-making and our treatment of one another

Integrity: We strive to engender trust in our abilities by acting courageously and adhering to a strong moral compass.

Excellence: We aspire to excellence through supporting our community of learners in the practice of continuous innovation, collaboration and growth.

Leadership: Being forerunners, pace-setters and cultivators, we demonstrate strong leadership rooted in principles of integrity, accountability, respect and communication.

Inclusiveness: We will leverage our diverse and inclusive community to achieve superior result in the field of education.

Lewis Center for Educational Research
STRATEGIC PLAN

GOALS

Goals to achieve our vision

Financial/Fiscal

Goal One: Improve the financial condition of the Lewis Center for Educational Research, including key provisions for sustainability.

Norton

Goal Two: Renew Norton's charter in December 2016 and continually strengthen the academic program.

Organizational Effectiveness

Goal Three: The Lewis Center for Educational Research will be unified under a common vision, mission goals and objectives.

Lewis Center for Educational Research
STRATEGIC PLAN

OBJECTIVES

The outcomes we expect

Financial/Fiscal

Goal 1: Improve the financial condition of the LCER, including key provisions for sustainability.

1.1 Objective: 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.

Strategy: Increase the amount of dollars raised through fundraising by reorganizing the Fundraising Committee and implementing new fundraising programs.

Strategy: Increase the amount of dollars raised from grants that meet LCER established parameters.

Strategy: Increase and stabilize total enrollment at Norton which will increase ADA.

Strategy: Clear, consistent marketing and branding will help communicate the LCER's mission to funders and the communities in which it serves.

1.2 Objective: By June 2017, the Board of Directors and staff will perceive the budget to be stable and understandable with progress toward sustainability.

Strategy: Develop a more defined and understandable budget process and timeline for Board and staff.

Strategy: Develop budgets implementing LCER guidelines and parameters that define stability and sustainability.

Strategy: Identify and communicate sources of additional yearly budgetary costs such as: retirement increases, healthcare increases, etc.

Strategy: Involve staff and the Finance Committee in the budget development process utilizing an itemized budget planning worksheet.

Strategy: Conduct annual budget workshops for the Board and staff.

Strategy: Continue to enhance budget reports to assure clarity and the Board's understanding of the budget.

1.3 Objective: 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.

Strategy: Maintain conservative budgetary practices.

Strategy: Finance Committee and staff (those who manage a budget) will monitor current performance through monthly budgetary reporting.

Strategy: Conduct a cost benefit analysis of major programs.

Strategy: Decrease operating costs (i.e.: energy savings).

Strategy: Increase fund development efforts through the revised board structure.

1.4 Objective: 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.

Strategy: The Executive Team will research and evaluate all existing partnerships and report out to the Board of Directors.

Strategy: Future partnerships will be vetted by the Executive Team and be evaluated based upon their value added to the LCER. The impacted stakeholders will be involved in this process.

Norton

Goal: Renew Norton's charter in December 2016 and continually strengthen the academic program.

2.1 Objective: Renegotiate a mutually beneficial lease agreement with the City and County or secure an alternative campus on or before Fall 2017.

Strategy: Work with legal counsel and LCER Board of Directors to audit our existing lease and to seek resolution.

Strategy: Work with Highmark School Development Company to explore alternate campus locations that would meet the current and expanded needs of Norton TK-12.

2.2 Objective: By December 2016, the San Bernardino County Superintendent of Schools will approve Norton's Charter Renewal.

Strategy: Work closely with California Charter School Association (CCSA) through the Multiple Measures Review to ensure their continued support.

Strategy: Meet regularly with Angel Arrington from SBCSS throughout the renewal process.

Strategy: Involve Board of Directors and staff in all public board meetings with the County through the renewal process.

Strategy: Work with legal counsel for final review of the charter draft and throughout the renewal process.

2.3 Objective: By Spring 2017, increase student mastery as measured by CAASPP results, norm referenced assessments, student grades, attendance, and attrition.

Strategy: Review and evaluate the academic programs in place at Norton.

Strategy: Implement new ELA and SLA curriculum in grades TK-8.

Strategy: Continue intentional professional development for all instructional staff.

Strategy: Foster collaboration between the LCER schools in order to strengthen best instructional and assessment practices throughout the organization.

Strategy: Continue educational supports through the Rocket Lab, intervention programs and Rtl team.

Strategy: Implement an international collaboration based on engineering and applied sciences through GAVRT.

Strategy: Build out the secondary program to include electives, STEM and the arts.

2.4 Objective: Beginning in the Fall of 2019, the school will begin adding one high school grade level per academic year.

Strategy: Expand the middle school program to reflect the future high school program with a strong STEM focus.

Strategy: Solicit partnerships with local businesses and industry (JPL, Amazon, Tesla, etc.) that meet LCER defined parameters.

Strategy: Involve stakeholders and community in the high school development process.

Strategy: Build school leadership staffing and structure to support expansion.

2.5 Objective: By the end of the 2016-2017 school year, staff, student and parent perception will indicate a positive climate at Norton.

Strategy: Diagnose and implement programs to address low staff morale and turnover.

Strategy: Build relationship and unity amongst staff members.

Organizational Effectiveness

Goal: The Lewis Center for Educational Research will be unified under a common vision, mission, goals and objectives.

3.1 Objective: Staff and the Board of Directors will continue to engage in ongoing open, honest and constructive communication.

Strategy: The Board of Directors, Executive Team and principals will continue to participate in annual strategic planning.

Strategy: The Executive Team will have ongoing communication with the officers and standing committee chairs regarding critical issues.

Strategy: The President/CEO and LCER Board Chairperson will meet regularly to communicate as issues arise.

3.2 Objective: 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.

Strategy: The Board of Directors will support the climate at our schools and programs through heightened visibility at both schools.

Strategy: The Board of Directors will highlight the strengths of our schools and programs throughout our communities. These strengths will be shared by staff at the monthly committee meetings and quarterly Foundation Board meetings.

Strategy: The Executive Team will communicate the support of the Board of Directors to all staff on an ongoing basis and will highlight noteworthy dedication and contributions.

Strategy: The Board of Directors and staff will partner together to achieve the vision, mission and goals set forth in annual strategic planning. The Board of Directors will focus on the strategic aspects of the plan, while the staff will implement the operational aspects. Clearly understanding these roles will positively impact the overall climate of the organization.

3.3 Objective: The Board of Directors will actively participate in the establishment and review of LCER policies.

Strategy: The staff will work with the standing committees and school boards to create and/or revise policies to stay in legal compliance. These policies will be presented as needed at the quarterly Foundation Board Meetings for approval.

Strategy: The staff will continue to be involved in professional networks (i.e. CCSA, SBCSS, AVUSD, CDE, CASBO, etc.) in order to stay apprised of current legislation and educational reform.

**Lewis Center for Educational Research
STRATEGIC PLAN**

APPENDIX A

**Summary of Issues Discussed at February 25, 2016 Session
(More Detail in Board Minutes)**

Issues

Board's Concerns/Direction

Finances

1. Policies and procedures need revision.
2. Some new policies and procedures need to be written.
3. Restructuring of debt need to be completed.
4. Tetra contract should be reviewed by legal counsel.
5. Concern that staff is not on top of these issues

Staffing

1. Grant writer position/person needs review.
2. Do we need a PR/Community relations position?
Can we afford it?
3. Consulting contracts/position/expenditures need review.
4. Concern that staff is not on top of these issues

Parity

1. What is the cost of offering step or stipend for hard-to-fill positions such as BCLAD. Can we afford it? Stacy was given direction to cost out this option.
2. Stacy was also given direction to cost out other options such as help with repaying student loans, improving leave and benefit package, absorbing health care cost increases, adding additional years to the salary schedule. Stacy to report costs with recommendations to Finance Committee. Finance Committee to bring recommendations to the full Board.

3. Recruiting teachers is difficult due to salary schedule. Board member suggestion: what if we offered to pay for the last year or two of college in exchange for a multi-year commitment to LCER?

Revenues
opportunities

1. Board directed staff to pursue offering one TK class at each school starting fall 2016.
2. Board agreed with staff recommendation to try to fill grade levels, thus increasing ADA.
3. Staff floated several other ideas for increasing revenues. The three that the Board seemed most interested in were cell tower, selling surplus land, and fundraising.

Norton

1. Difficulty in filling upper grades because students must be bilingual and biliterate. Enrollment in upper grades will increase as students in lower grades move up.
2. Low test scores – student must answer questions by writing in English – no exceptions for English learners. No similar schools to use for comparison in California. This is a concern for charter renewal.
3. Lease – needs to be renegotiated. Who is responsible? Current lease requires LCER to provide facilities for Head Start – current requirement for a new parking lot.
4. Relocation/expansion – CSUSB not an option. Could expand on current property. Could apply for Prop 39 and/or SB 740 funds. Who's responsible?

**Lewis Center for Educational Research
STRATEGIC PLAN**

APPENDIX B

**Summary of Issues Discussed at February 29, 2016 Session
(More Detail in Board Minutes)**

<u>Issue</u>	<u>Board's Concerns/Direction</u>
<u>Use of Thunderbird</u>	<ol style="list-style-type: none">1. Board straw vote provided direction to Gordon to pursue after-school, joint program with AVUSD; keep Board informed of progress.2. Board expressed desire to explore option of selling TBC building, but only with consideration for improvements made by LCER. Can we sell if we don't own the land? Do we need AVUSD's approval to sell? Who's responsible for doing this?
<u>Norton</u>	<ol style="list-style-type: none">1. Board decided to have charter renewed as a TK-12 school; strengthen TK-8 program while high school being developed; explore alternative models for high school; to be implemented by next charter renewal; bring plan and timeline for implementation with cost analysis for both the high school and the planning effort to the Board; put timeline in the current charter renewal application; should someone be hired to lead the planning effort?2. Board agreed NSAA's name needs to be changed to reflect what is actually happening. The School Board committee, staff and parents should discuss and recommend name change

to the full Board. Some suggested name changes included:

- Norton Language and Science Academy
- Norton Science and Language Academy
- Norton Academy
- Norton Academy for Academic Excellence

3. Should Norton have an English Only strand for 5-8? NSAA School Board committee and staff should bring recommendation to the full Board along with implementation plan and cost analysis if recommendation is "yes."

Organizational issues

Should LCER change its name?

Board consensus was to keep the LCER name. Some of the reasons given were:

- Too costly to rebrand
- The community knows us as LCER; to change the name would confuse the community.
- The name gives us a priority (research), and we should develop more university partnerships to do research. (Who is responsible?)
- The name reflects our desire to try new things, innovate

Should there be more emphasis on fundraising?

Board consensus was "yes," and to explore the option of pulling the Fundraising Committee from the Board and make it a separate fundraising foundation. Who will be responsible for this?

Lewis Center for Educational Research
STRATEGIC PLAN

APPENDIX C

S.W.O.T. ANALYSIS

At the second planning session, planning team members engaged in a “mini” environmental analysis by brainstorming the organization’s strengths and weaknesses (internal) and opportunities and threats (external). Their determination of strengths that might be enhanced and weaknesses that might be corrected, along with opportunities and threats presented by the external environment, helped guide them when deciding what critical issues must be addressed. Their brainstormed S.W.O.T. follows:

Strengths

- Highly dedicated staff
- Parent support
- Engaged students
- Motivated Board
- Outside the box thinking
- Culture
- Safe environment
- Small class sizes
- Caring staff
- Private school environment
- Less bureaucracy
- Passionate about learning
- Tight community feel
- Non-union

- Successful K-12 program
- Technology rich
- Partnerships
- Enrichment programs
- Well-balanced education
- Parents that care
- Facilities
- Locations
- Relationships with chartering agencies
- Relationships with other agencies
- Pride
- GAVRT, Bridge, Local Outreach, HiDas,
- Successful alumni
- AFROTC
- Political connections
- Media connections
- Bi-literacy
- Chinese partnerships
- Board connections

Weaknesses

- Lack of planning
- GAVRT
- Lack of transparency
- Communication
- Facilities & Norton
- Lack of marketing
- Detailed budget planning
- No football team
- Weak in developing new partnerships
- Teacher turnover at NSAA
- Relationships between board & exec team
- Student attrition

- Fund development
- Low salaries
- No multi-year budget
- Lack of capital investment
- Current policies
- Lack of leadership transition planning
- Lack of stakeholder involvement
- Tracking alumni
- NSAA treated like stepchild
- Lack of proactive recruitment of teachers
- Lack of student recruitment
- Broken promises
- Weak Board
- Uninformed Board
- Lack of Board participation at Festival of Arts at AAE

Opportunities

- Business partnerships
- University partnerships
- Developing real estate at AAE & NSAA
- STEM partnerships
- Fund development
- Relationship with alliance for education
- Internships
- Political relationships
- Alumni
- Low interest rates, rising economy
- Partnership with community service agencies
- 740 program & Prop 39

Threats

- Other salary schedules elsewhere
- Competing dual immersion programs

- Shortage of teachers
- Uncertain revenues
- Common core vs. the unknown
- County/city involvement in our lease
- Anti-charter movement
- Unionization
- Teacher training institutions have bad impression of charter schools
- More legislation coming
- Needing more legal advice due to regulations
- Security
- LCAPS more regulated
- Charter renewals
- Desert Trails controversy

LEWIS CENTER FOR EDUCATIONAL RESEARCH
17500 Mana Road, Apple Valley, CA 92307 (760) 946-5414

JOB DESCRIPTION
President / Chief Executive Officer ("CEO")

~~**MISSION STATEMENT:** The Lewis Center for Educational Research ("LCER") is an organization grounded in our three core principles of Courage, Generosity and Honor. We are dedicated to offering high quality, innovative, data-driven educational programs that support students to exceed expectations.~~

DESCRIPTION: The President/CEO is employed by and works under the direction of the High Desert "Partnership in Academic Excellence" Foundation, Inc. Board of Directors ("Foundation"). The President/CEO will provide executive leadership in administering the various aspects of the Foundation, LCER, the Academy for Academic Excellence ("AAE") Charter School, the Norton Space and Aeronautics ("NSAA") Charter School, as well as future program development and opportunities for growth and expansion. The President/CEO will be responsible for providing organizational direction and guidance in a collaborative and results-oriented fashion. As the President/CEO, he/she will be expected to provide consistent leadership through example, provide guidance and support, and make complicated decisions pertaining to personnel, budget and programs.

REQUIRED QUALIFICATIONS:

- ◆ Master's degree in education, school administration, business/leadership or related field.
- ◆ Five years of full time school administrative experience.
- ◆ Five years of successful full time teaching experience.
- ◆ Appropriate Administrative Services Credential.
- ◆ Valid California Drivers License.

PRE-EMPLOYMENT REQUIREMENTS:

- ◆ A certificate stating freedom from tuberculosis.
- ◆ Candidates selected for employment are required to be fingerprinted and cleared by the CA Department of Justice through the Lewis Center (LCER) and must provide the LCER with a certificate stating freedom from tuberculosis before beginning work.

JOB REQUIREMENTS (Skills, Knowledge and Abilities):

- ◆ Adeptness at dealing effectively with employees and others on a one-to-one basis and in groups. (a)
- ◆ Effective oral and written communication skills. (b)
- ◆ Ability to forge cooperative relationships with community members and other public agency personnel. (c)
- ◆ Operating procedures of an educational based organization. (d)
- ◆ Principles, practices and techniques related to areas of responsibility. (e)
- ◆ Applicable Federal, State and local laws, regulations and procedures. (f)
- ◆ Principles and practices of organization. (g)
- ◆ Administrative and personnel management. (h)
- ◆ School and community partnerships. (i)
- ◆ Student expulsion process. (j)

- ◆ Research and development of the LCER, AAE and NSAA; and curriculum development, course of study and scope and sequence in a comprehensive educational program. (k)
- ◆ Organize and present ideas effectively in oral and written form. (l)
- ◆ Maintain effective, cooperative working relationships with administrators, certificated and classified employees, parents, students and community members. (m)
- ◆ Effectively represent the Foundation in the community; plan, organize and direct programs, services and projects related to areas of assignment. (n)
- ◆ Budget and effectively manage budget; prepare clear, complete and concise reports and proposals. (o)
- ◆ Analyze situations carefully and adopt effective courses of action. (p)
- ◆ Supervise, train and evaluate assigned staff. (q)
- ◆ High moral and ethical character. (r)
- ◆ Demonstrate ability to maintain effective working relations with employees, parents, students, and the community. (s)
- ◆ Ability to work under pressure and meet deadlines. (t)
- ◆ Ability to organize work, lead and supervise associates. (u)
- ◆ Will be required to use personal vehicle to travel between campuses and attend meetings as needed.

JOB RESPONSIBILITIES/DUTIES:

- ◆ Provide leadership in planning, developing, implementing and evaluating the overall instructional programs provided under the umbrella of the **Foundation**. (1)
- ◆ Ensure that the various programs and projects are consistent with the established goals, objectives and policies, and implement the Vision of the **Foundation**. (2)
- ◆ Provide oversight for the Lewis Center's research-based, longitudinal study to ensure its compliance to proven scientific guidelines. (3)
- ◆ Direct the integration and coordination of services with other organizations, AVUSD, **SBCSS**, groups, schools, colleges, universities and individuals. (4)
- ◆ Represent the Foundation at various community functions and events. (5)
- ◆ Facilitate a friendly, "team orientated", collaborative working environment for employees of the **Foundation** and LCER, and support informed decision-making among the team to effect improved communication, trust and efficiency throughout the organization. (6)
- ◆ Define quality indicators for the organization through the active participation of the staff. (7)
- ◆ Ensure the establishment of K-12 Common Core Standards, benchmarks, rubrics and curriculum guides that provide measurable student results-indicators to ensure instructional quality and accountability. (8)
- ◆ Serve as supervisor to the school principals; provide oversight to all schools of the Foundation.
- ◆ Oversee special education and student support services.
- ◆ Design, develop and implement a comprehensive evaluation program for employees of the **Foundation**. (9)
- ◆ Provide program evaluation utilizing research-based models. (10)
- ◆ Implement state-of-the-art Instructional Technology. (11)
- ◆ Direct and ~~prepare-oversee thean~~ annual budget for all organizational factions of the **Foundation**. (12)
- ◆ Direct and oversee staff, ensuring compliance with procedural policies. (13)
- ◆ Oversee the development of board policies related to all areas of operation, including but not limited to personnel, fiscal management and educational issues. (14)
- ◆ Actively seek out partnerships with businesses, organizations and individuals to promote the goals and mission of the **Foundation**. (15)
- ◆ Actively seek grants to fund the programs and activities of the **Foundation** and its various organizations. (16)
- ◆ Communicate with political leaders to promote and clarify the goals and mission of the **Foundation**. (17)

- ◆ Oversee all building programs of the Foundations. (18)
- ◆ Act as the designated offer of the Board to initiate legal opinion from the Foundations' attorneys, secure Board approval before initiating any legal action on behalf of the Board. (19)
- ◆ Perform other duties as assigned by the Board.

WORKING CONDITIONS:

Environment:

- ◆ Indoor/Outdoor school campus environment.
- ◆ Subject to constant interruptions, public contact and multiple tasks and timelines.
- ◆ Occasional outside weather conditions.
- ◆ Occasionally works weekends and/or evenings.

Physical Abilities:

- ◆ Ability to observe, see, hear, and respond to children and youth's needs, emergencies, and conflicts that might occur in any form of program setting.
- ◆ Ability to stand, sit, stoop, walk, kneel, and perform grasping and handling motions and torso rotations on a continuous basis and the ability to reach in all directions.
- ◆ Ability to hear and speak clearly to exchange information in person and/or on the telephone.
- ◆ Seeing to read and compose written materials.
- ◆ Dexterity of hands & fingers to operate computer keyboard & other office equipment for extended periods of time.
- ◆ Lift or lift and carry up to 35 pounds.

Employment Policy: It is the policy of the Lewis Center, in accordance with applicable provisions of state and federal law, to be an equal opportunity employer, by providing and safeguarding the opportunity for all qualified persons to seek, obtain and hold employment at the Lewis Center without discrimination based on race, color, religious creed, political or union affiliation, national origin, sex, age (over 40), physical or mental handicap, medical condition as defined in the California Government Code, or marital status. The Lewis Center for Educational Research is an at-will employer. The conditions of the job, including hours, wages, and working conditions, may be changed at any time.

**Lewis Center for Educational Research
Confirmation of Receipt
of Job Description**

I have received my copy of the employee job description for the position of _____ at the Lewis Center for Educational Research. I understand and agree that it is my responsibility to read and familiarize myself with job qualifications, requirements, and working conditions contained in the job description.

I understand and agree that nothing in the job description creates or is intended to create a promise or representation of continued employment. I acknowledge that the Lewis Center is an at-will employer. I also understand that the conditions of the job, including hours, wages, and working conditions, may be changed at any time.

Employee's Signature

Date

**Lewis Center for Educational Research
Standard Operating Procedures
Evaluation of the Interim President/CEO**

NOVEMBER

1. By **November 21**, the Personnel Committee Chairperson ("Personnel Chair") or designee will solicit confidential input from members of the Executive Team by distributing the President/Chief Executive Officer ("CEO") Evaluation Instrument to be completed anonymously and returned to the Human Resources ("HR") Director.

DECEMBER

2. By **December 1**, the HR Director and Personnel Chair will tally the CEO Evaluation Instruments from the Executive Team and develop a non-binding Evaluation Report for the Foundation Board of Directors' ("Board") consideration.
3. By **December 1**, the Interim CEO will submit a Progress Report to the Personnel Chair for distribution to Board members. The report will include but is not limited to the following:
 - a. Summary of Interim CEO's accomplishments for the year
 - b. Summary of progress on Board established goals and objectives for the Interim CEO's performance, including any additional professional highlights the Interim CEO believes will demonstrate effective performance for the past year
 - c. Summary of progress on current year's Board established organizational goals
 - d. Report on student performance as required by the state
4. At the **December 12** Foundation Board meeting, the Personnel Chair will distribute to Board members the Interim CEO's Progress Report, the tally of the Executive Team's Evaluation Report, and the CEO's Evaluation Instrument with instructions for completion.

JANUARY

5. No later than **January 13**, Board members will return their Evaluation Instruments to the HR Director who, along with the Personnel Chair, will tally the results and prepare a Summary Report of the Board's collective judgment.

FEBRUARY

6. The Personnel Chair will call a special meeting of the Personnel Committee to be held no later than **February 15**, with the Interim CEO's Performance Evaluation as a closed session item on the agenda. Although this is a Personnel Committee meeting, all Foundation Board members will be invited to attend this properly posted and convened closed special meeting, without the Interim CEO present, to discuss their individual ratings and determine a consensus rating for each indicator.

The Personnel Chair will convene the special meeting of the Personnel Committee and bring the Board to consensus on each rating category. From a review of the Board's composite ratings, the Board will identify (a) agreed upon areas of strength, (b) agreed upon areas for

improvement, (c) specific improvements the Board would like to see in the areas that need improvement. Prior to the **March 13** Foundation Board meeting, the Personnel Chair will record the Board's consensus ratings, and the above areas of strength and needed improvement, on a President/CEO Evaluation & Summary Report to present to the Interim CEO, along with all of the comments from Board members' CEO Evaluation Instruments.

MARCH

7. In a properly posted closed session of the **March 13** regularly scheduled Foundation Board Meeting, the Board and Interim CEO will discuss Board members' agreement about the Interim CEO's areas of strength, areas needing improvement, and the specific improvements the Board would like the Interim CEO to make. The Personnel Chair will allow individual Board members to share opinions that differ from the majority of the Board. However, the Personnel Chair will clearly distinguish between directives that represent the majority of the Board and opinions of individual members. The Interim CEO is not expected to take action based on individual comments/opinions. The Board will allow the Interim CEO to ask questions, respond orally and to attach a written response to the formal evaluation per education code section 440321.
8. At the conclusion of the evaluation meeting with the Interim CEO, the Board and Interim CEO will jointly identify/develop areas for the Interim CEO's performance goals and objectives.
9. **Within two weeks** of the evaluation meeting, the Personnel Chair will submit to the Interim CEO and Foundation Board Chairperson a final President/CEO Evaluation & Summary Report that includes the following:
 - a. The CEO's performance goals and objectives
 - b. Any specific expectations the Board has regarding the CEO's areas needing improvement
 - c. The Board's consensus ratings and agreements about the CEO's performance
 - d. Individual Board members' instrument ratings and comments

APRIL

10. At a meeting **within six weeks** following the June Board meeting, the Personnel Chair, along with the Board Chairperson and Interim CEO will meet to discuss the Interim CEO's written action plan for each objective. The action plans shall identify the activities to be performed, expected results and timelines, and resources or constraints which may affect achievement (BP 2123). These will be included in the final CEO Performance Evaluation & Summary Report to be signed by the Foundation Board, Personnel Chair and the Interim CEO.

Board members who have concerns about the Interim CEO's performance between evaluation meetings may request that the Board Chairperson post "Interim CEO Evaluation" on any regular meeting agenda in order to discuss the concern with the full Board in closed session.

**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 ~~5.0~~ 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 Foundation Board of Directors.

The ~~Foundation~~ **Board of Directors for the Lewis Center for Educational Research** shall meet at a minimum ~~of 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 ~~Foundation~~ **Board of Directors** acts in the oversight capacity of the ~~sSchool bBoard~~ **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 ~~Directors~~ **Board** include but are not limited to the following:

- (1) Select, **evaluate** and remove, at the pleasure of the Board, **the President/CEO and all any officers,– and/or agents,–and employees** 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 Chair and~~ select and remove all directors appointed to the ~~school board committee~~ 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) ~~Adopt, make and use a corporate seal, and alter the form of the seal and the certificate~~
- (5) 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 7.4 2 Interested Person.~~ (This section has been moved from Section 7.4 to become 7.2)

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

- (A) An interested person means either:
 - ~~(1)~~ 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. ~~excluding any reasonable compensation paid to a Director as Director~~
 - ~~(2)~~ ~~(ii)~~ any ~~sibling brother, sister~~, 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 ~~7.2~~ 3 Number and Qualifications of Directors.

(A) The authorized number of persons to be ~~appointed~~ 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”).

~~The minimum and maximum numbers of Directors may be changed only by amendment of paragraph (A) of this section.~~

(B) Any Director hereinafter elected to the Board must live in San Bernardino County or any contiguous county and have an interest in education and charter school governance.

Section 7.3 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.

(C) Directors shall be elected by the Board at the annual meeting.

(D) Directors are elected for a term of three (3) years.

(E) 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 ~~and qualified~~.

~~(E) — Each elected Director shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified.~~

(E) ~~The Terms to~~ 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 President~~, 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) ~~The Board may declare vacant the office of a Director for whom a conservator has been appointed by an order of court or convicted of a felony.~~ Any Directors may be removed without cause if such removal is approved by the affirmative vote of a majority of the Directors.

(C) ~~A Director may not resign if no director remains.~~ 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 Place of 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. ~~as provided in a resolution adopted by the Board.~~
- (C) A special meeting of the Board may be called by the **President**, Chairman of the Board, ~~Vice Chairman, or by a majority of the Directors or any other officer.~~
- (D) Notice of the time and place of special meetings shall be delivered ~~personally or~~ by telephone **or electronic communication** to each Director or sent by first-class mail ~~or telegram, charges prepaid,~~ 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 7.9 ~~8~~ Fees and Compensation of Directors.

Directors shall serve without compensation except ~~that directors may receive such reimbursement of expenses, as the Board of Directors may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted. In addition,~~ 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). ~~No Director may serve the Corporation in any other capacity as an officer, agent, employee, or otherwise.~~

Section 7.~~10~~ 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 ~~10~~, 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 ~~either President or~~ Chairman of the Board (CCC §5213). ~~The Board shall be responsible for hiring and evaluating the President/CEO of the Corporation.~~

~~The President is the chief executive officer and general manager of the Corporation and, where appropriate, may be designated by the alternate title of "Chief Executive Officer" of the Corporation. The President shall, subject to the control of the Board, have general supervision, direction, and control of the business and affairs of the Corporation and of its officers, employees, and agents, including the right to employ, discharge, and prescribe the duties and compensation of all officers, employees, and agents of the corporation, except where such matters are prescribed in the Bylaws or by the Board. The President is authorized to sign all contracts, notes, conveyances, and other papers, documents, and instruments in writing in the name of the Corporation.~~

- (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 chairs 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.~~
- (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. ~~If the Corporation has a corporate seal, the Secretary shall keep the seal at the Corporation's principal office and shall affix the seal to documents as appropriate or desired. The Board may by resolution authorize one or more Assistant Secretaries to perform, under the direction of the Secretary, some or all the duties of the Secretary.~~
- (D) The Treasurer is the Chairperson 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 Appointment Election of Officers.

The officers of the Corporation shall be ~~appointed~~ ~~elected~~ by the Board, and each shall serve at the pleasure of the Board., ~~subject to the right, if any, of an officer under any contract of employment.~~ The officers shall be elected annually from among the members of the Board.

Section 8.2 Removal of Officers.

- (A) Any officer ~~appointed~~ ~~elected~~ by the Board may be removed from office at any time by the Board, with or without cause or prior notice.
- (B) ~~This section was removed as members of the Board may not be an Interested Person as defined in Section 7.4.~~

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 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.

Committees, not having and exercising the authority of the Board in the management of the Corporation, may be designated ~~by a resolution adopted~~ if approved by a majority of the Directors present at a meeting at which a quorum is present. ~~The President or Chairman of the Board shall appoint all members to any committee formed pursuant to this Article VIII of the Bylaws. Committee members may be removed by the person or persons authorized to appoint such member whenever his or her judgment such removal serves the best interest of the Corporation.~~ (Moved to a new 11.1) 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 ~~President or~~ Chairman of the Board shall appoint the committee chairman and all members to any committee formed pursuant to this Article XI of the Bylaws. Committee members and chairs 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

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 ~~Corporation Board~~.

Section 11.3 Standing Committees (Excluding School Board Committees).

Standing Committees shall be the following: Executive, Finance, Personnel, and Fundraising (also known as The Lewis Center Foundation). The Chairman of the Board will chair the Executive Committee. As noted in 11.1 above, Committee Chairmen of all Standing Committees shall be appointed by the ~~Board-Board~~ Board Chairman. The Committee Chairman shall preside at all meetings of the appointed ~~Committee~~ committee and work to assure that the duties of the committee, as specified in its Board-adopted committee job description, are carried out. ~~Any committee chairman appointed by the Board may be removed from office at any time by the Board, with or without cause or prior notice.~~

**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 15 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 September 28, 2016.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 28th day of September, 2016.

Lewis Center for Educational Research

**BP 9100: BOARD BYLAWS
 BOARD VACANCIES**

Adopted: September 12, 2016

Revised:

Persons wishing to serve on the Lewis Center for Educational Research Board of Directors 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, 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 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 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:

Terms

Directors 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, 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 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 at the annual meeting.

**NOTICE OF INTENTION TO AMEND THE
CONFLICT OF INTEREST CODE OF THE
LEWIS CENTER FOR EDUCATIONAL RESEARCH**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Lewis Center for Educational Research (the "Center") intends to amend the Center's Conflict of Interest Code (the "Code") pursuant to Government Code Section 87306.

The Appendix of the Code designates those employees, members, officers, and consultants who are subject to the Center's Code. The Center's proposed amendment adds a new position that must be designated, revises titles of existing positions, revises disclosure categories and updates language provided by the FPPC to help clarify requirements.

The proposed amended Code will be considered by the Members of the Board of Directors on September 28, 2016, at 7:00 a.m. at Lewis Center for Educational Research, 17500 Mana Road, Apple Valley, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment. Any comments or inquiries should be directed to the attention of Teresa Dowd, Executive Assistant, Lewis Center for Educational Research, 17500 Mana Road, Apple Valley, California, 92307; (760) 946-5414. Written comments must be submitted no later than September 28, 2016, at 7:00 a.m.

The proposed amended Code may be reviewed at, and copies obtained from, the office of the Executive Assistant.

Lewis Center for Educational Research

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

RESOLUTION NO. 2016 – 03

Resolution of the Board of Directors of the Lewis Center for Educational Research Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Lewis Center for Educational Research (the “Center”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the “Code”) which was last amended September 10, 2012, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the Center have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the Appendix of the Center’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Center being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors on September 28, 2016, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lewis Center for Educational Research that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant and available to the public for inspection and copying;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of San Bernardino for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

APPROVED AND ADOPTED this 28th day of September, 2016

Chairman, Board of Directors
Lewis Center for Educational Research

ATTEST:

Secretary, Board of Directors
Lewis Center for Educational Research

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)

CONFLICT OF INTEREST CODE

OF THE

LEWIS CENTER

FOR EDUCATIONAL RESEARCH

CONFLICT OF INTEREST CODE FOR THE
LEWIS CENTER FOR EDUCATIONAL RESEARCH

(Amended ~~September 10, 2012~~ 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 10, 2012~~September 12, 2016)¹

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Center Officials who manage public investments, as defined by 2 Cal. Code of Regs. § ~~18701(b)~~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 investments²:

Members of the Board of Directors

President/CEO

Director, Financial Officer

Financial Consultants

¹ ~~Titles updated September, 2014.~~

² 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

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

<u>Bridge Coordinator</u>	<u>5, 6</u>
Director, Facilities	4
Director, Information Technology	5
General Counsel	1, 2
Manager, Athletics <u>Athletics Director</u>	5
Principal (ALL)	5
Psychologist, Academic Training Coordinator <u>Director, Special Needs</u>	5
Consultants and New Positions ³	

³ Individuals providing services as a Consultant defined in Regulation ~~18704~~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.⁴ ~~Such economic interests~~ "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.

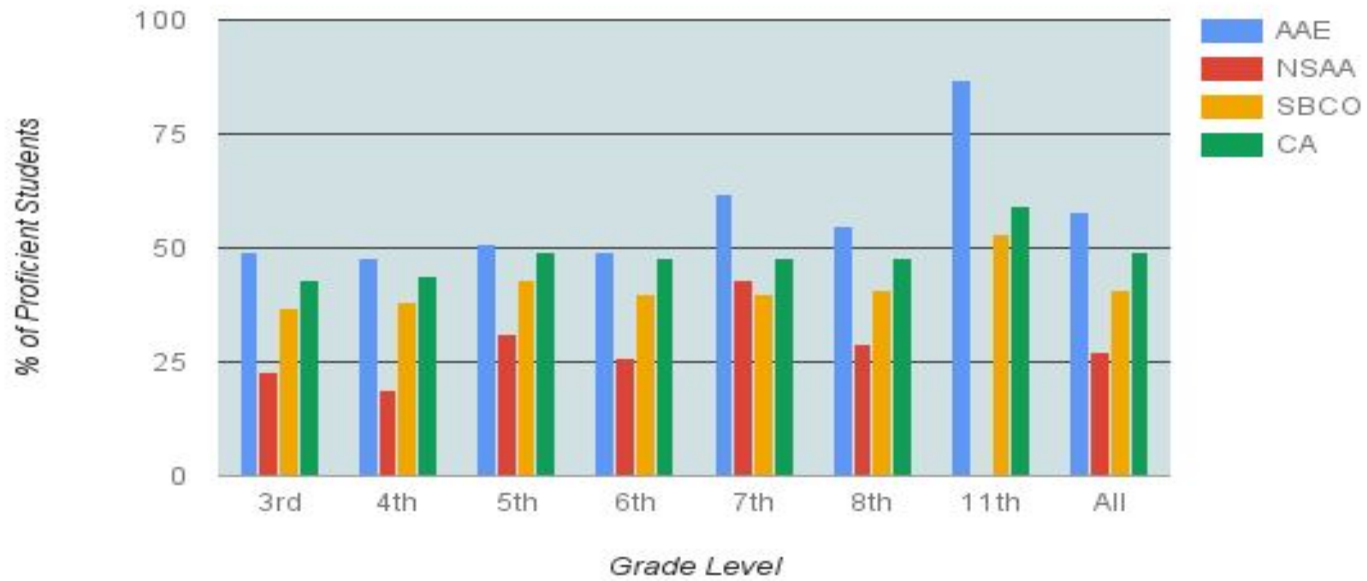
Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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.

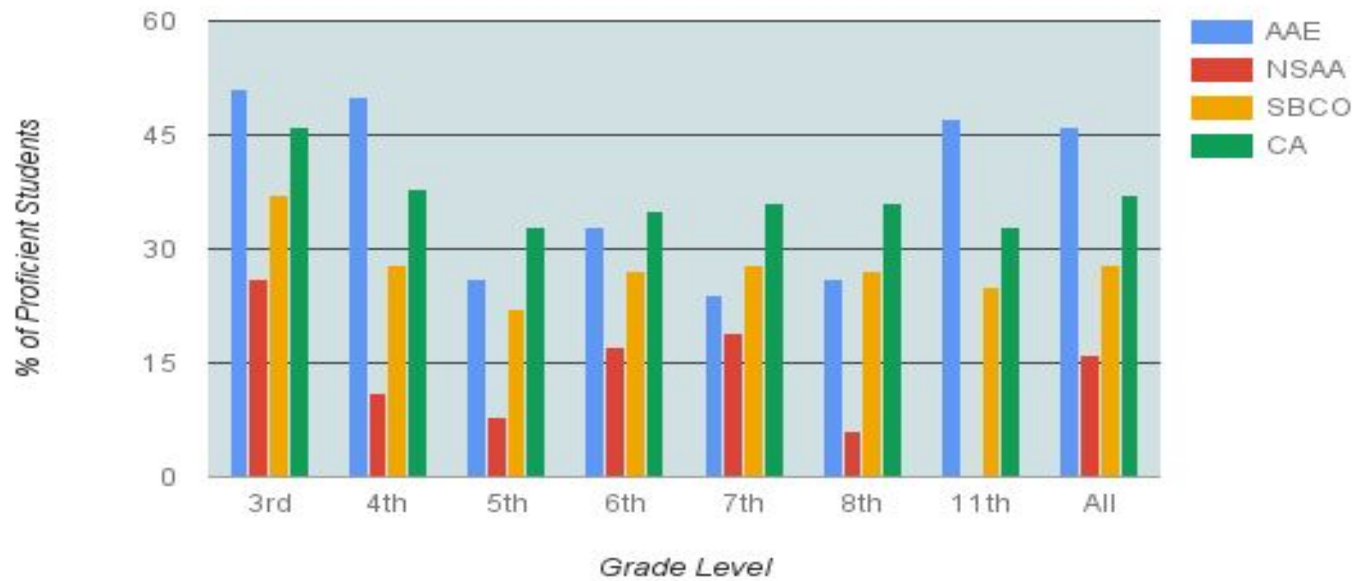
⁴ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

Lewis Center CAASPP Results 2015-16

Lewis Center SBA ELA Comparison Data 2015-16



Lewis Center SBA Math Comparison Data 2015-16



Overall Achievement Data by Subject Area and School

AAE - ELA	Overall Achievement								
		3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
	# of Students Enrolled	113	112	114	120	116	119	109	803
	# of Students Tested	112	107	113	120	115	119	108	794
	# of Students With Scores	112	107	113	120	115	119	108	794
	Mean Scale Score	2426.8	2465.0	2504.2	2526.4	2566.6	2572.0	2673.8	N/A
	Standard Exceeded: Level 4	28 %	21 %	21 %	13 %	11 %	15 %	52 %	23 %
	Standard Met: Level 3	21 %	27 %	30 %	36 %	51 %	40 %	35 %	35 %
	Standard Nearly Met: Level 2	27 %	27 %	21 %	33 %	25 %	24 %	8 %	24 %
	Standard Not Met: Level 1	24 %	25 %	27 %	19 %	12 %	21 %	5 %	19 %
AAE - Math	Overall Achievement								
		3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
	# of Students Enrolled	113	112	114	120	116	119	109	803
	# of Students Tested	112	107	113	120	115	119	108	794
	# of Students With Scores	112	107	113	120	115	119	108	794
	Mean Scale Score	2435.6	2477.8	2471.8	2512.0	2517.1	2525.2	2614.4	N/A
	Standard Exceeded: Level 4	21 %	14 %	14 %	16 %	6 %	5 %	19 %	13 %
	Standard Met: Level 3	30 %	36 %	12 %	17 %	18 %	21 %	28 %	23 %
	Standard Nearly Met: Level 2	28 %	34 %	27 %	39 %	45 %	34 %	31 %	34 %
	Standard Not Met: Level 1	21 %	17 %	46 %	28 %	30 %	39 %	22 %	29 %

NSAA - ELA

Overall Achievement

	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled	90	91	75	72	55	17	N/A	400
# of Students Tested	89	91	74	70	54	17	N/A	395
# of Students With Scores	89	91	74	70	54	17	N/A	395
Mean Scale Score	2377.7	2400.5	2449.1	2487.6	2537.0	2526.9	N/A	N/A
Standard Exceeded: Level 4	8 %	7 %	5 %	10 %	6 %	0 %	N/A	7 %
Standard Met: Level 3	15 %	12 %	26 %	16 %	37 %	29 %	N/A	20 %
Standard Nearly Met: Level 2	30 %	22 %	19 %	39 %	33 %	47 %	N/A	29 %
Standard Not Met: Level 1	47 %	59 %	50 %	36 %	24 %	24 %	N/A	44 %

NSAA - Math

Overall Achievement

	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled	90	91	75	72	55	17	N/A	400
# of Students Tested	89	91	74	70	54	17	N/A	395
# of Students With Scores	89	91	74	70	54	17	N/A	395
Mean Scale Score	2405.0	2406.3	2423.7	2452.8	2483.4	2498.8	N/A	N/A
Standard Exceeded: Level 4	6 %	2 %	3 %	3 %	2 %	0 %	N/A	3 %
Standard Met: Level 3	20 %	9 %	5 %	14 %	17 %	6 %	N/A	13 %
Standard Nearly Met: Level 2	40 %	32 %	23 %	21 %	31 %	53 %	N/A	31 %
Standard Not Met: Level 1	34 %	57 %	69 %	61 %	50 %	41 %	N/A	53 %

Lewis Center for Educational Research

STAFF REPORT

Date: September 12, 2016

To: Board of Directors

From: Lisa Lamb

Re: President/CEO Report

The past three months have been productive at the Lewis Center for Educational Research. Both schools had a smooth opening and well attended Back to School Nights for our families. The teachers have received training on the new Benchmark English Language Arts and Spanish Language Arts curriculum and are implementing it in their TK-5 (AAE) and TK-8 (NSAA) classes. Additionally, the Wednesday PLC time has been focused on instructional goals using student data to drive those conversations. Our students and staff have certainly hit the ground running for a successful school year.

Completing the NSAA Charter has been the top priority. The completed petition will be submitted to SBCSS and our attorneys for initial review during the first week of September. Once we receive feedback, we will make any necessary adjustments and/or revisions and submit it officially to the SBCSS Board of Directors by October 15th. Board, staff and parent attendance is encouraged at the November 7th, December 5th and January 3rd SBCBOE Meetings. The most critical of these meetings is the December 5th meeting as this is the public hearing. We should have a number of board members, parents, students and staff prepared to speak on behalf of our school at this meeting.

The Executive Team has continued to work with Pat Caldwell and various board members and committees to complete our strategic planning. This plan will guide our decisions and actions for the coming year. This work has also prompted the review of our practices and programs organization wide. Significant effort has been put forth to evaluate the use of our resources and ensure that we are tying these to the LCAP for both schools, our missions, goals and objectives. We appreciate the collaboration between the board and staff as we continue to streamline our efforts to ultimately focus on and increase student achievement.

As we continue to focus on our fiscal practices, we have made improvements and gains in several areas. Some of the more notable include negotiating a bus contract with Ebmeyer that is projected to save more than \$16,000 from the AAE transportation budget. This is a 25.27% savings over the actual cost of AAE transportation from the 2015-2016 school year. Another achievement was the renegotiated contract with Victor Valley Waste Reclamation Authority (VWRA) for their use of our property in Apple Valley. The previous agreement allowed for an in kind payment of fill dirt for their use of our

property. However, this agreement had not been sufficiently fulfilled. Logan Olds was very cooperative and allowed us to renegotiate for \$28,750 for the entire term of use beginning January 2011 and ending August 2016. The Finance Committee and Executive Team are continuing to investigate multiple uses for the Apple Valley property that may lead to an increase in revenue for the 2016-2017 school year.

We have retained our grant writer, Jeanne Stambaugh, through December 2016. She is currently collaborating with a team at CSUSB on multiple grants that would include K16 Bridge and NSAA middle grades. The focus of these grants is to increase the number of first generation and historically underserved students in order to transition successfully to secondary and post-secondary institutions. Additionally, I have asked her to actively investigate large grants that will support our GAVRT partnership with NASA/JPL. The two major areas in which we need funding are curriculum development beginning with a high school astronomy course and backward mapping to middle school integrated science curriculum, and the creation of an international collaboration between our students at NSAA and the GAVRT students in Chile. Jeanne is optimistic that she will be able to secure large scale funds for these important initiatives. Depending on the result of the grants in progress, we will determine the sustainability of this position.

The GAVRT program has become a major area of focus for our team. As our flagship partnership, it is important that GAVRT becomes more integrated into our science courses at both schools. Currently, AAE has a weekly elementary magnet class for all students and a middle/high school Space Science elective. The goal is to build out the implementation at both schools in a way that supports the transition to the Next Generation Science Standards (NGSS) as well as that increases our overall emphasis on STEM education. Some new programs that we are beginning to develop include: a StellarXplorers III Competition for our AFJROTC, the development of a high school Astronomy course, the integration of GAVRT lessons in the middle grades at AAE and NSAA, expanded teacher institutes on the West and East Coast for Summer 2017 and additional global teacher training opportunities. We have confirmed that our annual funding of \$75,000 per year has been extended through Southwest Research Institute (SwRI) through at least 2017. The entire GAVRT Management Team will participate in strategic planning on October 6th to discuss our upcoming programs and set goals and objectives for the next 3-5 years. The results of that meeting will be shared with the LCER Board.

Renewing our outreach in our local region and greater political and educational communities continues to be a priority. I continue to serve as a CCSA Capitol Advocacy Leader and will be attending a full day workshop in November in Sacramento with other charter leaders. Additionally, I have been meeting with our authorizers and other local educational leaders in order to build relationships and rapport throughout our community. Rena and I are attending the Victor Valley and Apple Valley Chamber of Commerce meetings regularly. We are currently in the process of joining the San Bernardino Area Chamber of Commerce. Additionally, we are actively building connections with local businesses and media. The Board's continued involvement and support in this area is greatly appreciated.

**Lewis Center for Educational Research
STAFF REPORT**

Date: September 12, 2016
 To: Board of Directors
 From: Stacy Newman
 Re: Human Resources Report

AAE

New Hires: (14)

Last Name	First Name	Hire Date	Job Title
Caudle	Johanna	7/1/2016	Elementary Teacher (replace Kerr)
Clark	Brian	8/8/2016	Facility Tech Assistant (PT)
Clinkenbeard	Jonathan	8/30/2016	Certificated Substitute - Rehire
Cope	Cheryl	7/1/2016	Elementary Teacher (5th)
Cope	Gary	7/19/2016	Elementary Teacher (replace Modeste)
Longoria	Lisa	7/5/2016	Elementary Teacher (K)
Mancha	David	7/1/2016	HS Social Science
McGrath	Karen	9/1/2016	Certificated Substitute - Rehire
O'Bier	Heather	7/12/2016	School Nurse (LCER)
Okeson	Janelle	8/15/2016	HS PT Math Teacher
Padua	Harold	9/1/2016	ROTC Teacher
Tran	Winston	7/26/2016	MS Math Teacher
Ulland	Joshua	8/26/2016	MS Social Science Teacher
Wills	Georgia	8/29/2016	CDO (replace Bonacio)

Reclassifications: (12)

LAST	FIRST	From	To	Date
Baca	Ricky	Systems Analyst I	Systems Analyst II	7/1/2016
Beare	BreAnna	Elementary Teacher (8/185)	Dean of Students (8/210)	7/1/2016
Chavez	Katie	Instructional Assistant - Band (hrly)	Rotation/Enrichment Instructor (hrly)	7/1/2016
Dumont	Mary	Guest Teacher	Elementary Teacher	PENDING
Gonzalez	Laura	Instructional Assistant (7 hours)	Instructional Assistant (3.5 hours)	7/1/2016
Marine	William	Facilities Assistant (7hr)	Groundskeeper (8hr)	7/1/2016
Modeste	Victoria	Elementary Teacher	Middle School Social Science Teacher	7/1/2016
Payne	Rena	Administrative Assistant to Principal	Executive Assistant to CAO	7/1/2016
Pearson	Sherry	Admin Assist to VP (195 days)	Admin Assist to Principal (210 days)	7/1/2016
Schmidt	Carolyn	Admin Assist to VP (195 days)	Admin Assist to Principal (210 days)	7/1/2016
Sockwell	Alyssa	Rotation/Enrichment Instructor (hrly)	Instructional Assistant - Band (hrly)	7/1/2016
Watson	Amber	Accounts Payable Clerk	Accounts Payable Specialist	7/1/2016

Terminations: (18)

Last Name	First Name	Termination Date	Job Title	Reason
Federwisch	Johanna	7/25/2016	Teacher, Social Science	Resignation
Borkman	Denise	6/30/2016	Education Specialist Instructional Assistant	Resignation
Burgnon	Desiree	6/30/2016	Classified Sub	At Will
Carnero	Vivian	6/30/2016	Classified Sub	At Will
Dale	Matthew	6/30/2016	Teacher, Social Science	Resignation
Frost	Jacob	6/30/2016	Classified Sub	At Will
Higgs	Marissa	6/30/2016	Teacher, Elementary	Resignation
Hoyt	Sharron	6/30/2016	LCER District Nurse	Retirement
Huffine	Cathryn	6/30/2016	Certificated Sub	Resignation

Johnson	Tiffany	6/30/2016	Certificated Sub	Resignation
Kerr	Jesselyn	6/30/2016	Teacher, Elementary	Resignation
Maldonado	Katrina	6/30/2016	Teacher, Elementary	Resignation
Parker	Tiffany	6/30/2016	Coach, Volleyball	Resignation
Pierson	Marc	6/30/2016	Classified Sub	Resignation
Southwick	James	6/30/2016	Director or Research and Development	At Will
Stocker	Aric	6/30/2016	AAE LVN - IA	At Will
Theobald	Bryan	6/30/2016	Groundskeeper	Resignation
Tolsma	Meredith	6/30/2016	Certificated Sub	At Will

NSAA

New Hires: (17)

Last Name	First Name	Hire Date	Job Title
Alvarardo	Antonia	8/11/2016	Elementary Teacher (2)
Arroyo Morales	Jennifer	7/1/2016	Instructional Assistant
Borghi	Robert	8/26/2016	ELA/Science Teacher
Carreon	Maria	7/1/2016	Elementary Teacher (K)
Cash Reyes	Micaela	8/29/2016	Classified Sub
Dust	Nancy	8/8/2016	Receptionist
Feliciano	Gloria	7/1/2016	MS Science/ELA
Gutierrez	Holanda	7/13/2016	Character Development Officer (4hr)
Loreto	Olga	7/1/2016	Elementary Teacher (K)
Macias	Salvador	8/5/2016	Instructional Assistant
Mahmud	Sharmeen	7/1/2016	School Counselor
Maldonado Dominguez	Anibal Alberto	7/1/2016	Elementary Teacher (4th)
Manzanero	Rosalva	7/13/2016	MS SLA/Social Science
Robles	Stephanie	8/25/2016	Classified Sub
Robles-Alvarez	Patricia	8/26/2016	Guest Teacher
Rubio	Eunise	8/5/2016	Instructional Assistant/After School Program Assistant
Zambrano	Sindy	8/5/2016	Classified Sub

Reclassifications: (5)

Last Name	First Name	From	To	Date
Valencia	Yocelin	Receptionist 7hr / 185 days	Ed Spec IA 6.5 hr / 181 days	7/1/2016
Lord	Christopher Eric	Facilities Technician I	Facilities Technician II	7/1/2016
Lopez	Veronica	Guest Teacher	Elementary Teacher	7/1/2016
Lopez	Angelica	Instructional Assistant 6.5/181	Ed Spec Instr Assistant (7/181)	7/1/2016
Vasquez-Banerjee	Anna	Intervention Teacher (hrly)	Support Teacher (8hr/125day)	7/1/2016

Terminations: (12)

Last Name	First Name	Termination Date	Job Title	
Chavez	Jessica	6/30/2016	Classified Sub	Resignation
Ellis	Ariana	6/30/2016	Teacher, Elementary	Resignation
Jones	Harold	6/30/2016	Teacher, Math	At Will
Lopez	Maria	6/30/2016	DI Elementary Teacher	Resignation
Loera	Steven	7/29/2016	Teacher, Social Science, Spanish Language Arts	Resignation

Luken	Hector	6/30/2016	Teacher, Elementary	Resignation
Moran	Azalia	6/30/2016	Instructional Assistant	At Will
Parker	Clydean	6/30/2016	Enrichment Instructor	Resignation
Rosas	Renee	6/30/2016	Teacher, Science / ELA	Resignation
Torres	Carolina	6/30/2016	Teacher, Elementary	Resignation
Valencia	Yocelin	8/19/2016	Education Specialist Instructional Assistant	Resignation
Villanueva	Richard	8/17/2016	Teacher, Science / ELA	Resignation

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

AAE:

Certificated:

Guest Teacher –posted
 Transitional Kindergarten Teacher – Recently Hired
 Dean of Students – Recently Hired
 Elementary Teacher (5) – Recently Hired (5)
 Math Teacher (PT) – Recently Hired
 Registered Nurse – Recently Hired
 Part Time Music Teacher – Posted
 Social Science Teacher (3) – Recently Hired (3)
 6th Grade Math Teacher – Recently Hired
 AFJROTC Instructor – Recently Hired
 Temporary/Provisional Education Specialist Teacher - Posted

Classified:

Classified Substitute – Posted
 Coach - Girls Varsity Volleyball- Interviewed / Checking References
 Coach - Girls Middle Schools Volleyball - Interviewed / Checking References
 Coach - Boys Varsity Volleyball – Recently Hired
 Elementary Instructional Assistant – Recently Hired
 Education Specialist Instructional Assistant (2) – Recently Hired (2)
 Character Development Officer – Recently Hired
 CELDT Tester – Recently Hired
 Groundskeeper - Recently Hired
 Facilities Assistant - Recently Hired
 Systems Analyst II – Recently Reclassified
 Admin Assistants to Principal (2) – Recently Reclassified
 Executive Assistant to CAO – Recently Reclassified
 Accounts Payable Specialist – Recently Reclassified
 Coding Enrichment Instructor – Recently Reclassified

NSAA:

Certificated:

Guest Teacher – ongoing posting (recently hired 2)
 Elementary Teacher (7 positions) – Recently Hired (5) – Still Open (2)
 Social Science / Spanish Language Arts Teacher (2) – Recently Hired (2)
 Science/ELA Teacher (2) – Recently Hired (2)
 MS Math Teacher – Recently Hired

Classified:

Classified Substitute – ongoing posting (recently hired 2)
 Character Development Officer (PT) – Recently Hired
 Temporary/Provisional Character Development Officer - Posted
 Instructional Assistant (4) – Recently Hired (3) – Pending Approval (1)
 Education Specialist Instructional Assistant (2) – Recently Hired (1) – Still Open (1)
 Facilities Tech II – Recently Hired
 School Receptionist – Recently Hired
 After School Program (5) - Recently Hired (2) – Still Open (1) – Pending Approval (2)
 Food Service Worker – Posted

Coach Football (flag) – Recently Hired
CELDT Tester – Recently Hired (1 plus 2 CELDT subs)
Love and Logic Coordinator - Posted

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
- Attended BTSa induction colloquium celebrations for NSAA and AAE teachers and coaches
- 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 is monitoring and training test group
- Board Policy and Charter updates
- Update employee handbook
- Ongoing credential processing and monitoring
- Investigated and responded to OCR complaints
- Investigate and respond to UCP complaints
- Attend health insurance meeting with SISC to discuss new insurance rates for 2016-17 as well as health insurance changes. Assisted with open enrollment workshops for health insurance
- 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
- Attended and prepared items for Foundation Board retreats / trainings with Board consultant / County Board meetings / Foundation and School Board meetings
- Assist in Charter revisions
- Plan and present at the return to work all staff meeting at both campuses

To: Board of Directors

From: James M. Quinn, Director of Finance

Subject: Quarterly Report 3rd Quarter 2016

Highlights during the last quarter –

The Solar Project is nearly complete with expected final inspection mid-September. In addition, I have had discussions with our energy consultant regarding Phase II. He has been engaged to examine and report on the benefits and costs of energy storage and the construction loan program offered by the California Energy Commission.

Our construction expert has produced his preliminary report, it has been examined by the Finance Committee and they are discussing next steps. Kirt Mahlum has volunteered to oversee the follow up with legal counsel. A meeting is planned soon.

The High Mark project is still high on my list but other reports and meetings have intervened to this point. High Mark is the company that obtains property, builds and leases out turnkey school sites. We have supplied them with preliminary information so that they can make a recommendation as to the feasibility of developing the present Norton site or another site to house the expected expansion to grade 12.

The board and staff are continuing to explore our fundraising structure, goals, operations and all other aspects. I am working on structural and financial aspects of the project. There seem to be opportunities within our community and outside of it to raise substantial funds for both operations and capital projects.

My staff and I are continuing to review the organization's policies and procedures. The project consists of reviewing present written documents, working to incorporate new material mandated by legislation or regulation, instituting best practices and rewriting documents. The process has produced many refinements in our practices and improvements to internal control and effectiveness in operation. The project will continue.

One of the more little-known factors in school financing is that the Free or Reduced Meal Program not only provides reduced price meals for qualified students but other benefits also. Our total funding for both schools is affected along with certain reduced price benefits for our upper grade testing, whether we qualify for facilities or energy funding etc. Our staff works diligently to inform families and follow up on the application process to enhance the number we can count. All of my staff work together on this so I hesitate to single out one individual.

IT Board Report

- Installed 50 new WAPs across both campuses
- New WiFi server setup (transitioned from VM to physical server, 4x throughput)
- Installed and setup 4 new WiFi controllers
- Redesigned WiFi system to have better throughput and less latency, every WAP now had a redundant controller. If a controller fails or locks up, the other will take over the WAP so the staff and students have minimum down time (3 minute max failover time).
- Setup and configuration of Office 365 and Office 2016 for initial use with NSAA Charter. Plans for more training and larger staff rollout coming the upcoming months
- Setup, configuration and training for new parent notification system ParentSquare
- Added six new Active Directory servers, three physical and three virtual, to upgrade our domain environment
- Upgrade from out-of-date Windows 2003 domain to Windows 2012 domain
- All 4-12 grade students added to Windows 2012 domain for one-to-one laptop use
- CALPADS EOY reporting successfully submitted with no errors
- New software, Benchmark Universe, setup with teachers, students and class rosters for first time use
- Clean-up of Active Directory to update active accounts with correct information and remove employee accounts and archive their data
- Migrated DNS from older servers to newly installed server
- Moved the learning center from E-109 to the old facilities building
- Setup E-109 as a classroom for TK
- Setup K-4 as a classroom for TK
- Created new staff and student laptop images and deployed to nearly 300 laptops

- Installed Casper Suite and deployed it to all iPads and over 300 laptops as a new MDM solution
- Created policies, configuration profiles, and app distribution linked to our VPP through Casper Suite
- Setup and distributed laptop for all new teachers
- Setup 7 laptop carts for 4th grade across both campuses
- Closed 637 tickets in the past month

GAVRT

Guam Training – May 30-June 2: GAVRT Lead Scientist, Dr. Steve Levin, teacher trainer, Debbie Gaidzik, and GAVRT operator, Nancy Kreuser-Jenkins, made the 20-plus hour trek to the island in order to train teachers working in Guam on how to successfully use GAVRT in their classrooms. Held at the Department of Education – which is located on an unused portion of a military base – 16 elementary, middle, and high school teachers were given a 4-day training on curriculum, implementing GAVRT in the classroom, and successfully operating the GAVRT telescope. Also lending support on this ambitious endeavor were JPL engineer, Leo Cheng, and project director, Leah Beth O. Naholowaa, Ed.D, who were both in Guam helping to coordinate the training. Meanwhile, 17-hours behind Guam, support was also given by GAVRT manager, Ryan Dorcey, and GAVRT Lead Operator, Kelli Cole, from Mission Control in Apple Valley, CA,

Summer Institute – June 20-22: The 4th annual GAVRT Summer Institute was held at the Jet Propulsion Laboratory (JPL) in Pasadena (day 1 and 2) and at the Goldstone Deep Space Communications Complex (day 3). During the first two days of training teachers were given hands-on instruction on operating the radio telescope, scheduling antenna time with their students, curriculum, and ideas on how to implement the program into their classrooms. In addition, they were given the opportunity to talk with scientists from JPL/NASA and were given a VIP tour of JPL. On day 3, the teachers were bussed out to the Goldstone Deep Space Communications Complex located on Fort Irwin and given a tour of the antennas

that are used for the GAVRT program. We had a total of 26 teachers – from states including California, Texas, Nevada, Arizona, Connecticut, and Pennsylvania – in attendance at this year’s Summer Institute – making it the largest class to date!

Juno/JOI Event – July 4: The Juno Mission to Jupiter – which launched on August 5, 2011, finally reached its destination on July 4, 2016. The event, which was held at the Jet Propulsion Laboratory (JPL) was attended by the mission scientists along with their friends and families – and members of the GAVRT team were invited to participate as well. We invited all those teachers and students who had completed a Jupiter mission during the course of the 5 year mission and a total of 43 teachers, students, and parents – attended the event. Included in this total were our Chilean students and teachers from Colegio Concepcion located in Concepcion, Chile. In addition, our 2 teachers and 2 of the students from Chile were also in attendance at the launch in Cape Canaveral, Florida in August, 2011! It was an exciting evening for all in attendance as we waited for Juno to arrive at the largest planet in the solar system and start its engines for the first time in almost 5 years – and everything went off without a hitch. During the event one of our Chilean students had the honor of being interviewed by mission scientist, Dr. Steve Levin, for NASA television and, as a result, the Chilean students were trending on Twitter for the rest of the evening!

GAVRT has also secured funding from SwRI for another \$75,000 in the upcoming FY 2017.

During the JOI event, GAVRT was in the top 10 trending topics on Twitter in Chile.

The following was sent to us from Ricardo Bustos who acts as our liaison to our Chilean teachers:

De: Ricardo Bustos
Enviado: lunes, 11 de julio de 2016 16:36
Para: Kelli Cole; Nancy Kreuser-Jenkins; llamb@lcer.org; Levin, Steven M (3268); Mcconnell, Shannon L (1862)
Cc: Gísela Corday Luna
Asunto: Back in Chile

Dear GAVRTs,

just to let you know that we have all safely arrived back home to Chile. Students and us are filled with unforgettable memories and renewed motivation to continue supporting GAVRT from our side.

From my perspective, I truly appreciate the conversations I had with all of you, with new ideas which I hope we could materialise at some point in the future. This trip just made stronger relations and the commitment to the GAVRT project have grown even more. I just realised that we have been working together since 2008... 8 years so far! And it has been an incredible team to work with, with wonderful people. I again thank and appreciate the support you have given to the Chilean side of the GAVRT program.

For your records, here I share some of the appearances that students had, some on the main newspapers and TV news in Chile:

- 1- <http://impresa.elmercurio.com/Pages/NewsDetail.aspx?dt=2016-07-06&dtB=11-07-2016%20:00:00&PaginaId=13&bodyid=1>
- 2- <http://www.emol.com/noticias/Tecnologia/2016/07/05/811088/La-expericia-de-los-jovenes-chilenos-que-estuvieron-en-el-la-llegada-de-Juno-a-la-orbita-de-Jupiter.html>
- 3- <http://www.biobiochile.cl/noticias/tecnologia/universo/2016/07/04/de-chiguayante-a-la-nasa-los-escolares-que-trabajaron-con-juno-durante-su-viaje-a-jupiter.shtml>
- 4- <https://www.fayerwayer.com/2016/07/la-historia-de-los-estudiantes-chilenos-que-colaboraron-con-juno-en-la-nasa/>
- 5- <http://www.ahoranoticias.cl/noticieros/edicion-tarde/175983-ahora-noticias-edicion-tarde-10-de-julio.html> (minute 11:45 to 15:40)
- 6- <http://www.tvu.cl/edicion-central/12225-alumnos-de-concepcion-presenciaron-en-la-nasa-la-llegada-de-sonda-espacial-juno>

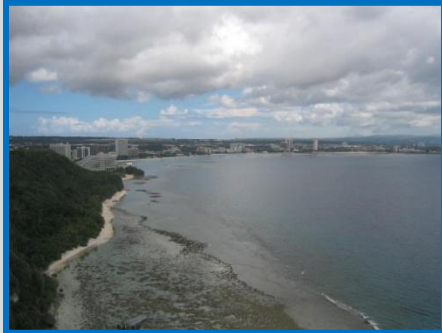
Best,
Ricardo.

Across the Universe

GAVRT Newsletter

May/June, 2016

GAVRT Team Takes Guam by Storm!



Beautiful scenery from the island of Guam!

The final days of May – and first days of June – were busy ones for members of the GAVRT team as they traveled to Guam for a very special teacher training mission!

GAVRT Lead Scientist, Dr. Steve Levin, teacher trainer, Debbie Gaidzik, and GAVRT operator, Nancy Kreuser-Jenkins, made the 20-plus hour trek to the island in order to train teachers working in Guam on how to successfully use GAVRT in their classrooms. Held at the Department of Education – which is located on an unused portion of a military base – 16 elementary, middle, and high school teachers were given a 4-day training on curriculum, implementing GAVRT in the classroom, and successfully operating the GAVRT telescope.

Also lending support on this ambitious endeavor were JPL engineer, Leo Cheng, and project director, Leah Beth O. Naholowaa, Ed.D, who were both in Guam helping to coordinate the training. Meanwhile, 17-hours behind Guam, support was also given by GAVRT manager, Ryan Dorcey, and GAVRT Lead Operator, Kelli Cole, from Mission Control in Apple Valley, CA,

Leo has a great love of education and, being from Guam, also has a strong desire to strengthen education for all youth living on the island. It was immediately apparent that the teachers attending the training felt the same and really care about improving the quality of education their students receive. Several of the teachers had just completed an underwater robotics class while others are thinking toward the future for the people of Guam and how they can retain graduating students who can potentially help to invent ways of sustaining life on the island and developing businesses to embrace the uniqueness of Guam.

On the last day of training, the team was treated to a wonderful pot-luck lunch and were showered with gifts, hugs, and an invitation to come back again next year!



From left: GAVRT Lead Scientist, Dr. Steve Levin; JPL Engineer, Leo Cheng; Reverend Chen; and Anna Kao, enjoy some of the local cuisine of Guam.



GAVRT trainees working hard as teacher trainer, Debbie Gaidzik, instructs them on how to successfully implement GAVRT in their classrooms.



Newly trained GAVRT teachers, along with Steve Levin and Debbie Gaidzik, proudly display their GAVRT certificates!

Across the Universe

GAVRT Newsletter

June, 2016

GAVRT Trainees Invade the Jet Propulsion Laboratory (JPL) in Pasadena, CA!

During what was one of the hottest weeks on record for much of Southern California – with temperatures soaring to nearly 100 degrees – 26 teachers traveled from all over the country to attend the 4th annual GAVRT Summer Institute June. Held June 20-22, 2016, at the Jet Propulsion Laboratory (JPL) in Pasadena, California, teachers were given hands-on experience in curriculum, operating a 34-meter radio telescope, and given pointers on how to implement the program in their classrooms. In addition, they had the opportunity to participate in lunch-time discussions with Dr. Steve Levin, our GAVRT Lead Scientist and Juno Project Scientist, and Dr. Joseph Lazio, DSN Chief Scientist.

On day two of the training, teachers were treated to an exclusive tour of JPL. During the tour, teachers were given the opportunity to view the clean room where the Juno spacecraft was worked on, visit the Mars Yard where testing of the Mars rovers is conducted, visit the viewing room in the operations center where Mission Control is located, and – most importantly – get in some shopping at the JPL store where our teachers were given the opportunity to purchase official JPL merchandise.

The third and final day of training was the anticipated visit to the Goldstone Deep Space Communications Complex where teachers were given the opportunity to visit DSS-14, the massive, 70-meter Mars antenna, former GAVRT antenna, DSS-12, and current GAVRT antenna, DSS-28. And, although the weather was even hotter than in Pasadena, many of the teachers agreed that this was by far the best way to end their 3 days of GAVRT training!



Newly trained GAVRT teachers pose for a photo op outside of Mission Control during their tour of JPL.



GAVRT Summer Institute Class of 2016 included teachers from Arizona, California, Connecticut, Nevada, Pennsylvania, and Texas!



The Summer Institute concluded with a trip to Goldstone and a unique photo opportunity at our very own DSS-28.

Lewis Center for Educational Research
Staff Report

Date: September 12, 2016
To: Foundation Board of Directors
From: Darren Dowd
Subject: Facilities Report

- A new Facilities Assistant was hired to replace the open position – the former Assistant moved to the open groundskeeper position.
- We are still working with the Town of Apple Valley on the Certificates of Occupancy. The Specific Plan needs to be amended to accommodate growth. We cannot move forward on anything until this is resolved.
- The AAE solar project is completed.
- Over the summer the grass fields were overlaid and clay was refreshed at both campuses. Restroom floors and stalls were redone at NSAA. Power was ran to 4th grade classrooms for the new laptop carts at AAE. Two sheds were built for storage at NSAA. Fascia board was resealed on Bldgs A & C at MRC. TK classrooms were set up at both campuses. New furniture was installed at both campuses to accommodate increased enrollment. Restriped the parking lot at MRC.
- The 3-5 playground was installed at AAE. We are getting bids for the play surface.
- Shade structures have been ordered for AAE. We hope to install them over fall break.
- Two A/C units were replaced at MRC.
- Facilities will be placing a construction trailer at MRC for office space.
- A meeting was held regarding moving the jet from Thunderbird to MRC. This will be a great addition to the campus.
- 656 Fix-it Tickets were closed during this period.

Lewis Center for Educational Research

STAFF REPORT

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

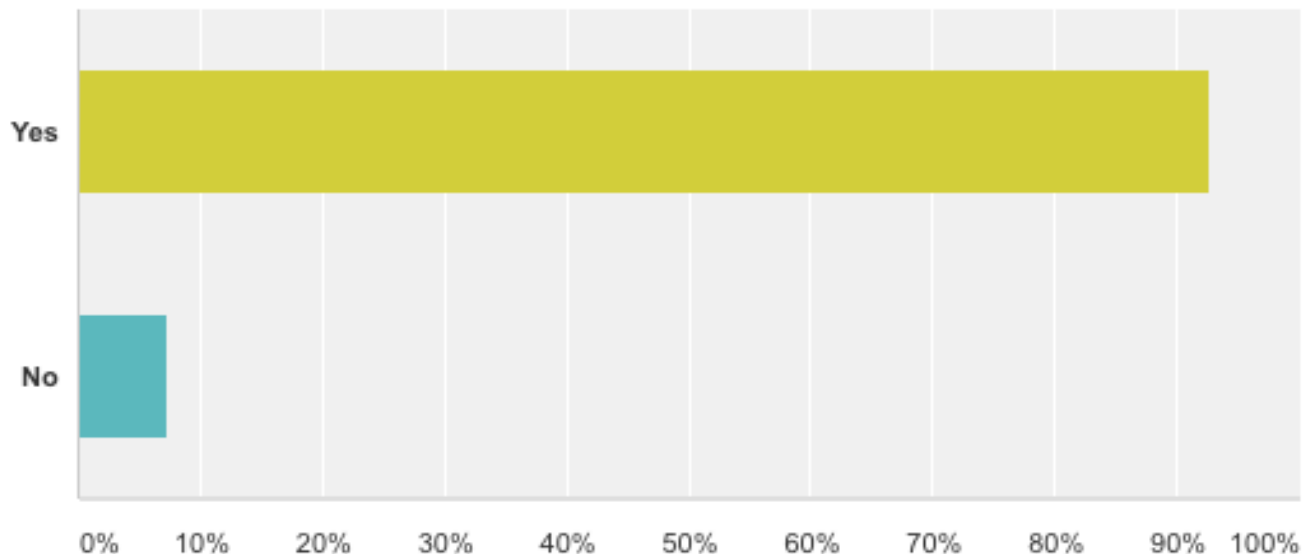
School Operations

- The first Agape Valley Conference Meeting of the year was held on Wednesday, August 23 at Excelsior HS. Fourteen Athletic Directors and their principals collaborated.
- Veronica Calderon presented Café training for both schools' principals and food service leads on Friday, August 26. Improvements have greatly reduced costs and practically eliminated food service's encroachment on the general fund.

Strategic Planning

- Collaborative establishment of AAE School Vision: "With Courage, Generosity and Honor, the Academy for Academic Excellence works to ensure high levels of learning and to nurture a growth mindset for all. As a collaborative community, we use effective instructional practices that are STREAM-focused, research-based and data-driven. We engage in integrated learning experiences that promote global-mindedness, critical thinking, and a re-defined use of technology."
- Results from All Staff ballot to adopt final draft of school vision:

Answered: 82 Skipped: 0

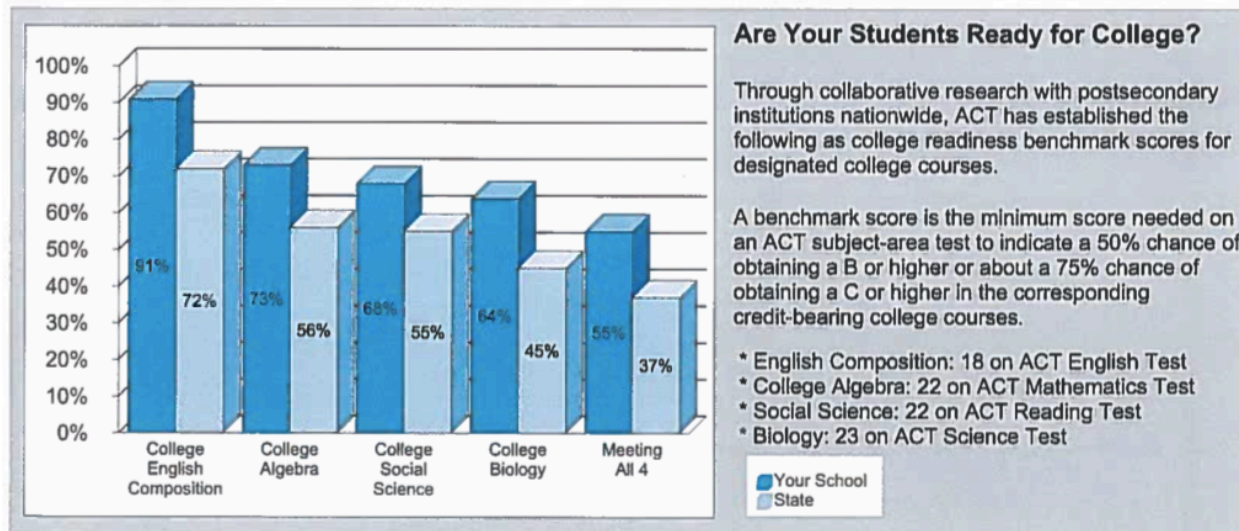


- We will be working with our ALT and staff to develop common, school wide values that fit our Mission and Vision. Shortly thereafter, we will be establishing SMART Goals, informed by our CAASPP data and other measures.

Student Achievement and Performance Updates

- CAASPP Assessment Results (Included in Packet)
 - Data analysis by Administration is ongoing
 - Staff collaboration around data on August 31
- ACT Results

Figure 1. Percent of ACT-Tested Students Ready for College-Level Coursework



A District College Readiness Letter has been sent to the Superintendent of the district.

School Event Highlights

- Middle school has their first dance on September 9, which is usually very well attended, especially by the incoming 6th grade students.
- The second annual AAE Fun Run is scheduled for September 10.
- High school ASB camp on the weekend of August 26 was an amazing experience where the students were able to build stronger relationships with each other, collaborate with other schools and build stronger relationships with some of the AAE staff. Middle School ASB will be going to camp in a few weekends.
- The fourth annual Knights Kampout was held Friday, August 26 4:00 p.m. Activities included dinner, bounce house, slide, hike, and a movie. While mainly a school community building event, funds were raised for elementary shade structures.
- The Athletic Department was notified over the summer that the AAE will be receiving the prestigious CIF Champions for Character Award at a banquet in Long Beach on September 26.
- Fall Sports
 - Varsity Girls Volleyball
The girls began summer training and workouts the first week of July 16 players (10 returners, 8 seniors) make up this year's team

Randy Baker (assistant coach last two years) will be taking over the head coaching duties

They'll open pre-season play on August 23rd on the road at Arrowhead Christian. They'll look to defend their Cross Valley League Championship from last year and return to the CIF Playoffs for the 5th consecutive season

- Middle School Girls Volleyball

This team will be led by a first year AAE coach (currently in the hiring process)

Tryouts are scheduled for August 29th and 30th

They'll open up league play on Monday, September 19th at Victor Valley Christian

The girls will be looking to make the playoffs for the 7th time in 8 years

- Varsity Boys Volleyball

This is a brand new varsity sport at AAE!

The team will be led by former AAE All-League Volleyball Player Emily Gruver and assisted by varsity girls coach Randy Baker

Tryouts were held in the middle of August with 14 athletes making the cut

They'll open up league play September 1st on the road at La Sierra Academy

- Cross Country

Both middle school and high school teams started training the first week in July

The first meet of the season will be the High Desert Cross Country Challenge at Horseman's Center on Saturday, September 10th.

The boys' high school varsity team will be looking to defend their Cross Valley League Championship from a year ago with their goal of making it to the state finals

- Girls Tennis

The girls are back for their second season and began training in July

They'll open their season with a match against Apple Valley in September

Media Coverage

- "Athletes of the Week August 21-27" **Daily Press** article on August 30, 2016. Senior Carley Wallenburg was recognized for her accomplishments in the Knights' two volleyball wins.
- "Students Still Struggling" **Daily Press** article on August 25, 2016. The article noted that CAASPP scores were released and that despite overall improvement still less than half of students passed. AAE was noted as an area charter school that performed above California's overall results.

Parent and Community Partnership

- Seventeen visiting teachers from Shanghai enjoyed a Mineral City field trip experience, All American barbecue lunch, collaboration with staff, and visits to classrooms on September 2. Six teachers remained with host families to shadow at the school until their departure September 13.
- Ramp Up funding will be utilized to purchase window coverings for A101, making the room and technology more functional for our Health Care Pathway students.
- A class of AAE students is concurrently enrolled at VVC and taking Honors Environmental Science at the AAE. We are using the Ramp Up room, for lecture and

collaborative purposes. We have now connected with VVC and Granite Hills simultaneously.

- Dr. Liu’s office was on campus Wednesday, August 10th to conduct sports physicals for perspective athletes. \$650 was raised as a result of his generous donation.

Fiscal Considerations

- Ebmeyer Charter Partnership
 - In analyzing our transportation costs from last year, we realized that Ebmeyer Charter was the most utilized company.
 - AAE Admin team met with Mr. Bryant to explore ways that we could save money.
 - Ebmeyer will be purchasing a “school bus” that will be utilized not solely, but primarily for the AAE.
 - We will save 30% on each trip, compared to costs incurred in the past using charter busses.
 - Further, when we utilize a charter bus for trips such as Big Bear, Arrowhead or Mammoth we will also enjoy a 10% savings.
 - We have the potential of saving about \$15,000 schoolwide, this year alone.

Registrar

TK	24	
Kinder	100	
1st	100	
2nd	100	
3rd	112	
4th	112	
5th	112	
6th	118	
7th	122	
8th	117	
9th	111	
10th	114	
11th	110	

	12th	111	
	Total	1463	

Elementary Discipline

In-House Suspensions 1
 Suspensions 0
 Expulsions 0

Secondary Discipline

Discipline totals for MS grades 6-8

In-House Suspensions 1
 Suspensions 0
 Expulsions 6 -8 0

Discipline totals for HS grades 9-12

In-House Suspensions 1
 Suspensions 1
 Expulsions 9 - 12 0

Lewis Center for Educational Research

STAFF REPORT

Date: September 12, 2016
To: Board of Directors
From: Lupita Girard
Re: NSAA Principal Report

GRADE LEVEL	CURRENT ENROLLMENT	WAITING LIST
TK	25	7
K	121	1
1st	117	5
2nd	104	2
3rd	87	1
4th	80	3
5th	80	1
6th	60	7
7th	63	3
8th	50	1
ISAI TK-5	8	0
ISAI 6-8	3	0
TOTAL	798	31

Student Activities

Second grade will be participating in a field trip to the LA County Fair on September 16th. Students continue to participate in Enrichment classes for art, music, Chinese, and PE. Our counselor, Ms. Sharmeen Mahmud, has been presenting assemblies for Character Traits Respect and Responsibility. She will continue to present for each of the Character Traits. September is School Attendance Awareness Month and Ms. Foster our dean is organizing attendance awareness incentives for the classes with the most attendance.

Middle Grades

-Sports Program

Mr. Chavira continues to coordinate our sports program this year. During the fall our students in the sports program will participate in Volleyball and Flag Football through the Mountain Valley League. Ms. Sepulveda is coaching the Volleyball team. Volleyball will be renting a facility for the girls to have an opportunity to practice in the same setting they will be playing. The cage to protect the projector in the cafeteria has been an extra difficult project, and not cost effective.

Flag Football interviews were held last week and we are in the process for hiring. In the meantime, Mr. Garcia has been supporting the team through practices.

English Learners

NSAA is currently working through the California English Language Development Test, and predicts finishing the assessment within the state timeline. The distribution of English Learners by grade level is as follows:

GRADE LEVEL	TOTAL ENGLISH LEARNERS	BEG.	EARLY INTERM.	INTERM.	EARLY ADVANC.	ADVANCED	UN-KNOWN
TK	12						
K	51						
1	44	9	14	15	1	0	5
2	43	5	5	15	15	1	2
3	24	2	7	8	4	0	3
4	34	3	6	19	1	0	5
5	27	3	4	16	3	0	1
6	12	0	2	8	1	0	1
7	16	1	0	12	3	0	0
8	4	0	0	3	1	0	0
TOTAL	267	23	38	96	29	1	17

Parent Involvement

***Padres y pan dulce**

NSAA will continue to offer these monthly meetings for parents to receive important updates, including participating in providing input for the Local Control and Accountability Plan (LCAP), LEA plan, and Categorical Funds plans, as well as, receiving important information regarding the implementation of the Common Core State Standards (CCSS). During the last Padres y pan dulce meeting LCER Test Coordinator, Heather Juarez supported the NSAA team in presenting California Assessment of Student Performance and Progress (CAASPP) schoolwide data. This presentation also included detailed explanations of the reports parents received, how NSAA is meeting the needs of the students. At this meeting we also discussed the proposed name change, and Proposition 58.

ELAC

Ballots were sent home for all officers. The next scheduled meeting is for September 27th at 8:30 a.m. in the cafeteria. Important information regarding attendance, and how NSAA supports English Learners will be shared at the meeting.

PTO

PTO is currently finalizing the year long plan of events, which include the upcoming events such as Author Assemblies for the students and Family Reading Night on October 13th, Hispanic Heritage Month at the Barnes and Noble to Citrus Plaza, on October 1st, and Rocket Races in November.

VOLUNTEERS WORKSHOP

Our first Volunteers Workshop was a great success, and about 65 parents attended. Ms. Preciado led the presentation, and staff from the Rocket Lab presented reading strategies to parents.

Confucius Institute Grant-\$9400

NSAA has finally received the Confucius Institute grant for \$9,400. We will continue to seek their support, not only financially but for opportunities for professional development for Ms. Jessica, and materials, especially for our Middle Grades elective class, where the teacher will be working on writing in Chinese.

Fine Arts Grant

The San Bernardino City Commission of Fine Arts has granted NSAA a second year in a row. Although the amount is less than last year (\$6,000 instead of \$9,000), it is greatly appreciated to support our enrichment classes. Our music teacher, Mr. Robles has incorporated great materials including xylophones, and tuning tubes. Our art teacher, Ms. Muñoz appreciates having a variety of media to work with the students, and in support of the art show and Barnes & Noble Hispanic Heritage Month celebration in October.

Staff

New staff members:

- Robert Borghi- English Language Arts/Science Middle Grades

Open Positions

- Kinder
- Football Coach
- Student Council
- After School Program

Love and Logic at NSAA

NSAA will continue the implementation of Love and Logic as the school wide discipline philosophy. The nine essential skills will continue to be discussed during staff meetings, and parent workshops will continue this school year as well.

Professional Development

NSAA emphasis for this school year continues to be the rigorous implementation of the CCSS through Guided Language Acquisition Design (GLAD) units, and EngageNY curriculum. Based on teachers' feedback we will continue with professional opportunities for GLAD, and the Write Institute, to ensure all new staff has an opportunity to participate. All teachers now have MacBook Air laptops, and NSAA is working closely with our IT department to ensure teachers feel prepared to use them to their potential. The laptops are supporting data collaboration and Professional Learning Communities. NSAA also will continue to use the resources from the County to meet our PD needs. The staff at NSAA has been proactive about ensuring support for new teachers and staff members. The new implementation of the Benchmark curriculum will be a focus for our professional development days.

UPCOMING EVENTS—please join us at any events you are interested in!

CALENDAR AUGUST/SEPTEMBER 2016

8/25–Padres y pan dulce 8:30 a.m. cafeteria

Week of 8/29–Character Counts Assemblies-Respect & Responsibilities

9/5–Labor Day-No school

9/7–PTO General Meeting-8:30 a.m. Cafeteria

9/12–Foundation Board Meeting- 7:00 am Rm. K-5

9/16–2nd Grade Fieldtrip to LA County Fair

9/22–School Tour 8:30 a.m.

9/23–NSAA Multicultural Health Festival- 8:30-12:00 pm Latin American dress, t-shirt, (color) day

9/26–LOTTERY- 5:00-6:00 pm in K-5

9/27–ELAC-English Learner Advisory Committee- 8:30-9:30 in the Cafeteria-Open to all

9/29–School Site Council – 3:15 p.m. Rm. D5

10/1–Hispanic Heritage Month Celebration-Barnes & Noble at Citrus Plaza 11:00-2:00

We look forward to a fantastic year at NSAA. Thank you for your continuous support of NSAA, its students, staff, and parents.

Lewis Center for Educational Research

STAFF REPORT

Date: September 2016
To: Foundation Board
From: Paul Rosell, Director of Special Education
Re: Special Needs Report

Special Needs – AAE & Norton

Welcome back, how was your summer? This has been a common question asked of staff, students and parents since the 2016/2017 school year started. Even though it has been a great summer break for most, it has been exciting to see the smiling faces of our returning students eager to reengage in the learning process. Many report that they couldn't wait to get back, yes, mostly to see their friends, but in many cases they are looking forward to working with their teachers anticipating what they will learn.

A lot has transpired over the summer. The special needs program was reviewed and many aspects of the program were refined to be more effective and efficient. Staff members were hired to fill open positions left by those that either moved away or obtained other employment.

A primary focus for this new school year will be to assist each of our special needs students to determine what interests them most in their lives and what they need to do to realize their life goals. Special needs staff members are working diligently to be more effective in preparing our students to participate in the various activities and programs offered at the AAE and NSAA.

As a special needs team we surmised that many of our students, because they've struggled so long, may not have had a level of success required for increases in motivation nor the opportunities to discover their abilities and most specifically, talents.

We believe that this central focus will aid in encouraging these students to step out of their comfort zones, try new things and realize more about themselves. It has been said, "There is nothing more powerful than a person with a purpose." If we can help them to figure that out, doors of opportunities will open up for our students. Staff members are committed to doing everything in their power to live their life dream and to develop the necessary skills to attain those dreams.

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:

53 total
18 speech only

Love and Logic:

Desiree Atwater, the previous Love and Logic coordinator, completed her course work and became qualified as a counseling intern. This will afford her to live her life's dream and is actively working with staff and parents to provide trainings and supports to assist our students in developing the necessary skills for life after their formal education. We will be hiring a new coordinator to continue with the great work she has done.

If you know of anyone that might be struggling with how to motivate their children or with family or relationship challenges, the classes we will offer will assist in learning and developing the skills to help manage these issues. If you have any questions or you would like additional information regarding Love and Logic Classes or instructional materials, please contact Paul Rosell at (760) 946-5414.



The Lewis Center for Educational Research
Board Report
September 2016

Now working with “It’s a Gas”

I met with Billy Mack of Victorville Motors and we agreed that K16 Bridge would be a great fit into the expanded mission of “It’s a Gas”. Billy’s group wants to put together a career fair this fall and we have decided to have Bridge help locate the students in the High Desert that would benefit the most from this event. Since we have career profiles on the vast majority of High Desert high school (and soon middle school students) we can narrow focus the outreach. Billy was also very excited about the Habitat for Humanity Project and wants to be a part of that program.

Habitat for Humanity Update

September 1st will be the first meeting of the new VVC Construction class for seniors interested in the construction industry. These students are going to go through an introductory course that will take them from blue print reading to electrical wiring. The students will also participate in four field trips during the semester to Grant Terrace to work on the Habitat home being built right now. The plan is for VVC Instructor Tony Bonato to work with the HFH team to coordinate the visits with work in the class. Students will learn how to do electrical wiring in the shop at VVC on a Thursday and then install electrical in the home. The HFH staff will then have the inspector come on Monday to rate the work. The inspectors report will then be reviewed in the class the next Thursday. We will film the inspector(s) with comments and recommendations that can also be shared in the class. The best part for us is that the home the students will be working on is the exact same home we will be building in Hesperia. Students will then take a Winter and Spring course that will involve the actual building of our first HFH home. We are hoping to do the ground breaking in October in Hesperia.

Class of 2016 enrollment at VVC almost done

The following is a brief report done for VVC on August 20, 2016. Fall classes start August 29th at VVC so I will do the final enrollment report September 3rd. In order to get the numbers that you will see in this snap shot look at enrollment required hundreds of hours from myself, Katie Piercy and Kevin Barda of VVC. It also required the work of dedicated Bridge Counselors from throughout the Valley. The

dedication of these counselors is unbelievable. One of our high school counselors, who is suffering from cancer, left a treatment in the morning and returned to her school to do preliminary education plans for her students. I'm proud to work with all of these outstanding individuals who work so hard to get the eighty percent not going to a four year institution into a post-secondary program.

VVC's K16 Bridge Report as of 8/20/16

- **Total number of emails sent since June 1st to prospective students 30,000 plus.**
- **Total number of formal Bridge Support Days in BLDG 21 during the summer: 9 (2015 we did one)**
- **Total number of days involved in enrollment/registration activities since June 1st. so far, 80 (Kevin, Katie, and myself)**
- **Total prospective students contacted: 4,031**
- **Total high probability Class of 2016 reached 3,448**
(note: we use age as the way to pull potential Class of 2016 with the year of graduation a secondary indicator. It is secondary since it is pulled from the students My Mentor profile which they enter. The third indicator is educational plan submission).
- **Total Abbreviated Ed Plans from high probability Class of 2016 grads: 2,148**
- **Total Enrolled so far from high probably group: 1,708 (total group 1,777)**
- **Total percentage of enrolled freshmen with abbreviated ed plan: 90% (1,550 /1708)**
- **Total students with abbreviated ed plans but not enrolled: 597**
- **Total enrolled students that submitted FAFSA: 1,364**
- **Total enrolled students who didn't submit FAFSA: 344**
- **Test scores of enrolled students**

Course tested into enrolled students

<u>Math Course</u>	<u>Total</u>	<u>English Course total</u>
<u>Bad Score</u>	<u>42</u>	<u>Basic Skills 131</u>
<u>BSKL 9</u>	<u>20</u>	<u>English 6 411</u>
<u>Math 10</u>	<u>63</u>	<u>English 50 813</u>
<u>Math 12</u>	<u>168</u>	<u>English 101 218</u>
<u>Math 42/63</u>	<u>984</u>	
<u>Math 90</u>	<u>272</u>	
<u>Math 104</u>	<u>58</u>	

In checking with the State Chancellor's Office the 2,148 preliminary education plans has to be number one in the state.

Inside Production

We will be holding a planning meeting for Inside Production on September 7th at VVC. The four high schools (Apple Valley, Barstow, Granite Hills, and Serrano) will be coming up with schedules and timelines for the creation of video's on Solar Power, Waste Water Management, Becoming a nurse, and the Habitat project. We hope to bring together media production programs from the San Bernardino City Schools and our High Desert to CSUSB to share ideas and to work on projects through Cal State.

My Mentor 2.0 Update

The plan is for the new dashboard to go live at midnight on August 28th. Ryan Dorcey, David Kenneally, Katie Piercy and the BCT programming team have worked hard to get this up. The goal for the next six weeks is to add the components to the program to create the Clear Path System (last page of report). Katie and I will be presenting this new program throughout the High Desert and client schools throughout the state during the fall and winter months.

Partnership with CSUSB, SBCUSD, and Lewis on major research study- Update

The I 3 grant proposal developed by the three partners made it to the final round of reviews. We should know by the end of September if our proposal was selected. Jeanne Stambaugh is working on other grants that we can apply for if we are not selected the I 3 committee. If we are selected work on the project will begin immediately. I have cut and pasted the description of the project from last June's report below.

CSUSB's research department, SBCUSD district administrators and our Bridge team of Katie Piercy, Jeanne Stambaugh and myself have designed a research project. The project is centered on the College and Career Readiness plan that has been developed in concert with the College Board (diagram included in report) and others. This plan centers on the use of college-aligned exams at a young age to help direct instruction and remediation. The exams will include College Boards Accuplacer (community college placement exam) diagnostics and the full Accuplacer college placement exams along with the PSAT and SAT. The Digital Data Pipeline that we have developed to connect K-12's, community and four year institutions will give us data on how this aligned instruction effected students success. Lisa Lamb, Katie Piercy and myself are arranging a meeting with CSUSB to discuss developing a Math Camp for juniors at AAE that could eliminate students having to take remedial course when they entering a CSU. The program will fit perfectly into the College and Career Readiness framework. This plan is at the heart of the work now being done by CSUSB, SBCUSD and Lewis.

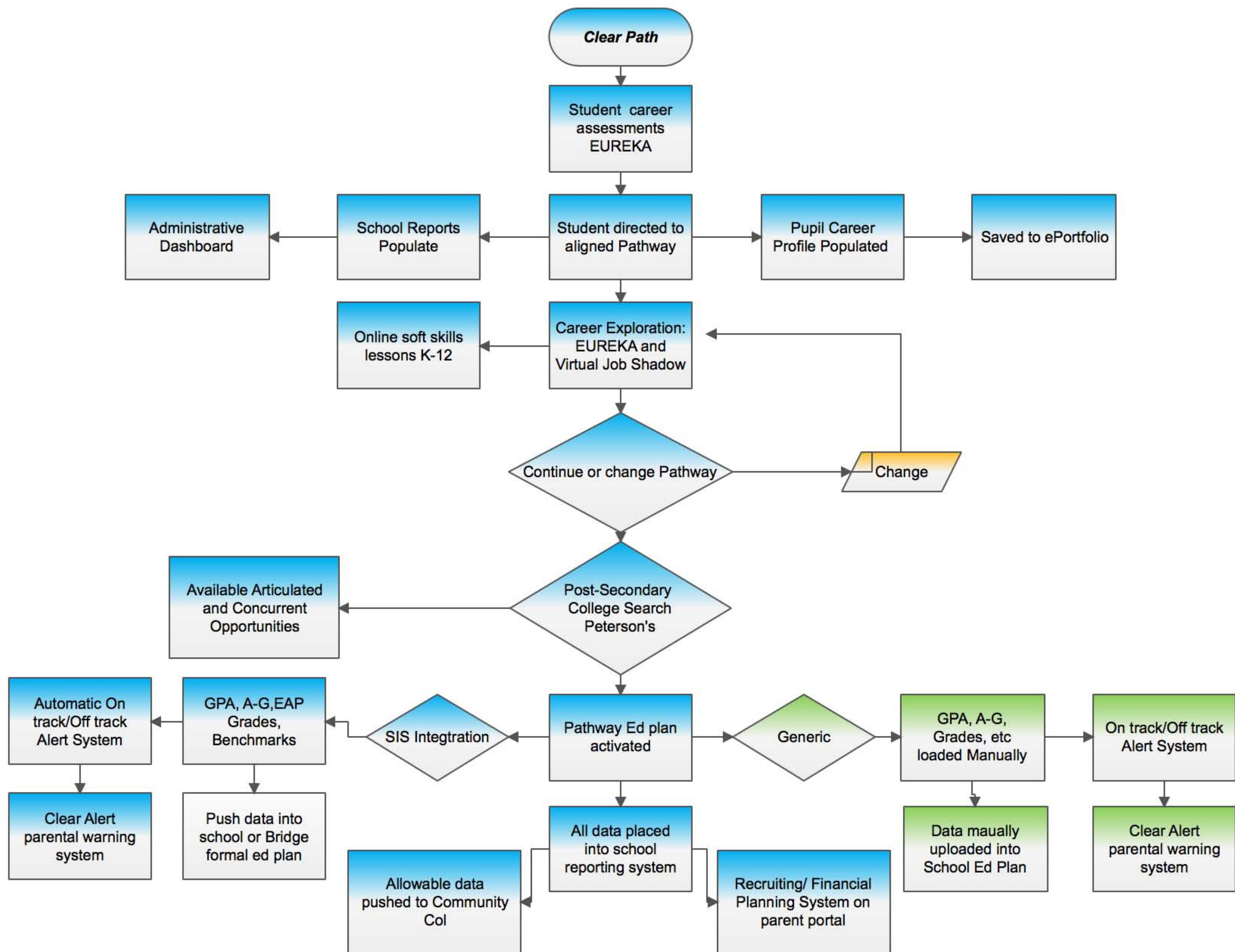
K16 Bridge and Aviation

Our first group of students has gone through the summer AVA 50 introductory course. Of the 17 that were in the program 14 are moving on into the full licensing program. The 3 that didn't move on were high school juniors who will start the program next year. That gives us a 100% success rate in moving this group into the full program. I will track these students over the next 18 months to see how they do moving towards graduation.

The ground school and flight school activities are moving forward. Our goal is to have the ground school in place by spring with students from around the Valley participating. We are also working with Chris Ohshita, the director of the program, on a new online AVA 50 course that will be made available to students around the Valley. This class will be presented through the emersion classrooms. The class will also have four field trips built in. The idea is the students will go out to the airport and do hands on activities with equipment to be covered in the next section of the course so that the online instructor can relate back to something the students saw first hand when making a point. Again, our goal is to get up to 50 high school seniors into the Aviation Mechanics by next fall.

Thank you,

Chris Piercy
Director, the K16 Bridge Program



**THE HIGH DESERT PARTNERSHIP IN ACADEMIC EXCELLENCE
COMBINED BALANCE SHEET AND INCOME STATEMENT
May 1 - May 31, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

Beginning Balance		\$2,852.77
Revenue		
<i>Total</i>	\$0.00	
Expenditures		
Reimbursement for Art Show Expenses	\$535.90	
Artist Sales Reimbursement	\$286.00	
<i>Total</i>	\$821.90	
Ending Balance	<i>Total</i>	\$2,030.87

SAVINGS (HIGH DESERT PARTNERSHIP)

Beginning Balance		
Restricted Funds - AAE Capital Campaign	\$197,406.52	
Restricted Funds - AAE PTC Scholarship	\$4,016.80	
Restricted Funds - AAE Staff Scholarship	\$569.33	
Restricted Funds - Ambassadors Scholarship	\$500.00	
Restricted Funds - Davis Endowment	\$11,438.32	
Restricted Funds - Foundation Board Scholarship	\$86.29	
Restricted Funds - HiDAS Endowment	\$64,322.92	
Restricted Funds - IT Scholarship	\$979.29	
Restricted Funds - Mike Klein Teacher Scholarship	\$7,473.47	
Restricted Funds - Daniel Kobold Scholarship	\$18.00	
Restricted Funds - Mike Mangold Scholarship	\$4,750.00	
Restricted Funds - NSAA Capital Campaign	\$96.62	
Restricted Funds - Senior Leadership Team Scholarship	\$0.00	
Restricted Funds - Foundation Scholarships and Grants	\$40,855.47	
Restricted Funds - VPA Scholarship	\$666.00	
Unrestricted Funds	\$6,105.65	
	\$339,284.68	
Revenue		
Foundation Board Scholarship	\$900.00	
Senior Leadership Team Scholarship	\$1,000.00	
Ambassador Scholarship	\$500.00	
AAE Staff Scholarship	\$630.00	
Art Show	\$110.00	
Interest	\$29.73	
<i>Total</i>	\$3,169.73	
Expenditures		
<i>Total</i>	\$0.00	
Ending Balance		
Restricted Funds - AAE Capital Campaign	\$197,424.35	
Restricted Funds - AAE PTC Scholarship	\$4,016.80	
Restricted Funds - AAE Staff Scholarship	\$1,199.33	
Restricted Funds - Ambassadors Scholarship	\$1,000.00	
Restricted Funds - Davis Endowment	\$11,439.22	
Restricted Funds - Foundation Board Scholarship	\$986.29	
Restricted Funds - HiDAS Endowment	\$64,328.87	
Restricted Funds - IT Scholarship	\$979.29	
Restricted Funds - Mike Klein Teacher Scholarship	\$7,473.47	
Restricted Funds - Daniel Kobold Scholarship	\$18.00	
Restricted Funds - Mike Mangold Aviation Scholarship	\$4,750.00	
Restricted Funds - NSAA Capital Campaign	\$96.62	
Restricted Funds - Senior Leadership Team Scholarship	\$1,000.00	
Restricted Funds - Foundation Scholarships and Grants	\$40,968.45	
Restricted Funds - VPA Scholarship	\$666.00	
Unrestricted Funds	\$6,107.73	
	\$342,454.41	
	<i>Total</i>	\$344,485.28
Total Checking and Savings		\$344,485.28

**THE HIGH DESERT PARTNERSHIP IN ACADEMIC EXCELLENCE
COMBINED BALANCE SHEET AND INCOME STATEMENT
June 1 - June 30, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

Beginning Balance		\$2,030.87
Revenue		
Transfer from Savings - Scholarships	\$17,400.00	
Transfer from Savings - Mike Klein Teacher Scholarships	\$7,473.47	
<i>Total</i>	\$24,873.47	
Expenditures		
Reimbursement for GAVRT Teacher Training	\$7,473.47	
Artist Sales Reimbursement	\$20.00	
Pat Caldwell - Consultant	\$1,350.00	
Scholarships	\$4,700.00	
<i>Total</i>	\$13,543.47	
Ending Balance	<i>Total</i>	\$13,360.87

SAVINGS (HIGH DESERT PARTNERSHIP)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$197,424.35
Restricted Funds - AAE PTC Scholarship		\$4,016.80
Restricted Funds - AAE Staff Scholarship		\$1,199.33
Restricted Funds - Ambassadors Scholarship		\$1,000.00
Restricted Funds - Davis Endowment		\$11,439.22
Restricted Funds - Foundation Board Scholarship		\$986.29
Restricted Funds - HiDAS Endowment		\$64,328.87
Restricted Funds - IT Scholarship		\$979.29
Restricted Funds - Mike Klein Teacher Scholarship		\$7,473.47
Restricted Funds - Daniel Kobold Scholarship		\$18.00
Restricted Funds - Mike Mangold Scholarship		\$4,750.00
Restricted Funds - NSAA Capital Campaign		\$96.62
Restricted Funds - Senior Leadership Team Scholarship		\$1,000.00
Restricted Funds - Foundation Scholarships and Grants		\$40,968.45
Restricted Funds - VPA Scholarship		\$666.00
Unrestricted Funds		\$6,107.73
		\$342,454.41
Revenue		
Foundation Board Scholarship	\$100.00	
Kobold Scholarship	\$300.00	
AAE Staff Scholarship	\$65.00	
Interest	\$27.29	
<i>Total</i>	\$492.29	
Expenditures		
AAE PTC Scholarship	\$2,000.00	
AAE Staff Scholarship	\$1,000.00	
Ambassadors Scholarship	\$500.00	
Davis Endowment	\$500.00	
Foundation Board Scholarship	\$1,000.00	
IT Scholarship	\$500.00	
Mike Klein Teacher Scholarship	\$7,473.47	
Kobold Scholarship	\$300.00	
Senior Leadership Team Scholarship	\$1,000.00	
Foundation Scholarships	\$10,600.00	
<i>Total</i>	\$24,873.47	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$197,440.73
Restricted Funds - AAE PTC Scholarship		\$2,016.80
Restricted Funds - AAE Staff Scholarship		\$264.33
Restricted Funds - Ambassadors Scholarship		\$500.00
Restricted Funds - Davis Endowment		\$10,940.04
Restricted Funds - Foundation Board Scholarship		\$86.29
Restricted Funds - HiDAS Endowment		\$64,334.33
Restricted Funds - IT Scholarship		\$479.29
Restricted Funds - Mike Klein Teacher Scholarship		(\$0.00)
Restricted Funds - Daniel Kobold Scholarship		\$18.00
Restricted Funds - Mike Mangold Aviation Scholarship		\$4,750.00
Restricted Funds - NSAA Capital Campaign		\$96.62
Restricted Funds - Senior Leadership Team Scholarship		\$0.00
Restricted Funds - Foundation Scholarships and Grants		\$30,371.18
Restricted Funds - VPA Scholarship		\$666.00
Unrestricted Funds		\$6,109.64
	<i>Total</i>	\$318,073.23
<i>Total Checking and Savings</i>		\$331,434.10

**THE HIGH DESERT PARTNERSHIP IN ACADEMIC EXCELLENCE
COMBINED BALANCE SHEET AND INCOME STATEMENT
July 1 - July 31, 2016**

CHECKING (HIGH DESERT PARTNERSHIP)

Beginning Balance		\$13,360.87
Revenue		
Transfer from Savings - Unrestricted	\$1,350.00	
<i>Total</i>	\$1,350.00	
Expenditures		
San Manuel Scholarship	\$2,000.00	
Senior Leadership Team Scholarship	\$500.00	
IT Scholarship	\$500.00	
Ambassadors Scholarship	\$500.00	
AAE PTC Scholarship	\$1,000.00	
<i>Total</i>	\$4,500.00	
Ending Balance	<i>Total</i>	\$10,210.87

SAVINGS (HIGH DESERT PARTNERSHIP)

Beginning Balance		
Restricted Funds - Capital Campaign		\$197,537.35
Restricted Funds - Scholarships		\$39,151.89
Restricted Funds - Davis Endowment		\$10,940.04
Restricted Funds - HiDAS Endowment		\$64,334.33
Unrestricted Funds		\$6,109.64
		\$318,073.24
Revenue		
Unrestricted	\$10.00	
AAE Staff Scholarship	\$65.00	
Interest	\$25.16	
<i>Total</i>	\$100.16	
Expenditures		
Transfer to Checking - Unrestricted	\$1,350.00	
<i>Total</i>	\$1,350.00	
Ending 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
	<i>Total</i>	\$316,823.40

Total Checking and Savings

\$327,034.27

The High Desert Partnership in Academic Excellence Foundation, Inc.
Balance Sheet
As of 8/31/2016

Assets

Union-Checking	525,178.24
Union-Savings	842.04
Union Bank Foundation Accounts	309,062.62
Union Bank Trust Accounts	514,292.33
Other-Checking	92,686.99
Other-Savings	50,384.03
Accounts Receivable	1,643,879.76
Laptop Lease Receivable	361,893.97
Prepaid Expenses	116,071.31
Fixed Assets	<u>20,125,830.62</u>

Total Assets 23,740,121.91

Liabilities and Net Assets

Accounts Payable Vendor	632,552.19
Line of Credit	0.00
Other Current Liability	1,159,142.07
Bonds Payable	5,240,000.00
Campus Consolidation Sale and Leaseback Payable	1,984,225.09
Laptop Leases Payable	525,306.31
Other Long Term Liability	1,245,030.03
Fund Balance	14,084,460.26
Excess Revenues over Expenditures	<u>(1,130,594.04)</u>

Total Liabilities and Net Assets 23,740,121.91

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 6/2/2016 Through 9/1/2016

Effective D...	Check Nu...	Vendor Name	Check Amount	Transaction Description
6/3/2016	37092	Employment Develop...	18,132.71	Cert - PIT #815-1243-6 for May
6/3/2016	37096	SBCSS	12,320.47	NSAA PERS contributions for May
6/3/2016		SBCSS	41,797.86	LCER/AE - PERS contributions for May 16
6/3/2016	37103	SBCSS	40,462.26	NSAA STRS contributions for June
6/3/2016		SBCSS	89,438.05	LCER/AE - STRS contributions for June 16
6/14/2016	37209	Jostens	11,792.21	2016 High School Yearbooks
6/17/2016	25577	Lewis Center for Ed Re...	75,000.00	DCB Transfer to Union
6/17/2016	37218	KDC Technologies	13,474.05	Final Payment for PO#16-123-IT-H
6/21/2016	37226	SISC	177,349.50	Health Coverage for June 2016
6/21/2016	37227	CharterSAFE	63,883.00	Acct# 1087 2016/2017 Insurance Premium Payment (25% Deposit)
6/21/2016	37228	Desert Solar, Inc.	59,306.00	Draw #2 for Energy System at AAE
6/29/2016	37236	All Partitions & Parts	13,438.00	Flooring for NSAA
6/30/2016	278		207,296.97	Group: CLASS; Pay Date: 6/30/2016
7/1/2016	279		481,573.05	Group: CERT; Pay Date: 7/1/2016
7/2/2016	37316	SBCSS	11,494.66	NSAA PERS contributions for June
7/2/2016		SBCSS	42,229.86	LCER/AE - PERS contributions for June
7/2/2016	37317	SBCSS	38,939.71	NSAA STRS contributions for June
7/2/2016		SBCSS	88,308.33	LCER/AE - STRS contributions for June
7/2/2016	37318	Employment Develop...	17,853.50	Cert - PIT #815-1243-6 for June
7/8/2016	37320	UMB Bank PlanMember	93,723.07	3rd Contribution 2016-2017 Voluntary Retirement Program
7/13/2016	37337	Nigro & Nigro, PC	11,385.00	Progress Billing for 2015/2016 Audit Services Through June30
7/13/2016	37361	Desert Solar, Inc.	158,150.00	Draw #3 - Energy System at AAE
7/15/2016	37384	Mac to School	103,420.80	PO#16-125-IT-H - MacBook Air Laptops for One to One Program
7/15/2016	37386	SBCSS	15,490.94	SBCSS NSAA Sub Costs for 10/11/15-1/11/16
7/15/2016		SBCSS	15,618.38	SBCSS NSAA Sub Costs for 1/11/16-4/10/16
7/15/2016	37388	SISC	179,040.45	Health Coverage for July 2016
7/28/2016	37397	Desert Solar, Inc.	59,306.00	Draw # 4 - AAE Solar Project
7/28/2016		Desert Solar, Inc.	59,306.00	Draw # 5 - AAE Solar Project
7/28/2016	37400	Golden State Fire Prot...	16,800.00	Furnished and Installed Flooring for NSAA & AAE
7/28/2016	37402	Illuminate Education, Inc	19,404.00	PO# 17-202-IT-S Illuminate Data Assessment, KDS Item bank
7/28/2016	37403	JAMF Software	17,640.00	PO# 17-200-IT-S
7/28/2016	37407	Southern California Edi...	10,442.52	Acct# 3-040-9699-37 - Bldg G,A, Elem, Cafe,
7/28/2016		Southern California Edi...	10,754.38	Acct# 3-017-5280-27 - MRC Campus
7/28/2016	37425	Golden State Floor Co...	16,800.00	Furnished and Installed Flooring for NSAA & AAE
7/29/2016	280		184,370.66	Group: CLASS; Pay Date: 7/31/2016
8/1/2016	281		492,381.35	Group: CERT; Pay Date: 8/1/2016
8/3/2016	37429	CharterSAFE	21,294.00	Insurance premium pymt for August
8/3/2016	37432	Employment Develop...	20,054.13	Cert - PIT #815-1243-6 for July
8/3/2016	37434	SBCSS	12,272.35	NSAA PERS contributions for July
8/3/2016		SBCSS	45,972.45	LCER/AE - PERS contributions for July
8/3/2016	37441	SBCSS	48,637.71	NSAA STRS contributions for July
8/3/2016		SBCSS	99,011.04	LCER/AE - STRS contributions for July
8/11/2016	37455	Carnegie Learning	14,617.00	PO# 1617-509-AAE - 1st Payment
8/11/2016	37507	Virtual Graffiti	13,740.66	PO# 17-510-IT-M - Barracuda Web Filter
8/18/2016	25578	Lewis Center for Ed Re...	90,000.00	Transfer \$ from DCB Checking to Union
8/18/2016	37520	SISC	174,336.85	Health Coverage for August 16
8/25/2016	37543	Frick, Frick & Jette Arc...	19,832.50	Site Design for Placement of 3 Classroom Buildings
8/25/2016	37553	Southern California Edi...	12,385.92	Acct# 3-0175280-27 - MRC
8/31/2016	282		205,021.63	Group: CLASS; Pay Date: 8/31/2016
9/1/2016	283		504,842.75	Group: CERT; Pay Date: 9/1/2016
Report Total			4,250,142.73	

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures
From 7/2/2015 Through 9/1/2015
From 7/1/2016 Through 9/1/2016

	7-2-15 to 9/1/15	2015-2016	Percent of Budget Remaining	7-1-16 to 9/1/16	2016-2017	Percent Budget Remaining
	Actuals - Year- to-Date	Annual Budget		Actuals - Year- to-Date	Annual Budget	
Revenue						
Revenue						
Revenue	3,488,471.46	20,200,167.00	(82.73)%	<u>684,321.21</u>	<u>21,616,683.50</u>	<u>(96.83)%</u>
Budget Carryover	<u>0.00</u>	<u>257,874.96</u>	<u>(100.00)%</u>			
Total Revenue	3,488,471.46	20,458,041.96	(82.95)%	684,321.21	21,616,683.50	(96.83)%
Interest						
Revenue - Interest	<u>74.68</u>	<u>0.00</u>	<u>0.00%</u>	<u>52.09</u>	<u>0.00</u>	<u>0.00%</u>
Total Interest	<u>74.68</u>	<u>0.00</u>	<u>0.00%</u>	<u>52.09</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue	<u>3,488,546.14</u>	<u>20,458,041.96</u>	<u>(82.95)%</u>	<u>684,373.30</u>	<u>21,616,683.50</u>	<u>(96.83)%</u>
Expense						
Salaries						
Certificated	1,237,358.08	8,236,913.00	84.97%	1,421,655.10	8,925,066.35	84.07%
Classified	<u>513,434.38</u>	<u>3,568,559.00</u>	<u>85.61%</u>	<u>554,206.79</u>	<u>3,527,341.28</u>	<u>84.28%</u>
Total Salaries	1,750,792.46	11,805,472.00	85.17%	1,975,861.89	12,452,407.63	84.13%
Benefits						
Total Benefits	<u>589,377.17</u>	<u>3,672,557.00</u>	<u>83.95%</u>	<u>696,273.90</u>	<u>3,790,168.98</u>	<u>81.62%</u>
	589,377.17	3,672,557.00	83.95%	696,273.90	3,790,168.98	81.63%
Books and Supplies						
Total Books and Supplies	<u>364,094.28</u>	<u>1,266,569.00</u>	<u>71.25%</u>	<u>132,705.34</u>	<u>1,434,193.20</u>	<u>90.74%</u>
	364,094.28	1,266,569.00	71.25%	132,705.34	1,434,193.20	90.75%
Services, Other Operating Expenses						
Total Services, Other Operating Expenses	<u>295,812.73</u>	<u>2,400,068.00</u>	<u>87.67%</u>	<u>338,989.36</u>	<u>2,306,323.50</u>	<u>85.30%</u>
	295,812.73	2,400,068.00	87.67%	338,989.36	2,306,323.50	85.30%
Capital Outlay						
Total Capital Outlay	<u>1,116,947.06</u>	<u>314,237.00</u>	<u>(255.44)%</u>	<u>328,682.36</u>	<u>458,000.00</u>	<u>28.23%</u>
	1,116,947.06	314,237.00	(255.45)%	328,682.36	458,000.00	28.24%
Other Outgo - Debt Service						
Total Other Outgo - Debt	<u>92,588.64</u>	<u>377,000.00</u>	<u>75.44%</u>	<u>202,731.80</u>	<u>1,175,040.00</u>	<u>82.74%</u>
	92,588.64	377,000.00	75.44%	202,731.80	1,175,040.00	82.75%
Total Expense	<u>4,209,612.34</u>	<u>19,835,903.00</u>	<u>78.78%</u>	<u>3,675,244.65</u>	<u>21,616,133.31</u>	<u>83.00%</u>
	4,209,612.34	19,835,903.00	78.78%	3,675,244.65	21,616,133.31	83.00%
Net Income (Loss)	<u>(721,066.20)</u>	<u>622,138.96</u>	<u>(215.90)%</u>	<u>(2,990,871.35)</u>	<u>550.19</u>	<u>(543,706.98)</u>
	(721,066.20)	622,138.96	(215.90)%	(2,990,871.35)	550.19	(543,706.98)



The High Desert "Partnership in Academic Excellence" Foundation, Inc.
Statement of Financial Position
As Of June 30, 2016

	June 30, 2016
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 1,854,422
Cash held in Trust	514,292
Accounts Receivable	2,560,793
Laptop Lease Receivable	300,000
Laptop Inventory	-
Prepaid Expenses	<u>112,317</u>
Total Current Assets	<u>5,341,825</u>
Non-Current Asset	
Lease Payment Receivable - Long Term	61,894
Unamortized Debt Issuance Costs	<u>426,719</u>
Total Non-Current Assets	<u>488,613</u>
Capital Assets	
Non-depreciable Assets	873,729
Depreciable Assets	26,102,176
Accumulated Depreciation	<u>(7,276,793)</u>
Total Capital Assets	<u>19,699,111</u>
TOTAL ASSETS	<u>25,529,550</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Current Portion of Long Term Liabilities	835,825
Accrued Payroll and Payroll Expenses	722,446
Accounts Payable	1,138,148
Deferred Revenue	117,995
Due to Student Groups	<u>25,698</u>
Total Current Liabilities	<u>2,840,112</u>
Long Term Liabilities	
Interest Rate Swap Agreement	847,457
Voluntary Retirement Program, Less Current Portion	234,307.75
Laptop Capital Lease Payments Less Current Portion	163,401
Loans Payable, Less Current Portion	5,120,000
Lease Purchase - Tetra Financial	<u>1,664,127</u>
Total Long-Term Liabilities	<u>8,029,293</u>
TOTAL LIABILITIES	<u>10,869,405</u>
NET ASSETS	
Unrestricted	13,943,324
Temporarily Restricted	641,530
Permanently Restricted	<u>75,292</u>
TOTAL NET ASSETS	<u>14,660,145</u>
TOTAL LIABILITIES AND NET ASSETS	<u>25,529,550</u>



The High Desert "Partnership in Academic Excellence" Foundation, Inc.
 Statement of Activities
 For the Fiscal Year June 30, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS, AND OTHER SUPPORT				
Federal Special Education		\$ 224,974		\$ 224,974
National School Lunch		\$ 363,284		363,284
Other Federal Revenues		329,232		329,232
State General Purpose Apportionment	11,908,169			11,908,169
District In-Lieu Property Tax	1,182,105			1,182,105
State Categorical Funding				-
Lottery	310,490	109,939		420,429
State Special Education		1,152,761		1,152,761
Education Protection Account	3,930,569			3,930,569
Other State Revenues	264,208	535,414		799,622
Donations	66,230	108,156		174,386
Donations - In-Kind		75,000		75,000
Student Activities	198,583			198,583
Class Fees	46,353			46,353
Food Services	51,610	27,996		79,606
Other Local Revenues	1,056,117			1,056,117
Interest Earned	(187)	222	98	132
Transfers				-
Net Assets Released From Restrictions:				
Other Federal Restricted Funds	329,232	(329,232)		-
Lottery	109,939	(109,939)		-
Other State Funds	259,389	(259,389)		-
Special Education	1,377,735	(1,377,735)		-
Food Services	391,280	(391,280)		-
Restricted Cash Donations	108,656	(108,156)	(500)	-
Restricted In-Kind Donations	75,000	(75,000)		-
REVENUES, GAINS, AND OTHER SUPPORT	21,665,478	276,247	(402)	21,941,322
EXPENSES				
Certificated Salaries	8,052,271			8,052,271
Classified Salaries	3,391,969			3,391,969
Benefits	3,474,512			3,474,512
Total Salaries and Benefits	14,918,753			14,918,753
Books and Supplies	2,027,704			2,027,704
Services, Other Operating Expenses	2,776,770			2,776,770
Free Use of Facilities - Apple Valley School District	75,000			75,000
Capital Outlay	3,463			3,463
Debt Service	471,385			471,385
Amortization of Bond Cost	16,225			16,225
Depreciation	683,473			683,473
Total Expenditures	20,972,773	-	-	20,972,773
Net Change in Assets from Operations	692,705	276,247	(402)	968,549
Net Assets Beginning of Year as originally stated	13,610,806	365,283	75,694	14,051,783
Unrealized gain/(loss) on Interest Rate Swap	(360,187)	-	-	(360,187)
Net Assets Beginning of Year, as restated	13,250,618	365,283	75,694	13,691,595
Net Assets End of Year	13,943,324	641,530	75,292	14,660,145



NOTE 2 - Cash and Cash Equivalents

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

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

	Balance at June 30, 2016
Union Bank	\$ 1,672,364
Union Banc Investment (short term CD)	7
Union Bank Corporate Trust Department	514,292
Desert Community Bank	132,551
Prime Alliance Bank	49,500
	<u>\$ 2,368,715</u>

NOTE 3 - Accounts Receivable

Accounts receivable as of June 30, 2016 consist of the following:

Federal Government:

Title I	\$ -
Title II	\$ -
Title III	\$ -
Other	\$ 29,831
Special Education	-
School Lunch and Breakfast Program	\$ 63,464

State Government

Apportionment	\$ 1,879,360
Special Education	\$ 266,230
Lottery	\$ 210,902
Other State	\$ 3,995

Local

Laptop Lease	\$ 361,894
Property Tax	\$ 100,325
Other Local	\$ 6,687
	<u>\$ 2,922,687</u>

Pledges receivable as of June 30, 2016 consist of the following:

Pledges Receivable	<u>\$ -</u>
--------------------	-------------

NOTE 4 - Capital Assets

A schedule of changes in capital assets for the period ended June 30, 2016 is shown below:

	Balance, July 1, 2015	Additions	Retirements	Balance, June 30, 2016
Capital assets not being depreciated:				
Land	\$ 798,729			\$ 798,729
Work in Progress	<u>3,929,421</u>	<u>941,303</u>	<u>(3,854,421)</u>	<u>75,000</u>
Total capital assets not being depreciated	<u>4,728,150</u>	<u>941,303</u>	<u>(3,854,421)</u>	<u>873,729</u>
Capital assets being depreciated:				
Buildings and improvements	13,557,274	5,638,889		19,196,163
Furniture, and equipment	2,001,041	-		2,001,041
Leasehold improvements	3,757,370	954,329		4,711,699
Cassini documentary	<u>193,273</u>	<u>-</u>	<u>-</u>	<u>193,273</u>
Total capital assets being depreciated	<u>19,508,958</u>	<u>6,593,217</u>	<u>-</u>	<u>26,102,176</u>
Accumulated depreciation for:				
Buildings and improvements	(3,793,360)	(461,129)		(4,254,488)
Furniture, and equipment	(1,638,535)	(45,519)		(1,684,055)
Leasehold improvements	(968,152)	(176,825)		(1,144,977)
Cassini documentary	<u>(193,273)</u>	<u>-</u>	<u>-</u>	<u>(193,273)</u>
Total accumulated depreciation	<u>(6,593,320)</u>	<u>(683,473)</u>	<u>-</u>	<u>(7,276,793)</u>
Total capital assets being depreciated, net	<u>12,915,638</u>	<u>5,909,744</u>	<u>-</u>	<u>18,825,382</u>
Total capital assets, net	\$ 17,643,788	\$ 6,851,047	\$ (3,854,421)	\$ 19,699,111

NOTE 5 - Long Term Debt

	Balance, July 1, 2015	Additions	Deductions	Balance, June 30, 2016	Due within 1 Yr	Balance Due Subsequent Years
Long-Term Liabilities						
Loan Payable	5,380,000		140,000	5,240,000	(120,000)	5,120,000
Lease Purchase - Tetra Financial Group	1,183,700	941,303	140,778	1,984,225	(320,098)	1,664,127
Interest Rate Swap	487,270	360,187		847,457		847,457
Voluntary Retirement Program	398,323		70,292	328,031	(93,723)	234,308
Line of Credit	-					
Capital Lease	858,571	42,420	435,585	465,405	(302,004)	163,401
Totals	\$ 8,307,864	\$ 1,343,910	\$ 786,656	\$ 8,865,118	\$ (835,825)	\$ 8,029,293

A-Loan

Following is a schedule of principal payments due under the agreement:

Fiscal Year Ending June 30,

2017	120,000
2018	125,000
2019	130,000
2020	135,000
2021	140,000
2022-2026	800,000
2027-2031	960,000
2032-2036	1,150,000
2037-2041	1,375,000
2042	305,000
Total	5,240,000

B-Lease Purchase

2017	320,098
2018	379,360
2019	449,595
2020	532,832
2021	302,340
Total	1,984,224

C-Voluntary Retirement Program

2017	93,723
2018	117,154
2019	117,154
Total	328,031

D-Capital Leases

Following is a schedule of payments under Capital Lease agreements:

Fiscal Year Ending June 30,	Phase 7 Amount	Phase 8 Amount	Phase 9 Amount	Phase 10 Amount	Phase 11 Amount	Phase 12 Amount
Monthly Payment	\$ 9,255	\$ 1,838	\$ 1,980	\$ 2,764	\$ 8,398	\$ 1,614
2017	\$ -	\$ 5,580	\$ 11,949	\$ 24,286	\$ 100,776	\$ 19,368
2018	-	-	-	-	\$ 8,407	\$ 3,223
2019	-	-	-	-	-	-
Total	-	5,580	11,949	24,286	109,183	22,591

Continued

Fiscal Year Ending June 30,	Phase 13 Amount	Phase 14 Amount	Total
Monthly Payment	10,492	1,178	\$ 37,519
2017	\$ 125,908	\$ 14,136	\$ 302,004
2018	\$ 125,908	\$ 14,136	\$ 151,674
2019	-	11,728	\$ 11,728
Total	251,816	40,000	465,405

NOTE 6 - Net Asset Classifications

Temporarily Restricted Net Assets consist of the following at June 30, 2016

Restricted Pledges Receivable	\$	-
Restricted State Programs		404,840
Restricted Capital Campaign Donations		197,537
Restricted Scholarship Donations		39,152
Total Temporarily Restricted Net Assets	\$	<u>641,530</u>

Permanently restricted assets are those net assets not available for expenditures, but the Organization may spend the interest thereon. Permanently restricted net assets as of June 30, 2016 are as follows:

HIDAS Endowment	\$	64,334
Davis Aeronautics		10,940
Total Permanently Restricted Net Assets	\$	<u>75,274</u>

NOTE 7 - Contributions

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

Cash Contributions	\$	174,386
FMV of Donated Facilities		<u>75,000</u>
Total Public Support Donations		<u>\$249,386</u>

Monthly Budget Report by Departments – All Funds 7-1-16 to 8-31-16
Notes to new format

This report now shows all funds current month actual, year to date actual, annual budget and remaining budget. It is prepared on the newly adopted budgeting system which builds up from individual departments to a total. The Departments are:

1000 Operations which is primarily Bridge

2000 AAE

4000 NSAA

5000 General and Administrative

5100 Information Technology

5200 Facilities

5300 Special Education

5400 Food Services

The administrative staff worked for a long period of time to establish the revised Departmental System for Clarity in the Budgeting process. To arrive at proper organization wide costs the supporting department (5000, 5100, 5200, 5300 and 5400) are re-allocated to the revenue centers on a consistent bases to provide a proper foundation for Fund Basis Reporting.

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
1000 - Other Operations
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	23,539.14	23,539.14	84,000.00	60,460.86
Total Revenue		<u>23,539.14</u>	<u>23,539.14</u>	<u>84,000.00</u>	<u>60,460.86</u>
Total Revenue		<u>23,539.14</u>	<u>23,539.14</u>	<u>84,000.00</u>	<u>60,460.86</u>
Expenditures					
Cert Salaries					
Certificated Salaries	5100	7,706.40	7,706.40	54,074.00	46,367.60
Cert - Stipend	5105	15,721.55	15,721.55	0.00	(15,721.55)
Total Cert Salaries		23,427.95	23,427.95	54,074.00	30,646.05
Class Salaries					
Class - Hourly	5112	1,148.60	1,148.60	0.00	(1,148.60)
Class - Stipend	5115	312.49	312.49	0.00	(312.49)
Total Class Salaries		1,461.09	1,461.09	0.00	(1,461.09)
Benefits					
Employee Benefits	5200	1,203.76	1,203.76	0.00	(1,203.76)
STRS	5201	1,079.39	1,079.39	0.00	(1,079.39)
PERS	5202	189.02	189.02	0.00	(189.02)
SS Classified	5204	88.37	88.37	0.00	(88.37)
Medicare	5205	275.61	275.61	784.07	508.46
SUI Classified	5208	9.61	9.61	27.04	17.43
Workers Comp	5209	192.67	192.67	584.00	391.33
Total Benefits		3,038.43	3,038.43	1,395.11	(1,643.32)
Supplies					
Class Supplies	5320	236.85	236.85	0.00	(236.85)
Equipment (under 5K)	5325	469.95	469.95	0.00	(469.95)
Office Supplies	5530	0.00	0.00	3,000.00	3,000.00
Software	6220	479.25	479.25	20,000.00	19,520.75
Total Supplies		1,186.05	1,186.05	23,000.00	21,813.95
Services					
Employee Admin	5220	32.00	32.00	0.00	(32.00)
Travel	5400	972.15	972.15	10,000.00	9,027.85
Training and Conferences	5410	3,876.28	3,876.28	2,000.00	(1,876.28)
Consulting	5441	10,316.00	10,316.00	48,000.00	37,684.00
Copier	5531	40.86	40.86	0.00	(40.86)
Public Relations	5562	0.00	0.00	1,000.00	1,000.00
Total Services		15,237.29	15,237.29	61,000.00	45,762.71
Total Expenditures		<u>44,350.81</u>	<u>44,350.81</u>	<u>139,469.11</u>	<u>95,118.30</u>
Revenue and Expense		<u>(20,811.67)</u>	<u>(20,811.67)</u>	<u>(55,469.11)</u>	<u>(34,657.44)</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
2000 - AAE
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	443,389.96	443,389.96	12,108,359.50	11,664,969.54
Total Revenue		<u>443,389.96</u>	<u>443,389.96</u>	<u>12,108,359.50</u>	<u>11,664,969.54</u>
Total Revenue		<u>443,389.96</u>	<u>443,389.96</u>	<u>12,108,359.50</u>	<u>11,664,969.54</u>
Expenditures					
Cert Salaries					
Certificated Salaries	5100	789,372.38	789,372.38	4,648,601.10	3,859,228.72
Cert - Hourly	5102	1,467.57	1,467.57	20,437.38	18,969.81
Cert - Subs	5103	8,761.05	8,761.05	215,125.13	206,364.08
Cert - Supplemental	5104	10,631.64	10,631.64	0.00	(10,631.64)
Cert - Stipend	5105	12,185.63	12,185.63	109,025.18	96,839.55
Cert - OT	5106	30.00	30.00	0.00	(30.00)
Total Cert Salaries		<u>822,448.27</u>	<u>822,448.27</u>	<u>4,993,188.79</u>	<u>4,170,740.52</u>
Class Salaries					
Classified Salaries	5110	140,935.40	140,935.40	691,509.97	550,574.57
Class - Hourly	5112	3,269.49	3,269.49	149,918.20	146,648.71
Class - Subs	5113	2,006.20	2,006.20	0.00	(2,006.20)
Class - Supplemental	5114	3,788.83	3,788.83	0.00	(3,788.83)
Class - Stipend	5115	770.81	770.81	0.00	(770.81)
Total Class Salaries		<u>150,770.73</u>	<u>150,770.73</u>	<u>841,428.17</u>	<u>690,657.44</u>
Benefits					
Employee Benefits	5200	139,551.04	139,551.04	870,355.88	730,804.84
STRS	5201	92,340.84	92,340.84	567,408.16	475,067.32
PERS	5202	22,529.35	22,529.35	105,752.90	83,223.55
SS Classified	5204	10,363.99	10,363.99	52,168.55	41,804.56
Medicare	5205	13,548.39	13,548.39	84,601.95	71,053.56
SUI Classified	5208	486.53	486.53	2,917.31	2,430.78
Workers Comp	5209	9,673.38	9,673.38	63,013.86	53,340.48
Total Benefits		<u>288,493.52</u>	<u>288,493.52</u>	<u>1,746,218.61</u>	<u>1,457,725.09</u>
Supplies					
Approved Text Books	5300	14,818.71	14,818.71	98,500.00	83,681.29
Classroom Books	5301	834.55	834.55	3,900.00	3,065.45
Class Supplies	5320	12,402.67	12,402.67	112,065.00	99,662.33
Ohter Supplies	5322	280.00	280.00	5,300.00	5,020.00
Equipment (under 5K)	5325	0.00	0.00	23,400.00	23,400.00
Reimbursables	5327	2,149.30	2,149.30	0.00	(2,149.30)
Office Supplies	5530	371.41	371.41	8,250.00	7,878.59
Postage	5540	301.76	301.76	10,000.00	9,698.24
Furniture	6230	1,324.08	1,324.08	0.00	(1,324.08)
Books, Media, Library	6240	1,490.77	1,490.77	15,000.00	13,509.23
Total Supplies		<u>33,973.25</u>	<u>33,973.25</u>	<u>276,415.00</u>	<u>242,441.75</u>
Services					
Employee Admin	5220	356.00	356.00	0.00	(356.00)
Volunteer fingerprinting	52201	128.00	128.00	0.00	(128.00)
Testing	5331	0.00	0.00	12,000.00	12,000.00
Referees	5340	1,457.00	1,457.00	12,650.00	11,193.00
Field Trip	5350	0.00	0.00	5,950.00	5,950.00
Travel	5400	990.05	990.05	13,000.00	12,009.95
Training and Conferences	5410	405.00	405.00	63,301.50	62,896.50

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
2000 - AAE
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Dues and Memberships	5420	3,332.75	3,332.75	23,725.00	20,392.25
AVUSD Fees	5421	0.00	0.00	9,000.00	9,000.00
Legal Fees	5440	1,843.17	1,843.17	50,000.00	48,156.83
Consulting	5441	0.00	0.00	10,000.00	10,000.00
Security	5500	21,757.08	21,757.08	0.00	(21,757.08)
Copier	5531	524.17	524.17	0.00	(524.17)
Emergency-First Aid	5532	0.00	0.00	1,000.00	1,000.00
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	1,950.41	1,950.41	17,570.00	15,619.59
Bus	6115	2,240.00	2,240.00	39,000.00	36,760.00
Total Services		<u>34,983.63</u>	<u>34,983.63</u>	259,696.50	224,712.87
Debt Service					
Interest Expense	5571	30,396.21	30,396.21	0.00	(30,396.21)
Tetra	5573	171,504.60	171,504.60	0.00	(171,504.60)
Total Debt Service		<u>201,900.81</u>	<u>201,900.81</u>	0.00	(201,900.81)
Total Expenditures		<u>1,532,570.21</u>	<u>1,532,570.21</u>	<u>8,116,947.07</u>	<u>6,584,376.86</u>
Revenue and Expense		<u>(1,089,180.25)</u>	<u>(1,089,180.25)</u>	<u>3,991,412.43</u>	<u>5,080,592.68</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
4000 - NSAA
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	217,244.17	217,244.17	7,608,482.00	7,391,237.83
Total Revenue		<u>217,244.17</u>	<u>217,244.17</u>	<u>7,608,482.00</u>	<u>7,391,237.83</u>
Total Revenue		<u>217,244.17</u>	<u>217,244.17</u>	<u>7,608,482.00</u>	<u>7,391,237.83</u>
Expenditures					
Cert Salaries					
Certificated Salaries	5100	412,829.71	412,829.71	2,510,535.95	2,097,706.24
Cert - Hourly	5102	0.00	0.00	31,964.31	31,964.31
Cert - Subs	5103	4,479.50	4,479.50	224,135.88	219,656.38
Cert - Supplemental	5104	9,470.15	9,470.15	0.00	(9,470.15)
Cert - Stipend	5105	11,369.01	11,369.01	75,278.04	63,909.03
Total Cert Salaries		<u>438,148.37</u>	<u>438,148.37</u>	2,841,914.18	2,403,765.81
Class Salaries					
Classified Salaries	5110	82,643.94	82,643.94	576,148.23	493,504.29
Class - Hourly	5112	3,981.25	3,981.25	81,782.80	77,801.55
Class - Subs	5113	1,614.73	1,614.73	0.00	(1,614.73)
Class - Supplemental	5114	6,069.59	6,069.59	0.00	(6,069.59)
Class - OT	5116	175.23	175.23	0.00	(175.23)
Total Class Salaries		<u>94,484.74</u>	<u>94,484.74</u>	657,931.03	563,446.29
Benefits					
Employee Benefits	5200	70,776.10	70,776.10	383,047.92	312,271.82
STRS	5201	49,379.91	49,379.91	315,825.42	266,445.51
PERS	5202	15,354.10	15,354.10	60,440.84	45,086.74
SS Classified	5204	6,962.42	6,962.42	33,785.72	26,823.30
Medicare	5205	7,568.67	7,568.67	49,109.26	41,540.59
SUI Classified	5208	267.48	267.48	1,693.42	1,425.94
Workers Comp	5209	5,387.58	5,387.58	36,577.93	31,190.35
Total Benefits		<u>155,696.26</u>	<u>155,696.26</u>	880,480.51	724,784.25
Supplies					
Approved Text Books	5300	2,906.75	2,906.75	270,800.00	267,893.25
Classroom Books	5301	0.00	0.00	1,500.00	1,500.00
Class Supplies	5320	1,829.60	1,829.60	36,100.00	34,270.40
Ohter Supplies	5322	133.07	133.07	1,500.00	1,366.93
Equipment (under 5K)	5325	1,162.51	1,162.51	21,500.00	20,337.49
Office Supplies	5530	1,442.64	1,442.64	15,000.00	13,557.36
Postage	5540	316.02	316.02	6,000.00	5,683.98
Books, Media, Library	6240	0.00	0.00	5,000.00	5,000.00
Total Supplies		<u>7,790.59</u>	<u>7,790.59</u>	357,400.00	349,609.41
Services					
Employee Admin	5220	210.00	210.00	0.00	(210.00)
Volunteer fingerprinting	52201	32.00	32.00	0.00	(32.00)
Testing	5331	0.00	0.00	15,750.00	15,750.00
Referees	5340	0.00	0.00	3,600.00	3,600.00
Field Trip	5350	0.00	0.00	5,000.00	5,000.00
Travel	5400	0.00	0.00	15,000.00	15,000.00
Training and Conferences	5410	1,695.00	1,695.00	77,350.00	75,655.00
Dues and Memberships	5420	699.00	699.00	5,548.00	4,849.00
S B Co Fees	5422	0.00	0.00	68,219.00	68,219.00
Legal Fees	5440	2.00	2.00	5,000.00	4,998.00

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
4000 - NSAA
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Consulting	5441	0.00	0.00	62,500.00	62,500.00
Copier	5531	30.76	30.76	0.00	(30.76)
Emergency-First Aid	5532	0.00	0.00	500.00	500.00
Advertising - Marketing	5561	400.00	400.00	8,000.00	7,600.00
Public Relations	5562	0.00	0.00	2,000.00	2,000.00
Special Events	5563	640.00	640.00	2,950.00	2,310.00
Bus	6115	0.00	0.00	12,000.00	12,000.00
Total Services		<u>3,708.76</u>	<u>3,708.76</u>	<u>283,417.00</u>	<u>279,708.24</u>
Total Expenditures		<u>699,828.72</u>	<u>699,828.72</u>	<u>5,021,142.72</u>	<u>4,321,314.00</u>
Revenue and Expense		<u>(482,584.55)</u>	<u>(482,584.55)</u>	<u>2,587,339.28</u>	<u>3,069,923.83</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5000 - Operating
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	122.46	122.46	0.00	(122.46)
Revenue - Interest	4100	<u>52.09</u>	<u>52.09</u>	<u>0.00</u>	<u>(52.09)</u>
Total Revenue		<u>174.55</u>	<u>174.55</u>	<u>0.00</u>	<u>(174.55)</u>
Total Revenue		<u><u>174.55</u></u>	<u><u>174.55</u></u>	<u><u>0.00</u></u>	<u><u>(174.55)</u></u>
Expenditures					
Cert Salaries					
Certificated Salaries	5100	59,982.06	59,982.06	201,007.75	141,025.69
Cert - Supplemental	5104	<u>135.05</u>	<u>135.05</u>	<u>0.00</u>	<u>(135.05)</u>
Total Cert Salaries		60,117.11	60,117.11	201,007.75	140,890.64
Class Salaries					
Classified Salaries	5110	150,671.78	150,671.78	713,765.54	563,093.76
Class - Subs	5113	224.00	224.00	0.00	(224.00)
Class - Supplemental	5114	1,743.70	1,743.70	0.00	(1,743.70)
Class - OT	5116	<u>995.72</u>	<u>995.72</u>	<u>0.00</u>	<u>(995.72)</u>
Total Class Salaries		153,635.20	153,635.20	713,765.54	560,130.34
Benefits					
Employee Benefits	5200	36,586.47	36,586.47	187,010.56	150,424.09
STRS	5201	4,275.82	4,275.82	16,440.05	12,164.23
PERS	5202	21,167.46	21,167.46	93,146.40	71,978.94
SS Classified	5204	9,023.73	9,023.73	44,253.46	35,229.73
Medicare	5205	2,961.31	2,961.31	13,264.21	10,302.90
Voluntary Retirement Program	5207	93,723.07	93,723.07	93,723.00	(0.07)
SUI Classified	5208	106.76	106.76	457.39	350.63
Workers Comp	5209	<u>2,137.55</u>	<u>2,137.55</u>	<u>9,879.55</u>	<u>7,742.00</u>
Total Benefits		169,982.17	169,982.17	458,174.62	288,192.45
Supplies					
Ohter Supplies	5322	116.32	116.32	0.00	(116.32)
Equipment (under 5K)	5325	0.00	0.00	500.00	500.00
Office Supplies	5530	518.94	518.94	6,000.00	5,481.06
Postage	5540	<u>1,021.84</u>	<u>1,021.84</u>	<u>0.00</u>	<u>(1,021.84)</u>
Total Supplies		1,657.10	1,657.10	6,500.00	4,842.90
Services					
Employee Admin	5220	9.00	9.00	4,500.00	4,491.00
Travel	5400	1,218.04	1,218.04	16,241.00	15,022.96
Training and Conferences	5410	1,109.32	1,109.32	10,375.00	9,265.68
Dues and Memberships	5420	2,762.23	2,762.23	1,000.00	(1,762.23)
S B Co Fees	5422	0.00	0.00	10,000.00	10,000.00
Banking fees	5425	866.69	866.69	0.00	(866.69)
Insurance	5430	23,858.00	23,858.00	157,036.00	133,178.00
Legal Fees	5440	1,043.20	1,043.20	112,000.00	110,956.80
Consulting	5441	3,450.00	3,450.00	10,000.00	6,550.00
Copier	5531	5,274.39	5,274.39	0.00	(5,274.39)
Emergency-First Aid	5532	0.00	0.00	500.00	500.00
Special Events	5563	<u>156.20</u>	<u>156.20</u>	<u>0.00</u>	<u>(156.20)</u>
Total Services		39,747.07	39,747.07	321,652.00	281,904.93
Debt Service					
Interest Expense	5571	830.99	830.99	262,000.00	261,169.01
Loan principal	55711	0.00	0.00	140,000.00	140,000.00

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5000 - Operating
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Tetra	5573	0.00	0.00	773,040.00	773,040.00
Total Debt Service		830.99	830.99	1,175,040.00	1,174,209.01
Total Expenditures		<u>425,969.64</u>	<u>425,969.64</u>	<u>2,876,139.91</u>	<u>2,450,170.27</u>
Revenue and Expense		<u>(425,795.09)</u>	<u>(425,795.09)</u>	<u>(2,876,139.91)</u>	<u>(2,450,344.82)</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5100 - IT
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Expenditures					
Cert Salaries					
Cert - Supplemental	5104	(700.87)	(700.87)	0.00	700.87
Cert - Stipend	5105	<u>1,450.87</u>	<u>1,450.87</u>	<u>0.00</u>	<u>(1,450.87)</u>
Total Cert Salaries		750.00	750.00	0.00	(750.00)
Class Salaries					
Classified Salaries	5110	80,263.68	80,263.68	427,315.00	347,051.32
Class - Supplemental	5114	278.29	278.29	0.00	(278.29)
Class - OT	5116	<u>1,002.51</u>	<u>1,002.51</u>	<u>0.00</u>	<u>(1,002.51)</u>
Total Class Salaries		81,544.48	81,544.48	427,315.00	345,770.52
Benefits					
Employee Benefits	5200	14,385.59	14,385.59	58,557.08	44,171.49
STRS	5201	80.47	80.47	0.00	(80.47)
PERS	5202	11,185.66	11,185.66	55,764.34	44,578.68
SS Classified	5204	4,762.57	4,762.57	26,493.84	21,731.27
Medicare	5205	1,124.40	1,124.40	6,196.15	5,071.75
SUI Classified	5208	40.65	40.65	213.28	172.63
Workers Comp	5209	<u>822.98</u>	<u>822.98</u>	<u>4,614.67</u>	<u>3,791.69</u>
Total Benefits		32,402.32	32,402.32	151,839.36	119,437.04
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	342.93	342.93	1,000.00	657.07
Computers	6210	30,045.11	30,045.11	157,000.00	126,954.89
Equipment for Resale	6212	(381.99)	(381.99)	0.00	381.99
Software	6220	<u>28,963.30</u>	<u>28,963.30</u>	<u>124,000.00</u>	<u>95,036.70</u>
Total Supplies		58,969.35	58,969.35	326,623.20	267,653.85
Services					
Travel	5400	353.91	353.91	4,000.00	3,646.09
Training and Conferences	5410	7,500.00	7,500.00	10,000.00	2,500.00
Dues and Memberships	5420	0.00	0.00	500.00	500.00
Consulting	5441	0.00	0.00	20,000.00	20,000.00
Telephone	5510	13,090.96	13,090.96	57,900.00	44,809.04
Copier	5531	4,827.72	4,827.72	0.00	(4,827.72)
Equipment Repairs	6205	<u>52,733.89</u>	<u>52,733.89</u>	<u>100,000.00</u>	<u>47,266.11</u>
Total Services		78,506.48	78,506.48	192,400.00	113,893.52
Total Expenditures		<u>252,172.63</u>	<u>252,172.63</u>	<u>1,098,177.56</u>	<u>846,004.93</u>
Revenue and Expense		<u>(252,172.63)</u>	<u>(252,172.63)</u>	<u>(1,098,177.56)</u>	<u>(846,004.93)</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5200 - Facilities
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Expenditures					
Class Salaries					
Classified Salaries	5110	22,448.62	22,448.62	376,340.83	353,892.21
Total Class Salaries		22,448.62	22,448.62	376,340.83	353,892.21
Benefits					
Employee Benefits	5200	4,569.91	4,569.91	57,343.74	52,773.83
PERS	5202	3,117.67	3,117.67	49,112.48	45,994.81
SS Classified	5204	1,337.43	1,337.43	23,333.13	21,995.70
Medicare	5205	312.78	312.78	5,456.94	5,144.16
SUI Classified	5208	11.21	11.21	188.17	176.96
Workers Comp	5209	224.51	224.51	4,064.47	3,839.96
Total Benefits		9,573.51	9,573.51	139,498.93	129,925.42
Supplies					
Office Supplies	5530	0.00	0.00	500.00	500.00
Furniture	6230	21,107.38	21,107.38	105,000.00	83,892.62
Total Supplies		21,107.38	21,107.38	105,500.00	84,392.62
Services					
Travel	5400	0.00	0.00	3,000.00	3,000.00
Training and Conferences	5410	0.00	0.00	5,000.00	5,000.00
Consulting	5441	8,000.00	8,000.00	0.00	(8,000.00)
Trash-Sewer	5460	10,267.91	10,267.91	63,000.00	52,732.09
Gardening	5470	939.56	939.56	26,250.00	25,310.44
Janitorial	5480	25,253.05	25,253.05	208,000.00	182,746.95
Pest Control	5490	240.00	240.00	2,000.00	1,760.00
Security	5500	9,340.40	9,340.40	94,500.00	85,159.60
Utilities	5520	75,149.36	75,149.36	354,850.00	279,700.64
Rental - Leases	5550	25,542.29	25,542.29	150,000.00	124,457.71
Facilities - Maintenance	6010	9,118.97	9,118.97	150,000.00	140,881.03
Auto	6110	104.00	104.00	4,000.00	3,896.00
Total Services		163,955.54	163,955.54	1,060,600.00	896,644.46
Capital Exp					
Sites - Improvements of Site	6000	308,872.80	308,872.80	328,000.00	19,127.20
Building - Improvements of Bldg	6100	19,809.56	19,809.56	130,000.00	110,190.44
Total Capital Exp		328,682.36	328,682.36	458,000.00	129,317.64
Total Expenditures		545,767.41	545,767.41	2,139,939.76	1,594,172.35
Revenue and Expense		(545,767.41)	(545,767.41)	(2,139,939.76)	(1,594,172.35)

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5300 - Special Education
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	0.00	0.00	1,337,842.00	1,337,842.00
Total Revenue		0.00	0.00	1,337,842.00	1,337,842.00
Total Revenue		0.00	0.00	1,337,842.00	1,337,842.00
Expenditures					
Cert Salaries					
Certificated Salaries	5100	73,661.25	73,661.25	834,881.63	761,220.38
Cert - Supplemental	5104	1,845.90	1,845.90	0.00	(1,845.90)
Cert - Stipend	5105	506.25	506.25	0.00	(506.25)
Total Cert Salaries		76,013.40	76,013.40	834,881.63	758,868.23
Class Salaries					
Classified Salaries	5110	30,244.57	30,244.57	349,591.72	319,347.15
Class - Supplemental	5114	1,670.23	1,670.23	0.00	(1,670.23)
Total Class Salaries		31,914.80	31,914.80	349,591.72	317,676.92
Benefits					
Employee Benefits	5200	13,186.88	13,186.88	174,538.38	161,351.50
STRS	5201	8,556.82	8,556.82	105,028.11	96,471.29
PERS	5202	5,534.41	5,534.41	45,621.72	40,087.31
SS Classified	5204	2,400.07	2,400.07	21,674.68	19,274.61
Medicare	5205	1,515.40	1,515.40	17,174.86	15,659.46
SUI Classified	5208	53.96	53.96	592.23	538.27
Workers Comp	5209	1,077.55	1,077.55	12,792.31	11,714.76
Total Benefits		32,325.09	32,325.09	377,422.29	345,097.20
Supplies					
Approved Text Books	5300	0.00	0.00	5,000.00	5,000.00
Classroom Books	5301	99.18	99.18	2,500.00	2,400.82
Class Supplies	5320	648.48	648.48	5,680.00	5,031.52
Equipment (under 5K)	5325	129.84	129.84	2,225.00	2,095.16
Reimbursables	5327	95.16	95.16	0.00	(95.16)
Office Supplies	5530	192.43	192.43	4,500.00	4,307.57
Postage	5540	0.00	0.00	250.00	250.00
Total Supplies		1,165.09	1,165.09	20,155.00	18,989.91
Services					
Employee Admin	5220	0.00	0.00	200.00	200.00
Testing	5331	222.10	222.10	6,250.00	6,027.90
Travel	5400	0.00	0.00	3,200.00	3,200.00
Training and Conferences	5410	0.00	0.00	6,275.00	6,275.00
Dues and Memberships	5420	0.00	0.00	400.00	400.00
Legal Fees	5440	106.87	106.87	0.00	(106.87)
Consulting	5441	0.00	0.00	5,500.00	5,500.00
SELPA Services	54411	0.00	0.00	87,968.00	87,968.00
Total Services		328.97	328.97	109,793.00	109,464.03
Total Expenditures		141,747.35	141,747.35	1,691,843.64	1,550,096.29
Revenue and Expense		(141,747.35)	(141,747.35)	(354,001.64)	(212,254.29)

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
5400 - Food Services
From 7/1/2016 Through 9/1/2016

		Current Month Actual	Current YTD Actual	Total Budget	Remaining Budget
Revenue					
Revenue					
Revenue	4000	6,295.05	6,295.05	457,000.00	450,704.95
Total Revenue		<u>6,295.05</u>	<u>6,295.05</u>	<u>457,000.00</u>	<u>450,704.95</u>
Total Revenue		<u>6,295.05</u>	<u>6,295.05</u>	<u>457,000.00</u>	<u>450,704.95</u>
Expenditures					
Class Salaries					
Classified Salaries	5110	12,796.65	12,796.65	160,968.99	148,172.34
Class - Subs	5113	91.00	91.00	0.00	(91.00)
Class - Supplemental	5114	710.52	710.52	0.00	(710.52)
Total Class Salaries		<u>13,598.17</u>	<u>13,598.17</u>	<u>160,968.99</u>	<u>147,370.82</u>
Benefits					
PERS	5202	1,875.88	1,875.88	21,006.46	19,130.58
SS Classified	5204	831.93	831.93	9,980.08	9,148.15
Medicare	5205	194.57	194.57	2,334.05	2,139.48
SUI Classified	5208	6.80	6.80	80.49	73.69
Workers Comp	5209	135.99	135.99	1,738.47	1,602.48
Total Benefits		<u>3,045.17</u>	<u>3,045.17</u>	<u>35,139.55</u>	<u>32,094.38</u>
Supplies					
Ohter Supplies	5322	127.11	127.11	4,000.00	3,872.89
Equipment (under 5K)	5325	0.00	0.00	850.00	850.00
Food	5360	8,369.04	8,369.04	330,000.00	321,630.96
Total Supplies		<u>8,496.15</u>	<u>8,496.15</u>	<u>334,850.00</u>	<u>326,353.85</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	882.00	882.00	0.00	(882.00)
Total Services		<u>882.00</u>	<u>882.00</u>	<u>1,515.00</u>	<u>633.00</u>
Total Expenditures		<u>26,021.49</u>	<u>26,021.49</u>	<u>532,473.54</u>	<u>506,452.05</u>
Revenue and Expense		<u>(19,726.44)</u>	<u>(19,726.44)</u>	<u>(75,473.54)</u>	<u>(55,747.10)</u>

The High Desert Partnership in Academic Excellence Foundation, Inc.
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2016 Through 9/1/2016

	Actuals - This Month	Actuals - Year-to-Date	YTD Budget - Original	Total Budget - Original	Percent Total Budget Remaining
Revenue					
Revenue					
Revenue	684,321.21	684,321.21	5,404,170.81	21,616,683.50	0.00%
Total Revenue	684,321.21	684,321.21	5,404,170.81	21,616,683.50	0.00%
Interest					
Revenue - Interest	52.09	52.09	0.00	0.00	0.00%
Total Interest	52.09	52.09	0.00	0.00	0.00%
Total Revenue	<u>684,373.30</u>	<u>684,373.30</u>	<u>5,404,170.81</u>	<u>21,616,683.50</u>	<u>0.00%</u>
Expense					
Salaries					
Certificated	1,421,655.10	1,421,655.10	2,231,266.62	8,925,066.35	0.00%
Classified	554,206.79	554,206.79	881,835.33	3,527,341.28	0.00%
Total Salaries	1,975,861.89	1,975,861.89	3,113,101.95	12,452,407.63	0.00%
Benefits					
Total Benefits	696,273.90	696,273.90	947,542.41	3,790,168.98	0.00%
Books and Supplies					
Total Books and Supplies	132,705.34	132,705.34	358,548.33	1,434,193.20	0.00%
Services, Other Operating Expenses					
Total Services, Other Operating Expenses	338,989.36	338,989.36	576,580.89	2,306,323.50	0.00%
Capital Outlay					
Total Capital Outlay	328,682.36	328,682.36	114,500.04	458,000.00	0.00%
Other Outgo - Debt Service					
Total Other Outgo - Debt Service	202,731.80	202,731.80	293,760.00	1,175,040.00	0.00%
Total Expense	<u>3,675,244.65</u>	<u>3,675,244.65</u>	<u>5,404,033.62</u>	<u>21,616,133.31</u>	<u>0.00%</u>
Net Income (Loss)	<u>(2,990,871.35)</u>	<u>(2,990,871.35)</u>	<u>137.19</u>	<u>550.19</u>	<u>0.00%</u>

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

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

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

Meeting Minutes

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

Additional Locations:
The Millennium at Six Pines, Conference room
1200 Six Pines Dr., The Woodlands, TX, 77380

1.0 CALL TO ORDER:

Chairman Russell Stringham called the meeting to order at 7:41am

2.0 ROLL CALL:

Members Russell Stringham (Chair), Andy Jaramillo, Buck Goodspeed, Kevin Porter were present.

Jose Palafox (via phone conference)

Staff members Jim Quinn, Ryan Dorcey, Lisa Lamb, Veronica Calderon, Stacy Newman, Rena Payne and Amber Watson were present

3.0 PUBLIC COMMENTS:

Jim Quinn made a public comment regarding Howard Jaeger and his research on the Construction overruns.

4.0 MEMBER COMMENTS:

Andy Jaramillo requested a copy of the Errors & Omissions to be sent to all the Board Members.

5.0 DISCUSSION ITEMS:

01. Discuss K-16 Bridge

Lisa Lamb presented the K-16 Bridge financials. Lisa discusses how K-16 Bridge is currently not paying overhead expenses. The current grant writer Jeanne Stambaugh will be paid out of Bridge until December when her contract is up. Andy Jaramillo asked who owns K-16 Bridge? Lisa responded that The Lewis Center is the sole owner of K-16 Bridge. Lisa requested that the Finance Committee take the report provided and review and put together a few questions for a meeting with Chris Piercy.

02. Discuss Meeting with San Bernardino County and City regarding Norton Lease

Jim Quinn gave the report on the lease at Norton. San Bernardino County said that LCER owes about 3 million dollars for the lease. They offered different options for financing the property. This property has been leased by LCER for \$1.00 a year for the last few years and they want to recoup some of the lost rent. The county also wants to start charging us for the lease going forward. The executive team is waiting for the County and the City to come back with their proposal once we receive that we will have our legal counsel take a look at the proposal.

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.

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.

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03. Discuss Monetize the North Property

Jim Quinn discussed the master for AAE. The Lewis Center owns 150 acres. The School College zone is 11 acres, the conservation area is 107 acres, current AAE campus sits on 25 acres and 7 acres is 7 acres. Jose would like to see San Manuel to step in and create a museum and a education facility.

04. Share Highmark Letter of Understanding

Lisa Lamb presented that Highmark is looking at property in San Bernardino for the Norton campus. LCER has signed a letter of understanding.

05. Discuss Investment of Bond Trust Funds

Jim Quinn discuss the investment that we currently have at Black Rock we have \$500,000. Jim Quinn would like to Jose Palafox to look into possibly reinvesting the money.

.06 Report on Progress of Jet move

Jim Quinn presented that the Jet move is coming along but slowly. The Town of Apple Valley is very excited for the project

6.0 CONSENT AGENDA:

.01 Approve minutes of May 19, 2016 Standing Finance Committee Meeting

On motion by Jose Palafox, seconded by Buck Goodspeed, vote 3-0, the Finance Committee approved Consent Item 6.01

7.0 ADJOURNMENT: Chairman Stringham

The meeting was adjourned 9:13am by Russell Stringham.

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

Meeting Minutes

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

Additional Locations:
The Millennium at Six Pines, Conference room
1200 Six Pines Dr., The Woodlands, TX, 77380

1.0 CALL TO ORDER:

Chairman Russell Stringham called the meeting to order at 3:25pm

2.0 ROLL CALL:

Members Russell Stringham (Chair), Andy Jaramillo were present.

Jose Palafox (via phone conference)

Kirt Mahlum member of the Foundation Board

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

Howard Jaeger (via phone conference)

3.0 PUBLIC COMMENTS:

No public attendance, no public comments were made

4.0 MEMBER COMMENTS:

No member comments were made

5.0 DISCUSSION/ACTION ITEMS:

01. Discuss Report from Howard Jaeger

Howard Jaeger presented his findings on the review of the construction audit of AAE campus. Lisa discusses her knowledge of the project. The finance committee has agreed that they would like to contact the attorney Best, Best & Krieger.

On a motion by Andy Jaramillo, seconded by Russ Stringham 3-0 vote, the finance committee approved to have Kirt Mahlum to lead the investigation of the construction with Conco and A4E.

02. Discuss land use

Lisa Lamb discussed her findings on the property lines for the AAE campus. LCER does not have water rights on this property. Lisa is still investigating the land usage. Andy Jaramillo would like Russ Stringham to contact Rick Piercy to discuss the water rights.

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03. Discuss VVWRA usage issue

Lisa Lamb discusses VVWRA report. We have agreed that the VVWRA will pay LCER \$18,750 for land usage and an additional \$10,000 for damages and excess wear and tear to the property.

04. Discuss various Business/Finance Policies

Lisa Lamb discussed the current UCP complaints that the Lewis Center has received.

6.0 ADJOURNMENT: Chairman Stringham

The meeting was adjourned 4:52pm 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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Fundraising Foundation Meeting Minutes
June 21, 2016

Present: Pat Caldwell, Teresa Dowd, Paul Kaminski (St. Mary Foundation) Lisa Lamb and Donna Siegel

Paul Kaminski, Vice President of Fund Development at the St. Mary Foundation discussed how their Foundation is set up. He has the following staff:

Mike Page - Major Gifts and Planned Giving
Lezli Roberts – Major Gifts and Planned Giving
Jacqueline Morgan – Annual Giving
Susana Vasquez – Data Research and Moves
Rosa Ramirez – Grants Program

Database staff tracks donors and their giving trends. He stated that the donor database is the most important thing and data entry should be limited to 1-2 people. Donations need to be entered consistently and coded. Thank you letters should be sent to the donors. An email list is critical. Donors should be kept informed with monthly reports. Paul invited us to come out and see their system.

St. Mary's has a Board of Trustees that is the governance board and has authority over the Foundation Board. The Foundation Board is the fundraising group. The Chair of the Foundation Board is a member of the Board of Trustees. The Board of Trustees doesn't direct the Foundation Board, but approves of what they are doing. The Foundation Board keeps the Board of Trustees informed and provides monthly tracker reports. Terms are 1 year with a 1 year renewal to keep up new energy. There are 25 volunteer members and they must commit to giving (giving society), attendance at meetings and attendance at fundraising events. He does not keep members that are not actively involved.

There are committees within the Foundation in Finance and Board Development, Events (run by volunteers not staff), Marketing/PR, Health and Wellness, Estate Planning (attorneys, financial planners, CPA's), Annual Fund and Major Gifts (capital campaign) and Employee Giving Campaign. Staff members are on the committees. Pat has the St. Mary Foundation's bylaws and committee job descriptions she can share with us.

When setting up the Foundation, start with the end in mind. Paul thought a parent pledge program at each school would be the best way to start. It could be \$10/mo. or more. Automatic deductions are the best way to go. Parents that are already paying for laptops could add to the payment and/or keep their payments coming out once their laptop is paid off. He said we should build our case and lay out the benefit of donations, i.e. the vision for the future. Staff could be surveyed to see what each department's needs are. Projects could be NSAA's new campus, capital needs, community programs, etc. We should align the donor's passion with the donation and sell the vision. We could have various initiatives or put everything into a comprehensive campaign that would be less restrictive. The campaign would include all needs and projects to donate to and parents could choose where to direct their donation. At the school Paul was at before they met with each parent individually. We could do a kick off type event and invite all the parents. We could build relationships with parents that we know have more \$ to give and ask them for donations towards special projects. Alumni are a good source for donations also. St. Mary's holds luncheons and mixers to honor donors. Special events are "friend raisers" not "fundraisers" and we should change up the type of event each time. We also need to know who

are students are and where they have gone – i.e. Alumni Hall of Fame. This needs to be made known in our marketing.

We need to start with an internal meeting with the Finance Dept. At St. Marys, all funds are deposited into one account and then there is a ledger. We have many different accounts, and PTC, Athletic Boosters and Band Boosters are separate entities. Teresa will set up a meeting with the Finance Department regarding internal tracking. She will also look into a donor database program. All donations can be tracked in the donor database software regardless of what account it goes into.

Lisa will meet with the Exec Team and Principals about streamlining fundraising within the schools. We will then have the fundraising committee meet with this group to do some internal visioning.

Paul thought we should start with the database and the parent program. He said he has time to help us. We need to map out what we want to do and what we can accomplish. The initial Foundation Board should be made up of 5 – 7 volunteers and can help with the vision, be present at the kick off meetings and provide contacts. A list of potential Foundation Board members we came up with is: Jean Waits, Sandra Briney, Kevin Crosson, Cheryl Thompson, Donna Metcalfe, Dorothy Harp and Val Emick.

Pat will share with us documents from the St. Mary Foundation such as bylaws, etc.

Fundraising Foundation Meeting Minutes
August 25, 2016

Present: Pat Caldwell, Teresa Dowd, Lisa Lamb, Rena Payne, Jim Quinn and Donna Siegel

Lisa and Rena have been “friendraising” by attending Apple Valley and Victor Valley Chamber meetings and will be joining the San Bernardino Area Chamber as well.

Teresa shared that we have been having discussions amongst LCER staff regarding finance issues such as different entities and accounts. It is still confusing due to the different categories of Lewis Center and Foundation accounts. We still need to work out some internal issues. Lisa has also had discussions with Exec Team.

The difference between the Lewis Center and the Foundation was discussed. They are really the same entity but with 2 different names. It will not be possible to change the name of the corporation to the Lewis Center at this time due to lender’s requirements on our loans. Possibly once all debt is paid off we can look into it, but for now we will treat the Foundation and the Lewis Center as the same entity and use only the Lewis Center name. Legal filings will have the legal name as required.

On the next Board of Directors agenda, Teresa will add the following name changes for approval:

From: High Desert “Partnership in Academic Excellence” Foundation, Inc. Board
To: Lewis Center for Educational Research Board

From: Fundraising Committee
To: Lewis Center Foundation

Donna will explain the new Lewis Center Foundation and request 4 additional board members to join the Committee and be sure that NSAA is represented.

The donor database software has been purchased and Teresa has been entering donors into the system. It will be a great addition to track, cultivate and retain donors.

Pat shared St. Mary’s Foundation materials with us: Org Chart, Bylaws, Committee Job Descriptions, and Annual Plan. These will be very helpful in developing the Lewis Center Foundation. Pat will work on a draft of the Bylaws for us. It would be wonderful someday to have an Executive Director and staff of the Foundation!

The parent pledge program was discussed. It is something we will need to work out how we pursue this type of “blanket donation” as there are many entities that receive donations.

After the bylaws are completed and new Board members added to the committee, we will invite community members to join. Be thinking of anyone to add to the invite list and send them to Rena.

The next meeting was scheduled for September 29 at 9:00 a.m. Rena will send out an invite.

	January	February	Feb 25 Special	Feb 29 Special	March Combined	April 22 Special	May 12 Special	April	May	June Combined	August
Buck Goodspeed			Present	Present	Present	Present	Present			Present	
Regina Bell			Present	Present	Present	Present	Present			Absent	
Bud Biggs			Present	Present	Present	Present	Present			Present	
Donna Siegel			Present	Present	Absent	Present	Present			Present	
Kirtland Malhum			Present	Present	Present	Absent	Present			Present	
NSAA 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											
Robert Lovingood	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent
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
Russell Stringham	Absent	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present
Jose Palavox	Present	Present	Absent	Absent	Present	Present	Present	Absent	Present	Present	Present
Rick Wolf	Absent	Present	Abset	Present	Present	Present	Present	Present	Absent	Present	Present

Foundation Board Give and Get
High Desert "Partnership in Academic Excellence" Foundation, Inc.

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					\$ 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				\$ 100			\$ 100
								\$ -
								\$ -
								\$ -
								\$ -
Total	\$ 500	\$ -	\$ -	\$ -	\$ 4,753	\$ 5,650	\$ 801	\$ 10,403

LCER Monthly Grant Tracker 2016

Month	Grant or Opportunity	Amount	Due Date	Date Submitted	Result (To be completed upon notification)
January					
	Quarterly Needs Assessment	N/A	N/A	N/A	N/A
	Monthly LCER Grant Newsletters	N/A	N/A	N/A	N/A
	Spencer Foundation (K16 Bridge)	\$ 50,000.00	Moved to 5/2/16	In Progress	
	Steelcase Foundation Active Learning Center Furniture Grant	\$ 62,000.00	2/12/2016	In Progress	
	Lowe's Toolbox for Education - AAE (Federwisch, Baere)	\$ 5,000.00	2/12/2016	In Progress	
	AIS Mandarin Chinese Teacher Exchange Grant - NSAA	TBD	1/25/2016	Completed Narrative- NSAA decided not to	
	Wells Fargo - AAE (security)	TBD	Rolling	In Progress	
	Bank of America (K16 Bridge)	TBD	2/12/2106	In Progress	
	Amateur Radio Grant	TBD	11/1/2016	Not Pursued- Not a match for teacher's	
	Research CA Early Learning Block Grant/Targeted Play	N/A	N/A - will revisit this on May 10	N/A	
February					
	Monthly LCER Grant Newsletters	N/A	2/7/2016	N/A	N/A
	Spencer Foundation (K16 Bridge)	\$ 50,000.00	Moved to 5/2/16	In Progress	
	Steelcase Foundation Active Learning Center Furniture Grant	\$ 62,000.00	2/12/2016	Not Pursued- No responses	
	Lowe's Toolbox for Education - AAE (Federwisch, Baere)	\$ 5,000.00	2/12/2016	Not Pursued- No responses	
	Wells Fargo - AAE (security)	TBD	Rolling	In Progress	
	Bridge)	\$ 35,000.00	3/15/2016	In Progress	
	Bank of America (K16 Bridge)	TBD	2/12/2106	2/12/2016	Expected in May
March					
	Monthly LCER Grant Newsletters	N/A	3/7/2016	N/A	N/A
	Wells Fargo - AAE (security)	TBD	Rolling	In Progress	

Spencer Foundation (K16 Bridge)	\$ 50,000.00	5/2/2016	In Progress	
Bridge)	\$ 35,000.00	3/15/2016	3/15/2016	
SCE (Scholarships-AAE)	\$ 5,000.00	Opens 6/1		
Chancellor's Office) Grants	N/A	3/1/2016	3/1/2016	N/A
Teleconference (K16 Bridge)				
Walmart (AAE/NSAA)	\$ 2,000.00	Rolling	Not Pursued-alternative	
Walmart (Federwisch)	\$ 2,000.00	Rolling	In Progress	
MLB Baseball Tomorrow Fund	TBD	Quarterly	In Progress	
April				
Quarterly Needs Assessment	N/A	N/A	N/A	N/A
Monthly LCER Grant Newsletters	N/A	N/A	N/A	N/A
Walmart (Federwisch)	\$ 2,000.00	Rolling	4/11/2016	
RGK- Juarez	TBD	Rolling	4/29/2016	
CAP Aeronautics- Ardenski	\$ 250.00	12/31/2016	In Progress	
WalMart- Gromley	\$ 2,000.00	Rolling	In Progress	
State Farm YAB - Federwisch	\$ 68,000.00	4/29/2016	4/28/2016	6 - 8 weeks
Teleconference- USC, CSUSB, Peterson's	N/A	4/18/2016	4/18/2016	
GO! Kids in Game (AAE/NSAA)	\$ 10,000.00		In Progress	
May				
Quarterly Needs Assessment	N/A	N/A	N/A	N/A
Monthly LCER Grant Newsletters	N/A	N/A	N/A	N/A
i3 (Investing In Innovation) Federal Grant: Partnership between LCER's K16 BRIDGE/CSUSB/SBCUSD	\$5,000,000.00	Preapplication due 5/26	5/26/2016	Those invited to full application will be notified sometime in August. Full application due November, with
GO! Kids in Game (AAE)	\$ 5,000.00	6/1/2016	Submitted 5/11/16	
GO! Kids in Game (NSAA)	\$ 5,000.00	6/1/2016	Submitted 5/17/16	
WalMart- Gromley	\$ 2,500.00	Rolling	Submitted 5/4/16	AWARDED: \$2500 on 5/25/16
CAP Aeronautics- Ardenski	\$ 200.00	12/31/2016	Submitted 5/23	
Walmart (Federwisch)	\$ 2,000.00	Rolling	In Progress	
Scholastic - Vasquez	\$ 2,200.00	Rolling	Submitted 5/19/16	

Roads to Reading - Vasquez	\$ 2,200.00	Rolling	In Progress	
June				
Monthly LCER Grant Newsletters	N/A	N/A	N/A	N/A
SCE (Scholarships-AAE)	\$ 5,000.00	6/30/2016	29-Jun	6 weeks
Roads to Reading- Vasquez (NSAA)	\$ 2,200.00	Rolling	Submitted 6/7/16	AWARDED
Walmart (Federwisch)	\$ 2,500.00	Rolling	In Progress	
Lumina - K16 Bridge	TBD	Rolling	In Progress	applicants
Bridge/CSUSB Meeting	N/A	6/14/2016	N/A	N/A
July				
Lumina - K16 Bridge	\$1,000,000.00	Rolling	Submitted 8/2016	
i3: FULL APPLICATION Federal Grant: Partnership between LCER's K16 BRIDGE/CSUSB/SBCUSD	\$5,000,000.00	Aug. 16	Sumbitted 8/16/2016	
Hertz - K16 Bridge	Not Specified	Sept. 30	In Progress	
August				
Drown Foundation-LCER	\$ 100,000.00	Rolling	In Progress	
RGK Foundation - K16 Bridge	\$ 250,000.00	Rolling	In Progress	
GAVRT Grant Research	N/A	N/A	N/A	