

# LEWIS CENTER FOR EDUCATIONAL RESEARCH

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

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## 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, K5

Additional Location:  
17500 Mana Rd., Apple Valley, CA, Gym Conference Room

October 15, 2018 - Public Meeting – 4:00 p.m.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Kevin Porter
2. **ROLL CALL:** Kevin Porter
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 NSLA Robotics and Coding - Student Presentation – Pg 3
  - .02 AAE CAASPP Results – Valli Andreasen – Pg 4
  - .03 NSLA CAASPP Results - Fausto Barragan – Pg 5
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of September 17, 2018 Special Meeting – Pg 6
  - .02 Approve Minutes of September 17, 2018 Regular Meeting – Pg 7-9
  - .03 Approve Updated 2018-19 LCER Board Calendar Changing March 11 to March 18, 2019 – Pg 10
6. **DISCUSSION/ACTION ITEMS:**
  - .01 Lewis Center Foundation Update - Marcia Vargas
  - .02 Strategic Planning Reminder – October 19, 2018 – Lisa Lamb
  - .03 Approve Bylaws Revisions – Kevin Porter – Pg 11-27
  - .04 LCER Board Recruitment – Kevin Porter
    - Letter of Interest from Patricia Caldwell – Pg 28-32
7. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  - .01 Staff Reports
    - President/CEO – Lisa Lamb – Pg 33-36
    - Human Resources Director – Stacy Newman – Pg 37-39
    - Finance Director – David Gruber – Pg 40
    - IT Director – Ryan Dorcey – Pg 41-42
    - AAE Principal – Valli Andreasen – Pg 43-45
    - NSLA Principal – Fausto Barragan – Pg 46-49
  - .02 LCER Financial Reports
    - Checks Over \$10K – Pg 50
    - Budget Comparisons – Pg 51-52
  - .03 Lewis Center Foundation Financial Report
    - August 2018 – Pg 53

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.04 LCER Board Attendance Log – Pg 54

.05 LCER Board Give and Get – Pg 55

## 8. **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

## 9. **CLOSED SESSION:**

.01 Conference with Legal Counsel Existing Litigation: 1 case (Paragraph (1) of Subdivision (d) of Section 54956.9)

Name of Case: County of San Bernardino and City of San Bernardino v. The High Desert Partnership in Academic Excellence Foundation, Inc.

## 10. **ADJOURNMENT:** Kevin Porter

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.

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

Date of meeting: October 15, 2018

Title: Robotics and Coding Student Presentation

Presentation: X    Consent:           Action:           Discussion:           Information:       

**Background:**

Students from the newly formed Robotics and Coding class will share their learning experiences and goals during the first trimester of the 2018-2019 school year.

**Fiscal Implications (if any):**

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

To increase the Science and S.T.E.M learning experiences to meet the mission of Norton Science and Language Academy.

**Recommendation:**

Submitted by: Fausto Barragán, Principal

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

Date of meeting: October 15, 2018

Title: AAE Principal's Presentation of 2018 CAASPP Results

Presentation:  X  Consent:   Action:   Discussion:   Information:

**Background:**

The state-, county-, district-, and school-level California Assessment of Student Performance and Progress (CAASPP) summary reports for the spring 2018 administrations were released on October 2, 2018.

Fiscal Implications (if any): None

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

Analysis of CAASPP data by teachers, administrators, students, and parents will be used to promote high-quality teaching and learning aligned to school mission.

**Recommendation:**

Review student and school CAASPP performance data to assist in planning and decision-making.

Submitted by: Valli Andreasen, Principal

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

Date of meeting: October 15, 2018

Title: NSLA Principal's Presentation of 2018 CAASPP Results

Presentation:  X  Consent:   Action:   Discussion:   Information:

**Background:**

The state-, county-, district-, and school-level California Assessment of Student Performance and Progress (CAASPP) summary reports for the spring 2018 administrations were released on October 2, 2018.

Fiscal Implications (if any): None

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

Analysis of CAASPP data by teachers, administrators, students, and parents will be used to promote high-quality teaching and learning aligned to school mission.

**Recommendation:**

Review student and school CAASPP performance data to assist in planning and decision-making.

Submitted by: Fausto Barragán, Principal

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## Lewis Center for Educational Research Board of Directors Special Minutes September 17, 2018

1. **CALL TO ORDER:** Chairman Kevin Porter called the meeting to order at 1:06 p.m.
2. **ROLL CALL:** LCER Board Members Kirt Mahlum, Jim Morris (arrived 1:28), Omari Onyango, Sharon Page, Kevin Porter, David Rib, Marcia Vargas and Rick Wolf were in attendance.

LCER Board Member Duberly Beck was absent.

Staff members Fausto Barragan, Marcelo Congo, Ryan Dorsey, Teresa Dowd, David Gruber, Lisa Lamb, Stacy Newman and Paul Rosell were also in attendance.

Angel Arrington represented the San Bernardino County Superintendent of Schools.

3. **PUBLIC COMMENTS:** None
4. **SPECIAL PRESENTATIONS:**
  - .01 Pat Caldwell gave a brief overview of a governing board's role. Nick Driver, Irfan erol and Matt Avsar presented the history and philosophy of CSMC and went over the pro forma and feasibility study.
5. **DISCUSSION/ACTION:**
  - .01 Lisa Lamb presented thoughts and options for the Board to consider regarding the Norton Science and Language Academy Program Expansion and Build Out. The Board and Staff split into groups and discussed the pros and cons of all options. Some Board comments were: no matter the outcome, it is going to be a different school and we need to prepare for the changes; we need to do a better job of recruitment; we need to have a waiting list; STEM needs to ramp up; build secondary with language and science options students will want to come for – a program anyone can come into whether from dual immersion or not; performance is key – we need to work on academics.

The LCER Board of Directors adjourned the meeting at 4:00 p.m. to immediately follow the regular meeting, and reconvened at 5:10 p.m. On a motion by Kirt Mahlum, seconded by Jim Morris, vote 8-0, the LCER Board of Directors voted for Option 1, which is to keep NSLA TK-5 a pure dual immersion program and to plan a new blended secondary program.

6. **ADJOURNMENT:** Chairman Kevin Porter adjourned the meeting at 6:08 p.m.

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

**Minutes  
September 17, 2018**

**1.0 Call to Order**

Chairman Kevin Porter called the meeting to order at 4:04 p.m.

**2.0 Roll Call**

LCER Board Members Kirt Mahlum, Jim Morris, Omari Onyango, Sharon Page, Kevin Porter David Rib, Marcia Vargas and Rick Wolf were present.

LCER Board Member Duberly Beck was absent.

Staff members Fausto Barragan, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb, and Stacy Newman, and Paul Rosell were also present.

**3.0 Public Comments: None**

**4.0 Special Presentations:**

**.01** Brielle DeLaHoussaye and Bryce Szarzynski, AAE Student Ambassadors gave an update on school activities such as sports, the blood drive and the Ambassadors trip to New York in the spring to visit the United Nations. They are requesting sponsors for the trip.

**.02** NSLA ASB President Juan Daniel Hernandez and Vice President Mariah Cuencas updated the Board on school activities such as “Be Nice Week”, the recycling program, staff shadowing and a communication wall. They are currently fundraising for dances.

**.03** Arely Flores, AAE Spanish Teacher, presented regarding the upcoming Spanish field trip to Spain and Paris. The trip is through Explorica, who have many safety features, a tour director and travel protection.

**5.0 Consent Agenda**

**.01** Approve Minutes of August 13, 2018 Regular Meeting

**.02** Approve AAE Spanish Field Trip to Spain/Paris March 22-31, 2019

**.03** Approve AAE Student Ambassador Field Trip to New York City April 1-6, 2019

**.04** Approve AAE 6<sup>th</sup> Grade Field Trip to Irvine Ranch Outdoor Education Ctr May 22-24, 2019

On a motion by Kirt Mahlum, seconded by Omari Onyango, vote 8-0, the LCER Board of Directors approved Consent Agenda Items 5.01 – 5.04.

**6.0 Discussion/Action Items:**

**.01 Lewis Center Foundation Update** – Marcia Vargas reminded the Board of the Wine and Cheese Social on September 27. The Foundation has been working hard and has established 3 main fundraisers per year at this point: the annual gala, the annual social and Give Big day, which is an event for San Bernardino County. The Foundation would like an additional LCER Board member be on the Board. Marcia also brought up the need for a Director of Development for the LCER to do marketing, PR and grant writing. We will keep that in mind for the Strategic Planning meeting.

- .02 AAE Prop 39 Energy Efficiency Project – Closeout Report** –The report was included in the packet. David reported that we had received funding for NSLA, but due to the fact it would now be used at a different location we will need to return the funds. We can apply for assistance for the new campus.
- .03 Approve Resolution 2018-01 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974** – On a motion by Jim Morris, seconded by Sharon Page, vote 8-0, the LCER Board of Directors approved the amended conflict of interest code.
- .04 Approve Deletion of BP 5133: Uniform Assistance Policy** – Both schools take care of uniform needs through their parent/teacher associations. On a motion by Sharon Page, seconded by Jim Morris, vote 8-0, the LCER Board of Directors approved the deletion of BP 5133.
- .05 LCER Board Recruitment** – We have 2 LCER Board members that will term out in December. We need to have a pool of applicants to fill vacancies. Please reach out to those you feel would be qualified and have them submit their letter of interest and resume to Teresa. We specifically need an additional member from the San Bernardino area.
- .06 VVWRA Easement** – VVWRA needs to realign their sewer line that runs through the Desert Knolls Wash on LCER property. They made an offer to purchase the easement and for a temporary easement for construction. Kevin has been working with us regarding this and is asking for additional language in the agreement regarding emergency situations that would affect ADA. On a motion by Rick Wolf, seconded by Jim Morris, vote 8-0, the LCER Board of Directors approved \$1K towards getting comps and for Lisa to sign the agreement once Kevin Porter has completed negotiations. If it is not completed by the next meeting, Kevin will report back to the Board with an update.
- .07 Discuss Specific Powers of the Board Regarding Hiring** – Rick Wolf brought up the fact that currently the LCER Board only hires the President/CEO, and the President/CEO hires the rest of the staff. He offered the suggestion of the Board also hiring the CFO, who would also report to the Board. It would be challenging for the Board to take that on as well. Currently there isn't a strong evaluation process for the CEO so an additional position would create even more work for a volunteer board. It could also create conflict for 2 leaders that were equal. Kirt noted that the Board is responsible to hold the CEO responsible to do the job and we can strengthen the evaluation process of the CEO with checks and balances. It is key to have Exec Team input. Nick Driver offered to look at this anecdotally pro bono.
- .08 Discuss Annual Election of Officers** – LCER Board officers are elected each year at the annual meeting in December. It was suggested that the Chairperson should not serve more than 2 consecutive terms to allow more individual board members the opportunity to work closely with LCER Administration. This language will be added to the Bylaws and brought to the next meeting for approval.

## 7.0 **Information Included in Packet:**

### **01. Staff Reports**

- President/CEO – Lisa Lamb – Lisa is glad to have a contingency from both schools at the upcoming STEAM conference. GAVRT will be presented at the conference. Also the City of San Bernardino and San Bernardino County have not provided written comments nor voted on the NSLA lease agreement as of yet.
- Human Resources Director – Stacy Newman – Stacy asked Marcia what she should bring to the Strategic Planning meeting regarding the Director of Development position that was mentioned. Marcia would like to bring up staffing at the meeting as a board concern and does not need anything additional at this time.



- Finance Director – David Gruber
- AAE Principal – Valli Andreasen – Kirt noted that the 2 students receiving their pilot licenses over the summer was amazing.
- NSLA Principal - Fausto Barragan – Fausto noted that the new drop off/pick up strategy has improved safety and traffic flow and has decreased tardies.

**02. LCER Financial Reports**

- Checks Over \$10K
- Budget Comparisons

**03. Lewis Center Foundation Financial Report**

- June 2018

**04. LCER Board Attendance Log**

**05. LCER Board Give and Get**

**8.0 Board/Staff Comments**

**.01 Ask a question for clarification** – None

**.02 Make a brief announcement** – None

**.03 Make a brief report on his or her own activities** - None

**.04 Future agenda Items** - None

**9.0 Closed Session**

The LCER Board of Directors did not convene into closed session.

**10.0 Adjournment**

Chairman Kevin Porter adjourned the meeting at 5:08 p.m.

**LCER Board CALENDAR**

**July-18**

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

**August-18**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
NSLA	13	14	15	16
20	21	22	23	24
27	28	29	30	31

**September-18**

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

**October-18**

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

**November-18**

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

**December-18**

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

**January-19**

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

**February-19**

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

**March-19**

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

**April-19**

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

**May-19**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
NSLA	13	14	15	16
20	21	22	23	24
27	28	29	30	31

**June-19**

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

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

**A California Nonprofit Public Benefit Corporation**

**ARTICLE I - NAME**

Section 1.0 Name.

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

**ARTICLE II - OFFICES**

Section 2.0 Principal Offices.

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

Section 2.1 Change of Address.

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

Section 2.2 Other Offices.

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

**ARTICLE III - PURPOSES**

Section 3.0 Purposes.

The specific purposes of the Corporation are: (i) to promote and support the educational needs of the students, teachers and community members; and (ii) to receive and utilize funds acquired through the solicitation of donations, gifts, and bequests for the purposes for which this

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

**ARTICLE IV  
CONSTRUCTION AND DEFINITIONS**

Section 4.0 Construction and Definitions.

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

**ARTICLE V  
DEDICATION OF ASSETS**

Section 5.0 Dedication of Assets.

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

**ARTICLE VI - MEMBERS**

Section 6.0 Members Prohibited.

In accordance with the Articles of Incorporation of the Corporation and with Section 5310 of the California Nonprofit Public Benefit Corporation Law, the Corporation shall have no members

within the meaning of Section 5065 of the California Corporations Code (“CCC”). The Board of Directors may, in its discretion, admit individuals to one or more classes of non-voting members; the class or classes shall have such rights and obligations as the Board of Directors finds appropriate. The Corporation may allow members of the community to serve on its committees, but they will be considered volunteers, not members of the Corporation.

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

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

## **ARTICLE VII - BOARD OF DIRECTORS**

Section 7.0 Board of Directors.

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

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

Section 7.1 Powers.

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

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

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

- (2) Change the principal office or the principal business office in the State from one location to another; conduct business within or without the State; designate any place within or without the State for holding of any members' meeting including any annual meeting.
- (3) Borrow money and incur indebtedness for the stated purposes of the Corporation, and cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.
- (4) Approve any MOU or Charter for any charter school the Corporation manages. In the case of a conflict between the requirements of the MOU or Charter and provisions of the Articles of Incorporation and/or Bylaws, action taken in accordance with such Articles or Bylaws which conflicts with or is inconsistent with the requirements of the MOU or Charter shall be deemed a violation of the MOU or Charter. In the case of such a conflict, the Board of Directors shall take prompt action to revise the Articles or Bylaws to make them consistent with the requirements of the MOU or Charter or seek a material revision to the MOU or Charter to make the Articles, Bylaws, MOU and Charter consistent.

Section 7.2 Interested Person.

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

- (A) An interested person means either:

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

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

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

Section 7.3 Number, Responsibilities and Qualifications of Directors.

- (A) The authorized number of persons to be elected as members (“Directors”) of the Board of Directors of this Corporation shall be not less than five (5) nor more than ~~thirteen~~ nine (~~13~~ 9) until changed by an amendment to these Bylaws duly adopted in accordance with Article XV hereof, and no more than 4 of whom shall be a parent of students attending

any charter school the Corporation manages. Collectively, the Directors shall be known as the Board of Directors (“Board”).

- (B) Any Director elected to the Board must reside in San Bernardino County and have an interest in education and charter school governance. One Director position with no residence requirement shall be reserved for an individual who brings exceptional skills, background, affiliations, or expertise in an area specific to the LCER mission.
- (C) The authorizer of any charter school the Corporation may manage shall be entitled to a single representative on the Board of Directors. The authorizer or its designee, at its discretion, shall appoint the representative, but it will be within the authorizer’s sole discretion whether or not to appoint such a representative at any time. Any representative appointed by the authorizer shall serve solely at the authorizer’s discretion and shall have no limit on the number of consecutive or total terms he or she may serve. The representative shall serve at the pleasure of and be removed only by the action of the authorizer or designee. The representative may not serve as an officer of the Corporation.

Section 7.4 Nomination: Election and Term of Office.

- (A) Any non-interested person may be nominated to be a Director by the method of nomination authorized by the Board in Board Policy or by any other method authorized by law.
- (B) Directors shall be elected by the Board at the annual meeting.
- (C) Directors shall be elected to a three (3) year term and may serve two (2) consecutive three (3) year terms at the pleasure of the Board. A Director may be reelected after a one-year period off the Board.
- (D) A vacancy occurring in the office of Director may be filled by the Board for the balance of the unexpired term and until a successor has been qualified and elected.
- (E) Terms will be staggered at the discretion of the Board, and in compliance with the CCC, including but not limited to section 5220 (a).

Section 7.5 Resignation and Removal of Directors.

- (A) Except as provided in paragraph (C) of this Section 7.5, any Director may resign effective upon giving written notice to the Chairman of the Board, the Secretary, or the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the effectiveness of such resignation. Unless such resignation specifies otherwise, its acceptance by the Corporation shall not be necessary to make it effective.

- (B) Any Directors may be removed without cause if such removal is approved by the affirmative vote of a majority of the Directors.
- (C) Except on notice to the CA Attorney General, no Director may resign if Corporation could be left without a duly elected Director or Directors.

Section 7.6 Vacancies on Board.

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

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

Section 7.7 Meetings.

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

- (A) An annual meeting of the Board shall be scheduled each fiscal year. At the annual meetings, Directors and officers shall be elected and any other proper business may be transacted.
- (B) Regular meetings of the Board shall be held at such time and place specified by the Board.
- (C) A special meeting of the Board may be called by the Chairman of the Board or any other officer.
- (D) Notice of the time and place of special meetings shall be delivered by telephone or electronic communication to each Director or sent by first-class mail addressed to each Director at his or her address as it is shown upon the records of the Corporation. Notice of meetings shall be in accordance with the Brown Act.
- (E) Notwithstanding anything in this section to the contrary, the President/CEO or Chairman of the Board may call an emergency meeting of the Board, giving at least one hour notice to the media if such a meeting is, in the opinion of the President or Chairman of the Board, necessary to deal with an unforeseen emergency condition. An "emergency condition," is as defined by the Brown Act.



- (F) Directors may participate in a meeting through use of conference telephone or similar communications equipment, so long as Brown Act requirements are met.
- (G) A majority of the authorized number of Directors shall constitute a required quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a required quorum is present shall be regarded as the act of the Board, subject to the provision of the California Nonprofit Public Benefit Corporation Law, especially those provisions relating to (i) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of Directors.
- (H) A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the adjourned meeting must be given in accordance with the Brown Act.

Section 7.8 Fees and Compensation of Directors.

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

Section 7.9 Required Vote of Directors.

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

## **ARTICLE VIII - OFFICERS**

Section 8.0 Officers.

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

- (A) The Chairman of the Board shall preside at all meetings of the Board. The Chairman of the Board is authorized to sign all contracts, notes, conveyances, and other papers,

documents, and instruments in writing in the name of the Corporation. The Chairman of the Board has the authority to suspend a Director pending further action by the Board. The Chairman of the Board shall appoint a Board member designee to be a liaison to the Human Resources Department in the area of personnel matters.

- (B) The Vice Chairman shall, in the absence of the Chairman or the inability or refusal of the Chairman to act, carry on all duties and powers required by law or conferred by these Bylaws upon the Chairman of the Board.
- (C) The Secretary shall keep or cause to be kept the minute book and/or electronic copies of the minutes of the Corporation. The Secretary shall sign in the name of the Corporation, either alone or with one or more other officers, all documents authorized or required to be signed by the Secretary
- (D) The Treasurer is the Finance Liaison to the Lewis Center Finance Department.

#### Section 8.1 Election of Officers.

The officers of the Corporation shall be elected from among the members of the Board at the annual meeting, and each shall serve a one (1) year term at the pleasure of the Board.

The Chairman of the Board may not serve more than two (2) consecutive terms

#### Section 8.2 Removal of Officers.

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

#### Section 8.3 Resignation of Officers.

Any officer may resign at any time by giving written notice to the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any such resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

#### Section 8.4 Vacancies in Office.

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

**ARTICLE IX  
CONTRACTS WITH DIRECTORS AND OFFICERS**

Section 9.0 Contracts with Directors and Officers.

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

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

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

Section 10.0 Right of Indemnity.

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

Section 10.1 Approval of Indemnity.

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

Section 10.2 Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by the Corporation as authorized in Section 5238 of the CCC prior to the final disposition of such proceeding, upon receipt of an

undertaking by or on behalf of the Director, officer, or employee to repay such amount unless it shall be determined ultimately that the Director, officer, or employee is entitled to be indemnified.

Section 10.3 Insurance.

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

**ARTICLE XI  
STANDING COMMITTEES**

Section 11.0 Authority of Committees.

Standing Committees, not having and exercising the authority of the Board in the management of the Corporation, may be designated if approved by a majority of the Directors present at a meeting at which a quorum is present. The Board may delegate some of its rights and duties to the committees other than the right to vote on any of the following matters:

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

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

Section 11.1 Duties of the Chairman of the Board Regarding Standing Committees.

The Chairman of the Board shall appoint the committee chairman of any committee formed pursuant to this Article XI of the Bylaws.

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

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

Section 11.2 Term of Office.

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

**ARTICLE XII  
INSPECTION RIGHTS**

Section 12. Director's Right to Inspect.

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

Section 12.1 Accounting Records and Minutes.

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

Section 12.2. Maintenance and Inspection of Articles and Bylaws.

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

**ARTICLE XIII**

## **RECORDS AND REPORTS**

### Section 13.0 Minute Book.

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

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

### Section 13.1 Annual Report.

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

specified above for inclusion in an annual report must be furnished annually to all Directors.

### Section 13.2 Report of Transactions and Indemnifications.

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

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

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

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

### Section 13.3 Audit Financial Statements.

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

**ARTICLE XIV  
GENERAL PROVISIONS**

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

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

Section 14.1 Contracts.

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

Section 14.2 Representation of Shares of Other Corporations.

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

Section 14.3 Construction and Definitions.

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

Section 14.4 Self-Dealing.

In the exercise of voting right by Directors, no Director shall vote on any issue, motion or resolution which directly or indirectly inures to his or her benefit or detriment financially. No Director of this Corporation nor any other corporation, firm, association, or other entity in which one or more of this Corporation's Directors are Directors have a material financial interest, shall be interested, directly or indirectly, in the contract or transaction, unless otherwise allowed under the provisions of Government Code Section 1090. In the case of a matter to be voted on, which is not a contractual arrangement with a Board member, but a Board member has a financial interest, the non-interested members of the Board may take action as long as the provisions of the Political



Reform Act are followed, namely 1) the interested board member discloses the financial interest at the public meeting; 2) the interested Board member recuses him or herself from the discussion and action and leaves the room during the discussion; and 3) such disclosure and recusal is reflected in the minutes of the meeting.

Section 14.5 Gifts and Donations.

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

Section 14.6 Bonding.

All employees handling funds shall be properly bonded.

**ARTICLE XV  
AMENDMENTS**

Section 15.0 Amendment of Bylaws.

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

Section 15.1 Amendment of Articles of Incorporation.

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

unless and until the revision(s) is first approved through the process set forth in Education Code Section 47607 for material revision to the Charter.

**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify that:

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

2. that the foregoing Bylaws to which this certificate is attached, comprising 15 pages, constitute the Bylaws of such Corporation as duly approved and adopted by the Board of Directors of this Corporation at a meeting duly held on ~~December 11, 2017~~October 15, 2018, pending approval through the process set forth in Education Code Section 47607 for material revision to the Charter.

**IN WITNESS WHEREOF**, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

Pat Caldwell, Ph.D.  
13993 Burning Tree Drive  
Victorville, CA 92395  
(760) 245-1832 (H)  
(760) 553-3015 (C)

Lewis Center for Educational Research  
17500 Mana Road  
Apple Valley, CA 92307  
Attention: Ms. Lisa Lamb, CEO  
(Sent via email)

September 11, 2018

Dear Ms. Lamb,

I wish to submit my letter of interest in becoming a member of the Board of Directors for the Lewis Center for Educational Research. During my career in education, I have served at every level except Elementary (Preschool, Secondary, Community College and University). I have been a teacher, professor, counselor and college administrator. Administrative positions included Assistant Dean, Dean, Vice President/Assistant Superintendent (Oxnard College and El Camino College [Torrance]), and President/Superintendent (Copper Mountain Community College in the Morongo Basin). Additionally, throughout my career, I also consulted for many organizations (education, non-profit, and business) in the areas of organizational development (board and management) and strategic planning. I have served over 100 clients in San Bernardino County and numerous others in California and several western states.

As you and some of the current board members know, I served the Lewis Center for approximately two years providing board and management development and CEO mentoring, with an emphasis on organizational transformation. That experience has given me, not only an extensive knowledge of the organization, but a love for it, as well. I wish to continue to assist LCER and its two schools through the role of board member.

I would be most grateful if you would submit my name and this letter to the Nominating Committee for consideration the next time there is a vacancy on the board.

Thank you in advance for your consideration.

Respectfully,

Pat Caldwell, Ph.D.

# PATRICIA F. CALDWELL

Home address:  
13993 Burning Tree Drive  
Victorville, Ca 92395

Cell (760) 553-3015  
e mail:patcaldwel@aol.com

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## RESUMÉ

### EDUCATION

- Ph.D. University of California, Riverside, California, 1981  
Concentration: Management and Decision-making and Politics in Education  
Dissertation: A Field Study of the Professional/Bureaucratic Interface in the Community College (A Study of the Decision-making Environment at Victor Valley College)
- M.S.Ed. University of Oklahoma, Norman, Oklahoma, 1967  
Concentration: Student Personnel Services in Higher Education and Counseling
- B.S. Otterbein College, Westerville, Ohio, 1964  
Major: Home Economics Education  
Minor: English

### EXPERIENCE

**SUPERINTENDENT/PRESIDENT (Interim)**  
Copper Mountain College, Joshua Tree, California, August 1, 2007 – June 30, 2008

**MANAGEMENT CONSULTANT/FACILITATOR (Retired)**  
Following retirement from El Camino College in June 2005, I resumed my consulting practice. I provided expert assistance in the areas of organizational development, management development, board development, strategic planning, and the management of change. I frequently facilitated retreats for the purposes of team-building, conflict resolution, board and management training, problem-solving, and strategic planning. I have been a certified strategic planner since 1987. See also "Special Certifications" at the end of this resumé.

**VICE PRESIDENT / ASSISTANT SUPERINTENDENT, STUDENT AND COMMUNITY ADVANCEMENT**  
El Camino College, Torrance, California, June 1, 2000 – June 30, 2005  
Enrollment: 25,000 credit students – 5,000 not-for-credit students

This position integrated student services and instruction with responsibility for everything on campus that was not administrative services or credit instruction offered in the traditional manner. Provided leadership to all student services functions, the Center for International Education, strategic planning, educational and facilities master planning, institutional research, grants development and management, the El Camino College Foundation, workforce development, and community advancement (economic development). Student services functions included counseling, Career and Transfer Center, EOP&S, CalWORKS, financial aid, admission and records, student government and activities, outreach and school relations,

Title V (First Year Experience and Learning Communities), matriculation, testing and assessment, athletics, and career placement services. The Center for International Education included the international student program, Study Abroad, international faculty and student exchange programs, and the El Camino Language Academy. Community advancement functions included five economic development initiatives (Center for Applied Competitive Technologies, Workplace Learning Resource Center, Small Business Development Center, Center for International Trade Development, and the California-Mexico Trade Assistance Center), community (non credit) education, the Inglewood Center, tech prep, foster care emancipation program, and distribution and coordination of all VTEA (vocational) funds

Chaired and coordinated the District's successful passage of a \$394 million dollar bond

#### DEAN OF PLANNING, ADMINISTRATION AND COLLEGE SERVICES

Oxnard College, Ventura County Community College District, Oxnard, California, March 1999 – June 2000

Responsible for strategic, master and facilities planning; facilitated the development of the college's first strategic plan; responsible for all administrative services including budget, maintenance and operations, grounds, safety and security ; facilitated the multi-college district's strategic planning efforts and trained co-facilitators for the project

#### MANAGEMENT CONSULTANT TO COMMUNITY COLLEGES 1987-2008

- 1. Alan Hancock College:** A multi-year relationship that focused on restructuring, strategic planning, educational and facilities master planning, shared governance process evaluation, and staff development workshops
- 2. Alan Hancock College Foundation:** Strategic planning, board development, capital campaign planning
- 3. Bakersfield College:** Strategic planning, unit planning training, strategic management training
- 4. Barstow College Foundation:** Strategic planning, board development
- 5. Chaffey College:** Educational Master Plan (in process)
- 6. Citrus College:** Facilitated a Futures Forum planning retreat focused on identifying the needs of the student of the future
- 7. Citrus College Foundation:** Strategic planning, board development
- 8. Copper Mountain College:** Strategic planning, comprehensive educational and facilities master planning, assisted with organizational and governance issues; Board or Trustees retreat
- 9. Cypress College:** Educational Master Plan (in process)
- 10. Evergreen College:** Facilitated the development of belief statements and mission statement
- 11. Fullerton College:** Educational Master Plan (in process)
- 12. Grossmont College:** Strategic planning; consulted on restructuring
- 13. Kern Community College District:** Strategic planning update
- 14. Lake Tahoe Community College:** Strategic planning, unit planning training, strategic management training
- 15. Los Medanos College Foundation:** Strategic planning, board development
- 16. Mira Costa College:** As trainer for CCC Foundation Quality Consortium, presented training on quality and institutional effectiveness
- 17. Monterey Peninsula College:** Strategic planning training and orientation for key campus leaders and members of the Board of Trustees
- 18. North Orange County Community College District :** Educational master planning for three campuses and the district
- 19. Orange Coast College Foundation:** Capital campaign planning for new art gallery
- 20. Pacific Oaks College:** A year-long contract to consult with the President on management team dynamics, team building and planning; facilitated numerous management team retreats with

follow-up activities

**21. Palomar College:** Consulted with Superintendent/President regarding conflict among constituency groups on campus; interviewed key constituency group leaders; designed and facilitated a conflict resolution intervention; developed a consensus resolution and implementation plan

**22. Pierce College:** Training in educational master planning

**23. San Bernardino Valley College:** A multi-year relationship that included consulting with the President on group dynamics of his management team; facilitating team building retreats; restructuring of Student Services and Instruction

**24. Victor Valley College:** A multi-year relationship that included facilitating feedback sessions on the educational master plan with the staff and community; facilitating the President's Blue Ribbon Advisory Group meetings in preparation for a bond election; facilitating a year-long strategic planning process; facilitating management retreats; delivering management training and staff development activities; designing and conducting a study of the corporate culture and communication systems at the College; consulting with and training GAIN staff; facilitating ASB planning retreats; facilitating numerous meetings and sessions on campus

**25. Victor Valley College Foundation:** Strategic planning, board development

**26. Woodland College:** Comprehensive educational and facilities master planning; staff development activities

**27. Yuba College:** Management training in Continuous Quality Improvement; staff development activities

#### ADJUNCT PROFESSOR

University of Redlands, Redlands, California, 1987 – 1999

Taught in the B.S. in Management program and the M.B.A. program

#### LECTURER (1978 – 1987, Part-time)

University of LaVerne, Victorville program

California State University, San Bernardino, California

Taught educational administration, business management, supervised student teachers

#### ASSOCIATE DEAN, STUDENT SERVICES

San Bernardino Valley College, San Bernardino, California, 1974 - 1978

#### INSTRUCTOR; DIRECTOR; DEPARTMENT CHAIR; COUNSELOR

Victor Valley College, Victorville, California, 1968 – 1974

Founded and chaired the Early Childhood Education Department; founded and directed the first child care center

#### OTHER RELEVANT EXPERIENCE

President, Victor Valley College Foundation (2 2-year terms); Reorganized and motivated the Foundation to become a viable entity; trained members in their role; organized for first capital campaign

Coordinator, local bond election campaigns for El Camino College, Victor Valley Union High School District and Victor Elementary School District

Consultant to numerous businesses, not-for-profits and public agencies

#### SPECIAL CERTIFICATIONS (selected)

*Improving Interpersonal Skills with Social Styles*, Personnel Predictions and Research, a division of

Tracom Corporation, Denver, Colorado, 1986. Advanced certification, 1997.

*Orchestrating Team Performance*, Personnel Predictions and Research, a division of Tracom Corporation, Denver, Colorado, 1998. Master trainer certification, 1998.

*Strategic Planning*, National Academy for School Executives sponsored by the American Association of School Administrators, Scottsdale, Arizona, 1987. (Included facilitator training)

*Zenger-Miller Management and Leadership Development Programs*, Zenger-Miller, Inc., Los Angeles, California, 1995. (Facilitator training)

*Making Meetings Work*, Interaction Associates, San Francisco, 1987. (Training in facilitating effective meetings)



**Lewis Center for Educational Research  
STAFF REPORT**

Date: October 17, 2018  
 To: Board of Directors  
 From: Lisa Lamb  
 Re: President/CEO Staff Report

<b>Goal 1: Improve the financial condition of the LCER, including key provisions for sustainability.</b>	
<b>1.1 Objective: By 2022, 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.</b>	We have strategically pursued additional revenue sources. For the 2018-2019 school year, the LCER revenue has increased by 6.2% overall. The increase does include a 3% COLA increase per ADA. For this school year, new revenue sources include: Title I funding at AAE, K16 Bridge Support Funding from VVC, and one-time monies. Increases in existing revenue sources include SB740 Funding at NSLA and food services at both schools.
<b>1.2 Objective: By December 2017, the Board of Directors and staff will perceive the budget to be stable and understandable with progress toward sustainability.</b>	
<b>1.3 Objective: By June 2021, the LCER will have no less than two months of total payroll and costs in reserves (defined as unencumbered savings) based on current needs.</b>	We are on track to meet this goal. We will maintain no less than 4% of our total budget in reserves for economic uncertainty. Additional reserves have been set aside to prepare for Norton’s campus expansion.
<b>1.4 Objective: Starting immediately, partnerships will be defined as initiatives that are substantially beneficial to the LCER and its students. Further, the partnerships must be aligned to the current LCER mission and goals and/or the schools’ LCAPs.</b>	<p><b><u>Apple Valley Center for Innovation (AVCI)</u></b>            AVCI held a STEM night for Vanguard Prep this month. There was a very strong turnout of students and families. The High School Explainer Program continues to grow with representation from Apple Valley High School, Granite Hills High School and AAE. The Explainers facilitate all of the learning activities for the elementary students in attendance and have come together as strong group of leaders.</p> <p><b><u>Math Partnerships</u></b>            NSLA is continuing its strong partnership with Swun Math and the Graduate School of Education at University of California, Riverside and University of New Mexico. NSLA’s instructional staff continues to engage in monthly coaching with Swun Math Coaches as part of this partnership. This embedded approach to professional development has resulted in increased student achievement.</p> <p><b><u>Chinese Partnerships</u></b>            AAE is hosting three visiting teachers from Shanghai on Oct. 15-26, 2018. During their stay, the visiting teachers will be immersed in American culture with their host families. We will also coordinate events like joint dinner parties, cultural outings and shopping excursions. The teachers will partner with LCER to study best instructional practices with a particular emphasis on STEM and project-based learning.</p> <p><b><u>GAVRT</u></b></p>

	<p>The GAVRT Team was invited to conduct a training at the Southwest Research Institute (SwRI) in San Antonio, Texas. According to their website, “SwRI was the principal investigator institution for the highly successful IMAGE mission and now leads the New Horizons mission to Pluto, the Interstellar Boundary Explorer (IBEX), and the Juno mission to Jupiter, as well as the Magnetospheric Multiscale Mission (MMS) science investigation. SwRI-developed instruments have flown, are flying, or are under development for flight on a number of NASA and European Space Agency missions, while SwRI-developed avionics systems have flown without a single on-orbit failure on more than 50 government and commercial missions.” GAVRT has been actively involved in the Juno mission since its inception. We are looking at ways to continue this partnership to additional campaigns in the near future.</p> <p>The GAVRT Team will also be presenting at the annual California STEAM Symposium in Long Beach on October 28-29th. More than 3,000 participants are expected to attend this year’s conference. The CA STEAM Symposium is widely viewed as the premier STEM/STEAM conference in California.</p> <p>The GAVRT Management Team is in talks with multiple science museums to bring our program into their mission control and to incorporate our missions into their field trips and/or professional development. We see the inclusion of informal education as a great opportunity to increase the reach of Radio Astronomy through GAVRT to thousands of additional students and teachers. More details will be provided as we solidify these partnerships.</p>
<p><b>Goal 2: Renegotiate a mutually beneficial lease agreement with the City and County or secure an alternative campus.</b></p>	
<p><b>2.1 Objective:</b> By June 2018, a new lease will be executed that is long-range, affordable and allows for campus expansion.</p>	<p>LCER is working closely with County and City staff to settle the ongoing dispute regarding our current lease. A new lease agreement will be executed as part of the resolution.</p>
<p><b>2.2 Objective:</b> By June 2018, if a new, long-term lease is not a viable option, an alternative option for a permanent facility (either at the current site or at a new location) will be executed that is affordable and allows for campus expansion.</p>	<p>No longer applicable.</p>
<p><b>Goal 3: Strengthen the academic programs at both schools resulting in increased student mastery.</b></p>	
<p><b>3.1 Objective:</b> By Fall 2018, both schools will demonstrate increases in student mastery in the areas of Mathematics in grades 5-8 as indicated on the Accountability Dashboard.</p>	<p>Please refer to the separate presentations provided by the principals for this meeting.</p>
<p><b>3.2 Objective:</b> By 2022, both schools will develop a</p>	<p>As of the 2018-2019 school year, the following Comp Science/STEM offerings are in place:</p>

<p><b>Computer Science/STEM strand that builds upon itself in grades K-12.</b></p>	<p><b>AAE:</b></p> <ul style="list-style-type: none"> <li>• K-5- Weekly Coding Classes</li> <li>• 3-5- Weekly Keyboarding Classes</li> <li>• NEW 4-6 NASA’s Best Engineering After School Elective Class</li> <li>• 4-8 AEX Aviation After School Elective Class</li> <li>• 6-8- MS Technology Explorative Wheel (Student take Technology Elective one quarter/year)</li> <li>• 6-8 Space Science</li> <li>• 9-12- Introduction to Computers and Computing with Robotics elective courses</li> <li>• NEW 9-12 Astronomy Class</li> </ul> <p><b>NSLA:</b></p> <ul style="list-style-type: none"> <li>• NEW 1<sup>st</sup> Grade STEAM Kits incorporated during Universal Access Time</li> <li>• 6-8- Robotics/Coding Elective Class</li> <li>• 6-8 HERO Health Club</li> <li>• NEW 6-8 Space Science Elective Class</li> <li>• NEW 6-8 Destination Imagination Elective Class</li> <li>• NEW 6-8 Makerspace Elective Class</li> </ul> <p>Both schools continue to implement one-to-one devices (MacBook or iPad) in grades 3-12 with primary grades utilizing standing computer labs and iPad carts.</p> <p>We have teachers and staff from across LCER attending and presenting at the California STEAM Conference in October. The goal is to have staff bring back STEM and NGSS opportunities back to both school sites.</p> <p>All instructional staff at NSLA became Apple Certified last school year.</p>
<p><b>3.2 Objective: By Fall 2018, AAE will demonstrate increases in AP passing rates in the area of Mathematics.</b></p>	<p>AAE is working to increase both the participation <u>and</u> passing rates for all AP testing. While the pass rates did improve this year, we are hoping to have every student enrolled in an AP course take the corresponding exam. The efforts and action items to increase participation and passing rates are summarized in the AAE College and Career Readiness Plan.</p> <p>In Spring 2017, the results were as follows:</p> <p>Calculus--14 students tested, 3 passed  Statistics—10 students tested, 5 passed</p> <p>In Spring 2018, the results were as follows:</p> <p>Calculus- 10 students tested, 5 passed  Statistics- 8 students tested, 6 passed</p>
<p><b>3.3 Objective: By Fall 2019, strengthen the Middle School program at Norton as indicated by multiple measures, including, but not limited to: CAASPP scores, decreased student attrition, parent and student surveys.</b></p>	<p>Measurable predictors such as: surveys, attendance, assessment scores and enrollment indicate a continuous strengthening of the middle school program. Administration has held middle school-specific meetings with parents to seek input and feedback on future growth and expansion.</p> <p>Current middle school opportunities: ASB, HERO Health Club, Rockets Lifting our Community Club, math support, athletics, dances, field trips and 8<sup>th</sup> grade Science Camp. These opportunities continue to expand through parent and teacher support and collaboration.</p>

<p><b>3.4 Objective:</b> Depending on available facilities, NSLA will begin adding one high school grade per academic year with a target of Fall 2019 for the first freshman class.</p>	<p>Lease negotiations are still underway. This timeline continues to be dependent on securing adequate facilities to provide for expansion. Under the current direction, the first ninth grade class is predicted to begin Fall 2020 with the completion of Phase I of the Norton campus build out.</p>
<p><b>Goal 4: The Lewis Center for Educational Research will be unified under a common vision, mission, goals and objectives.</b></p>	
<p><b>4.1 Objective:</b> Staff and the Board of Directors will continue to engage in ongoing open, honest and constructive communication.</p>	<p>We are supporting this goal through monthly Board Chair and CEO meetings and regular updates to the board regarding ongoing developments. The annual strategic planning sessions provide a way to measure progress and implement specific strategies to continue to unify the organization.</p>
<p><b>4.2 Objective:</b> Throughout the 2017-2018 school year, the Executive Team, as supported by the Board of Directors, will intentionally build a positive climate throughout the organization.</p>	<p>This is an ongoing effort that has become a lens for organizational decision-making. The Executive Team (comprised of the CEO, Directors of Finance, HR, Special Education, and IT, AAE Principal and NSLA Principal) meets weekly. Principals regularly share feedback from their administrative and teacher leadership teams regarding school climate. This information guides communication and decision making that will positively impact school climate and culture.</p> <p>Growth in this area is evidenced by the increased engagement of LCER Board members, collaborative planning sessions, increased fiscal transparency and planning, and increased stakeholder input.</p>
<p><b>4.3 Objective:</b> The Board of Directors will actively participate in the establishment and review of LCER policies.</p>	<p>LCER board policies are continually being reviewed. Each month, policies needing revisions are brought before the board.</p>

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

September 27, 2018

**AAE (4 Total)**

**New Hires: (1)**

Last Name	First Name	Hire Date	Job Title	Position / Stipend #
Whittenburg	Charles	9/12/2018	LCER Groundskeeper (7/217)	00263

**Reclassifications: (1)**

LAST	FIRST	From	Position / Stipend #	To	Position / Stipend #	Date
Morris	Lauralee	Classified Substitute	Sub	Enrichment Instructor-Coding	00256	9/10/2018

**Separations: (2)**

Last Name	First Name	Separation Date	Job Title	Reason	Position / Stipend #
Bryant	Kristina	9/19/2018	Certificated Substitute	Resignation	Sub
Courtney	Miriam	9/19/2018	Certificated Substitute	Resignation	Sub

**NSLA (2 Total)**

**New Hires: (1)**

Last Name	First Name	Hire Date	Job Title	Position / Stipend #
Lopez	Jonathan	9/21/2018	Classified Sub (rehire from Music Inst.)	SUB

**Reclassifications: (0)**

**Separations: (1)**

Last Name	First Name	Separation Date	Job Title	Reason (resignation, At Will, or For Cause)	Position / Stipend #
Lopez	Angelica	9/20/2018	Ed Spec Instructional Assistant	Resignation - Going back to school	00071

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

**LCER:**

**AAE Certificated:**

Certificated Substitute	Posted
Education Specialist	Recently Interviewed – Recently Hired
Art Teacher	Offer Accepted. Will start after fall break

**AAE Classified:**

Health Office Substitute	Posted
Enrichment Instructor – Coding	Recently Hired

**NSLA Certificated:**

Certified Substitute	Posted
Teacher on Assignment	Re-Posted
ELEM Dual Immersion Teacher	Posted
MS Baseball Coach	Posted
MS Softball Coach	Posted
MS Flag Football Coach	Posted
MS Soccer Coach	Posted

MS Track Coach	Posted
Ed Specialist Instructional Assistant	Posted

### **NSLA Classified:**

Classified Substitute	Posted
Facilities Technician	Posted
Enrichment Instructor – Music	Offer Declined – Checking References on Alternate Applicant
After School Program Assistant	Posted
Character Development Officer (2)	Posted – Recently Interviewed – Offers Pending

### **HR Activities including both AAE & NSLA:**

#### **Employment:**

- Created job postings / descriptions for above positions
- Recruited and advertised new positions: internally, Edjoin, Daily Press, Desert Dispatch, LCER Website, Monster.com, Local Universities
- Collected and screened job applicants
- Scheduled and held interviews
- Sent follow up thank you letters and emails for those applicants/candidates who were not selected
- Conducted reference checks for all prospective new hires for the month of September (approximately 60 prospective hires including Classified and Certificated Substitutes for AAE and NSLA)
- Conducted new hire orientations for new employees (new hire packet, health benefits, sick leave, salary placement, and job requirements), processed job-reclassifications, etc.
- Processed new hire paperwork for 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
- Monitored seasonal coaching contracts
- Analyzed applicant credentialing and communicated with applicants regarding credentialing requirements
- Planning for future staff recruitment for NSLA build out

#### **Compliance:**

- Prepared packet for volunteers to include: DOJ fingerprint procedures, TB risk assessments, volunteer driver packets, LCER Agreements: Proprietary, Child Abuse, Internet Use, etc.
- Assisted employees with credentialing applications, renewals, waivers, etc.
- Maintained employee and volunteer fingerprint information and DOJ database as well as provided training at the parent/volunteer workshops at the AAE
- 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
- Monitored labor law updates and blogs for compliance
- Reviewing the 2018 Cal Chamber Labor Law Digest
- Worked on updating HR board policy, procedures & employee handbook
- Reviewing wage and hour updates
- Processed workers' comp & student injury claims
- Facilitated accommodations meetings with employees and supervisors for workers' comp
- Assigned and tracked annual compliance trainings for staff

#### **Personnel Items:**

- Processed FMLA applications and SDI benefit claims
- Responded to notice of claim filed for unemployment insurance
- Ongoing new teacher induction management
- Ongoing credential processing and monitoring
- Calculated pay reconciliations for finance department for employees' terminations, leaves, etc.
- Investigated and responded to potential UCP and internal complaints
- Updated forms and implemented procedure changes: pre-hire orientation paperwork, requests for time, etc.
- Web Timesheets: Worked with Finance Department to continue to train and implement organizational wide roll out of new web based timesheet system
- Tracked sick leave balances in HR Software
- Worked with CEO on NSLA lease

- Assisted Finance with personnel budget items for 2018-19 and 2019-2020 school year
- Followed up on meetings with each director to review their personnel costs for 2018-19 with Finance Director
- Worked with finance to create reports for exec team and Board
- Finalized 2018-19 salary calculations for all regular classified and certificated staff that were late hires
- Coordinated the Employee of the Semester: nominations, meetings, selections, awards, presentations, etc.
- Worked on updating HR board policy, procedures and employee handbook
- Continual update of HR forms to include workers comp/student accident, family leave, hiring checklists, SOPs, etc.
- Track, log, and send reminders to supervisors for performance evaluations and mandated training completions
- Assisted Finance by drafting 2019-2020 salary calculations for budget projections
- Researched and compiled information for CEO on Dual Immersion schools in Southern California

**Trainings/Meetings/Presentations:**

- Quarterly HDEAC seminar/training
- Monthly HDEAC board meetings
- LCER regular/special board meetings
- Regional credential and induction meetings
- RCOE Center for Innovation Regional Induction meetings
- Participated in Weekly LCER Executive Team meetings
- Facilitated/coordinated LCER General Administrative Team meetings
- Facilitated/coordinated EWS trainings for all NSLA and AAE Substitutes
- Facilitated/coordinated training for administrators, managers and assistants regarding finance/HR changes and procedures
- Set up and tracked annual mandatory training videos for all staff through Charter Safe's Safe Schools website
- Facilitated/coordinated Wednesday teacher training/workshop regarding finance/HR procedures
- Attended LCER Wine and Cheese Event

## **Lewis Center for Educational Research Staff Report**

Date: October 15, 2018  
To: LCER Board of Directors  
From: David Gruber  
Re: Finance Department Report

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### **Finance Updates**

The Purchasing Office has been hard at work this year. During the first 3 months of the fiscal year, we have processed over 400 purchase orders, delivered over 1,000 boxes and improved the ordering process. We are also in the process of scheduling and registering a number of new Professional Development trainings for staff that have not been able to attend in the recent past. With support from our Accounts Payable Office, we are beginning to evaluate and determine the necessary steps to begin utilizing our financial system to include the purchasing application, which will allow us to begin to encumber all liability placed on the organization through supplies and services we contract and order for everyone.

Food Services have increased the daily student servings at both NSLA and AAE. We provided training and will continue to support the staff in both kitchens to provide the highest level of food to our students. On a daily average NSLA has increased the number of breakfast servings from 111 to 129 per day, and lunch servings from 399 to 477 per day. At AAE the daily average of lunch servings have increased from 300 to 356 per day. Both campuses are now offering Domino's Pizza on a weekly basis and NSLA is also providing Pick up Sticks every other Monday.

Health insurance benefits renewed as of October 1<sup>st</sup> and Payroll has been making all of the plan changes our staff elected to make during open enrollment. We also offered for the first time a waiver of benefit for employees who have insurance from their spouse in a way to prohibit any unexpected medical costs due to mandatory enrollment in a medical plan per agreement with SISC. Payroll is also working hard to have all preparation in place for the transition to semi-monthly payroll beginning in January 2019. We have met with Schools First and began all communication to assist our staff in the process of changing their voluntary deductions during the transition to semimonthly payroll without impacting their plans or policies.



## Lewis Center for Educational Research

### STAFF REPORT

Date: September 27<sup>th</sup>, 2018  
To: Board of Directors  
From: Ryan Dorcey  
Re: Information Technology/GAVRT Report

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#### Information Technology

- Complete overhaul of our laptop preparation. Moved from monolithic imaging to a provisioning workflow. This allows us to prepare laptops faster, with the more current software using Apple's latest security methods and techniques.
- Designed and purchased business cards for M building, the Admin team, and other support staff. Approximately 20 employees.
- Fulfilled all loaner requests across both campuses. Completed within two weeks.
- Ongoing inventory work importing devices into Asset Panda.
- Rolled out AppleTVs to 5<sup>th</sup> and 6<sup>th</sup> grade classes
- Modernized failing projectors or those with poor image quality.
- Updated Mission Control with various upgrades.
- Processed dozens of warranty claims for Logitech Rugged Keyboards from the iPad OTO devices.
- Processed repairs of 24 broken iPads.
- In early phase of rolling out Adobe Creative Cloud software to admin staff and yearbook.
- Ongoing work upgrading network backbone to 10GB between campuses.
- Installed and configured WiFi and phones at AVCI.
- Updated and added phones and extensions for new staff across both campus.
- Moved network infrastructure from copy room to new work room in M building at MRC.
- Moved network infrastructure from copy room to new work room in E building at AAE.
- Normal maintenance on wired and wireless networks, camera systems, and phone systems.
- 374 support tickets resolved during reporting period.

#### GAVRT

- Supported GAVRT training in San Antonio adding 13 new teachers. New opportunities for partnership include informal education with the Witte Museum and Parker Solar Probe.

- Participated in the Chile student teacher graduation.
- Poster and session presentation at Astronomy Society of the Pacific yearly conference.
- Had 15 practice sessions with teachers from summer trainings to give them a chance to feel comfortable with the antenna and various procedures.
- GAVRT supported 508 students from 11 different schools during the reporting period.

**Lewis Center for Educational Research  
Staff Report**

Date: October 15, 2018  
To: LCER Board of Directors  
From: Valli Andreasen  
Re: Principal's Report

**School Operations**

- Bids for shade structures in the pick-up area are being solicited. Costs will be covered by existing donations that have been designated for shade projects.
- Necessary campus maintenance was completed over Fall Break.

**Strategic Planning**

- AAE has submitted an application to the College Board to offer Pre-AP English 1 in 9th grade for Fall 2019. Pre-AP courses focus on the most essential skills for students' future work in high school, college, and careers. The course also provides the opportunity for students to become ready for AP courses. A passing score on an AP exam is one criteria that demonstrates postsecondary preparedness on the College/Career Indicator.
- Elementary teachers have taken advantage of a new initiative, "Learning Walks." These 30-60 minute visits to colleagues' classrooms give teachers a chance to reflect on a variety of practices and think through what they'd like to bring to their own classrooms. In the first quarter, 7 teachers have participated in a Learning Walk.
- Mr. Castro and Mrs. Longoria are facilitating monthly Vice-Principal's Cabinets for elementary, middle school, and high school students. These meetings provide opportunities for student participation in creating positive school culture changes.
- School Site Council (SSC) and English Learner Advisory Committee (ELAC) are being established to meet federal parental involvement mandates and to assist in the development of the school plan and Title I budget. Orientation and elections have been scheduled.

**Student Achievement and Performance**

- The state-, county-, district-, and school-level California Assessment of Student Performance and Progress (CAASPP) summary reports for the spring 2018 administrations were released on October 2, 2018. Presentations of CAASPP results will be given to stakeholder groups in October and November.
- 2018 AAE graduate Lance Corporal Matthew Sanchez completed Marine Corp Basic Training as the number one graduate out of 479 in his USMC Basic Training Class receiving "Marine Corps Company Honor Grad" and the "Chesty Puller Award".

**School Event Highlights**

- Local Outreach Coordinator Amy Ritter and her group of volunteers transformed Mineral City into a Pumpkin Patch this month and are hosting field trips. Students are able to take

turns weaving a rag rug on a loom, create a bridge made out of plastic cups strong enough to hold pumpkins, use stamps with ink made out of crushed plants, make pumpkin butter and select a pumpkin to take home.

- Friday, September 7, Mr. Castro brought in Starbucks Coffee for the Seniors who have been correctly parking on campus. He did a raffle for an In-N-Out Certificate for one of our lucky student drivers. This helps keep our neighbors happy, streets free, and definitely increased student morale.
- On Friday, September 14th, ASB hosted a double feature “Drive-In” movie. Families gathered in the gym where we played *The Greatest Showman*, followed by *Jumanji*. The event was a huge success, and everybody in attendance had a great time.
- Fall sports are well underway with a total of 104 athletes participating in cross country, volleyball and tennis.
- Currently Middle School Volleyball is undefeated with a month left to go in their season.
- Winter Sports sign up are also currently underway. Deadline to sign up is Friday, September 21st. Tryouts will be held when we return from Fall Break.
- Over 400 items were ordered/purchased through the athletic spirit wear orders. Items will hopefully be done and ready for distribution when we return from fall break.
- Kindness Week will be held October 15-19. This will include anti-bullying assemblies with Sheriff Deputy Conley for grades TK-5.
- All students, staff, and families are invited to attend Fall Festival on Friday, October 26, 5-9 p.m.

**Media Coverage**

- “Just Don’t Give Up!”: Advice from an Air Force Colonel to Schools & Educators  
Written by Dr. Gail L. Thompson September 17, 2018 for the Illuminate Blog.  
<https://www.illuminateed.com/blog/2018/09/just-dont-give-up-advice-from-an-air-force-colonel-to-schools-educators/>

**Parent and Community Partnerships**

- AAE is hosting two valuable partnership meetings in the coming month. On Tuesday, November 13, the High Desert Collaborative Breakfast will be held at AAE. On Wednesday, November 28, we will host the Mountain Desert MS Partnership Meeting.
- The PTC Fall Fundraiser earned almost \$14,000. PTC also hosted a Scholastic Book Fair September 24-28 and is preparing for Fall Festival.

**Registrar/Enrollment**

	Enrollment	Waiting List
Pre K		879
TK	25	absorbed
K	100	152
1st	100	190
2nd	99	239
3rd	112	156
4th	112	184

5th	112	148
6th	126	123
7th	123	161
8th	125	98
9th	117	20
10th	108	5
11th	89	4
12th	97	0
Total	1445	2359

<b>Discipline</b>	<b>TK-5</b>	<b>6-8</b>	<b>9-12</b>
In--house Suspension	1	1	1
Suspensions	1	0	0
Expulsions	0	0	0

Norton Science and Language Academy  
Principal's Board Report  
2018-2019



**To:** *Lewis Center for Educational Research Board of Directors*  
**From:** *Fausto Barragán, Jr., Ed.D, Principal, Norton Science and Language Academy*  
**Date:** *October 15, 2018*

**Overview**

*This report was prepared using quantitative data as well as reflective qualitative data looking back at our accomplishments to date, while also sharing recent activity in a variety of key organizational areas.*

<b>Principal's reflection and message</b>	September has raced by and our students have settled into the routines of the school year. This is a great time of year, and students are really getting into the rhythm of learning. It is also a time of year where we have to pay close attention to maintaining strong habits and school and at home. We have had a good two months filled with countless highlights. I started the year with three goals about trust, communication and professional practice. While I have started to build trust and have two-way communication, there is still room to grow in both areas, especially with new staff changes and how we will evolve as a school staff. I will continue to develop my conversations and my professional practice around the systems and programs at NSLA. I enjoy my time here at NSLA and love our school. It is an awesome place to work and I am so glad that I have the opportunity to lead such a beautiful school and wonderful staff. I would like to thank the LCER board for supporting the NSLA vision and future.
<b>Academics</b>	<i>Teachers continue to be provided with professional development opportunities in the following areas:</i> <ul style="list-style-type: none"> <li>• <i>GLAD</i></li> <li>• <i>Growth Mindset</i></li> <li>• <i>SWUN Math</i></li> </ul>
<b>Technology</b>	<i>Teachers and staff have started to receive new Mac Books purchased with one time monies. Used staff lap tops will be used as student loaner computers.</i>
<b>Special Education</b>	<i>Shelly Albert has started as the new Educational Specialist in the ISAI classroom. Administration has been meeting with Ms. Albert to support her with her classroom.</i>  <i>Currently the following number of students are receiving special education support and services:</i>  Total- 76 Speech ONLY- 21 Pending Referrals- 3
<b>Classroom Observations</b>	<i>Administrators continue to be present in classrooms observing instruction. Support providers (counselor and psychologist) have been active in classrooms supporting teachers and providing them with resources to support students experiencing behavioral and academic challenges.</i>
<b>Community engagement</b>	<i>The NSLA Volleyball and Football teams have demonstrated great teamwork, sportsmanship and skills during the fall sports season.</i>

**Vision:** *We are a bilingual, biliterate, and multicultural community that achieves at the highest levels*

**Mission:** *Our NSLA mission is to ensure learning for a diverse and often underserved population of students who will be college and career ready as a result of our safe and rigorous bilingual, biliterate, and multicultural education*

<b>and Involvement</b>	<p>Parents, staff members and board members are invited to the games to cheer on the Rockets.</p> <p>Lady Rockets Volleyball: 4-3 Rockets Flag Football: 4-0</p>																																																												
<b>Parent Participation</b>	<p>Love and Logic Parent trainings continue to take place on Friday mornings.</p> <p>The first School Site Council and ELAC parent meeting took place on September 14, 2018. Four meetings will be scheduled for the 2018-2019 school year.</p> <p>Parent volunteers have been and continue to be an integral part of the education of our students here at Norton Science and Language Academy. We would not be able to offer the many services and activities in place without the help and dedication of parent volunteers. We appreciate the contribution they are making to make our school a better place for our children.</p>																																																												
<b>Discipline Data</b>	<p>Office Referrals/Infractions: 12 In School Suspensions: 4 Out of School Suspensions: 2</p>																																																												
<b>Recruitment Efforts</b>	<p>To increase enrollment at NSLA and to build a waiting list, the following recruitments events are planned for the 2018-2019 school year:</p> <ul style="list-style-type: none"> <li>• Swap Meet Recruitment</li> <li>• Local Preschool Meetings</li> <li>• Advertisements in local newspaper</li> <li>• Local Radio Advertisements</li> <li>• Updated literature (flyers, pamphlets, etc.)</li> <li>• Billboard Advertisements</li> </ul>																																																												
<b>Current Enrollment</b>	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;"><b>Grades</b></th> <th style="text-align: center;"><b>Enrollment</b></th> </tr> </thead> <tbody> <tr><td></td><td style="text-align: center;">TK</td><td style="text-align: center;">27</td></tr> <tr><td></td><td style="text-align: center;">K</td><td style="text-align: center;">103</td></tr> <tr><td></td><td style="text-align: center;">1</td><td style="text-align: center;">110</td></tr> <tr><td></td><td style="text-align: center;">2</td><td style="text-align: center;">108</td></tr> <tr><td></td><td style="text-align: center;">3</td><td style="text-align: center;">101</td></tr> <tr><td></td><td style="text-align: center;">4</td><td style="text-align: center;">92</td></tr> <tr><td></td><td style="text-align: center;">5</td><td style="text-align: center;">74</td></tr> <tr><td></td><td style="text-align: center;">6</td><td style="text-align: center;">53</td></tr> <tr><td></td><td style="text-align: center;">7</td><td style="text-align: center;">60</td></tr> <tr><td></td><td style="text-align: center;">8</td><td style="text-align: center;">50</td></tr> <tr><td></td><td style="text-align: center;">1,2,3,4,5,6,</td><td></td></tr> <tr><td><b>SDC attend</b></td><td style="text-align: center;">K</td><td style="text-align: center;">10</td></tr> <tr><td><b>ISAI</b></td><td style="text-align: center;">6,7,8</td><td style="text-align: center;">5</td></tr> <tr style="background-color: yellow;"> <td></td><td style="text-align: center;"><b>Total</b></td><td style="text-align: center;"><b>793</b></td></tr> <tr><td></td><td colspan="2"> </td></tr> <tr> <th style="text-align: left;"></th> <th style="text-align: center;"><b>Grades</b></th> <th style="text-align: center;"><b>Waiting List</b></th> </tr> <tr><td></td><td style="text-align: center;">TK</td><td style="text-align: center;">3</td></tr> <tr><td></td><td style="text-align: center;">K</td><td style="text-align: center;">0</td></tr> <tr><td></td><td style="text-align: center;">1</td><td style="text-align: center;">0</td></tr> </tbody> </table>		<b>Grades</b>	<b>Enrollment</b>		TK	27		K	103		1	110		2	108		3	101		4	92		5	74		6	53		7	60		8	50		1,2,3,4,5,6,		<b>SDC attend</b>	K	10	<b>ISAI</b>	6,7,8	5		<b>Total</b>	<b>793</b>					<b>Grades</b>	<b>Waiting List</b>		TK	3		K	0		1	0
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	<table style="margin-left: auto; margin-right: auto;"> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>0</td></tr> <tr><td>5</td><td>1</td></tr> <tr><td>6</td><td>2</td></tr> <tr><td>7</td><td>1</td></tr> <tr><td>8</td><td>0</td></tr> <tr style="background-color: yellow;"><td><b>Total</b></td><td><b>8</b></td></tr> </table> <table style="margin-left: auto; margin-right: auto;"> <tr><td colspan="2" style="text-align: center;"><b>New Students Enrolled this Month</b></td></tr> <tr style="background-color: yellow;"><td><b>Total</b></td><td><b>5</b></td></tr> </table>	2	0	3	1	4	0	5	1	6	2	7	1	8	0	<b>Total</b>	<b>8</b>	<b>New Students Enrolled this Month</b>		<b>Total</b>	<b>5</b>
2	0																				
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8	0																				
<b>Total</b>	<b>8</b>																				
<b>New Students Enrolled this Month</b>																					
<b>Total</b>	<b>5</b>																				
<b>Special Events</b>	<ul style="list-style-type: none"> <li>• <i>Swap Meet Recruitment – Friday, September 28, 2018</i></li> <li>• <i>Hispanic Heritage Month Assembly (Ballet Folklorico performance) Friday, September, 28, 2018</i></li> <li>• <i>Barnes and Noble Book Fair – Saturday, September 29, 2018</i></li> </ul>																				
<b>Miscellaneous</b>	<p><i>Student injuries have been on the rise at NSLA. The dean of students has been working with Character Development Officers to on strategies to increase supervision and student safety. Many of the injuries are due to playground facilities and fields used for student recess breaks.</i></p> <p><i>A group of Four NSLA staff members will be attending the STEM conference taking place in Long Beach from October 28-29. The goal for attendance is to increase teacher knowledge of STEAM learning in the classroom. Attendees will be required to present their “takeaways” with staff members during professional development meetings.</i></p> <p>On September 5, 2018, the school held a lock-down exercise this year, which went well. Nonetheless, there will be more exercises scheduled throughout the year.</p> <p>The Emergency Preparedness Team will meet to review and update our emergency/crisis response plan.</p> <p><b>NSLA Classified and Certificated staff participated in the following active shooter training:</b></p> <p><b><u>ACTIVE SHOOTER TRAINING FOR SCHOOL OFFICIALS-</u></b>  This presentation is intended for all school staff personnel, from Administrators, Teachers, Safety/Security Officers and any other site employees that work on campus. This presentation will give an insight of what to do if a gunman or a violent intruder makes their way on to your campus and what steps to take until law enforcement arrives. The audience will receive statistics on school shootings that have taken place in the past years, along with references to Columbine, Sandy Hook and other recent school shootings that have taken place across the country. This presentation will go</p>																				



	<p>over triggers and behavior signs that some shooters have displayed before committing their acts of violence on a campus. The audience will also receive information on the Run, Hide, and Fight protocol, which is a public awareness campaign advocated by the U.S. Department of Homeland Security. Many schools from K-12, along with many University's like Ohio State among others implement these options for an Active Shooter on campus response. Lastly, the audience will be able to view a video that depicts a scenario where a high school is under attack by an active shooter, the video will show two teachers and how they respond to their students in this critical incident that is taking place.</p>
<p><b>Upcoming events</b></p>	<p><b>October 2, 2018 – Safety Committee Meeting</b>  <b>October 3, 2018 – GLAD Training</b>  <b>October 4, 2018 – Volleyball Game v The Grove</b>  <b>October 9, 2018 – Flag Football v San Jacinto</b>  <b>October 10, 2018 – US Forest Service Presentation/Guest Speaker</b>  <b>October 11, 2018 – Family Reading Night</b>  <b>October 16, 2018 – Swun Coaching</b>  <b>October 17, 2018 – PD – Growth Mindset</b>  <b>October 18, 2018 – California Great Shakeout</b>  <b>October 19 , 2018 – Teacher In-Service Day – ELPAC</b>  <b>October 22-26, 2018 – Red Ribbon Week</b>  <b>October 30, 2018 – Swun Parent Training</b>  <b>November 1, 2018 – Rocket Races and Color Run</b></p>

**Upcoming Events:**

As always, we welcome board and community members to all and any events taking place at Norton Science and Language Academy. If you would like to visit classrooms, please make sure to check into the office so that Dr. Barragán, any available administrator or ASB leader may give you a tour to show the rigorous learning taking place inside of the classrooms.

The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 9/1/2018 Through 9/30/2018

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
9/4/2018	370		525,022.64	Group: CERT; Pay Date: 9/4/2018
9/5/2018	41172	CharterSAFE	24,626.00	Insurance premium pymt for September
9/5/2018	41177	SBCSS	60,553.07	NSAA STRS contributions for August
9/5/2018		SBCSS	120,170.01	LCER/AAE - STRS contributions for August
9/5/2018	41178	SchoolsFirst Federal C...	15,228.17	Employee TSA contributions - August 2018
9/5/2018	41180	SBCSS	20,142.92	NSAA PERS contributions for August
9/5/2018		SBCSS	49,001.07	LCER/AAE - PERS contributions for August
9/19/2018	41204	Apple Computer, Inc.	40,493.05	PO# 19-0004-IT-H Macbook Air
9/19/2018		Apple Computer, Inc.	65,901.33	PO# 19-0003-IT-H Macbook Airs
9/19/2018	41251	Jostens	10,365.86	AAE Year Books Final Payment 17/18
9/19/2018	41268	Renaissance Learning,...	12,625.85	PO# 19-0215-IT-S Accelerated Reader 360 Subscription
9/19/2018		Renaissance Learning,...	16,219.50	PO# 19-0215-IT-S Accelerated Reader 360 Subscription Renewal
9/19/2018	41273	Southern California Edi...	12,855.77	Acct# 2-30-619-9621 - NSLA
9/19/2018		Southern California Edi...	14,450.90	Acct# 2-21-356-3786 - MRC
9/19/2018		Southern California Edi...	16,167.31	Acct# 2-35-953-2850 - MRC
9/19/2018	41279	SISC	168,402.65	Health Coverage for September 2018
9/19/2018	41290	Virtual Graffiti	20,682.51	PO# 19-0100-IT-M Barracuda Load Balancer
9/27/2018	41306	CSMC	17,500.00	Final Payment for CSMC Analysis and Options
9/28/2018	373		<u>188,772.23</u>	Group: CLASS; Pay Date: 9/28/2018
Report Total			<u><u>1,399,180.84</u></u>	

**All Funds - Budget Comparison 2017/18 to 2018/19**

2017-2018				
	Total Budget \$ - Revised	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	21,766,039	5,441,510	16,324,529	75.00%
Expense				
Certificated Salaries	9,168,312	2,194,462	6,973,850	76.06%
Classified Salaries	3,260,238	800,385	2,459,853	75.45%
Benefits	4,394,559	1,093,181	3,301,378	75.12%
Books and Supplies	964,500	216,397	748,103	77.56%
Services & Other	2,177,272	476,135	1,701,137	78.13%
Capital Outlay	150,000	44,704	105,296	70.20%
Other Outgo	1,160,040	214,543	945,497	81.51%
Share of LCER	0	0	0	N/A
Total Expense	21,274,921	5,039,807	16,235,114	76.31%
Add (Subtract) to Reserves	491,118	401,703	89,415	
Total Revenue	21,766,039	5,441,510	16,324,529	25.00%
Total Expense	21,274,921	5,039,807	16,235,114	23.69%
Add (Subtract) to Reserves	491,118	401,703	89,415	

2018-2019				
	Total Budget \$ - Original	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	23,293,369	5,823,342	17,470,027	75.00%
Expense				
Certificated Salaries	9,624,971	2,982,896	6,642,075	69.01%
Classified Salaries	3,204,142	728,423	2,475,719	77.27%
Benefits	4,583,606	1,386,738	3,196,868	69.75%
Books and Supplies	1,453,520	490,187	963,333	66.28%
Services & Other	2,347,826	531,617	1,816,209	77.36%
Capital Outlay	175,000	11,758	163,242	93.28%
Other Outgo	1,104,500	144,437	960,063	86.92%
Share of LCER	0	0	0	N/A
Total Expense	22,493,565	6,276,056	16,217,509	72.10%
Add (Subtract) to Reserves	799,804	(452,714)	1,252,518	
Total Revenue	23,293,369	5,823,342	17,470,027	25.00%
Total Expense	22,493,565	6,276,056	16,217,509	27.90%
Add (Subtract) to Reserves	799,804	-452,714	1,252,518	

**AAE - Budget Comparison 2017/18 to 2018/19**

2017-2018				
	Total Budget \$ - Revised	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	13,208,142	3,302,036	9,906,107	75.00%
Expense				
Certificated Salaries	5,478,833	1,350,024	4,128,809	75.36%
Classified Salaries	1,076,788	262,531	814,257	75.62%
Benefits	2,259,794	600,657	1,659,137	73.42%
Books and Supplies	438,420	122,982	315,438	71.95%
Services & Other	1,023,562	173,460	850,102	83.05%
Capital Outlay	120,000	15,053	104,947	87.46%
Other Outgo	1,160,040	214,543	945,497	81.51%
Share of LCER	1,346,185	391,348	954,838	70.93%
Total Expense	12,903,622	3,130,598	9,773,025	75.74%
Add (Subtract) to Reserves	304,520	171,438	133,082	
Total Revenue	13,208,142	3,302,036	9,906,107	25.00%
Total Expense	12,903,622	3,130,598	9,773,025	24.26%
Add (Subtract) to Reserves	304,520	171,438	133,082	

2018-2019				
	Total Budget \$ - Original	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	14,150,329	3,537,582	10,612,747	75.00%
Expense				
Certificated Salaries	5,760,416	1,785,360	3,975,056	69.01%
Classified Salaries	1,193,375	257,721	935,654	78.40%
Benefits	2,381,680	775,480	1,606,200	67.44%
Books and Supplies	725,940	241,182	484,758	66.78%
Services & Other	1,099,271	234,506	864,765	78.67%
Capital Outlay	90,000	9,119	80,881	89.87%
Other Outgo	1,104,500	144,437	960,063	86.92%
Share of LCER	1,547,024	478,624	1,068,400	69.06%
Total Expense	13,902,206	3,926,429	9,975,777	71.76%
Add (Subtract) to Reserves	248,123	(388,847)	636,970	
Total Revenue	14,150,329	3,537,582	10,612,747	25.00%
Total Expense	13,902,206	3,926,429	9,975,777	28.24%
Add (Subtract) to Reserves	248,123	-388,847	636,970	

**NSLA - Budget Comparison 2017/18 to 2018/19**

2017-2018				
	Total Budget \$ - Revised	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	8,557,897	2,139,474	6,418,423	75.00%
Expense				
Certificated Salaries	3,261,362	740,838	2,520,524	77.28%
Classified Salaries	869,553	210,552	659,001	75.79%
Benefits	1,348,317	301,308	1,047,009	77.65%
Books and Supplies	514,205	70,805	443,400	86.23%
Services & Other	1,001,677	166,474	835,203	83.38%
Capital Outlay	30,000	27,885	2,115	7.05%
Other Outgo	0	0	0	N/A
Share of LCER	1,346,185	391,348	954,838	70.93%
Total Expense	8,371,299	1,909,210	6,462,090	77.19%
Add (Subtract) to Reserves	186,598	230,265	(43,667)	
Total Revenue	8,557,897	2,139,474	6,418,423	25.00%
Total Expense	8,371,299	1,909,210	6,462,090	22.81%
Add (Subtract) to Reserves	186,598	230,265	-43,667	

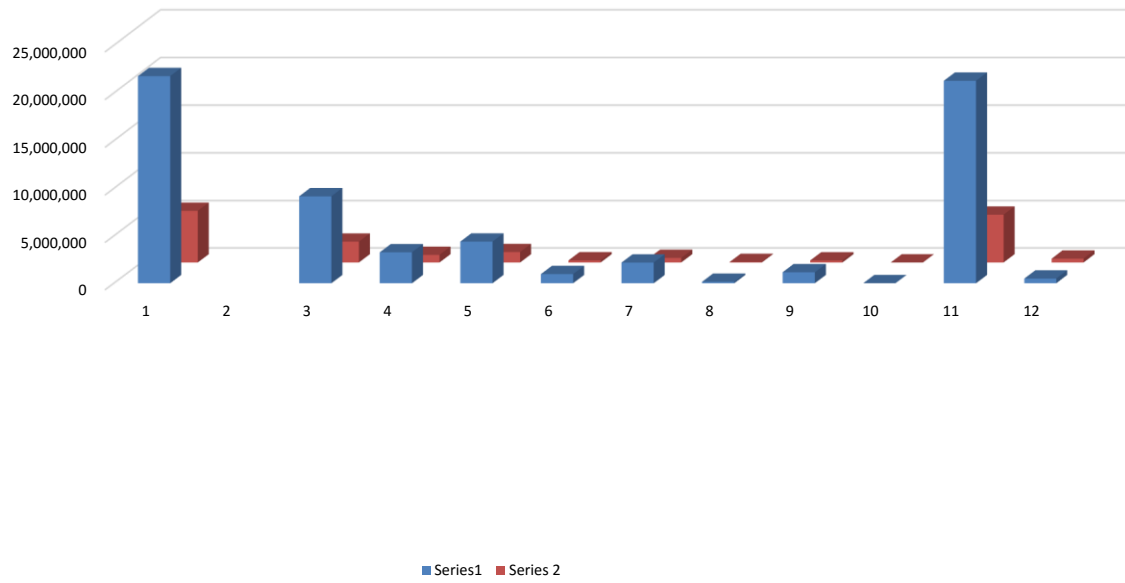
2018-2019				
	Total Budget \$ - Original	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	9,037,540	2,259,385	6,778,155	75.00%
Expense				
Certificated Salaries	3,395,610	1,049,088	2,346,522	69.10%
Classified Salaries	875,892	184,128	691,764	78.98%
Benefits	1,498,379	415,867	1,082,512	72.25%
Books and Supplies	666,199	209,383	456,816	68.57%
Services & Other	872,853	156,932	715,921	82.02%
Capital Outlay	20,000	1,626	18,374	91.87%
Other Outgo	0	0	0	N/A
Share of LCER	1,156,926	332,603	824,323	71.25%
Total Expense	8,485,859	2,349,627	6,136,232	72.31%
Add (Subtract) to Reserves	551,681	(90,242)	641,923	
Total Revenue	9,037,540	2,259,385	6,778,155	25.00%
Total Expense	8,485,859	2,349,627	6,136,232	27.69%
Add (Subtract) to Reserves	551,681	-90,242	641,923	

**LCER - Budget Comparison 2017/18 to 2018/19**

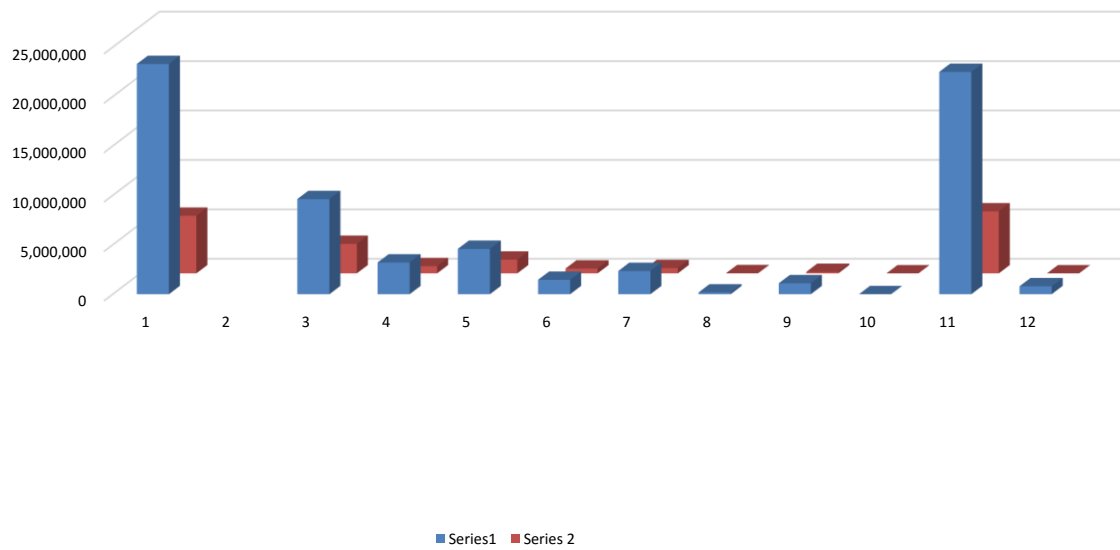
2017-2018				
	Total Budget \$ - Revised	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	0	0	0	N/A
Expense				
Certificated Salaries	428,117	103,600	324,517	75.80%
Classified Salaries	1,313,897	327,302	986,595	75.09%
Benefits	786,448	191,216	595,232	75.69%
Books and Supplies	11,875	22,610	(10,735)	-90.40%
Services & Other	152,033	136,201	15,832	10.41%
Capital Outlay	0	1,766	(1,766)	N/A
Other Outgo	0	0	0	N/A
Share of LCER	(2,692,370)	(782,695)	(1,909,675)	
Total Expense	0	0	0	#DIV/0!
Add (Subtract) to Reserves	0	0	0	
Total Revenue	0	0	0	N/A
Total Expense	0	0	0	N/A
Add (Subtract) to Reserves	0	0	0	

2018-2019				
	Total Budget \$ - Original	Current Period Actual thru September	Remaining Budget	Percent Remaining
	Revenue		Annual Budgeted Revenue	
Revenue	105,500	33,767	71,733	67.99%
Expense				
Certificated Salaries	468,945	148,448	320,497	68.34%
Classified Salaries	1,134,875	286,574	848,301	74.75%
Benefits	703,547	195,391	508,156	72.23%
Books and Supplies	61,381	39,622	21,759	35.45%
Services & Other	375,702	140,179	235,523	62.69%
Capital Outlay	65,000	1,013	63,987	98.44%
Other Outgo	0	0	0	N/A
Share of LCER	(2,703,950)	(811,227)	(1,892,723)	70.00%
Total Expense	105,500	0	105,500	100.00%
Add (Subtract) to Reserves	0	33,767	(33,767)	
Total Revenue	105,500	0	71,733	0.00%
Total Expense	105,500	0	105,500	0.00%
Add (Subtract) to Reserves	0	0	-33,767	

2016-17



2017-18



**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
August 1 - August 31, 2018**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$3,695.36</b>	
<b>Revenue</b>			
Transfer from Savings - Scholarships	\$3,400.00		
Transfer from Savings - Unrestricted	\$1,467.71		
Transfer from Savings - AAE Capital Campaign	\$3,400.00		
Wine & Cheese Social Tickets and Donations	\$660.37		
Online Donations - NSLA Capital Campaign	\$100.00		
<i>Total</i>	\$9,028.08		
<b>Expenditures</b>			
Mt. San Antonio College - Gloria Meddles - AAE PTC Scholarship	\$500.00		
UC San Diego - Analise Hockman - San Manuel Scholarship	\$1,000.00		
Grand Canyon University - Kasandra Avila - Kobold Scholarship	\$300.00		
LCER - Reimburse Engineering Expenses for Field	\$3,400.00		
San Diego State University - Parker Korthuis - Ken Cooper Scholarship	\$500.00		
CSU Fullerton - Zoe Amba - Ken Cooper Scholarship	\$500.00		
VVC - Sara Dean - Ken Cooper Scholarship	\$500.00		
Berklee College of Music - Atreyu McKeon - San Manuel Scholarship	\$1,000.00		
Engraved Bricks - sponsor bricks	\$393.77		
<i>Total</i>	\$8,093.77		
<b>Ending Balance</b>		<i>Total</i>	<b>\$4,629.67</b>

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>			
Restricted Funds - AAE Capital Campaign		\$95,657.10	
Restricted Funds- NSLA Capital Campaign		\$21,973.10	
Restricted Funds - Davis Endowment		\$10,960.13	
Restricted Funds - HiDAS Endowment		\$64,467.65	
Restricted Funds - Scholarships		\$32,430.76	
Unrestricted Funds		\$42,501.33	
		\$267,990.07	
<b>Revenue</b>			
NSLA Capital Campaign Online Donation	\$100.00		
Interest	\$22.25		
<i>Total</i>	\$22.25		
<b>Expenditures</b>			
Bloomerang Annual Fee	\$1,366.20		
Transfer to Checking - Unrestricted	\$1,467.71		
Transfer to Checking - Scholarships	\$3,500.00		
Transfer to Checking - AAE Capital Campaign	\$3,400.00		
<i>Total</i>	\$9,733.91		
<b>Ending Balance</b>			
Restricted Funds - AAE Capital Campaign		\$92,265.11	
Restricted Funds - NSLA Capital Campaign		\$22,074.88	
Restricted Funds - Davis Endowment		\$10,961.02	
Restricted Funds - HiDAS Endowment		\$64,472.99	
Restricted Funds - Scholarships		\$28,933.43	
Unrestricted Funds		\$39,670.98	
		\$258,378.41	
		<i>Total</i>	<b>\$258,378.41</b>

**Total Checking and Savings**

**\$263,008.08**

**LCER Board Meetings  
Attendance Log 2018**

	<b>February Regular</b>	<b>March Regular</b>	<b>April Regular</b>	<b>May Regular</b>	<b>June Regular</b>	<b>August Regular</b>	<b>Sept. Regular</b>	<b>Oct Regular</b>	<b>Nov Regular</b>	<b>Dec Regular</b>	<b>TOTAL REGULAR</b>

Jim Morris	Present	Present	Present	Present	Present	Present	Present				100%
Rick Wolf	Present	Present	Present	Present	Present	Present	Present				100%
Duberly Beck	Present	Present	Present	Present	Present	Present	Absent				86%
Kevin Porter	Present	Present	Present	Present	Absent	Present	Present				86%
Marcia Vargas	Present	Present	Present	Absent	Present	Present	Present				86%
Kirtland Malhum	Absent	Absent	Present	Absent	Present	Present	Present				57%
Omari Onyango					Present	Present	Present				100%
Sharon Page					Present	Present	Present				100%
David Rib					Present	Present	Present				100%

	<b>Jan 8 Spec.</b>	<b>Feb 26 Spec.</b>	<b>May 7 Spec.</b>	<b>July 9 Spec.</b>	<b>Sept. 17 Spec.</b>	<b>TOTAL SPECIAL</b>
Kevin Porter	Present	Present	Present	Present	Present	100%
Kirtland Malhum	Present	Present	Present	Present	Present	100%
Jim Morris	Present	Present	Absent	Present	Present	80%
Rick Wolf	Present	Present	Absent	Present	Present	80%
Duberly Beck	Present	Present	Present	Absent	Absent	60%
Marcia Vargas	Present	Present	Absent	Absent	Present	60%
Omari Onyango				Present	Present	100%
Sharon Page				Present	Present	100%
David Rib				Present	Present	100%

**LCER Board Give and Get**  
**Current Fiscal Year 2018 /2019**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
Duberly Beck				
Kirtland Mahlum	\$ 260			
James Morris	\$ 62			
Omari Onyango				
Sharon Page	\$ 160			
Kevin Porter	\$ 62	\$ 200		
David Rib	\$ 60	\$ 500		
Marcia Vargas	\$ 412			
Rick Wolf				
<b>Total</b>	<b>\$ 1,016</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ 1,716</b>