

LEWIS CENTER FOR EDUCATIONAL RESEARCH

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

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

Meeting at Norton Science and Language Academy
503 E. Central Ave., San Bernardino, CA 92408

Additional Locations:
17500 Mana Rd., Apple Valley, CA, Gym Conference Room
10077 Grogans Mill Rd., Ste. #475, The Woodlands TX 77381

October 16, 2017 - Public Meeting – 4:00 p.m.

1. **CALL TO ORDER:** Chairman Bud Biggs
2. **ROLL CALL:** Chairman Bud Biggs
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Secretary.
4. **SPECIAL PRESENTATIONS:**
 - .01 Presentation to Regina Weatherspoon-Bell for Service on LCER Board – Bud Biggs
 - .02 Presentation on CAASPP – Fausto Barragan, Valli Andreasen and Wes Kanawyer
 - .03 Presentation on trip to China and partnership with Pudong Educators – Lisa Lamb and Ryan Dorcey
5. **STANDING BOARD COMMITTEE REPORTS:**
 - .01 Finance Committee – Kirt Mahlum
 - .02 Lewis Center Foundation – Marcia Vargas
 - .03 Personnel Committee – Duberly Beck
6. **CONSENT AGENDA:**
 - .01 Approve Minutes of September 11, 2017 Regular Meeting – Pg 3
 - .02 Approve Minutes of September 11, 2017 Special Meeting – Pg 6
7. **DISCUSSION/ACTION ITEMS:**
 - .01 Approve LCER Strategic Plan – Lisa Lamb – will be sent as a separate document
 - .02 Approve Revision of BP 9100 – Board Vacancies – Lisa Lamb – Pg 9
 - .03 Approve Revision of BP 9110 – Terms and Officers – Lisa Lamb – Pg 11
 - .04 Approve Revision of BP 4119 – Unlawful Harassment, and Deletion of BP 4030 – Nondiscrimination in Employment, Deletion of AR 4030 – Nondiscrimination in Employment, Deletion of AR 4031 – Nondiscrimination Complaints, Deletion of AR 4119.11 (a) – Unlawful Harassment Descriptions and Notifications, and Deletion of AR 4119.11 (b) – Student Sexual Harassment Descriptions and Notifications, as they have been combined into one – Stacy Newman – Pg 12
 - .05 Discussion on Aligning Board Policy Numbers With CSBA – Rick Wolf
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Staff Reports
 - President/CEO – Lisa Lamb – Pg 30
 - Human Resources Director – Stacy Newman – Pg 34
 - IT Director – Ryan Dorcey – Pg 37 1

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- Regina Weatherspoon-Bell Resignation – Pg 38
- Letter from AVUSD Regarding Budget Analysis – Pg 39
- .02 Lewis Center Foundation Financial Report
 - August 2017 – Pg 42
- .03 LCER Financial Reports
 - Checks Over \$10K – Pg 43
 - Budget Comparison – Pg 44
 - Statement of Financial Position – Pg 46
 - Unaudited Actuals – Pg 52
- .04 LCER Board Attendance Log – Pg 66
- .05 LCER Board Give and Get – Pg 67

9. **BOARD/STAFF COMMENTS:**

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

10. **ADJOURNMENT:** Chairman Biggs

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

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

**Regular Meeting of the
Lewis Center for Educational Research Board of Directors**

**Minutes
September 11, 2017**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 4:05 p.m.

2.0 Roll Call

LCER Board Members Bud Biggs, Buck Goodspeed, Andy Jaramillo, Kirt Mahlum, Kevin Porter, Russ Stringham, Peter Torres, Marcia Vargas and Rick Wolf were present.

LCER Board Members Duberly Beck, Jose Palafox and Regina Weatherspoon-Bell were absent.

Staff members Ricky Baca, Ryan Dorcey, Teresa Dowd, Fausto Barragan, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn and Paul Rosell were also present.

3.0 Public Comments: The AAE Student Ambassadors informed the Board they will be travelling to Washington D.C. to advocate for charter schools and education. They will also be going to Goldstone with Congressman Cook and will then meet with him in D.C. They will be visiting NASA Administration, and JPL GAVRT representative Shannon McConnell will be going with the group. The students are asking for donations from local businesses. Bud told the students they could send a letter to Mitsubishi Cement to request a donation. They need to raise \$16K, and just made \$1,200 at a yard sale.

4.0 Special Presentations:

.01 Bud Biggs recognized David Bains and Robert Lovingood for their service on the Board. Their certificate and clock will be given to them as they were not able to attend.

.02 Dr. Steven Levin (project scientist for Juno project for GAVRT program), Lisa Lamb and Ryan Dorcey gave an overview of the GAVRT program, the partnership between NASA, JPL and LCER. They reviewed past, current and future campaigns. JPL wants to study the efficacy on the impact of the program to help get funding, but need funding for the study. The next steps are to build new campaigns, improve pedagogy based on best practices, new curriculum needs to be developed, and we need to evaluate what we're doing. Kevin asked if there's anything the LCER can do to enhance partnership. Dr. Levin likes the direction we're going and the energy. JPL is the science & technical side, LCER is the education and people side. JPL pays scientists to work with GAVRT, pays for maintenance of telescope, and the JUNO project gives funding to LCER to produce Jupiter data (\$75K). LCER can look for grants as a separate funding stream, and can advocate for funding in D.C.

5.0 Standing Board Committee Reports

.01 Finance Committee – Kirt Mahlum reported that LCER has hired a new Finance Director, Jim Foley. The Committee will be meeting on 9/27. NSLA lease negotiations are ongoing - the delay is with the City and County. Attorneys are involved. Jim Quinn will continue working on the environmental land trust.

.02 Lewis Center Foundation – Marcia Vargas reported that the Foundation is moving along. We just welcomed 2 new Board members Tyler Jaramillo, AAE alumni, and Desiree Burgnon, AAE parent. Bonnie Parti from the NSLA community is interested also if we can alter the

AAE parent. Bonnie Parti from the NSLA community is interested also if we can alter the time. Next steps are to develop a short term and long term development plan for LCER, AAE and NSLA. Marcia spoke to both Principals regarding surveying staff for short term needs. GAVRT is a long term need. We need another member from the LCER Board to join the Foundation. As LCER Board members term out, it's another way to stay involved. Let Teresa know if you would like to sign up for monthly donations. Foundation financial reports are included in the packet.

- .03 Personnel Committee – Stacy Newman reported that the committee hasn't met.
- .04 Executive Committee – Bud Biggs reported that the Executive Committee met and reviewed the Bylaws, LCER Board Member Job Description, Code of Ethics and Procedural Guidelines for removal of a LCER Board member. The Executive Committee recommends the LCER Board approve these items.

6.0 Consent Agenda

1. Approve Minutes of June 12, 2017 Regular Meeting – Pg 3
2. Approve Sale of Truck – Vin # 1FTDF15N1MKA00951
3. Ratify Sale/Trade-In of Car – Vin # 3GNDA13D98S581237
4. Ratify LCER Board Meeting Schedule – Pg 8
5. Ratify Duberly Beck as LCER Board Vice Chairman

Item 6.1 was pulled by Kirt Mahlum. On a motion by Kevin Porter, seconded by Kirt Mahlum, vote 9-0, the LCER Board of Directors approved Consent Agenda Items 6.2-6.5. On a motion by Kevin Porter, seconded by Russ Stringham, vote 8-0, with Kirt Mahlum abstaining, Consent Agenda Item 6.1 was approved by the LCER Board of Directors.

7.0 Discussion/Action Items

- .01 Approve Revised LCER Bylaws – Lisa Lamb reviewed the revisions made to the Bylaws. On a motion by Kevin Porter, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved the revised LCER Bylaws.
- .02 Approve Revised Board of Directors Job Description/Agreement – Lisa Lamb worked with Pat Caldwell on the revisions. The Code of Ethics were separated into a separate document. On a motion by Marcia Vargas, seconded by Buck Goodspeed, vote 9-0, the LCER Board of Directors approved the revised Board of Directors Job Description/Agreement.
- .03 Approve Revised Board of Directors Code of Ethics - Lisa Lamb worked with Pat Caldwell on the revisions. Kirt thinks it does a good job of clarifying the Board's responsibilities. On a motion by Kirt Mahlum, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved the revised Code of Ethics.
- .04 Approve Procedural Guidelines for Removal of a Director on the LCER Board– Lisa Lamb worked with Pat Caldwell on these guidelines. They clarify the procedures in writing and provide guidelines for the Chairman to follow. On a motion by Kevin Porter, seconded by Buck Goodspeed, vote 9-0, the LCER Board of Directors approved the Procedural Guidelines for Removal of a Director.
- .05 Update on Status of Board Policy Revisions – Lisa Lamb reported that the Exec Team and Principals working on revisions to bring forward.
- .06 Approve Revision of AR 7330 Use of Lewis Center Facilities – Lisa Lamb reported that this revision gives LCER the ability to issue keys to non LCER employees if a pre-approved agreement is in place. On a motion by Buck Goodspeed, seconded by Marcia Vargas, vote 9-0, the LCER Board of Directors approved the revision of AR 7330.

- .07 Approve Revision of AR 7515 Security Incident & Key Control – On a motion by Buck Goodspeed, seconded by Marcia Vargas, vote 9-0, the LCER Board of Directors approved the revision of AR 7515.
- .08 Approve Deletion of BP 7320 Memorial Plaques – Lisa Lamb reported that the memorial garden no longer exists, and it is not a recommendation by intervention support to place memorial items on campus as they may need be removed in the future, which may upset the family. They suggest individual recognition. On a motion by Kirt Mahlum, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved deleting BP 7320.

8.0 Information Included in Packet:

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

9.0 Board/Staff Comments

- .01 **Ask a question for clarification** - Peter asked if we have a proposal from the County for the lease. We are currently in negotiations. Peter also asked what is next after determining our 4 goals for the LCER Strategic Plan. Lisa will report on each goal in the Board packet each month.
- .02 **Make a brief announcement** – Wes and Valli thanked the Board members who attended the 9-11 ceremonies this morning and today’s meetings.
- .03 **Make a brief report on his or her own activities**
- .04 **Future agenda Items** - Rick Wolf would like to discuss the CSBA policy numbering system at the next meeting.

10.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 5:25 p.m.

**Special Meeting of the
Lewis Center for Educational Research Board of Directors**

**Minutes
September 11, 2017**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 12:10 .m.

2.0 Roll Call

LCER Board Members Bud Biggs, Buck Goodspeed, Kirt Mahlum, Kevin Porter, Russell Stringham, Peter Torres, Marcia Vargas and Rick Wolf were present.

LCER Board Members Duberly Beck, Andy Jaramillo, Jose Palafox and Regina Weatherspoon-Bell were absent.

Staff members Valli Andreasen, Fausto Barragan, Ryan Dorcey, Teresa Dowd, Jim Foley, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn and Paul Rosell were also present.

3.0 Public Comments: None

4.0 Discussion/Action Items on Strategic Planning

.01 Consultant Pat Caldwell Reviewed/Updated LCER Strategic Plan Mission, Vision and Values with the Board and staff.

- **Mission:** It was discussed and confirmed that we are using data driven and research proven practices at both schools, and the LCER is improving in this area. It was confirmed that we are innovative by using technology at both schools and seek opportunities that prepare our students. It was suggested to interview and get feedback on how we're doing from our graduates (college, trade, business, military), and from our teachers and parents as well. We feel the need to be innovative moving forward - being innovative is what makes us different. We need to balance innovation with legislation/day to day duties. Do we have a safe and inclusive culture? At NSLA the location, facilities and traffic flow are unsafe, and traffic will increase with the additional warehouses. Upset parents are unsafe to the campus. Lisa noted that surveys show a positive response for safe campuses. Buck asked if safety should be moved up within the mission statement. At AAE outdoor facilities pose a safety hazard. Students feel safe per the student advisory council. It was asked if there is there diversity on the AAE student advisory council and if AAE has a real or perceived issue with diversity. We need to seek advice on how to increase diversity within the boundaries of a lottery enrollment. The Board needs diversity also.
- **Vision:** Are we exceeding needs? We are not "meeting" CAASP, let alone exceeding. What we're doing needs to be known. We need to tell our story and we need someone to tell it. Paul discussed how special ed students are included. We need to come up with a definition of "a focus on science". We are leading the way in NGSS. Kevin noted we need more science emphasis at both schools. GAVRT doesn't touch our students. A dual immersion high school at NSLA was discussed. Is it a reality fiscally? Marcia feels it is possible. It should definitely be a language focus high school - teaching through the language. Paul asked if the goal is innovation or to prepare students for a global society. We will keep dual immersion high school in the vision. The Board can modify the strategic plan anytime.

Marcia noted the need to develop a task force to decide secondary plans for NSLA. Community engagement can be better.

- Values: Last year our focus wasn't innovation. We can now move forward with it as a focus. Kevin felt things were handled in an excellent manner and we have had tremendous collaboration and growth. Lisa thanked Pat and Board for staying focused on plan over the last year.

.02 Consultant Pat Caldwell reviewed/updated LCER Strategic Plan strengths, weaknesses, opportunities and threats with Board and staff, and will incorporate them in the updated LCER Strategic Plan.

.03 Consultant Pat Caldwell reviewed/updated LCER Strategic Plan Existing Goals and Objectives. The goals are our highest priorities. Lisa Lamb provided an update on accomplishments towards the current goals.

Goal 1: "Improve the financial condition of the LCER, including key provisions for sustainability" - we are still working on this goal. Under Objective 1.2 – the budget needs to be more understandable for Board and staff. The date to accomplish this by was updated to December 2017. Kevin would like us to be proactive in looking at figures. Under Objective 1.3 - a 3% reserve is standard. The objective to have no less than two months of total payroll and costs in reserves is over and above the 3%.

Goal 2: "Renew Norton's charter in December 2016 and continually strengthen the academic program" – the charter was renewed and we are in lease negotiations with the City and County of San Bernardino regarding the campus. We need to determine our final option and our budget. Lisa has been able to tell NSLA's story to many during this process.

Goal 3: "The Lewis Center for Educational Research will be unified under a common vision, mission, goals and objectives" – we are still working on trust and transparency and will review the objectives.

.04 Consultant Pat Caldwell lead a discussion on identifying any new critical issues and goals and objectives. Lisa Lamb presented information on a new goal of academics that will be included in the updated LCER Strategic Plan.

Kirt asked that more information on what's being done in math, robotics, etc. be included in the Board packets/meetings. Russ asked about coding and measureable results.

Lisa and Pat will make the revisions to the LCER Strategic Plan, and the Exec Team will review the objectives, and then bring the revised plan to the LCER Board for approval.

5.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 3:30 p.m.

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

Date of meeting: October 16, 2017

Title: Revision of BP 9100-Board Vacancies and BP 9110-Terms and Officers

Presentation: Consent: Action: Discussion: Information:

Background:

Both policies state that the committees to vet nominees for board vacancies and to review term renewals and officer candidates will have four board members plus the CEO. In light of the overall reduction in board members from 17 to 11, with 4 more members terming out in December, it may be difficult to secure a committee of four members to conduct this business.

Fiscal Implications (if any): N/A

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

Recommendation:

Staff recommends the revision of this policy to state “2-4 board members plus the CEO” to allow for greater flexibility in forming these committees.

Submitted by: Lisa Lamb, President/CEO

Lewis Center for Educational Research

**BP 9100: BOARD BYLAWS
BOARD VACANCIES**

Adopted: September 12, 2016

Revised: ~~March 12~~ October 16, 2017

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

Governor - fulfilling governance functions

Ambassador – Reaching out to the community

Sponsor – Giving time and raising money

Consultant – Using skills and expertise on behalf of the organization

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

Persons wanting to apply for the open position will submit a letter of intent along with a resume to the CEO. The names of the candidates will be submitted to the Board 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 Nominating Committee will screen and orally interview the selected candidate(s) and bring forward a recommendation for approval to the Board at the next regularly scheduled meeting.

Lewis Center for Educational Research

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

Adopted: September 12, 2016

Revised: ~~March 13~~October 16, 2017

Terms

Directors on the Lewis Center for Educational Research Board (“Board”) shall be elected for a term of three (3) years at the annual meeting in accordance with the Bylaws and may serve two (2) consecutive three (3) year terms at the pleasure of the Board.

The Chairman of the Board will appoint a Nominating Committee consisting of two (2) to four (4) members of the Board and the President/CEO (“CEO”), one of which will be the committee chair. The Committee will meet at least two 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 at the annual meeting from among the members of the Board in accordance with the Bylaws. The Treasurer is the Chairperson of the Finance Committee as per the bylaws.

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

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

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

Date of meeting: October 16, 2017

Title: PERSONNEL Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

Presentation: _____ Consent: _____ **Action: X** Discussion: _____ Information: _____

Background: Currently, there are six separate policies/administrative regulations prohibiting and outlining procedures for investigating unlawful harassment, discrimination, and retaliation (outside of the scope of a Uniform Complaint Procedure). Those six policies are:

BP 4119 – Unlawful Harassment

BP 4030 – Nondiscrimination in Employment

AR 4030 – Nondiscrimination in Employment

AR 4031 – Nondiscrimination Complaints

AR 4119.11 (a) – Unlawful Harassment Descriptions and Notifications

AR 4119.11 (b) – Student Sexual Harassment Descriptions and Notifications

In consultation with LCER legal counsel, I am recommending for the Board to combine the above Board policies/administrative regulations into one document: BP 4119 PERSONNEL: Unlawful Harassment, Discrimination, and Retaliation.

Fiscal Implications (if any): None

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

Recommendation: Approve combining above policies into one document.

Submitted by: Stacy Newman, HR Director

Lewis Center for Educational Research

BP 4119 PERSONNEL
UNLAWFUL HARASSMENT, DISCRIMINATION,
AND RETALIATION

Adopted: June 5, 2003
2012 October 16, 2017

Revised: June 11,

~~The Foundation Board desires to provide the~~ Lewis Center for Educational Research's ("LCER") is committed to providing employees' with a working and educational environment that is free of unlawful harassment, discrimination, and retaliation. In order to achieve this, the Board prohibits sexual harassment and harassment The LCER's policy prohibits unlawful harassment, discrimination and retaliation based upon: race; color; gender (including gender identity and expression); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws. ~~pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or other basis protected by federal, state, local law, ordinance or regulation.~~

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

The LCER ~~will~~ does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of sexual harassment in the workplace of any type by any employee (including supervisors and managers) or third party (including independent contractor or other person with which the school does business) with. Supervisors and managers are to report any complaints of unlawful harassment to the President/CEO ("CEO") or designee.

When the LCER receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the President/CEO) or the President/CEO or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. The Lewis Center is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

~~This policy applies to all employee actions and relationships, regardless of position or gender. The LCER will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. The LCER shall not tolerate retaliatory action or behavior against a LCER employee or other person who articulates a good faith concern about harassment against him or her or against another individual, or who files a complaint or who participates in an investigation. For the purposes of this policy, LCER employees shall include applicants for employment in the LCER.~~

Prohibited Unlawful Harassment:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;

- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment:

~~In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in educational programs or activities conducted by the LCER.~~ The LCER is committed to providing a workplace free of ~~unlawful~~ sexual harassment and considers such harassment to be a major offense, which may result in . ~~Any LCER employee who permits, engages in or participates in sexual harassment of another LCER employee, student, or any other person that the school does business with, shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal, of the offending employee.~~

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated in good faith concern about sexual harassment against him or her or against another individual.

~~Each Principal and supervisor is responsible for maintaining an educational and work environment free of sexual harassment.~~ All supervisors of staff will receive sexual harassment, discrimination, and retaliation and harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. ~~All Other~~ staff will receive sexual harassment and harassment training and/or instruction concerning ~~unlawful sexual~~ harassment in the workplace as required by law. ~~A supervisor, Principal or LCER administrator other than the CEO, who receives a harassment complaint shall promptly notify the CEO or designee.~~

Each employee has the responsibility to maintain a workplace free from any form of ~~unlawful sexual~~ harassment. Consequently, should any ~~LCER employee~~ individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. ~~Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity.~~ Any employee who believes ~~they~~ that he/she ~~has~~ been ~~unlawfully sexually~~ harassed or ~~has witnessed who has knowledge of any instance of sexual harassment by another employee or a student is encouraged to~~ , shall immediately report such harassment to the contact his/her supervisor, Principal, Human Resources, CEO. See **Appendix A** for the "Harassment/Discrimination/Regaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
- Rape, sexual battery, molestation or attempts to commit these assaults and
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

Unwanted sexual advances, propositions or other sexual comments, such as:

- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
- Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate Lewis Center policy.

~~or designee, or other LCER administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the harassment. Employees who witness harassment and do not report it may be subject to disciplinary action up to and including dismissal. Employee complaints of unlawful harassment shall be filed in accordance with AR 1312.1—Complaints Concerning Lewis Center Personnel.~~

~~Employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has authority to conduct investigation of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory.~~

~~All employees shall cooperate with any investigation of an alleged act of unlawful harassment conducted by the LCER or by an appropriate state or federal agency. Retaliatory behavior or threats of retaliation against any complainant or any participant in the complaint or investigative process is prohibited.~~

~~The CEO or designee shall take all actions necessary to ensure the prevention, investigation and correction of unlawful harassment, including but not limited to:~~

~~1. Providing periodic training to all staff regarding the LCER's unlawful harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm.~~

~~2. Publicizing and disseminating the LCER's unlawful harassment policy to staff.~~

~~3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary.~~

~~4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.~~

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the President/CEO or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

The Lewis Center will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present:

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements: what, if any, physical contact was involved; any verbal statements: what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date

Print Name

Received by: _____

Date:

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant _____ Date: _____

Print Name

To be completed by School:

Received by: _____ Date: _____

Lewis Center for Educational Research

**BP 4030: ~~PERSONNEL~~
~~NONDISCRIMINATION IN EMPLOYMENT~~**

Adopted: ~~June 5, 2003~~ Revised: _____

~~The Board prohibits unlawful discrimination against and or harassment of LCER employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex, gender or sexual orientation, or any other protected class at any LCER site and or activity. The Board also prohibits retaliation against any LCER employee or job applicant who complains, testifies or in any way participates in the LCER's complaint procedures instituted pursuant to this policy.~~

~~Any LCER employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.~~

~~Any LCER employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the principal, LCER administrator or CEO as soon as practical after the incident.~~

~~Failure of a LCER employee to report discrimination or harassment may result in disciplinary action.~~

~~The CEO or designee shall regularly publicize, within the LCER and in the community, the LCER's nondiscrimination policy and the availability of complaint procedures.~~

~~Lewis Center for Educational Research~~

~~AR 4030: PERSONNEL
NONDISCRIMINATION IN EMPLOYMENT~~

~~Adopted: June 5, 2003 Revised:~~

~~Unlawful discrimination or harassment of an individual, when engaged in one of the bases enumerated in BP 4030(a), includes but is not limited to:~~

- ~~1. Slurs, epithets, threats or verbal abuse~~
- ~~2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures~~
- ~~3. Unwelcome jokes, stories, teasing or taunting~~
- ~~4. Any other verbal, written, visual or physical conduct against the individual which:
a. Adversely affects his/her employment opportunities, or
b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment~~

~~Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor or the CEO in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031 – Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender. Any supervisor who receives a discrimination/harassment complaint shall immediately notify the CEO, who shall ensure that the complaint is appropriately investigated in accordance with LCER policy and regulations.~~

~~All employees shall cooperate with any investigation of an alleged act of discrimination or harassment conducted by the LCER or by an appropriate state or federal agency. Retaliatory conduct or threats of retaliation against any complainant or participant in the complaint or investigative process is prohibited.~~

~~The CEO or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.~~

Lewis Center for Educational Research

~~AR 4031: PERSONNEL COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT~~

~~Adopted: June 5, 2003 Revised:~~

~~The following procedures shall be used when a LCER employee or job applicant has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis specified in the LCER's nondiscrimination policies. Although complaints of conduct occurring more than six months prior to the date of the complaint are not required to be investigated, the CEO or designee may determine upon review of all the circumstances that such a complaint should be investigated.~~

- ~~1. The complaint should be initiated promptly after a complainant knew, or should have known, of the alleged discrimination.~~
- ~~2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The parties also shall be notified of their right to appeal the decision to the next level.~~
- ~~3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.~~
- ~~4. Meetings related to a complaint shall be held at times and locations the LCER determines appropriate to the circumstances.~~
- ~~5. For the protection of all the parties involved, complaint proceedings shall be kept confidential insofar as appropriate.~~
- ~~6. All documents, communications and records dealing with the investigation of the complaint shall be placed in a confidential LCER personnel complaint file and not in the employee's individual personnel file.~~
- ~~7. Time limits specified in these procedures may be revised only by written agreement of all parties involved.~~

~~Level I—Informal Complaint~~

~~The complainant shall first meet informally with his/her supervisor or the administrator of the school where the alleged discriminatory act occurred. A complaint regarding discrimination away from the school site should be discussed informally with the complainant's supervisor. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the supervisor or other administrator shall prepare, within 10 school days, a written summary of his/her meeting(s) with the complainant. This report shall be made available to the Foundation Board.~~

~~Level II—Formal Complaint~~

~~If a complaint cannot be resolved to the satisfaction of the complainant at Level I, the complainant may submit a formal written complaint to the CEO or designee. The written complaint shall include the following:~~

- ~~1. The complainant's name, address and telephone number~~
- ~~2. The name and work location of the LCER staff member who committed the alleged violation~~
- ~~3. A description of the alleged discriminatory act(s) or omission(s)~~
- ~~4. The discriminatory basis alleged~~
- ~~5. A specific description of the time, place, nature, participants in and witnesses to the alleged violation~~
- ~~6. Other pertinent information which may assist in investigating and resolving the complaint~~
- ~~7. The complainant's signature or that of his/her representative~~

~~The CEO or designee shall assign a staff member to assist the complainant with this writing if such help is needed. The CEO or designee shall acknowledge the complaint in writing within 10 school days.~~

~~The CEO or designee shall ensure that complainants are informed that injunctions, restraining orders, complaints directly to state or federal agencies, and other civil law remedies may also be available to them. This information shall be published with the LCER's non-discrimination complaint procedures and included in any related notices.~~

~~The CEO or designee shall conduct any investigation necessary to respond to the complaint, including discussions with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report, if any, and all other relevant documents. All witnesses shall be informed that they may have representation present during any investigative interviews. The investigation shall be conducted in a manner that protects the confidentiality of the parties, the witnesses and the facts.~~

~~Following the investigation, the CEO or designee shall prepare a written report of findings and recommendations for resolving the complaint, including corrective actions, if any, and the rationale for each finding and recommendation. The report of findings shall be maintained in a confidential LCER personnel complaint file, along with the complaint and supporting documentation.~~

~~The report of findings, exclusive of witness names and statements other than those of the complainant and the accused, shall be presented to the Board in closed session. The Board may question the CEO or designee and/or any outside investigator regarding the findings and recommendations in the report. The Board may adopt the report in its entirety or remand the matter to the CEO or designee for further findings and recommendations. Final action by the Board must occur in a manner that permits the~~

~~CEO or designee to complete the investigation and report within 60 days of receiving the complaint.~~

~~Within 60 days of receiving the complaint, the CEO or designee shall prepare and present to the complainant a decision containing a summary of findings and disposition of the complaint, including corrective actions, if any, the rationale for such disposition, notice of the complainant's right to appeal the Decision to the California Department of Education, and the procedures to be followed when initiating such an appeal.~~

~~At any time during the investigation or preparation of the report of findings, the CEO or designee may, with the approval of the CEO, seek the assistance of an outside investigator. The investigator may, among other things, interview witnesses, review documentation, including confidential or proprietary information and personnel files, and prepare or assist in preparing the report of findings.~~

~~Level III—Appeal~~

~~If the complainant is not satisfied with the LCER's disposition of the complaint, the complainant may appeal the decision to the California Department of Education by filing a written appeal with the State Superintendent of Public Instruction within 15 days of receiving the decision. The complainant shall specify the reason(s) for appealing the decision. The appeal shall include a copy of the initial complaint and a copy of the decision.~~

~~When the LCER is notified by the State Superintendent of Public Instruction that the decision has been appealed to the State level, the LCER shall forward to the State Superintendent of Public Instruction:~~

- ~~1. The original complaint.~~
- ~~2. A copy of the decision.~~
- ~~3. A summary of the nature and extent of the investigation conducted by the LCER, if not covered in the decision.~~
- ~~4. A report of any action taken to resolve the complaint.~~
- ~~5. A copy of the LCER's complaint procedures.~~
- ~~6. Such other relevant information as the State Superintendent of Public Instruction may require.~~

Lewis Center for Educational Research

~~AR 4119.11 (a) PERSONNEL UNLAWFUL HARASSMENT DESCRIPTION & NOTIFICATIONS~~

~~Adopted: June 5, 2003 Revised: June 11, 2012~~

~~Prohibited Unlawful Harassment:~~

- ~~● Verbal conduct such as epithets, derogatory jokes or comments or slurs;~~
- ~~● Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;~~
- ~~● Retaliation for reporting or threatening to report harassment;~~
- ~~● Deferential or preferential treatment based on any of the protected classes above.~~

~~Prohibited Sexual Harassment:~~

- ~~● Unwelcome sexual advances;~~
- ~~● Requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when:
 - ~~○ Submission to the conduct is made either expressly or by implication, a term or condition of the other's employment.~~
 - ~~○ Submission to or rejection of such conduct by the other individual is used as the basis for an employment decision affecting him/her.~~
 - ~~○ The conduct has the purpose or effect of unreasonably interfering with the other individual's work or academic performance creating an intimidating, hostile or offensive work or educational environment; or of adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of education, employment or career development.~~
 - ~~○ Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the LCER.~~~~

~~Other examples of sexual harassment, whether committed by a supervisor or any other employee, when the conduct occurs under the conditions described in items #1-#4 above, include but are not limited to:~~

~~Physical Assaults of a sexual nature, such as:~~

- ~~● Rape, sexual battery, molestation or attempts to commit these assaults.
 - ~~○ Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.~~~~
- ~~● Unwanted sexual advances, propositions or other sexual comments, such as:~~

- ~~Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.~~
- ~~Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.~~
- ~~Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.~~
- ~~Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:~~
 - ~~Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.~~
 - ~~Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and~~
 - ~~Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).~~

~~The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.~~

Notifications:

~~A copy of this policy shall:~~

- ~~Be displayed in a prominent location in the main administrative building or other area of the school.~~
- ~~Be provided to all members of the administrative staff and to employees at the time of hire, and be made available for employees to review via that LCER's intranet.~~
- ~~Appear in any school or LCER publication that sets forth the LCER's comprehensive rules, regulations, procedures and standards of conduct, such as Employee Handbook.~~

~~At time of hire, all employees shall receive a copy of information sheets prepared by the California Department of Fair Employment and Housing and a copy of LCER's Unlawful Harassment Policy and the LCER's complaint procedures.~~

Lewis Center for Educational Research

~~AR 4119.11 (b): PERSONNEL
STUDENT SEXUAL HARASSMENT DESCRIPTION & NOTIFICATIONS~~

~~Adopted: June 5, 2003 Revised:~~

~~Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:~~

- ~~1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.~~
- ~~2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.~~
- ~~3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.~~
- ~~4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.~~

~~Types of conduct which are prohibited in the LCER and which may constitute sexual harassment, when the conduct occurs under the conditions described in items #1-#4 above, include but are not limited to:~~

- ~~1. Unwelcome sexual flirtations or propositions~~
- ~~2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions~~
- ~~3. Graphic comments about an individual's body, or overly personal conversation~~
- ~~4. Sexual jokes, notes, stories, drawings, pictures or gestures~~
- ~~5. Spreading sexual rumors~~
- ~~6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class~~
- ~~7. Touching an individual's body or clothes in a sexual way~~
- ~~8. Purposefully cornering or blocking normal movements~~
- ~~9. Limiting a student's access to educational tools~~
- ~~10. Displaying sexually suggestive objects~~

~~Notifications~~

~~A copy of the LCER's sexual harassment policy and regulation shall:~~

- ~~1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year~~
- ~~2. Be displayed in a prominent location in the main administration building of each school~~
- ~~3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session as applicable~~
- ~~4. Appear in any school or LCER publication that sets forth the school's or LCER's comprehensive rules, regulations, procedures and standards of conduct~~
- ~~5. Be provided to employees and employee organizations~~

~~Investigation of Complaints at School (Site Level Grievance Procedure)~~

- ~~1. The CEO or designee or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - ~~a. The student who is complaining~~
 - ~~b. The person accused of harassment~~
 - ~~c. Anyone who saw the harassment take place~~
 - ~~d. Anyone mentioned as having related information~~~~
- ~~2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.~~
- ~~3. The CEO or designee or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the CEO or designee or designee also may discuss the complaint with the following persons:
 - ~~a. The CEO~~
 - ~~b. The parent/guardian of the student who complained~~
 - ~~c. The parent/guardian of the person accused of harassing someone~~
 - ~~d. A teacher or staff member whose knowledge of the students involved may help in determining the facts~~
 - ~~e. Child protective agencies responsible for investigating child abuse reports~~
 - ~~f. Legal counsel for the LCER.~~~~
- ~~4. When the student who complained and the person accused of harassment so agree, the CEO or designee or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who~~

~~complained shall never be asked to work out the problem directly with the accused person unless such help is provided.~~

~~5. The CEO or designee or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the LCER's uniform complaint procedures. If the student wishes to file a formal complaint, the CEO or designee or designee shall assist the student in doing this and shall provide information to the student about due process afforded through the LCER's Uniform Complaint Procedures.~~

~~When a student files a formal complaint alleging sexual harassment, the complaint shall be referred to the Office of Civil Rights (OCR). Referral to the OCR shall not preclude the school or LCER from continuing to investigate the complaint.~~

~~6. In reaching a decision about the complaint, the CEO or designee or designee may take into account:~~

- ~~a. Statements made by the persons identified above~~
- ~~b. The details and consistency of each person's account~~
- ~~c. Evidence of how the complaining student reacted to the incident~~
- ~~d. Evidence of past instances of harassment by the accused person~~
- ~~e. Evidence of past harassment complaints that were found to be untrue~~

~~7. To judge the severity of the harassment, the CEO or designee or designee may take into consideration:~~

- ~~a. How the misconduct affected one or more students' education~~
- ~~b. The type, frequency and duration of the misconduct~~
- ~~c. The number of persons involved~~
- ~~d. The age and sex of the person accused of harassment~~
- ~~e. The subject(s) of harassment~~
- ~~f. The place and situation where the incident occurred~~
- ~~g. Other incidents at the school, including incidents of harassment that were not related to sex~~
- ~~I. Any other relevant factors~~

~~8. The CEO or designee or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student and/or parent/guardian who complained and the person accused.~~

~~The report of findings shall, to the extent possible, protect the privacy of students and personnel who provided information to the CEO or designee or designee in the course of the investigation.~~

~~9. The CEO or designee or designee shall give the CEO a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.~~

~~10. Within two weeks after submitting the report of findings, the CEO or designee or designee shall determine whether or not the student who complained has been further harassed. The CEO or designee or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.~~

~~Enforcement~~

~~The CEO or designee or designee shall take appropriate actions to reinforce the LCER's sexual harassment policy. As needed, these actions may include any of the following:~~

- ~~1. Removing vulgar or offending graffiti~~
- ~~2. Providing staff inservice and student instruction or counseling~~
- ~~3. Notifying parents/guardians~~
- ~~4. Notifying child protective services~~
- ~~5. Taking appropriate disciplinary action. In addition, the CEO or designee or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.~~

**Lewis Center for Educational Research
STAFF REPORT**

Date: October 16, 2017
 To: Board of Directors
 From: Lisa Lamb
 Re: President/CEO Report

Goal 1: Improve the financial condition of the LCER, including key provisions for sustainability.	
<p>1.1 <u>Objective:</u> By 2021, increase total revenue by 5% (1% annually) through increases in new, alternative revenue sources and/or by increasing revenue from current sources (enrollment). These revenue increases would be in addition to state COLA increases.</p> <p>**Note: 1% is approximately \$220,000 for the 2016-2017 school year.</p>	<p>Enrollment numbers have increased at both schools in the 2016-2017 and 2017-2018 school years, providing additional revenue through ADA. Currently, both sites are filled to capacity. NSLA’s enrollment is projected to expand significantly as the facilities are developed for high school.</p> <p>Additional revenues have been added for the 2017-2018 school year, including NSLA’s After School Program (projected \$75,000), Medical Billing (projected \$45,000) and AAE Ramp Up Grant funding (\$86,000).</p> <p>Additional sources of revenue that we are pursuing include:</p> <ul style="list-style-type: none"> • Environmental Land Trust • Increased SB740 funding • Provision II Status at NSLA (food services) • Increased GAVRT funding and grants • Fundraising through the Lewis Center Foundation <ul style="list-style-type: none"> ○ The 2017 Mail Campaign has raised \$3,250 to date.
<p>1.2 <u>Objective:</u> By June 2017, the Board of Directors and staff will perceive the budget to be stable and understandable with</p>	<p>Continued and steady progress toward this goal is being made.</p>

<p>progress toward sustainability.</p>	
<p>1.3 <u>Objective:</u> By June 2022, the LCER will have no less than two months of total payroll and costs in reserves (defined as unencumbered savings) based on current needs.</p>	<p>As a result of improved budgeting practices with a focus on building reserves, the LCER is on track to meet this goal.</p> <p>In 2022, the AAE Tetra Lease will be paid in full. This will add \$708,000 into the reserves.</p>
<p>1.4 <u>Objective:</u> Starting immediately, partnerships will be defined as initiatives that are substantially beneficial to the LCER and its students. Further, the partnerships must be aligned to the current LCER mission and goals and/or the schools' LCAPs.</p>	<p>A delegation of top Chinese Math and Science educators from the Shanghai-Pudong District will be visiting LCER in late October. This visit will be different than previous visits in that these educators will be offering professional development and co-teaching opportunities to share specific math strategies to our teachers. This partnership will address the common math goal for both schools.</p> <p>The GAVRT Management Team will participate in Annual Strategic Planning on October 9-10th. A major focus of this program is establishing additional partnerships to benefit our students in all areas of STEM education.</p>
<p align="center">Goal 2: Renew Norton's charter in December 2016 and continually strengthen the academic program.</p>	
<p>2.1 <u>Objective:</u> Renegotiate a mutually beneficial lease agreement with the City and County or secure an alternative campus on or before Fall 2017.</p>	<p>The latest response dated August 23, 2017 from the County stated that the LCER purchasing the property at 503 E Central Avenue for "fair market highest and best use value" and supporting the Head Start Program to a district or alternate location would fully cure the dispute with the lease. A joint meeting of all involved parties has been requested to discuss next steps toward resolution.</p>
<p>2.2 <u>Objective:</u> By December 2016, the San Bernardino County Superintendent of Schools will approve Norton's Charter Renewal.</p>	<p>Completed January 3, 2017 with unanimous approval from the County Board of Education.</p>
<p>2.3 <u>Objective:</u> By Spring 2017, increase student mastery as measured by CAASPP results, norm referenced</p>	<p>A separate presentation will be given by the principals to address progress toward this objective. Please refer to the separate handouts for specific assessment data.</p>

assessments, student grades, attendance, and attrition.	
2.5 <u>Objective:</u> Beginning in the Fall of 2019, the school will begin adding one high school grade level per academic year.	This timeline is still dependent on securing adequate facilities to provide for expansion. We are continuing to attempt scheduling a joint meeting between the City of San Bernardino, San Bernardino County and the Lewis Center. The outcomes of this meeting should provide concrete direction regarding our next steps of renegotiating or terminating our current lease.
Goal 3: The Lewis Center for Educational Research will be unified under a common vision, mission, goals and objectives.	
3.1 <u>Objective:</u> Staff and the Board of Directors will continue to engage in ongoing open, honest and constructive communication.	The staff and Board participated in Annual Strategic Planning in September 2017. Throughout this session, the vision, mission, goals and objectives were reviewed and revised. The process was perceived by staff and Board to be open, honest and constructive.
3.2 <u>Objective:</u> Throughout the 2016-2017 school year, the Executive Team, as supported by the Board of Directors, will intentionally build a positive climate throughout the organization.	Growth in this area is evidenced by the increased presence of Board members at LCER events, collaborative planning sessions, increased fiscal transparency and planning, and increased stakeholder input. Both schools are completing climate and culture surveys as part of the LCAP process. These results will be reported out to the Board.
3.3 <u>Objective:</u> The Board of Directors will actively participate in the establishment and review of LCER policies.	The board policies have been disseminated to staff for review and draft revisions where necessary. The proposed revisions will be brought forward for Board review and approval. The greatest priority is on our business policies. These will be brought to the Finance Committee for vetting and discussion prior to coming forward for Board approval.

Upcoming LCER Events for Encouraged Board Attendance

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Barnes and Noble Book Fair	Sept 30	11:00 a.m.	Redlands Barnes and Noble
AVUSD Stem Night	Oct 18	6:00 p.m.	AVCI (Thunderbird campus)
AFJROTC Mission Briefing	Oct 19	3:00 p.m.	AAE Gym Conference Room
Family Science Night	Oct 24	5:00 p.m.	NSLA
Perfect Attendance Recognition	Oct 25	6:00 p.m.	AAE Gym
Fall Festival	Oct 27	5:00 p.m.	AAE
Pancake Breakfast and Car Wash	Oct 28	9:00 a.m.	NSLA

Parents and Pastries	Nov 3	8:15 a.m.	AAE Gym Conference Room
AFJROTC Flag Retirement	Nov 10	6:00 p.m.	AAE
AVUSD Stem Night	Nov 15	6:00 p.m.	AVCI (Thunderbird campus)
Diary of Anne Frank	Nov 17	6:00 p.m.	HD Center of the Arts

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

Date: September 25, 2017
To: Board of Directors
From: Stacy Newman

AAE (8 Total)

New Hires: (5)

Last Name	First Name	Hire Date	Job Title
Rispress	Porcha	9/15/2017	CDO 00025 - 4.25 hr
Castagnola	Andrea	9/5/2017	8th Grade Language Arts Teacher
Foley	James	9/1/2017	Director of Finance
Cunningham	Mary	8/31/2017	Coach - V Girls Volleyball
Spencer	Mariah	8/30/2017	Coach- MS Girls Volleyball

Reclassifications: (1)

LAST	FIRST	From	To	Date
Walker	Veronica	Classified Sub	Food Service Worker	8/28/2017

Terminations: (2)

Last Name	First Name	Termination Date	Job Title	Reason
Winston	Toyrea	9/22/2017	Ed Spec Instructional Assistant	Resignation
O'Cull	Jaon	8/31/2017	MS Softball Coach	Resignation

NSLA (8 Total)

New Hires: (8)

Last Name	First Name	Hire Date	Job Title
Barto	Darissa	9/13/2017	Certificated Sub
Hernandez- Reyes	Susana	9/12/2017	Classified Sub
Fuentes	Ashley	9/12/2017	Classified Sub
House	Jessica	9/12/2017	Certificated Sub
Perez	Guadalupe	9/7/2017	CDO 5.75 hr
Perez-Salinas	Lourdes	9/7/2017	CDO 4 hr
Fuentes	Sonia	8/29/2017	TK Instructional Assistant (4 hr)
Rico	Nancy	8/29/2017	Food Service Worker 4 hr

Reclassifications: (0)

Terminations: (0)

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

LCER:

Facilities Supervisor Posted

AAE Certificated:

Guest Teacher Posted – New hire Orientation scheduled for multiple applicants

Elementary Teacher Posted – Interviewing

AAE Classified:

Classified Substitute	Posted – New hire Orientation scheduled for multiple applicants
Varsity Boys Cross Country Coach	Posted – Checking References
Varsity Boys Tennis Coach	Posted
Middle School Softball Coach	Posted
Education Specialist Instr. Assist.	Posted
Character Development Officer	Recently Hired
Food Service Worker	Recently Hired
Computer Coding Instructor	Posted
Music Instructor	Posted - Interviewed

NSLA Certificated:

Guest Teacher	Ongoing Posting
English Lang. Arts/Science Teacher	Posted – Interviewing

NSLA Classified:

Classified Substitute	Ongoing Posting
Food Service Worker	Recently Hired
Character Development Officer	Recently Hired

HR Activities including both AAE & NSLA:

- Created job postings / descriptions for above positions
- Advertised new positions: internally, Edjoin, Daily Press, Desert Dispatch, LCER Website, Monster.com, Local Universities
- Collected and screened job applicants. Recruited and interviewed employees for NSLA and AAE as well as following up with thank you letters and emails for those applicants/candidates who were not selected
- Conduct reference checks for all prospective new hires
- Conducted new hire orientations for new employees (including going over each page in the new hire packet, health benefits, sick leave, salary placement, and job requirements), job-reclassifications, etc.
- Processed new hire paperwork for recent new hires, including DOJ, background checks, benefits paperwork, etc.
- Processed paperwork for employee terminations and completed exit interviews
- Responded to Verifications of Employment from other schools and/or credit/loan institutions
- Prepared packet for volunteers to include: DOJ fingerprint procedures, TB risk assessments, volunteer driver packets, LCER Agreements: Proprietary, Child Abuse, Internet Use, etc.
- Maintained volunteer fingerprint information and DOJ database as well as provided training at the Parent/Volunteer workshops at the AAE
- Prepared for this semester's Employee of the Semester: nominations, meetings, selections, awards, presentations, etc.
- Monitored seasonal coaching contracts
- Maintained employer pull notices through the DMV
- Sent letters to employees for expirations of TB tests, Food handler's cards, CPR/First Aid cards, etc
- Follow up to employee notices for: CPR/First Aid, Mandated Sexual Harassment Training for Supervisors, TB tests, etc.
- Continued implementation for TB tests for parents and volunteers to be in line with new laws
- Continued implementation for sick time accrual and usage to be in line with new laws.
- Personnel issues: benefits, compensation, FMLA, terminations, EDD claims, UI, DOJ fingerprint issues, Workers' Comp claims, Student injury claims, etc
- Maintain program for sending and receiving Employer Pull Notice Information to/from the DMV in a further effort to go paperless – Download updated software and install certificates for new system
- Balance health insurance statements
- Processed Workers' Comp & Student Injury Claims
- Met with JPA representative to go over all pending Workers' Comp claims
- Updated workers' comp and student accident forms and procedures
- Attended Exec Team, UITs, HDEAC seminars, EDD, Credentials, CASBO Contracts, First Investors, Abila/Abra & SBCSS UI meetings workshops & trainings
- Ongoing BTSA/Induction management/planned end of year colloquium celebration
- Attended monthly board meetings for High Desert Employer Advisory Council
- Calculated pay reconciliations for finance department for employees' terminations, leaves, etc.

- Ongoing credential processing and monitoring
- Investigated and responded to UCP and internal complaints
- Track, log, and send reminders to supervisors for performance evaluations
- Updated forms and implemented procedure changes: meal break waivers, requests for time, etc.
- Worked with Personnel Committee to establish Board policy & procedures
- Worked with Personnel and Finance Committees to finalize the job posting for the Director of Fiscal Services
- Worked with Personnel Committee on a CEO Employment Agreement
- Worked with finance to create budget and other reports for exec team and Board
- Web Timesheets: Worked with Finance Department to train and implement organizational wide roll out of new web based timesheet system
- Entered all sick leave accrual codes into HR software and assigned to staff
- Tracked sick leave balances into HR Software
- Assisted finance department in training of Exec Team, all supervisors and applicable administrative assistants
- Worked with WASC focus groups and subgroups to assist in gathering data for Task 1 of the WASC review
- Approval process for the draft of the employee handbook for changes in laws, etc.
- Worked with CEO on NSLA lease
- Strategic planning
- Attended CASBO Conference

Lewis Center for Educational Research

STAFF REPORT

Date: September 27th, 2017
To: Board of Directors
From: Ryan Dorcey
Re: Information Technology/GAVRT Report

Information Technology

- Google Classroom rolled out for iPad OTO classrooms. Functionality completed for all students to adopt in the near future it instructor prefers.
- Managed AppleIDs created for all students.
- Ongoing Bridge support for schools affiliated with VVC as well as from San Jose, Moss Landing, and Cripple Creek, Colorado.
- New website continues to be worked on. Rollout will have occurred by the time the Board meets. Both <http://aae.lewiscenter.org> and <http://nsla.lewiscenter.org> have soft launched to allow us to monitor content as we move towards full rollout.
- Configured new copiers including Papercut for centralized accounting.
- 274 support tickets resolved during reporting period, 09/01/17-09/27/17.

GAVRT

September was the kick-off month for most teachers and students returning to school. With that being said, we've had a total of about 11 school sessions, including SETI sessions with our own high school science classes on 4 separate days; the introduction of this year's Space Science class, headed by Debbie Gaidzik, and our newly formed Solar Patrol Crew, headed by Matt Huffine. The Space Science class meets in Mission Control every Thursday afternoon and the Solar Patrol Crew have been meeting in Mission Control at least twice a week during homeroom and lunch. In addition, GAVRT operators Kelli Cole and Nancy Kreuser-Jenkins had the opportunity to travel down to Los Angeles to visit Synergy Quantum Academy and work with teacher Brian Woods (who attended the Summer Institute in Downey) and 3 of his high school classes (total of 55 students) on a Black Hole Patrol mission. It's been a challenging month with our primary antenna, DSS-28, being down due to a failed encoder – but we've managed to persevere by having the ability to schedule our back-up antenna, DSS-13.

Regina Weatherspoon-Bell

September 11, 2017

Dear Chairman Biggs:


Please accept my letter of resignation from the Lewis Center Foundation Board effective immediately.

It has been my distinct honor and privilege to serve for over seven years as a member of the Board of Directors. It has equally been my pleasure to work with my distinguished colleagues in the best interest of our students, parents, administration, faculty and staff.

Due to the demands of my professional schedule, I am unable to meet the requirements to continue serving as a Board member.

I sincerely value the opportunity to serve. I look forward to the effective progress and development forthcoming under the guidance of the Lewis Center Board, Administration, Faculty and Staff.

With Appreciation and Respect,


Regina Weatherspoon-Bell

18243 Cocopah Road
Apple Valley, CA 92307
(760) 242-2487



Apple Valley Unified School District

BOARD OF TRUSTEES:

Dennis K. Bender • Donna Davis • Ronald Powell • Richard L. Sauers • Wilson F. So

SUPERINTENDENT
Thomas E. Hoegerman

June 29, 2017

Lisa Lamb
Academy for Academic Excellence
17500 Mana Road
Apple Valley, CA 92307

RE: The Academy for Academic Excellence (AAE) Budget for Fiscal Year 2017-2018

Dear Ms. Lamb:

Pursuant to Education Codes §47604.32 and §47604.33, the Office of the Assistant Superintendent of Administrative Services for the Apple Valley Unified School District has reviewed the Budget submitted by the Academy for Academic Excellence (AAE), for the period of July 1, 2017 through June 30, 2018. This review included an analysis of the Academy's projected revenues, expenditures, fund balance, estimated average daily attendance (ADA), and multi-year financial projections. *The following are our notes:*

Revenue Projections (Note: The AAE reports only those revenues received from the State of California, or its agencies, within their financial statements.)

- The AAE receives the majority of their funding from the State of California. The main source of revenue is now through the Local Control Funding Formula (LCFF). The majority of funds come from State revenues, with a portion of that revenue based on property tax (In-Lieu Property Tax). Therefore, with AAE's State funding revenue projection of \$8,343,701, Education Protection Account Revenue of \$1,843,159, and an In-Lieu Property Tax revenue projection of \$1,413,972, the total 2017-18 Local Control Funding Formula entitlement for AAE is projected to be \$11,600,832.

Other AAE revenue resources include: Federal funds, Lottery, and AB 602 Special Education funding. The combined total of the secondary revenue resources is projected to be \$1,522,782. Therefore, AAE's total projected revenue for the 2017-18 school year is \$13,123,614.

As noted earlier, the State funded revenue is paid directly to AAE; however, the In-Lieu Property Tax revenue is passed through AVUSD to AAE on a monthly basis. (Note: The District currently withholds 1% of the In-Lieu Property Tax revenue that is passed through to AAE for oversight purposes. It is estimated that AVUSD will receive \$14,139 in the 2017-18 school year.)

- The AAE Charter is projecting a 1.56% COLA increase in the LCFF Target Grade Span Grants for the 2017-18 school year, and a 2.15% COLA increase for 2018-19. These increases are in line with the Department of Finance projections for the LCFF. The AAE used the GAP Funding Percentage from the Governor's May revise of 43.97% for their budget.

Expenditure Projections

- Expenditures are projected to fall within the projected revenues for 2017-18, creating a projected surplus of \$219,990. These expenditures include: salary and benefits costs; supplies, services and capital outlay.

The AAE's budget no longer appears to be continuing with the assumption that additional contributions from the Foundation will be forthcoming for future expenditures. It is to be noted that the Foundation has historically funded any shortfall of revenues in AAE financial records on an annual basis, or more often, if needed.

Average Daily Attendance (ADA) Projections

- The AAE Charter has projected the 2017-18 ADA to 1,415, a .92% increase. AAE estimates a .49% increase for the 2018-19 and a .14% increase for the 2019-20 school year.

Enrollment is projected to be 1,458 students for the 2017-18 school year, increasing to 1,467 for the 2018-19 and 2019-20 school years. If the enrollment and subsequent budgeted ADA does not materialize, AAE will need to revise their budget accordingly.

Multi-Year Projections

- Due to the current economic issues at both the State and Federal levels, it is important that the AAE Charter Board and AAE administration closely monitor and manage the Charter's financial resources. The economic recovery in California is a slow recovery and continues to be threatened on the national and global level. The sweeping changes that the Legislature and Governor have implemented with the LCFF have caused significant adjustments for the AAE budget and multi-year projections. Close monitoring of their financial condition will be necessary, including monthly cash flow reviews to ensure the maintenance of a positive cash condition.

Cash Flow

- Due to the current economic issues at both the State and Federal levels, it is important that the AAE Charter Board and AAE Administration carefully analyze, project and monitor cash inflows and outflows. The current expenditure projections submitted, as they relate to cash flow, are currently spread over 12 equal payments of 8.33% of the budgeted expenditures submitted, with \$0 in liabilities at budget year end. It should be noted that this is not an accurate estimate of how expenditures are actually paid throughout the year. It appears that AAE will experience a negative cash balance at the end of August in the amount of \$45,807 and it will rely on utilization of an open line of credit with the Foundation in the amount of \$60,000 to bring their cash balance to a positive \$14,193. This temporary transfer of cash is projected to be repaid the following month when AAE is projected to be in a positive cash position. It is recommended that AAE further analyze their cash flow projections to bring them more in line with historical timing of expenditures.

Conclusion

- The Foundation has historically contributed large cash amounts to sustain and support the operations of the AAE Charter School. These cash contributions have been directly related to, and supported by, a large Department of Defense Education Activity (DoDEA) Grant that was unfortunately discontinued as of September, 2009. The AAE has succeeded in reducing the contributions from the Foundation in recent years, and eliminating projected contributions with the implementation of the LCFF. However, with the uncertainty of the LCFF and ensuing school finance reform, the AAE will need to closely monitor its financial and cash positions. Should the AAE require continued assistance from the Foundation and the

Foundation is not successful in continuing to provide financial contributions to meet the needs of AAE operations, it will be necessary to make budgetary adjustments to ensure the financial solvency of the AAE Charter School.

Based on our analysis of the projections provided, the Academy for Academic Excellence should meet its financial obligations for the budgeted year, and two subsequent years.

Please be advised of the financial reporting requirements for Charter Schools. Since January 1, 2004, and pursuant to Education Code §47604.32 and §47604.33, Charter Schools have been required to submit budgets, interim reports and final end-of-fiscal-year unaudited financial reports to the chartering agency for review. It is the chartering agency's responsibility to monitor the fiscal condition of each Charter School under its authority.

Sincerely,



Matthew Schulenberg
Assistant Superintendent, Administrative Services

MS:cz

c: Annette Baker, Business Services Advisor
SBCSS – Business Advisory Services

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

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$9,199.26
Revenue		
Donations - Unrestricted	\$293.90	
Donation - AAE Staff Scholarship	\$10.00	
Transfer from Savings - \$2,900 Scholarships, \$369.92 Capital Campaign, \$1,742.30 Unrestricted	\$5,212.22	
<i>Total</i>	\$5,516.12	
Expenditures		
Transfer to Savings - Unrestricted Donations	\$587.80	
Transfer to Savings - AAE Staff Scholarship Donations	\$20.00	
Pat Caldwell Consultant Invoice	\$1,613.00	
Engraved Bricks Invoice	\$369.92	
Grand Canyon University - Janelle Ouzts - Kobold Scholarship	\$500.00	
Montana State University - Janelle Bean - San Manuel Scholarship	\$1,000.00	
UC Santa Cruz - Norene Hakel - San Manuel Scholarship	\$1,000.00	
Montana State University - Morgan Lamb - LCER Board Scholarship	\$1,000.00	
Montana State University - Morgan Lamb - Edison Scholarship	\$5,000.00	
San Diego State University - Megan Gruenwald - AAE PTC Scholarship	\$500.00	
Westmont College - Nissi Rodriguez - SLT Scholarship	\$100.00	
<i>Total</i>	\$11,690.72	
Ending Balance	<i>Total</i>	\$3,024.66

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - Capital Campaign		\$175,999.42
Restricted Funds - Scholarships		\$38,850.39
Restricted Funds - Davis Endowment		\$10,950.71
Restricted Funds - HiDAS Endowment		\$64,405.44
Unrestricted Funds		\$37,423.38
		\$327,629.33
Revenue		
Scholarships - Refund of unused Educational Activity Grant	\$350.79	
Transfer from Checking - Unrestricted Donations	\$587.80	
AAE PTC Scholarship Donation	\$2,000.00	
AAE Staff Scholarship Donations	\$55.00	
Interest	\$27.43	
<i>Total</i>	\$3,021.02	
Expenditures		
Unrestricted - Pat Caldwell Consultant - transfer to checking	\$1,613.00	
Bloomerang Annual Fee	\$1,366.20	
AAE Capital Campaign - Engraved Bricks - transfer to checking	\$369.92	
AAE PTC Scholarship - transfer to checking	\$500.00	
SLT Scholarship - transfer to checking	\$100.00	
Kobold Scholarship - transfer to checking	\$500.00	
San Manuel Scholarship - transfer to checking	\$2,000.00	
2 Clocks for Board Members that Resigned - transfer to checking	\$129.30	
<i>Total</i>	\$6,578.42	
Ending Balance		
Restricted Funds - Capital Campaign		\$175,645.41
Restricted Funds - Scholarships		\$38,159.74
Restricted Funds - Davis Endowment		\$10,951.53
Restricted Funds - HiDAS Endowment		\$64,410.93
Unrestricted Funds		\$34,904.32
	<i>Total</i>	\$324,071.93

Total Checking and Savings

\$327,096.59

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 8/3/2017 Through 9/5/2017

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
8/3/2017	39282	SBCSS	18,434.37	NSAA PERS contributions for July
8/3/2017		SBCSS	42,847.59	LCER/AAE - PERS contributions for July
8/3/2017	39289	CharterSAFE	24,104.00	Insurance premium pymt for July 2017
8/3/2017	39294	SBCSS	57,497.28	NSAA STRS contributions for July
8/3/2017		SBCSS	112,711.18	LCER/AAE - STRS contributions for July
8/3/2017	39295	SchoolsFirst Federal C...	13,618.17	Employee TSA contributions - July 2017
8/15/2017	39316	Big Mike's Rooter & Pl...	10,725.00	Repair Sewer at NSLA
8/15/2017	39349	Illuminate Education, Inc	21,261.00	PO# 18-702-IT-S - Illuminate Gerading Software
8/15/2017	39362	Nigro & Nigro, PC	11,500.00	Progress Billing for 2016/2017 Audit Services
8/15/2017	39371	Southern California Edi...	10,302.76	Acct# 2-30-619-9621 - NSLA
8/15/2017		Southern California Edi...	15,277.36	Acct# 2-35-953-2850 - MRC
8/15/2017		Southern California Edi...	18,021.80	Acct# 2-21-356-3786
8/17/2017	39385	SISC	183,323.95	Health Coverage for August 17
8/22/2017	39386	Big Mike's Rooter & Pl...	10,725.00	Repair Sewer at NSLA
8/31/2017	316		190,793.78	Group: CLASS; Pay Date: 8/31/2017
9/1/2017	317		506,734.07	Group: CERT; Pay Date: 9/1/2017
9/1/2017	39429	SBCSS	58,100.84	NSAA STRS contributions for August
9/1/2017		SBCSS	113,437.87	LCER/AAE - STRS contributions for August
9/1/2017	39430	SchoolsFirst Federal C...	13,418.17	Employee TSA contributions - August
9/1/2017	39433	SBCSS	18,950.90	NSAA PERS contributions for August
9/1/2017		SBCSS	<u>44,077.00</u>	LCER/AAE - PERS contributions for August
Report Total			<u>1,495,862.09</u>	

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

2016-2017					2017-2018				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru August	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru August	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	21,616,684	3,602,781	18,013,903	83.33%	Revenue	21,766,039	3,627,673	18,138,366	83.33%
Expense					Expense				
Certificated Salaries	8,925,066	1,421,655	7,503,411	84.07%	Certificated Salaries	9,168,312	1,464,967	7,703,345	84.02%
Classified Salaries	3,527,341	554,707	2,972,634	84.27%	Classified Salaries	3,260,238	504,457	2,755,781	84.53%
Benefits	3,790,169	696,317	3,093,852	81.63%	Benefits	4,394,559	760,198	3,634,361	82.70%
Books and Supplies	1,450,443	134,043	1,316,400	90.76%	Books and Supplies	964,500	168,467	796,033	82.53%
Services & Other	2,290,074	330,985	1,959,089	85.55%	Services & Other	2,177,272	309,301	1,867,971	85.79%
Capital Outlay	458,000	328,682	129,318	28.24%	Capital Outlay	150,000	17,896	132,104	88.07%
Other Outgo	1,175,040	132,212	1,042,828	88.75%	Other Outgo	1,160,040	121,679	1,038,361	89.51%
Share of LCER	0	0	0	N/A	Share of LCER	0	0	0	N/A
Total Expense	21,616,133	3,598,601	18,017,532	83.35%	Total Expense	21,274,921	3,346,965	17,927,956	84.27%
Add (Subtract) to Reserves	551	4,180	(3,629)		Add (Subtract) to Reserves	491,118	280,708	210,410	
Total Revenue	21,616,684	3,602,781	18,013,903	16.67%	Total Revenue	21,766,039	3,627,673	18,138,366	16.67%
Total Expense	21,616,133	3,598,601	18,017,532	16.65%	Total Expense	21,274,921	3,346,965	17,927,956	15.73%
Add (Subtract) to Reserves	551	4,180	(3,629)		Add (Subtract) to Reserves	491,118	280,708	210,410	

AAE - Budget Comparison 2016/17 to 2017/18

2016-2017					2017-2018				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru August	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru August	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	13,138,740	2,189,790	10,948,950	83.33%	Revenue	13,208,142	2,201,357	11,006,785	83.33%
Expense					Expense				
Certificated Salaries	5,370,873	877,727	4,493,146	83.66%	Certificated Salaries	5,478,833	891,513	4,587,320	83.73%
Classified Salaries	1,432,221	264,156	1,168,065	81.56%	Classified Salaries	1,076,788	161,503	915,285	85.00%
Benefits	2,171,985	432,460	1,739,525	80.09%	Benefits	2,259,794	427,728	1,832,066	81.07%
Books and Supplies	587,932	70,001	517,931	88.09%	Books and Supplies	438,420	99,283	339,138	77.35%
Services & Other	1,102,831	128,702	974,129	88.33%	Services & Other	1,023,562	162,941	860,621	84.08%
Capital Outlay	340,000	307,607	32,393	9.53%	Capital Outlay	120,000	2,925	117,075	97.56%
Other Outgo	1,175,040	132,167	1,042,873	88.75%	Other Outgo	1,160,040	121,679	1,038,361	89.51%
Share of LCER	1,579,514	202,364	1,377,150	87.19%	Share of LCER	1,346,185	0	1,346,185	100.00%
Total Expense	13,760,396	2,415,184	11,345,212	82.45%	Total Expense	12,903,622	1,867,572	11,036,051	85.53%
Add (Subtract) to Reserves	(621,656)	(225,394)	(396,262)		Add (Subtract) to Reserves	304,520	333,786	(29,266)	
Total Revenue	13,138,740	2,189,790	10,948,950	16.67%	Total Revenue	13,208,142	2,201,357	11,006,785	16.67%
Total Expense	13,760,396	2,415,184	11,345,212	17.55%	Total Expense	12,903,622	1,867,572	11,036,051	14.47%
Add (Subtract) to Reserves	-621,656	-225,394	-396,262		Add (Subtract) to Reserves	304,520	333,786	-29,266	

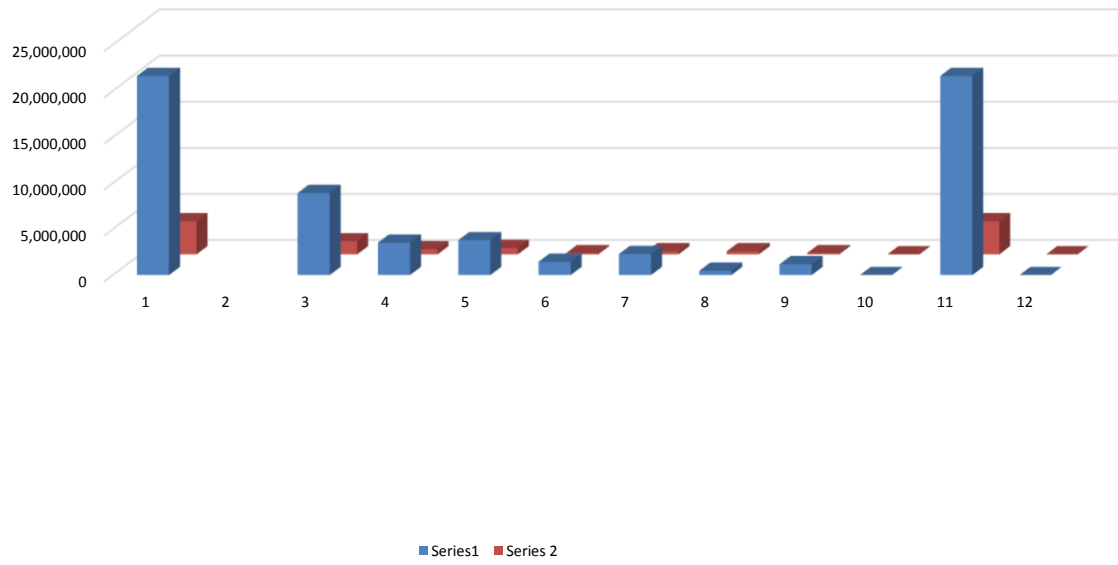
NSLA - Budget Comparison 2016/17 to 2017/18

2016-2017					2017-2018				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru August	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru August	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	8,372,944	1,395,491	6,977,453	83.33%	Revenue	8,557,897	1,426,316	7,131,581	83.33%
Expense					Expense				
Certificated Salaries	3,185,094	485,744	2,699,350	84.75%	Certificated Salaries	3,261,362	505,530	2,755,832	84.50%
Classified Salaries	841,088	173,778	667,310	79.34%	Classified Salaries	869,553	129,684	739,869	85.09%
Benefits	1,031,409	205,139	826,270	80.11%	Benefits	1,348,317	197,771	1,150,546	85.33%
Books and Supplies	668,011	42,795	625,216	93.59%	Books and Supplies	514,205	66,060	448,146	87.15%
Services & Other	959,127	85,312	873,815	91.11%	Services & Other	1,001,677	123,908	877,769	87.63%
Capital Outlay	118,000	20,872	97,128	82.31%	Capital Outlay	30,000	13,685	16,315	54.38%
Other Outgo	0	0	0	N/A	Other Outgo	0	0	0	N/A
Share of LCER	1,053,009	134,909	918,100	87.19%	Share of LCER	1,346,185	0	1,346,185	100.00%
Total Expense	7,855,738	1,148,549	6,707,189	85.38%	Total Expense	8,371,299	1,036,638	7,334,662	87.62%
Add (Subtract) to Reserves	517,206	246,941	270,264		Add (Subtract) to Reserves	186,598	389,679	(203,081)	
Total Revenue	8,372,944	1,395,491	6,977,453	16.67%	Total Revenue	8,557,897	1,426,316	7,131,581	16.67%
Total Expense	7,855,738	1,148,549	6,707,189	14.62%	Total Expense	8,371,299	1,036,638	7,334,662	12.38%
Add (Subtract) to Reserves	517,206	246,941	270,264		Add (Subtract) to Reserves	186,598	389,679	(203,081)	

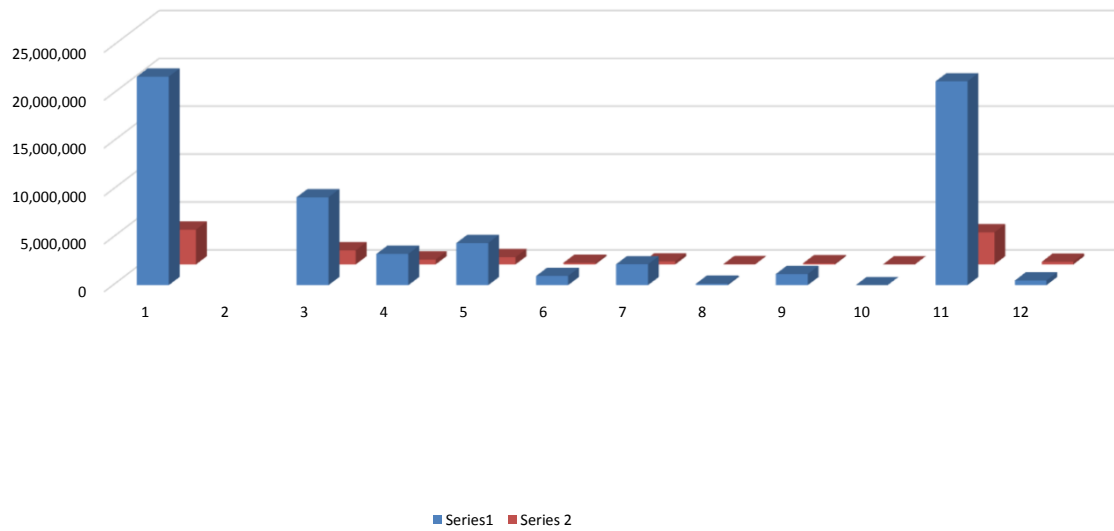
LCER - Budget Comparison 2016/17 to 2017/18

2016-2017					2017-2018				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru August	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru August	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	0	34,869	(34,869)	N/A	Revenue	0	23,873	(23,873)	N/A
Expense					Expense				
Certificated Salaries	369,099	58,184	310,915	84.24%	Certificated Salaries	428,117	67,924	360,193	84.13%
Classified Salaries	1,254,033	116,773	1,137,260	90.69%	Classified Salaries	1,313,897	213,270	1,100,627	83.77%
Benefits	586,775	58,718	528,057	89.99%	Benefits	786,448	134,699	651,749	82.87%
Books and Supplies	194,500	21,247	173,253	89.08%	Books and Supplies	11,875	3,125	8,750	73.68%
Services & Other	228,116	116,972	111,144	48.72%	Services & Other	152,033	22,452	129,581	85.23%
Capital Outlay	0	203	(203)	N/A	Capital Outlay	0	1,286	(1,286)	N/A
Other Outgo	0	45	(45)	N/A	Other Outgo	0	0	0	N/A
Share of LCER	(2,632,523)	(337,273)			Share of LCER	(2,692,370)		(2,692,370)	100.00%
Total Expense	0	34,869	2,260,381	#DIV/0!	Total Expense	0	442,756	(442,756)	#DIV/0!
Add (Subtract) to Reserves	0	0	(2,295,250)		Add (Subtract) to Reserves	0	(418,883)	418,883	
Total Revenue	0	34,869	(34,869)	N/A	Total Revenue	0	23,873	(23,873)	N/A
Total Expense	0	34,869	2,260,381	N/A	Total Expense	0	442,756	(442,756)	N/A
Add (Subtract) to Reserves	0	0	(2,295,250)		Add (Subtract) to Reserves	0	(418,883)	418,883	

2016-17



2017-18





The High Desert "Partnership in Academic Excellence" Foundation, Inc.
Statement of Financial Position
As Of August 31, 2017

	August 31, 2017
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 1,592,698
Cash held in Trust	469,878
Accounts Receivable	3,069,976
Laptop Lease Receivable	60,000
Laptop Inventory	-
Prepaid Expenses	85,787
Total Current Assets	<u>5,278,339</u>
Non-Current Asset	
Lease Payment Receivable - Long Term	30,382
Unamortized Debt Issuance Costs	407,790
Total Non-Current Assets	<u>438,172</u>
Capital Assets	
Non-depreciable Assets	893,572
Depreciable Assets	26,498,544
Accumulated Depreciation	(8,116,577)
Total Capital Assets	<u>19,275,539</u>
TOTAL ASSETS	<u>24,992,049</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Current Portion of Long Term Liabilities	798,054
Accrued Payroll and Payroll Expenses	886,392
Line of Credit	-
Accounts Payable	250,897
Deferred Revenue	210,457
Due to Student Groups	21,557
Total Current Liabilities	<u>2,167,358</u>
Long Term Liabilities	
Interest Rate Swap Agreement	510,206
Voluntary Retirement & OPEB, Less Current Portion	165,301
Laptop Capital Lease Payments Less Current Portion	109,628.78
Loans Payable, Less Current Portion	4,995,000
Lease Purchase - Tetra Financial	1,225,929
Total Long-Term Liabilities	7,006,064
TOTAL LIABILITIES	<u>9,173,422</u>
NET ASSETS	
Unrestricted	15,139,814
Temporarily Restricted	603,457
Permanently Restricted	75,356
TOTAL NET ASSETS	<u>15,818,627</u>
TOTAL LIABILITIES AND NET ASSETS	<u>24,992,049</u>



NOTE 2 - Cash and Cash Equivalents

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

As described below, in October 2012, 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 an existing Line of Credit were retired. New obligations were issued. The new obligations consisted of a loan from California Municipal Finance Authority and a new line of credit. 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 has acted as trustee of funds set aside for the construction and payment of obligation debt and interest. The accounts involved are listed below as Cash in Union Bank Corporate Trust Department. All of the funds 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 August 31, 2017
Union Bank	\$ 1,407,322
Union Banc Investment (short term CD)	7
Union Bank Corporate Trust Department	469,878
Desert Community Bank	135,870
Prime Alliance Bank	49,500
	<u>\$ 2,062,576</u>

NOTE 3 - Accounts Receivable

Accounts receivable as of August 31, 2017 consist of the following:

Federal Government:

Title I	\$ -
Title II	
Title III	
Other	
Special Education	
School Lunch and Breakfast Program	
State Government	
Apportionment	\$ 2,177,592
Special Education	\$ 465,281
Lottery	\$ 158,354
Other State	\$ -
Local	
Laptop Lease	\$ 90,382
Property Tax	\$ 266,746
Other Local	<u>\$ 2,002</u>
	<u>\$ 3,160,357</u>

Pledges receivable as of August 31, 2017 consist of the following:

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

NOTE 4 - Capital Assets

A schedule of changes in capital assets for the period ended August 31, 2017 is shown below:

	Balance, July 1, 2017	Additions	Retirements	Balance, August 31, 2017
Capital assets not being depreciated:				
Land	\$ 798,729			\$ 798,729
Work in Progress	94,843	-	-	94,843
Total capital assets not being depreciated	<u>893,572</u>	<u>-</u>	<u>-</u>	<u>893,572</u>
Capital assets being depreciated:				
Buildings and improvements	19,298,068	-		19,298,068
Furniture, and equipment	2,297,572	12,892		2,310,464
Leasehold improvements	4,696,739	-		4,696,739
Cassini documentary	193,273	-		193,273
Total capital assets being depreciated	<u>26,485,652</u>	<u>12,892</u>	<u>-</u>	<u>26,498,544</u>
Accumulated depreciation for:				
Buildings and improvements	(4,746,715)	(83,036)		(4,829,751)
Furniture, and equipment	(1,733,080)	(9,503)		(1,742,583)
Leasehold improvements	(1,321,692)	(29,278)		(1,350,970)
Cassini documentary	(193,273)	-		(193,273)
Total accumulated depreciation	<u>(7,994,760)</u>	<u>(121,817)</u>	<u>-</u>	<u>(8,116,577)</u>
Total capital assets being depreciated, net	<u>18,490,892</u>	<u>(108,925)</u>	<u>-</u>	<u>18,381,967</u>
Total capital assets, net	<u>\$ 19,384,464</u>	<u>\$ (108,925)</u>	<u>\$ -</u>	<u>\$ 19,275,539</u>

NOTE 5 - Long Term Debt

	Balance, July 1, 2017	Additions	Deductions	Balance, August 31, 2017	Due within 1 Yr	Balance Due Subsequent Years
Long-Term Liabilities						
Loan Payable	5,120,000		-	5,120,000	(125,000)	4,995,000
Lease Purchase - Tetra Financial Group	1,664,127		58,838	1,605,289	(379,360)	1,225,929
Interest Rate Swap	510,206		-	510,206		510,206
Voluntary Retirement Program	234,308		-	234,308	(117,154)	117,154
OPEB	48,147		-	48,147	(19,378)	28,769
Capital Lease	257,178	52,788	23,797	286,168	(176,540)	109,629
Totals	\$ 7,833,965	\$ 52,788	\$ 82,635	\$ 7,804,118	\$ (817,432)	\$ 6,986,686

A-Loan

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

Fiscal Year Ending June 30,

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

B-Lease Purchase

2018	379,360
2019	449,595
2020	532,832
2021	243,503
Total	1,605,289

C-Voluntary Retirement Program

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

D-Capital Leases

Following is a schedule of payments under Capital Lease agreements:

Fiscal Year Ending June 30,	Phase 7 Amount	Phase 8 Amount	Phase 9 Amount	Phase 10 Amount	Phase 11 Amount	Phase 12 Amount
Monthly Payment	\$ -	\$ 1,838	\$ 1,980	\$ 2,764	\$ 8,398	\$ 1,614
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
2019	-	-	-	-	-	-
2020	-	-	-	-	-	-
Total	-	-	-	-	-	5

Continued

Fiscal Year Ending June 30,	Phase 13 Amount	Phase 14 Amount	ipad Phase 1 Amount	ipad Phase 2 Amount	Total
Monthly Payment	10,492	1,178	3,323	1,467	\$ 33,054
2018	\$ 104,924	\$ 14,136	39,876	17,599	\$ 176,540
2019	\$ -	\$ 4,717	39,876	17,599	\$ 62,192
2020	-	-	29,847	17,589	\$ 47,436
Total	104,924	18,853	109,599	52,788	- 286,168

NOTE 6 - Net Asset Classifications

Temporarily Restricted Net Assets consist of the following at August 31, 2017

Restricted Pledges Receivable	\$	-
Restricted State Programs		388,607
Restricted Capital Campaign Donations		175,999
Restricted Scholarship Donations		38,850
Total Temporarily Restricted Net Assets	\$	<u>603,457</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 August 31, 2017 are as follows:

HIDAS Endowment		\$64,405
Davis Aeronautics		10,951
Total Permanently Restricted Net Assets	\$	<u>75,356</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	\$	17,261
FMV of Donated Facilities		<u>-</u>
Total Public Support Donations		<u>\$17,261</u>

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

Date of meeting: October 16, 2017

Title: Unaudited Actuals

Presentation: Consent: X Action: Discussion: Information:

Background: These reports are submitted to each authorizing agency annually. The Fiscal results of the two schools are reported first to the authorizers for their review and they submit them to the County Office of Education who in turn forwards them to the California Department of Education. The outcome is then summarized along with reports from each California LEA for submission to the U S Department of Education. We are encouraged by the County to submit the reports on the Alternative Form for Charter Schools which we have done consistently.

The reports are due to the authorizers on September 1st which allows lead time for their review and to the County by September 15th.

Due to finalization of Closing of the Books, there was not sufficient time to submit the reports for the September Board meeting so they are submitted here for review. Charter schools are not required to have Board approval of these reports but they are a part of suggested disclosure.

The reports are subject to audit and suggested revision by our auditors.

Fiscal Implications (if any): None

Impact on Mission, Vision or Goals (if any): None

Recommendation: For review and Board comment or question.

Submitted by: Jim Quinn, Director of Finance, Finance Department

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017

CHARTER SCHOOL CERTIFICATION

Charter School Name: Norton Science and Language Academy
CDS #: Copy of 36103630115808 formulas out
Charter Approving Entity: San Bernardino County Office of Education
County: San Bernardino County
Charter #: 903

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Name _____	Tom Cassida Name _____	James M. Quinn Name _____
Title _____	Director, Business Advisory Services Title _____	Interim Director of Finance Title _____
Telephone _____	(909) 386-9676 Telephone _____	760-946-5414 Telephone _____
E-mail address _____	thomas_cassida@sbcss.k12.ca.us E-mail address _____	jquinn@lcer.org E-mail address _____

To the entity that approved the charter school:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: James M. Quinn Title: Interim Director of F

To the County Superintendent of Schools:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Tom Cassida Title: Director, Business /

To the Superintendent of Public Instruction:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Norton Science and Language Academy

CDS #: Copy of 36103630115808 formulas out

Charter Approving Entity: San Bernardino County Office of Education

County: San Bernardino County

Charter #: 903

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	5,880,028.00		5,880,028.00
Education Protection Account State Aid - Current Year	8012	953,101.00		953,101.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	3,057.00		3,057.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		6,836,186.00	0.00	6,836,186.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290			0.00
Special Education - Federal	8181, 8182		82,381.00	82,381.00
Child Nutrition - Federal	8220		260,730.90	260,730.90
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		274,713.00	274,713.00
Total, Federal Revenues		0.00	617,824.90	617,824.90
3. Other State Revenues				
Special Education - State	StateRevSE		425,058.00	425,058.00
All Other State Revenues	StateRevAO	435,059.28	60,514.98	495,574.26
Total, Other State Revenues		435,059.28	485,572.98	920,632.26
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	268,853.36	0.00	268,853.36
Total, Local Revenues		268,853.36	0.00	268,853.36
5. TOTAL REVENUES				
		7,540,098.64	1,103,397.88	8,643,496.52
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,707,756.72	391,039.77	3,098,796.49
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300			0.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		2,707,756.72	391,039.77	3,098,796.49
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	1,247,216.08	219,366.56	1,466,582.64
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300			0.00
Clerical and Office Salaries	2400			0.00
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		1,247,216.08	219,366.56	1,466,582.64

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Norton Science and Language Academy

CDS #: Copy of 36103630115808 formulas out

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	312,125.00	37,708.49	349,833.49
PERS	3201-3202	168,806.22	40,962.47	209,768.69
OASDI / Medicare / Alternative	3301-3302	133,601.90	27,061.10	160,663.00
Health and Welfare Benefits	3401-3402	537,068.95	60,909.70	597,978.65
Unemployment Insurance	3501-3502	1,945.14	301.90	2,247.04
Workers' Compensation Insurance	3601-3602	47,734.24	7,666.32	55,400.56
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	2,097.06	0.00	2,097.06
Total, Employee Benefits		1,203,378.51	174,609.98	1,377,988.49
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	46,584.24	273.42	46,857.66
Books and Other Reference Materials	4200	40,738.18	1,176.93	41,915.11
Materials and Supplies	4300	190,733.46	2,237.48	192,970.94
Noncapitalized Equipment	4400	152,760.34	8,361.53	161,121.87
Food	4700	0.00	221,020.89	221,020.89
Total, Books and Supplies		430,816.22	233,070.25	663,886.47
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	103,917.05	32,223.72	136,140.77
Dues and Memberships	5300	6,929.33	0.00	6,929.33
Insurance	5400	57,319.2	0.0	57,319.20
Operations and Housekeeping Services	5500	414,630.58	1,337.47	415,968.05
Rentals, Leases, Repairs, and Noncap. Improvements	5600	245,569.69	0.00	245,569.69
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	106,251.84	120,203.39	226,455.23
Communications	5900	37,546.82	0.00	37,546.82
Total, Services and Other Operating Expenditures		972,164.51	153,764.58	1,125,929.09
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		6,561,332.04	1,171,851.14	7,733,183.18

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Norton Science and Language Academy

CDS #: Copy of 36103630115808 formulas out

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		978,766.60	(68,453.26)	910,313.34
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(68,453.26)	68,453.26	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(68,453.26)	68,453.26	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		910,313.34	0.00	910,313.34
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	517,302.74		517,302.74
b. Adjustments/Restatements	9793, 9795	33,429.26		33,429.26
c. Adjusted Beginning Fund Balance /Net Position		550,732.00	0.00	550,732.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,461,045.34	0.00	1,461,045.34
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	1,461,045.34	0.00	1,461,045.34

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Norton Science and Language Academy

CDS #: Copy of 36103630115808 formulas out

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	1,461,045.34		1,461,045.34
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340			0.00
8. Capital Assets (accrual basis only)	9400-9489			0.00
9. TOTAL ASSETS		1,461,045.34	0.00	1,461,045.34
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500			0.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		0.00	0.00	0.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		1,461,045.34	0.00	1,461,045.34

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Norton Science and Language Academy
CDS #: Copy of 36103630115808 formulas out

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$		0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Norton Science and Language Academy
CDS #: Copy of 36103630115808 formulas out

3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2015-16 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2018-19.

a. Total Expenditures (B8)	7,733,183.18
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	617,824.90
c. Subtotal of State & Local Expenditures [a minus b]	7,115,358.28
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 7,115,358.28

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT – ALTERNATIVE FORM
July 1, 2016 to June 30, 2017

CHARTER SCHOOL CERTIFICATION

Charter School Name: Academy for Academic Excellence
CDS #: AAE -2016-17 Unaudited ACTuals - Alternate Form - REVISED by C
Charter Approving Entity: Apple Valley unified School District
County: San Bernardino School District
Charter #: 127

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
<u>Annette Baker</u> Name	<u>Matthew Schulenberg</u> Name	<u>James M. Quinn</u> Name
<u>Business Advisor</u> Title	<u>Assistant Superintendent Administrative Se</u> Title	<u>Interim Director of Finance</u> Title
<u>909-388-5741</u> Telephone	<u>760-247-8001</u> Telephone	<u>760-946-5414</u> Telephone
<u>annette_baker@sbcss.net</u> E-mail address	<u>Matthew_Schulenberg@avusd.org</u> E-mail address	<u>jquinn@lcer.org</u> E-mail address

To the entity that approved the charter school:

() 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT – ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: James M. Quinn Title: Interim Director of F

To the County Superintendent of Schools:

() 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT – ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Matthew Schulenberg Title: Assistant Superinte

To the Superintendent of Public Instruction:

() 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT – ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited ACTuals - Alternate Form - REVISED by C Kur

Charter Approving Entity: Apple Valley unified School District

County: San Bernardino School District

Charter #: 127

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)
- Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	7,870,136.00		7,870,136.00
Education Protection Account State Aid - Current Year	8012	1,957,374.00		1,957,374.00
State Aid - Prior Years	8019	(49,778.00)		(49,778.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,392,758.00		1,392,758.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		11,170,490.00	0.00	11,170,490.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290			0.00
Special Education - Federal	8181, 8182		155,608.00	155,608.00
Child Nutrition - Federal	8220		89,694.60	89,694.60
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		7,120.00	7,120.00
Total, Federal Revenues		0.00	252,422.60	252,422.60
3. Other State Revenues				
Special Education - State	StateRevSE		697,988.00	697,988.00
All Other State Revenues	StateRevAO	724,556.99	78,411.39	802,968.38
Total, Other State Revenues		724,556.99	776,399.39	1,500,956.38
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	625,058.23	4,544.19	629,602.42
Total, Local Revenues		625,058.23	4,544.19	629,602.42
5. TOTAL REVENUES				
		12,520,105.22	1,033,366.18	13,553,471.40
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	5,191,786.16	501,856.02	5,693,642.18
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300			0.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		5,191,786.16	501,856.02	5,693,642.18
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	1,821,526.45	375,411.11	2,196,937.56
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300			0.00
Clerical and Office Salaries	2400			0.00
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		1,821,526.45	375,411.11	2,196,937.56

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited Actuals - Alternate Form - REVISED by C Kur

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	615,547.18	59,220.33	674,767.51
PERS	3201-3202	248,304.62	53,009.24	301,313.86
OASDI / Medicare / Alternative	3301-3302	214,944.77	35,534.09	250,478.86
Health and Welfare Benefits	3401-3402	1,052,678.91	103,308.96	1,155,987.87
Unemployment Insurance	3501-3502	3,520.59	438.65	3,959.24
Workers' Compensation Insurance	3601-3602	84,832.61	10,736.85	95,569.46
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	2,263.34	0.00	2,263.34
Total, Employee Benefits		2,222,092.02	262,248.12	2,484,340.14
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	30,160.78	590.73	30,751.51
Books and Other Reference Materials	4200	91,345.99	2,794.42	94,140.41
Materials and Supplies	4300	330,070.71	2,346.68	332,417.39
Noncapitalized Equipment	4400	178,260.39	986.14	179,246.53
Food	4700	0.00	124,002.01	124,002.01
Total, Books and Supplies		629,837.87	130,719.98	760,557.85
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	33,863.46	16,446.90	50,310.36
Dues and Memberships	5300	21,302.24	100.00	21,402.24
Insurance	5400	85,978.8	0.0	85,978.80
Operations and Housekeeping Services	5500	823,582.71	9,040.42	832,623.13
Rentals, Leases, Repairs, and Noncap. Improvements	5600	604,573.27	0.00	604,573.27
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	78,588.03	88,488.00	167,076.03
Communications	5900	33,862.15	0.00	33,862.15
Total, Services and Other Operating Expenditures		1,681,750.66	114,075.32	1,795,825.98
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		11,546,993.16	1,384,310.55	12,931,303.71

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited Actuals - Alternate Form - REVISED by C Kur

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		973,112.06	(350,944.37)	622,167.69
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699	622,167.69		622,167.69
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(350,944.37)	350,944.37	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(973,112.06)	350,944.37	(622,167.69)
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		0.00	0.00	0.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,328.00		4,328.00
b. Adjustments/Restatements	9793, 9795	9,761.00		9,761.00
c. Adjusted Beginning Fund Balance /Net Position		14,089.00	0.00	14,089.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		14,089.00	0.00	14,089.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				0.00
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	14,089.00	0.00	14,089.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited Actuals - Alternate Form - REVISED by C Kur

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	14,089.00		14,089.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340			0.00
8. Capital Assets (accrual basis only)	9400-9489			0.00
9. TOTAL ASSETS		14,089.00	0.00	14,089.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources				
	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable				
	9500			0.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		0.00	0.00	0.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources				
	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)				
		14,089.00	0.00	14,089.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited ACTuals - Alternate Form - REVISED by C Kur

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$		0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

Charter School Name: Academy for Academic Excellence

CDS #: AAE -2016-17 Unaudited Actuals - Alternate Form - REVISED by C Kur

3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2015-16 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2018-19.

a. Total Expenditures (B8)	12,931,303.71
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	252,422.60
c. Subtotal of State & Local Expenditures [a minus b]	12,678,881.11
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 12,678,881.11

**LCER Board Meetings
Attendance Log 2017**

	March Regular	June Regular	Sept. Regular	TOTAL REGULAR
Bud Biggs	Present	Present	Present	100%
Andrew Jaramillo	Present	Present	Present	100%
Kirtland Malhum	Present	Present	Present	100%
Rick Wolf	Present	Present	Present	100%
Peter Torres	Present	Present	Present	100%
Russell Stringham	Present	Present	Present	100%
Duberly Beck	Present	Present	Absent	67%
Jose Palavox	Present	Present	Absent	67%
Kevin Porter	Present	Absent	Present	67%
Buck Goodspeed	Absent	Present	Present	67%
Marcia Vargas	Present	Absent	Present	67%

February 10 Special	April 7 Special	April 10 Special	April 28 Special	May 10 Special	Sep 11 Special	TOTAL SPECIAL
Present	Present	Present	Present	Present	Present	100%
Present	Present	Absent	Present	Present	Absent	67%
Present	Present	Absent	Present	Present	Present	83%
Absent	Absent	Present	Absent	Present	Present	50%
Present	Absent	Present	Absent	Absent	Present	50%
Absent	Absent	Absent	Present	Absent	Present	33%
Present	Present	Present	Present	Present	Absent	83%
Absent	Absent	Present	Present	Absent	Absent	33%
Present	Present	Present	Present	Present	Present	100%
Present	Present	Present	Present	Present	Present	100%
Absent	Present	Present	Absent	Absent	Present	50%

LCER Board Give and Get

Member	Current Fiscal Year 2016 /2017				Previous Fiscal Year 2015 /2016			
	Give	Get	In-kind	Total	Give	Get	In-kind	Total
Andy Jaramillo	\$ 150			\$ 150	\$ 100			\$ 100
Buck Goodspeed				\$ -	\$ 1,000			\$ 1,000
Bud Biggs		\$ 4,351		\$ 4,351	\$ 100	\$ 6,025		\$ 6,125
David Bains				\$ -	\$ 100			\$ 100
Donna Siegel				\$ -				\$ -
Duberly Beck				\$ -	\$ 100			\$ 100
Jose Palafox				\$ -				\$ -
Kevin Porter				\$ -		\$ 100		\$ 100
Kirtland Mahlum				\$ -				\$ -
Marcia Vargas	\$ 310			\$ 310	\$ 917			\$ 917
Peter Torres				\$ -				\$ -
Regina Weatherspoon-Bell				\$ -	\$ 100			\$ 100
Rick Wolf				\$ -				\$ -
Robert Lovingood				\$ -	\$ 100			\$ 100
Russ Stringham				\$ -	\$ 100			\$ 100
Scott Johnson				\$ -				\$ -
Tom Rosenbaum				\$ -	\$ 500			\$ 500
Total	\$ 460	\$ 4,351	\$ -	\$ 4,810	\$ 3,117	\$ 6,125	\$ -	\$ 9,242