

# 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 K-5  
503 E. Central Ave., San Bernardino, CA 92408

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

August 13, 2018 - Public Meeting – 4:00 p.m.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** 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 High Mark – Mark Skousen
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of June 11, 2018 Regular Meeting – Pg 3-5
  - .02 Approve Minutes of July 9, 2018 Special Meeting – Pg 6
  - .03 Approve AAE ASB Spending Plan – Pg 7-16
6. **DISCUSSION/ACTION ITEMS:**
  - .01 Lewis Center Foundation Update - Marcia Vargas
  - .02 AAE Prop 39 Energy Efficiency Project – Closeout Report – Pg 17-18
  - .03 Approve Deletion of BP 3311: Soliciting Prices, Bids and Quotations – Pg 19-20
  - .04 Approve Deletion of BP 5133: Uniform Assistance Policy – Pg 21
  - .05 Discuss Specific Powers of the Board Regarding Hiring – Pg 22-23
  - .06 Discuss Annual Election of Officers – Pg 24-25
  - .07 Discuss Strategic Planning Date – October 19, 2018
7. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  - .01 Staff Reports
    - President/CEO – Lisa Lamb – Pg 26-27
    - Human Resources Director – Stacy Newman – Pg 28-33
    - Finance Director – David Gruber – Pg 34
    - IT Director – Ryan Dorcey - Pg 35-36
    - AAE Principal – Valli Andreasen – pg 37-38
    - NSLA Principal – Fausto Barragan – pg 39-41
  - .02 LCER Financial Reports
    - Checks Over \$10K – Pg 42
    - Budget Comparisons – Pg 43-44
  - .03 Lewis Center Foundation Financial Report
    - June 2018 – Pg 45
  - .04 LCER Board Attendance Log – Pg 46
  - .05 LCER Board Give and Get – Pg 47

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.06 AVUSD Correspondence – Budget Review – Pg 48-50

## 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.
- .02 Public Employee Performance Evaluation: President/CEO

## 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.

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

**Minutes  
June 11, 2018**

**1.0 Call to Order**

Vice Chairman Duberly Beck called the meeting to order at 4:00 p.m.

**2.0 Roll Call**

LCER Board Members Duberly Beck, Kirt Mahlum, Jim Morris, Omari Onyango (arrived 4:08) Sharon Page, David Rib, Marcia Vargas and Rick Wolf were present.

LCER Board Member Kevin Porter was absent.

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

**3.0 Public Comments: None.**

**4.0 Special Presentations:**

.01 Valli Andreasen presented Julie Mangold the AAE Athletic Parent of the Year award.

**5.0 Consent Agenda**

- .01 Approve Minutes of May 7, 2018 Special Meeting
- .02 Approve Minutes of May 14, 2018 Regular Meeting
- .03 Approve Updated LCER Board of Directors Agreement/Job Description
- .04 Approve Updated LCER Board of Directors Code of Ethics
- .05 Approve AAE AFJROTC to Stay Overnight at MRC for Cadet Officer Training on July 13-14, 2018
- .06 Approve AAE AFJROTC to Stay Overnight at MRC for Advanced Leadership Training on August 10-11, 2018
- .07 Approve AAE AFJROTC Field Trip to USS Midway in San Diego, CA September 8-9, 2018
- .08 Approve AAE AFJROTC Senior Cadet Field Trip to Washington D.C. September 29-October 3, 2018
- .09 Approve AAE 8<sup>th</sup> and 9<sup>th</sup> grade Field Trip to Washington D.C. October 1-6, 2018
- .10 Approve AAE AFJROTC to Stay Overnight at MRC for Advanced Leadership Training on January 9-10, 2019
- .11 Approve AAE AFJROTC Drill Team and Color Guard Field Trip to the Southern California Invitational Drill Meet in El Segundo, CA March 1-2, 2019
- .12 Approve AAE AFJROTC Field Trip to Leadership Camp in Fawnskin, CA March 25-19, 2019
- .13 Approve AAE AFJROTC Drill Team and Color Guard Field Trip to the Golden Bear Drill Meet in Torrance, CA April 26-27, 2019
- .14 Approve AAE AFJROTC Field Trip to Stay Overnight at MRC for World Vision Fundraiser May 10-11, 2018

On a motion by Marcia Vargas, seconded by Kirt Mahlum, vote 8-0, the LCER Board of Directors approved Consent Agenda Items 5.01 – 5.14.

**6.0 Discussion/Action Items:**

- .01 Lewis Center Foundation Update** – Marcia Vargas thanked everyone for participating in the gala. It raised about \$22K. Next year’s gala has been tentatively scheduled for April 26, 2019. The annual gala events will go towards the school’s capital campaigns. The Foundation has also scheduled a Wine and Cheese mixer on September 28 to support scholarship funds. Another LCER Board member is needed on the Lewis Center Foundation Board. Please let Lisa or Marcia know if you are interested.
- .02 Approve AAE LCAP** – Valli Andreassen noted that the AAE LCAP was presented at the last meeting. Marcia Vargas noted that it mentioned the AAE and NSLA School Boards. This will be updated in the future. Marcia also suggested teachers from both schools attend CABE as it’s for all teachers working with English Learners. Additionally, NSLA has instituted the seal of biliteracy. It is a state seal and AAE may have students that could receive it as well. Information is on the CDE website. Valli will look into this for AAE. On a motion by Rick Wolf, seconded by Kirt Mahlum, vote 8-0, the LCER Board of Directors approved the AAE LCAP.
- .03 Approve NSLA LCAP** – Fausto Barragan noted that the NSLA LCAP was presented at the last meeting. On a motion by Marcia Vargas, seconded by Sharon Page, vote 8-0, the LCER Board of Directors approved the NSLA LCAP.
- .04 Approve 2018-19 LCER Budget** – David Gruber provided updates from the May revise. We are receiving one time funds of \$344 per ADA. It is listed as unbudgeted as the Exec Team needs time to discuss the best way to use the funds. David Rib asked if there were any highlights of changes. David reported that we are shoring up some gaps in certificated and classified salary schedules, trying to be as competitive as possible. Also the Tetra loan for AAE’s campus expansion will be paid off in the next 12-18 months. We also earmarked about \$400K for the debt we will be incurring at NSLA. We recently hired an outside group to come in and look over our finances and help determine industry standards for charter schools. A traditional reserve amount is 3%, but charter schools should be higher due to having facilities costs. NSLA’s MOU requires 4%. We have also included reserves for emergency repairs such as sewer, air, etc. Duberly thanked David for the easy to read format and the clarity. On a motion by Kirt Mahlum, seconded by Rick Wolf, vote 8-0, the LCER Board of Directors approved the 2018-19 LCER Budget.

**7.0 Information Included in Packet:**

**1. Staff Reports**

- President/CEO – Lisa Lamb
- Human Resources Director – Stacy Newman – the LCER is hosting a joint back to school all staff meeting this year on August 3. Dr. Gail Thompson will be the guest speaker. Stacy is asking for donations to cover expenses, and would also like to present staff with a gift from the Board. The gift would be paid for by individual donations and the amount needed is about \$1,000. Marcia asked if the money could come from the Foundation funds and noted that Lisa has an amount she can spend without prior approval. Kirt would like to explore the donations coming personally from the LCER Board members. Stacy will solicit the Board for donations.
- Finance Director – David Gruber
- AAE Principals – Wes Kanawyer/Valli Andreassen – Valli Andreassen noted that the waiting list is now included in the report as requested.
- NSLA Principal Fausto Barragan

**2. LCER Financial Reports**

- Checks Over \$10K

- Budget Comparisons
- 3. Lewis Center Foundation Financial Reports
  - April 2018
- 4. LCER Board Attendance Log
- 5. LCER Board Give and Get – Board members are asked to either give themselves or get donations from others. Donations are to all areas.

## **8.0 Board/Staff Comments**

**.01 Ask a question for clarification** – Rick Wolf asked how many of AAE’s graduates had an IEP – about 7 or 8.

**.02 Make a brief announcement** – Marcia Vargas encouraged all Board members to attend graduations and promotions. It is a great feeling to celebrate with students and their families.

**.03 Make a brief report on his or her own activities**

**.04 Future agenda Items**

## **9.0 Closed Session**

The LCER Board of Directors convened into closed session at 5:06 p.m. to discuss:

1. 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.
2. Public Employee Performance Evaluation: President/CEO

The LCER Board of Directors reconvened into open session at 6:36 p.m. Duberly Beck, Vice Chairman of the Board, reported that the LCER Board gave authorization to legal counsel for terms of the lease negotiation; and that the Public Employee Performance Evaluation: President/CEO was presented.

## **10.0 Adjournment**

Vice Chairman Duberly Beck adjourned the meeting at 6:43 p.m.

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## Lewis Center for Educational Research Board of Directors Special Minutes July 9, 2018

1. **CALL TO ORDER:** Chairman Kevin Porter called the meeting to order at 3:59 p.m.
2. **ROLL CALL:** LCER Board Members Kirt Mahlum, Jim Morris (arrived 4:15), Omari Onyango, Sharon Page, Kevin Porter, David Rib and Rick Wolf were in attendance.

LCER Board Members Duberly Beck and Marcia Vargas were absent.

Staff members David Gruber, Lisa Lamb and Stacy Newman were also in attendance.

3. **PUBLIC COMMENTS:** None
4. **CLOSED SESSION:**
  - .01 The LCER Board of Directors convened into closed session at 4:00 p.m. to conference with legal counsel regarding existing litigation. The LCER Board of Directors reconvened into open session at 6:02 p.m. Kevin Porter, Chairman of the Board, reported that the LCER Board took action to accept the lease proposal as currently presented, subject to any non-significant modifications deemed necessary by staff and/or counsel, and that any significant changes be brought back to the Board prior to August 13.
5. **DISCUSSION/ACTION:**
  - .01 Approve VVWRA Sewer Easement Agreement based upon the waiver valuation for just compensation: Lisa presented this as agreement one of two. This is the purchase of the permanent easement. The second agreement is more safety, fingerprinting of workers, etc. along with small amount and timeline. Rick Wolf asked about catastrophic coverage if something went wrong with the sewer line. Kevin Porter noted that the agreement just gives VVWRA access to the sewer line. Imminent Domain was discussed. Kevin is going to contact an Imminent Domain attorney to discuss liabilities and review the report. On a motion by Kirt Mahlum, seconded by Sharon Page, vote 7-0, the LCER Board of Directors approved the proposed sewer agreement, with Lisa Lamb or Kevin Porter as authorized signatories, and that this agreement be effective 3 weeks from today or upon signing, whichever is sooner, unless legal counsel advises otherwise.
6. **ADJOURNMENT:** Chairman Kevin Porter adjourned the meeting at 6:16 p.m.

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

**Date of meeting:** 8/13/18

**Title:** ASB and Student Activities Spending Plans

Presentation: \_\_\_\_\_ Consent: \_\_\_\_\_ Action:  X  Discussion: \_\_\_\_\_ Information: \_\_\_\_\_

**Background:**

Per the FCMAT ASB Manual, ASB and clubs that want to carry over more than 20% of the revenue they raised during the previous school year may do so with the consent of the board. ASB and three other clubs have requested to carry over more than 20% and have all voted in their meeting minutes on why they want to carry over those funds into the next school year. The rest of the clubs on campus did not have a year-end balance greater than 20% of the revenue they raised during the 17/18 school year.

**Fiscal Implications (if any):**

Should not have any impact on the AAE or LCER general fund, only student body funds which are held separately within the organization.

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

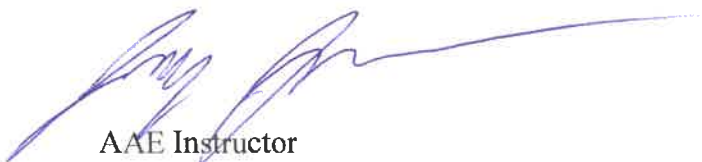
Student organizations help give students opportunities to benefit the student body in many different aspects. What these organizations do by providing extracurricular activities to students on campus clearly benefits the AAE mission of preparing students for post-secondary success.

**Recommendation:**

- ASB asks to carry over funds for multiple items starting next school year including DJ equipment, chairs, pipe and drape units, linens and more (please see minutes). ASB traditionally makes large down payments for venues for Prom and Winter Formal at the beginning of the year as well.
- Interact Club asks to carry over funds to support a project on campus to provide benches to students next school year.
- Dance Team asks to carry over funds for a coach's stipend next school year. Coach will help provide choreography and planning competitions to the club.
- College Club asks to carry over their funds for trips next school year to visit colleges. Funds will be used for tours, meals on tours and transportation.

**Submitted by:**

Jeffrey Henderson



AAE Instructor  
Senior Advisor and ASB Bookkeeper

ASB Meeting Minutes  
BreAnna Beare's Room: F102  
Wednesday, May 30, 2018

I. This meeting was called to order at 12:50 pm by Dylan Fundell

II. Attendance

● Present:

- Eleni Philippou, Angelina Holguin, Lilyan Sanchez, Krystin Flores, Brittney Souter, Melissa Cunningham, Myrissa Laclair, David Meddles, Kelsey Bryant, Kate Milson, Gloria Meddles, Madison Lamb, Humberto Landeros, Kailyn Flores, Alex North, Cassandra Quintana, Sarah Sandoval, Ysabella Sardillo, Amanda Thompson, Kara Cambridge, Amanda Thompson, Bryce Szarzynski, Brielle Toy, Cassandra Avila, Haley Zabala, Dylan Fundell

- Absent: Emily Sharp, Carinn Rodriguez, Raegan Robsahm

III. Pledge led by Brittney Souter

IV. Minutes of last meeting:

Motioned by Bryce Szarzynski, Melissa Cunningham

All in favor 25/25, opposed 0/25

V. Treasurer's Report: \$21,771.91

Motioned by Myrissa Laclair, second by Haley Zabala

All in favor 25/25, opposed 0/25

VI. Check Request

1. To California Credit Union in the amount of \$712.18 for DJ, banquet, and promotion in the month of May in the year 2018  
Motioned by Madison Lamb, second by David Meddles  
All in favor 25/25, opposed 0/25
2. To California Credit Union in the amount of \$1,011.33 for visa bill in the month of May in the year of 2018  
Motioned by Krystin Flores, second by Angelina Holguin  
All in favor 25/25, opposed 0/25
3. To Jeffrey Henderson in the amount of \$1,468.07 for a reimbursement for speakers in the month of May in the year of 2018  
Motioned by Melissa Cunningham, second by Brittney Souter  
All in favor 25/25, opposed 0/25
4. To Myrissa Laclair in the amount of \$217.80 for a reimbursement for yarn and fiesta packs for house points winners in the month of May in the year of 2018  
Motioned by Sarah Sandoval, second by Kelsey Bryant  
All in favor 25/25, opposed 0/25
5. To Jennifer Garcia in the amount of \$315.00 for promotion photo booth payment in the month of May in the year 2018



Motioned by Alex North, second by Brielle Toy

All in favor 25/25, opposed 0/25

6. To California Credit Union not to exceed \$2,000.00 for BreAnna Beare's visa bill June 2018, in the month of May in the year 2018  
Motioned by Ysabella Sardillo, second by Haley Zabala  
All in favor 25/25, opposed 0/25
7. To California Credit Union not to exceed \$2,000.00 for Sam Scantlin's visa bill June 2018, in the month of May in the year 2018  
Motioned by Madison Lamb, second by Krystin Flores  
All in favor 25/25, opposed 0/25
8. To California Credit Union not to exceed \$2,000.00 for BreAnna Beare's visa bill July 2018, in the month of May in the year 2018  
Motioned Gloria Meddles, second by Kelsey Bryant  
All in favor 25/25, opposed 0/25
9. To California Credit Union not to exceed \$2,000.00 for Sam Scantlin's visa bill July 2018, in the month of May in the year of 2018  
Motioned by Brielle Toy, second by Brittney Souter  
All in favor 25/25, opposed 0/25

#### Pre-Approvals

1. For DJ equipment not to exceed \$1,000.00  
Motioned by Melissa Cunningham, second by Bryce Szarzynski  
All in favor 25/25, opposed 0/25
2. For eighth grade promotion for 2019 not to exceed \$500.00  
Motioned by Brittney Souter, second by Ysabella Sardillo  
All in favor 25/25, opposed 0/25
3. For pep rallies not to exceed \$1,000  
Motioned by Kailyn Flores, second by Sarah Sandoval  
All in favor 25/25, opposed 0/25
4. For middle school dances not to exceed \$2,000.00  
Motioned by Kelsey Bryant, second by Alex North  
All in favor 25/25, opposed 0/25
5. Not to exceed \$900.00 for chairs  
Motioned by Alex North, second by Brielle Toy  
All in favor 25/25, opposed 0/25
6. For pipe and drape not to exceed \$1,000.00  
Motioned by Madison Lamb, second by Brittney Souter  
All in favor 25/25, opposed 0/25
7. Not to exceed \$500.00 on linens  
Motioned by Kelsey Bryant, second by Kassandra Quintana  
All in favor 25/25, opposed 0/25
8. Not to exceed \$1,000.00 on pipe and drape weights  
Motioned by Dylan Fundell, second by Myrissa Laclair

All in favor 25/25, opposed 0/25

9. Not to exceed \$1,000.00 on miscellaneous events

Motioned by Melissa Cunningham, second by Cassandra Avila

All in favor 25/25, opposed 0/25

VIII. This meeting was adjourned at 1:08 by Dylan Fundell

Motioned by Bryce Szarzynski, second by Amanda Thompson

All in favor 25/25, opposed 0/25

\* The next meeting will be June 6, 2018

Respectfully Submitted,

A handwritten signature in black ink that reads "eleni philippou". The signature is written in a cursive, lowercase style.

Eleni Philippou

Date: May 23, 2018  
Interact Club Officer Meeting  
Room A133  
Start Time: 11:18 a.m.  
End Time: 11:47 a.m.  
Officers Present: Restie Tagorda, Adhara Sanchez, Jacquie Stanton  
Next Officer Meeting: May 30, 2018

Benches: no messages dedicated to specific teachers, Cooper or Dale

Amount to carry over to next school year without spending plan:  
\$200+ plus proceeds from lei sales

Next year activities

- Coin Drive\*\*, biggest revenue maker
- Start the end of August, for 3 weeks
- Contact organizations/people for good prizes

Make sure whichever member signs up for the graduations NEED to show up

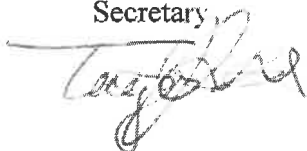
- 4 members working each
- Senior graduation, set up at 4:30 p.m.
- Start picking up leis around 5 p.m.

Need to get commitments for each of the events

Total revenue to date: \$3142.64  
Total expense to date: \$1218.94  
Max amount that can carry over: \$628.40  
It appears we will not exceed that amount

Mrs. Johnston sent notice to Arianna to request a remind for ice cream social (who's bring what)  
Cancel Kiss a Senior Goodbye, supplies were not provided soon enough

Restie Tagorda  
Secretary



Date: May 25, 2018  
Interact Club Meeting  
Room A133  
Start Time: 11:30 a.m.  
End Time: 11:48 a.m.  
Current Account Balance: \$2506.94

Members Present:

Daisy Alnakoud  
Arianna Chavez  
Matthew Chavez  
Kiley Egan  
Brianna Godina  
Kali Herrick  
Mckingleigh Johnson  
Kimberly Kenney  
Jiweon Kim  
Raquel Monge  
Maia Philippou  
Hayzlee Poulsen  
Morgan Rains  
Adhara Sanchez  
Iknoor Sandhu  
Noor Sandhu  
Sarah Sandoval  
Alaysia Selvin  
Erick Smith  
Jacqueline Stanton  
Restie Tagorda  
Blaze Tuttle  
Marisol Zelleck

Next year's fundraisers:

Coin Drive -- budgeted revenues = \$500; revenues received to date = \$629  
Little Caesar's -- budgeted revenues = \$300; revenues received to date = \$1482  
Flower Sales -- budgeted revenues = \$100; revenues received to date = \$462  
Fall Festival -- revenues received to date = \$346  
Subtotal of revenues received to date = \$2937

Expenses:

Little Caesar's – actual spent to date = \$1067

Flower Sales – actual spent to date = \$152

Subtotal of al spent to date = \$1219

Revenues – expenses (2937 – 1219) = \$1718 (next profit/loss)

Graduation working events

Kindergarten graduation = 8:15 a.m., Tuesday June 5, Iknoor, Hayzlee, Morgan, Kali, Kim, Sarah(?)

5<sup>th</sup> promotion = Thursday, June 7 (?)

8<sup>th</sup> promotion = Thursday, June 7, morning— Kali, Brianne,

Senior graduation = Friday, June 8, set up = Jacquie

During graduation, Iknoor, Brianne

Not going to have plaques on benches, just from Interact Club

Actually, change to wooden

Heat will burn students who sit on bench

Sarah Sandoval moves to make a motion to purchase Anderson Teak Curve 26-in W x 62-in L Teack Patio Bench, but 1, unless getting discount; \$1,600

Kim seconds motion

**All in favor, no oppose**

Restie Tagorda

Secretary



Location: 0-105

**AAE Dance Team**  
**Meeting Minutes** 6 / 4 / 18

- The meeting is called to order at 2:40 am by Regan Christianberry

- Attendance

Absent:

Brianna Godina, Humberto Landeros, ~~Sam~~

- Reading of minutes taken on 5 / 21 / 18 by Ms. Coleman

- Treasurer's Report by Ms Coleman

Account Balance: \$2,313.98

\* Carryover Balance = \$2,140.58

\* Net Profit for the year = \$2,090.89

(see spending plan on back page)

- Request for approval- Purchase Order(s):

- Request for approval- Invoice Payment(s):

Vote to approve to reimburse Ms. Coleman \$223.40 for V.V.C dance show tickets and Red Robin picnic dinner.

- (1) Brianna Pineda
- (2) Megan Cellmore

- Request for approval- Activity/Fundraiser:

- Discussion:

\_\_\_\_\_

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- Next Club Meeting: N/A
- The meeting is adjourned at 2:45 pm  
by Regan Christensen

Meeting Minutes Taken By: Sophia Dombrowski

Title: Secretary Date: 6-4-18

### Spending Plan for Carryover Balance:

The dance team would like to carryover the full amount of \$2,140.58 to pay for a coach's stipend for the 18/19 school year. This total will include costs of statutory benefits along with the coach's stipend.

- |                    |            |
|--------------------|------------|
| (1) Shavonté Myles | 6 approve. |
| (2) Ikenoer Sandu  | 0 oppose.  |

To Whom It May Concern,

The Academy for Academic Excellence College Club will have a running balance of \$764.54 after the end of year celebration (which will require a \$100 withdrawal). The club officers have decided to allocate all remaining funds to costs associated with the annual College Club university trip. The balance will be used to pay for the bulk of the transportation fees associated with the trip.

With Respect,

Conner Albert  
Acting College Club Advisor



## AAE Prop 39 Energy Efficiency Project – Closeout Report

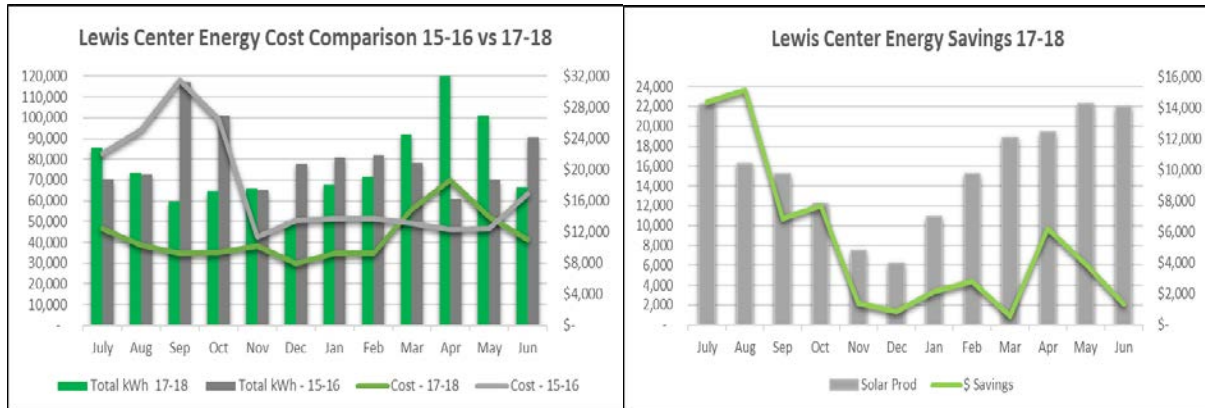
### Overview:

Prop 39 Energy Grant planning activities for the Academy for Academic Excellence began in early 2015. Planned activities included energy efficient lighting throughout the campus, the installation of smart thermostats, and a mid-sized solar installation. Project grant funding totaled \$545,773. Projected annual cost savings and the breakout of planned activities, see below.

Energy Efficiency Measure	Demand Savings	KWh Savings	Annual Cost Savings	Project Cost	Simple Payback	Adjusted ROI
Replace Incandescent light with LED	7.37	67,863	\$ 15,916	\$ 31,250	1.9	7.55
Convert T12 fluorescent to T8 with electronic ballast or LED	2.21	21,705	\$ 5,102	\$ 37,250	7.2	2.21
Convert 32 Watt T8 fluorescent fixture to LED lamps	2.32	27,762	\$ 6,539	\$ 48,500	7.3	2.17
Replace Metal Halide with LED	0	6,681	\$ 1,277	\$ 17,600	13.8	1.27
Install Occupancy control for intermittently occupied rooms	0.42	826	\$ 158	\$ 500	3.2	2.59
Replace manual thermostat with programmable/smart thermostat	-1.33	3,800	\$ 1,048	\$ 12,673	17.4	0.79
Install photovoltaic system	46.33	277,992	\$ 56,467	\$ 398,000	7	2.78
<b>Totals</b>	<b>57.32</b>	<b>406,629</b>	<b>\$ 86,507</b>	<b>\$ 545,773</b>	<b>6.3</b>	<b>2.86</b>

### Analytics:

Total savings 15-16 vs.17-18: \$75,472  
 Solar annual Cost Savings: \$63,293  
 Lighting & HVAC Measure Savings: \$12,680



### Note:

Because of the new buildings constructed in the summer of 2016, the comparison of the initial projections versus actuals will contain an unknown variance because of the increase in energy consumption due to the increase in square footage in use.

### Conclusion:

The overall impact of the energy efficiency measures is a smoothing of energy costs incurred throughout the year (seen in the cost comparison graph above). Prior to the installation of the solar array, large spikes in cost & consumption coincided with the hotter months of the year. Peak cost & usage occurred August – October, with the implementation of the solar installation those month’s consumption are offset by peak performance for the solar installation.

**Recommendations:**

The pursuit of a net zero campus is still a viable option for the Academy for Academic Excellence. Prop 39 still has funding for the 0% loan program that tailors the payback period to the yearly realized savings amount. Overall energy expense is still high at \$136,000 yearly. The initial estimate for a net zero additional solar installation combined with parking lot shade structures was a \$1.2 million cost. The payback period would be in the 7-8-year range.

**17-18 Solar Data:**

Solar Prod	Total kWh	\$ Savings
22,218	85,504	\$ 14,377.49
16,244	73,507	\$ 15,138.10
15,184	60,022	\$ 6,876.22
12,211	64,614	\$ 7,667.33
7,454	66,051	\$ 1,393.26
6,200	50,313	\$ 845.05
10,924	67,833	\$ 2,175.78
15,185	71,649	\$ 2,791.79
18,881	92,020	\$ 594.18
19,391	121,389	\$ 6,193.62
22,228	100,722	\$ 3,899.83
21,956	66,516	\$ 1,340.08
188076	920,140	\$ 63,292.74

calc for \$ savings = (15/16 rate\*17/18 kWh) – 17/18 \$ cost

**17-18 Consumption:**

Meter Number: 259000-078559/259000-003192						
Period	Month	Days	Total kWh	Daily Avg kWh	Rate	Bill \$ Amount
1	July	30	63,286	1,055	\$0.20	\$ 12,452.91
2	Aug	30	57,263	910	\$0.18	\$ 10,291.54
3	Sep	31	44,838	759	\$0.21	\$ 9,282.12
4	Oct	30	52,403	873	\$0.18	\$ 9,324.81
5	Nov	30	58,597	945	\$0.17	\$ 10,168.49
6	Dec	31	44,113	735	\$0.18	\$ 7,918.42
7	Jan	32	56,909	884	\$0.16	\$ 9,308.71
8	Feb	30	56,464	927	\$0.16	\$ 9,254.36
9	Mar	29	73,139	1,261	\$0.20	\$ 14,900.58
10	Apr	30	101,998	1,700	\$0.18	\$ 18,625.54
11	May	30	78,494	1,266	\$0.18	\$ 13,904.95
12	Jun	31	44,560	743	\$0.25	\$ 11,063.08
Total		30	732,064	1,005	\$0.19	\$ 136,495.51

**15-16 Consumption:**

Meter Number: 259000-078559/259000-003192						
Period	Month	Days	Total kWh	Daily Avg kWh	Rate	Bill \$ Amount
1	8-Jul-15	30	70,231	2,341	\$0.31	\$ 22,037.87
2	8-Aug-15	29	72,710	2,507	\$0.35	\$ 25,153.92
3	7-Sep-15	29	116,884	4,030	\$0.27	\$ 31,465.98
4	6-Oct-15	32	100,910	3,153	\$0.26	\$ 26,537.24
5	7-Nov-15	30	65,286	2,176	\$0.18	\$ 11,427.84
6	8-Dec-15	33	77,785	2,357	\$0.17	\$ 13,548.52
7	7-Jan-16	30	80,881	2,696	\$0.17	\$ 13,693.59
8	7-Feb-16	29	81,766	2,820	\$0.17	\$ 13,747.09
9	9-Mar-16	32	78,346	2,448	\$0.17	\$ 13,192.27
10	7-Apr-16	30	60,506	2,017	\$0.20	\$ 12,371.04
11	9-May-16	29	70,010	2,414	\$0.18	\$ 12,375.77
12	8-Jun-16	32	90,722	2,835	\$0.19	\$ 16,916.83
Total		30	966,037	2,650	\$0.22	\$ 212,467.96

## Lewis Center for Educational Research

**BP 3311: SOLICITING PRICES (BIDS AND QUOTATIONS)**

**Adopted: September 12, 2011**

**Revised:**

~~The organization shall purchase equipment, supplies, and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Directors may request that a contract be competitively bid if the Board determines that it is in the best interest of the organization to do so. (Public Contracts Code 20111, 20112)~~

~~To ensure that good value is received for funds expended, the President or designee shall seek bids from those businesses that are able to offer the best prices in terms of quality, delivery and service. All advertised bids shall be opened in public at the prescribed time and must contain clear and complete information.~~

~~Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)~~

~~When two or more identical bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)~~

~~Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.~~

~~After being opened, all advertised bids shall be made available for review by all interested parties.~~

### ~~Prequalification~~

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the President or designee shall supply a form which includes a complete statement of the bidder's financial ability and experience in performing public works. The questionnaire and financial statement shall be verified as prescribed by law. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

~~The President or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. The President or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)~~

### ~~Informal Bids~~

~~Unadvertised written bids and informal quotations may be obtained for purchases not subject to the advertised bidding required by law. Such purchases include supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, and periodicals. (Public Contract Code 20118.3)~~

~~The organization may, upon a case-by-case determination of the Board, purchase, lease or contract for equipment and supplies through a public corporation without advertised bids to the extent permitted by state law. (Public Contract Code 20118)~~

### ~~Public Works/Cost Accounting~~

~~Public projects, as defined by the Uniform Public Construction Cost Accounting Act may be let to contract by informal procedures as set forth in Section 22032, et seq. of the Public Contract Code. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. Where a public project is to be performed which is subject to the provisions of the policy, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list of contractors developed. Additional contractors and/or construction trade journals may be notified at the discretion of the department soliciting bids; provided however:~~

- ~~1. If there is no list of qualified contractors maintained by the organization for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.~~
- ~~2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~

~~The President or designee may award informal contracts pursuant to Public Contract Code 22034(e).~~

## Lewis Center for Educational Research

### **BP 5133: STUDENTS UNIFORM ASSISTANCE**

**Adopted: June 5, 2003** **Revised: June 3, 2004**

The Foundation Board recognizes that purchase of required school uniforms may be a hardship for certain families.

When family income is insufficient, the Foundation Board will assist qualified families by either providing used uniforms in good condition or by purchasing uniforms. Students will be supplied with up to three sets of uniforms (maximum of \$105) per school year. The Foundation Board will follow State Income Eligibility Guidelines for free and reduced-price meals to determine financial need. To participate in this program, a copy of last year's tax return must be provided for each adult in the household.

Recipients of uniform assistance are required to return uniforms to the school in good condition when they leave the school or when they outgrow them. Uniforms must be returned before applying for new uniforms. These uniforms will be recycled to help other families in need of assistance.

Parents/guardians shall be informed of the school policy concerning uniform assistance. A letter and required application form shall be distributed to all parents/guardians during the end of the preceding school year. The letter shall contain information on eligibility standards and application procedures. This letter and an application form shall also be provided whenever a new student is enrolled.

All applications and records related to eligibility for uniform assistance shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of uniform assistance.

The Foundation Board shall ensure that names of children eligible for uniform assistance shall not be published, posted, or announced in any manner, or used for any other purpose.

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.

**Fixed Term Employment Agreement**  
**Between**  
**The Lewis Center for Educational Research & Lisa Lamb**

This Fixed Term Employment Agreement (“Agreement”) is entered into by and between Lisa Lamb (“CEO”) and the Lewis Center for Educational Research (“LCER”) Governing Board of Directors (“Board”) which operates the charter schools of the LCER, the Academy for Academic Excellence, and the Norton Science and Language Academy (approved by the Apple Valley Unified School District and San Bernardino County Board of Education [“Granting Agencies”]), as well as the GAVRT, Local Outreach and K-16 Bridge Programs. The Board desires to hire employees who will assist the LCER in implementing its purposes, policies, and procedures, and in achieving the goals and meeting the requirements of its charters. The parties recognize that its charters are not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, the Board and the CEO wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

**A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT**

1. The LCER has been established and operates its charter schools pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* The charter schools have been duly approved by the Granting Agencies, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, the LCER has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, the LCER is considered a separate legal entity from the Granting Agencies, which granted the charters. The Granting Agencies shall not be liable for any debts and obligations of the LCER, and the employee signing below expressly recognizes that she is being employed by the LCER and not the Granting Agencies.
3. Pursuant to Education Code section 47610, the LCER must comply with all of the provisions set forth in its charters, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. The LCER shall be deemed the exclusive public school employer of the employees at the charter schools for purposes of Government Code section 3540.1.

**B. EMPLOYMENT TERMS AND CONDITIONS**

1. **Board/CEO Relationship:** The Board hires and evaluates the CEO, and the CEO manages all personnel and day-to-day operations of the charter schools/programs consistent with Board policy 2120. This recognition of proper adherence to defined roles is essential and will yield the greatest impact on the LCER’s mission and academic results.
2. **Term/Work Schedule:** Per Board policy 2121, and subject to Section 11 below, the LCER employs the CEO for a period of two (2) years beginning July 1, 2017 and terminating on June 30, 2019. The number of work days shall be consistent with the Salary Calculation outlined below. The CEO position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the CEO shall be Monday through Friday, with daily work hours of 7:30 a.m. to 5:00 p.m. As this position is exempt from overtime, additional duties of the CEO may need to be performed outside of the work schedule.

- (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.



- (A) 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 at the pleasure of the Board.

Section 8.2 Removal of Officers.

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

Section 8.3 Resignation of Officers.

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

Section 8.4 Vacancies in Office.

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

**Lewis Center for Educational Research  
STAFF REPORT**

**Date:** August 13, 2018  
**To:** Board of Directors  
**From:** Lisa Lamb  
**Re:** President/CEO Report

We are looking forward to another productive school year at AAE and NSLA. It is always wonderful to welcome back our staff and students, and I am confident that this will be another amazing year at the Lewis Center.

**Staff Development and Planning**

Over the summer time, several of our teachers attended conferences focused on their instructional content and best practices. These trainings include, but are not limited to: AP Conferences, GAVRT Summer Institute, Love and Logic, Reading Intervention and Computer Science. Back-to-School training session topics included: Cyber Safety, Carnegie Math, Standards-Based Grading, Words Their Way, Illuminate, and Software Updates.

The Lewis Center Executive Team participated in strategic planning on July 27<sup>th</sup>. During the planning session, the directors and principals reviewed and drafted suggested revisions for the 5-year LCER Strategic Plan, discussed organizational and school-specific finances, defined improved communication flow patterns to be used LCER-wide, and discussed the Norton Campus expansion.

Additionally, all Lewis Center staff participated in an interactive workshop entitled ***Becoming Fearless, Serious, and Strategic About Equity: Real Talk for Education Leaders*** presented by Dr. Gail Thompson from Illuminate Education. All staff also completed annual training in the following areas: *Bloodborne Pathogen Exposure Prevention, Child Abuse: Mandatory Reporting, Bullying: Recognition and Response, and Medication Administration: Epinephrine Auto-Injectors.*

**Lewis Center Foundation Wine and Cheese Mixer**

The Lewis Center Foundation is hosting a Wine and Cheese Mixer at Kemper-Campbell Ranch on Thursday, September 27<sup>th</sup> from 6-8pm. The proceeds from this fundraising event will support Lewis Center Scholarships and Opportunity Grants for students and staff. We are hoping to have as many of our families, staff, board and community members attend as possible. This is the second fundraising event planned by the Foundation.

**Lewis Center Local Programs- Mineral City and Apple Valley Center for Innovation (AVCI)**

Under the direction of Amy Ritter, Local Outreach Instructor and Coordinator, Mineral City will host a Fall Pumpkin Patch field trip for local schools. There will also be times set aside for the public to visit the Pumpkin Patch during non-school hours. Additional local outreach field trips slated for the 2018-2019 school year will include: Pioneer Kids (K-2<sup>nd</sup> grades), Trails West (3<sup>rd</sup> grade), Gold Rush (4<sup>th</sup> grade) in Mineral City and NGSS Science Programs, Summer Space Camp at AVCI.

Mrs. Ritter will also teach after school programs at AVCI for elementary and middle school students to include NASA's BEST and Aerospace Education Excellence Award Program (AEX).

The Education Team at AVCI will provide NGSS-aligned professional development for teachers in all grades, Science Café events and additional elementary field trips. Monthly Family STEM Nights and High Desert Astronomical Society (HiDAS) Astronomy Events will also continue to be held. AAE will have its STEM Night on September 5<sup>th</sup>. HiDAS also hosted Mars Watch events on August 4<sup>th</sup> and 11<sup>th</sup> in the Lewis Center Observatory.

### **GAVRT**

The interest in GAVRT Training has significantly increased over the past year. In response to the demand, the LCER will host a local training in Apple Valley on October 1-2<sup>nd</sup>. We will advertise this training to all of the districts within our region.

The GAVRT Management Team (Ryan Dorcey, Lisa Lamb, Steve Levin, JPL, and Shannon McConnell, JPL) will present two workshops at the Astronomical Society of the Pacific (ASP) Conference in Sonoma, CA the week of September 10<sup>th</sup>. This is a highly-regarded science conference and is the first time GAVRT will be presented.

At the request of NASA, additional trainings may be added this year in San Antonio, Texas and Orlando, Florida.

We are actively cultivating educational partnerships with the Discovery Cube Center in Orange County, the Columbia Memorial Space Center in Downey, the National Air and Space Museum in Washington DC, NASA's Goddard Space Flight Center's Digital Learning Lab in Maryland, and One Giant Leap in Sydney, Australia. We have ongoing meetings scheduled with each of these prestigious organizations. The result of these partnerships will directly benefit both Lewis Center schools and GAVRT students worldwide.

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

**Date:** August 2, 2018  
**To:** LCER Board of Directors  
**From:** Stacy Newman, Director of Human Resources

**AAE (84 Total)**

**New Hires: (14)**

Last Name	First Name	Hire Date	Job Title	Position / Stipend #
Courtney	Miriam	8/6/2018	Guest Teacher	SUB
Biewend	Katherine	8/6/2018	Guest Teacher	SUB
Carlton	Victoria	7/1/2018	Food Service Lead	00097
Secrist	Gretchen	7/1/2018	Ed Specialist, Teacher	00153
Cook	Genevieve	7/1/2018	School Counselor	00059
Pike	Megan	7/1/2018	Math Teacher - 8th grade	00230
Walker	Dianna	7/1/2018	Math Teacher - 7th grade	00229
Rogers	Rachael	7/1/2018	Teacher, Elementary (1st grade)	00191
Solano	Jenai	7/1/2018	Teacher, Elementary (4th grade)	00200
McCue	April	7/1/2018	Teacher, Elementary (2nd grade)	00192
Solis	Mandy	7/1/2018	Teacher, Elementary (1st grade)	00188
Castro	Antonio	7/1/2018	Vice Principal, MS/HS	00129
Blinsmon	Malaina	7/11/2018	Purchasing Clerk	00131
Parks	Stephen	7/1/2018	Teacher, PE	00234

**Reclassifications: (21)**

LAST	FIRST	From	Position / Stipend #	To	Position / Stipend #	Date
Dudgeon	William	PE Teacher	00234	Athletic Director	00014	7/1/2018
Greif	Sarah	Teacher, Elementary - 00213	00213	Teacher, Social Science - 00247	00247	7/1/2018
Caudle	Johanna	Teacher, Elementary - 00188	00188	Teacher, Elementary - 00203	00203	7/1/2018
Bean	Laura	Certificated Substitute	SUB	School Psych Intern (classified)	00264	7/1/2018
Shay	Sharon	CDO - 00043 (5.5hr/181day)	00043	Lead CDO - 00043 (7hr/185day)	00043	7/1/2018
Barnett	Stacy	CDO - 00022 (hr/181day)	00022	Lead CDO - 00022 (7hr/185day)	00022	7/1/2018
Longoria	Lisa	Teacher, Elementary - 00211	00211	Vice Principal, Elementary	00266	7/1/2018
Brinson	Melissa	Assistant to Athletics Director (8hr/190d)	00015	Assistant to Athletics Director (4hr/181d) / Hrly CDO (3hr/180d)	00015 / 00026	7/1/2018
Clark	Michael	Computer Helpdesk Technician	00054	Computer Graphics and Helpdesk Technician	00054	7/1/2018
Larocque	Mary	Certificated Substitute	SUB	Teacher, Elementary - 00187	00187	7/1/2018
Biewend	Heather	Teacher, Elementary - 00187	00187	Teacher, Elementary - 00211	00211	7/1/2018
Larrison	Mary	Teacher, Elementary - 00203	00203	Teacher, Social Science - 00213	00213	7/1/2018
Andreasen	Valli	Principal, Elementary - 00128	00128	Principal, TK-12	00128	7/1/2018

Tejeda	Taryn	Classified Substitute	Sub	CDO - 00029 (4.75hr / 181 day)	00029	7/1/2018
Walker	Veronica	Food Service Worker (CL20)	00094	Food Service Worker (CL21)	00094	7/1/2018
Gormley	Amanda	Admin Assist to Dir of Sp Needs (210 days)	00003	Admin Assist to Dir of Sp Needs (195 days)	00003	7/1/2018
Kreuser-Jenkins	Nancy	Automated Systems Analyst (6hr/217day)	00017	Sr Mission Control Operator (7hr/200day)	00017	7/1/2018
Ramirez	Nidia	Data Clerk (CL25)	00060	Data Clerk (CL34)	00060	7/1/2018
Armstrong	George	AFJROTC Instructor (185 Days)	00013	AFJROTC Instructor (195 Days)	00013	7/1/2018
Padua	Harold	AFJROTC Instructor (185 Days)	00012	AFJROTC Instructor (200 Days)	00012	7/1/2018
Ritter	Amy	PT Elementary Teacher (Certificated)	00190	History Instructor - Local Outreach (Classified)	00123	7/1/2018

**Separations: (49)**

Last Name	First Name	Termination Date	Job Title	Reason	Position / Stipend #
Alexander	Lucia	6/30/2018	Classified Substitute	Non-RA	Sub
Bennett	Tracie	6/30/2018	Guest Teacher	Non-RA	Sub
Bentley	Whisper	6/30/2018	Guest Teacher	Non-RA	Sub
Brand	Tamara	6/30/2018	Teacher	Resigned	00200
Butcher	Theresa	6/30/2018	Classified Substitute	Non-RA	Sub
Clark	Verna	6/30/2018	Classified Substitute	Non-RA	Sub
Cole	Kelli	6/30/2018	Admin Assistant to Director of IT	Retired	00004
Compton	Brooke	6/30/2018	Classified Substitute	Non-RA	Sub
Day	Brenda	6/30/2018	School Counselor	Retired	00059
Dudgeon	Tory	6/30/2018	Guest Teacher	Non-RA	Sub
Elliot	Rena	6/30/2018	Classified Substitute	Non-RA	Sub
Engelman-Dole	Susan	6/30/2018	Enrichment Instructor	Resigned	Hourly
Flores	Noemi	6/30/2018	Classified Substitute	Non-RA	Sub
Frederick	Brian	6/30/2018	Coach / Guest Teacher	Resigned	Sub
Gomez	Shannon	6/30/2018	Classified Substitute	Non-RA	Sub
Hockman	Anna	6/30/2018	Food Service Worker	Resigned	00097
Hoffman	Laura	6/30/2018	Purchasing Clerk	Retired	00131
Jacobs	Susan	6/30/2018	Character Development Officer	Resigned	00026
Johnson	Connie	6/30/2018	Guest Teacher	Non-RA	Sub
Johnson	Tiffany	6/30/2018	Guest Teacher	Non-RA	Sub
Kanawyer	Wesley	6/30/2018	MS/HS Principal	Resigned	00129
Lloyd	Elizabeth	6/30/2018	Classified Substitute	Non-RA	Sub
Lopez	Lacy	6/30/2018	Guest Teacher	Non-RA	Sub
Lucero	Alicia	6/30/2018	Teacher	Resigned	00191
McGrath	Karen	6/30/2018	Guest Teacher	Non-RA	Sub
Meza	Jennifer	6/30/2018	Guest Teacher	Non-RA	Sub
Moore	Ann	6/30/2018	Classified Substitute	Non-RA	Sub
Olson	Sharon	6/30/2018	Teacher	Resigned	00229
Padfield	Ani	6/30/2018	Guest Teacher	Non-RA	Sub
Palazzo-Holbrook	Annemarie	6/30/2018	Classified Substitute	Non-RA	Sub
Parker	Ronda	6/30/2018	Food Service Supervisor	Resignation/Retire	00091

Reigel	Kaitlyn	6/30/2018	Classified Substitute	Non-RA	Sub
Reynolds	Rose	6/30/2018	Character Development Officer	Retired	00029
Rivas	Maya	6/30/2018	Classified Substitute	Non-RA	Sub
Robinson	Courtney	6/30/2018	Speech Language Pathologist	Resigned	00142
Romig	Michelle	6/30/2018	Classified Substitute	Non-RA	Sub
Shreve	Teppra	6/30/2018	Enrichment Instructor	Resigned	Hourly
Sturdy	Laurie	6/30/2018	Education Specialist	Resigned	00156
Thompson	Cheryl	6/30/2018	Guest Teacher	Resigned	Sub
Walsh	Tamara	6/30/2018	Teacher, Elementary - 00192	At-Will Termination	00192
Yanez	Nina	6/30/2018	Classified Substitute	Non-RA	Sub
Robinson	Courtney	6/8/2018	Speech Language Pathologist	Resignation	00142
Stubblefield	Carol	7/11/2018	Library Aide - 00121	Resignation	00121
Johnson	Anita	7/23/2018	Certificated Substitute	Resignation	Sub
Rodriguez	Terri	7/23/2018	Certificated Substitute	Resignation	Sub
Williams	Lewis	7/30/2018	Certificated Substitute	Resignation	Sub
Dillow	April	7/30/2018	Certificated Substitute	Resignation	Sub
Martindale	Zachary	7/30/2018	Classified Substitute	Resignation	Sub
Cast	Nicholas	7/30/2018	Certificated Substitute	Resignation	Sub

**NSLA (27 Total)**

**New Hires: (5)**

Last Name	First Name	Hire Date	Job Title	Position / Stipend #
Dadia	Mary Jane	8/7/2018	Guest Teacher	SUB
Martin	Charles	7/1/2018	Teacher, MS	
Hurtado	Letisia	7/19/2018	Teacher, Elementary - 00172	00172
Sanchez	Brandy	8/7/2018	Guest Teacher	SUB
Priest	Susan	8/7/2018	Guest Teacher	SUB

**Reclassifications: (10)**

Last Name	First Name	From	Position / Stipend #	To	Position / Stipend #	Date
Funaki	Maria	Certificated Substitute	SUB	Teacher, Elementary 00163	00163	7/1/2018
Acentares	Erica	Classified Substitute	SUB	Ed Spec Instr. Assistant (6h/181d)	00069	7/1/2018
Durazo	Amber	Food Service Worker (CL20)	00092	Food Service Worker (CL20)	00092	7/1/2018
Rico-Martinez	Nancy	Food Service Worker (CL20)	00093	Food Service Worker (CL20)	00093	7/1/2018
Flores	Georgina	Ed Spec IA (6 hr / 181 day)	00069	Instructional Assistant (6.5hr / 181day)	00112	7/1/2018
Dolan	Cecilia	Enrichment Instructor (\$32.50/hr)		Enrichment Instructor (\$20.00/hr)		7/1/2018
Hsieh	Shen Yun (Jessica)	Enrichment Instructor (\$32.50/hr)		Enrichment Instructor (\$20.00/hr)		7/1/2018
Jahen	Jennifer	CDO (6 hrs / 181 days)	00036	CDO (5.75 hrs / 181 days)	00036	7/1/2018
Lopez	Guadalupe	CDO (5.75 hrs / 181 days)	00035	CDO (6 hrs / 181 days)	00035	7/1/2018
Leanos	Irma	Teacher, Elementary - 00172	00172	Certificated Sub)	SUB	7/1/2018

**Separations: (12)**

Last Name	First Name	Termination Date	Job Title	Reason (resignation, At Will, or For Cause)	Position / Stipend #
Robles	Richard	6/30/2018	Certificated Sub	Non-RA	Sub
Flores	Noemi	6/30/2018	Classified Substitute	Non-RA	Sub
Fuentes	Ashley	6/30/2018	Classified Substitute	Resignation	Sub
Robles-Alvarez	Patricia	6/30/2018	Classified Substitute	Non-RA	Sub
Lopez	Zachary	6/30/2018	Computer Helpdesk Technician	At Will	00055
Lopez	Jonathan	6/30/2018	Enrichment Instructor	Resigned	00045
Hernandez-Reyes	Susana	6/30/2018	Guest Teacher	Non-RA	sub
Garibay	Erika	6/30/2018	Teacher	Resignation	00163
Clark	Brian	6/19/2018	Facilities Technician	At will	00087
Garcia	Marc	7/20/218	Classified Substitute	At Will	SUB
Nichols	Tyrone	7/30/2018	Facilities Technician	For Cause	00089
Hsieh	Shen Yun	7/31/2018	Classified Rotation	Resignation	

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

**LCER:**

Purchasing Clerk Recently Hired  
 Food Service Supervisor Recently Interviewed – Checking References  
 Local Outreach Education Programs Instructor Recently Hired  
 Groundskeeper Posted – Checking References

**AAE Certificated:**

Athletic Director Recently Hired  
 PE Teacher Recently Hired  
 Education Specialist (2) Recently Hired (1) Recently Interviewed (1)  
 Speech / Language Pathologist Recently Hired  
 Elementary Teacher Pool (TK-5<sup>th</sup> Grade) Recently Hired (4)  
 Math Teacher (2) Recently Hired  
 PE Teacher Recently Hired  
 School Counselor Recently Hired  
 Vice Principal (2) Recently Hired (2)  
 School Psychology Intern Recently Hired

**AAE Classified:**

Health Office Substitute Posted – Ongoing Posting  
 Food Service Lead Recently Hired  
 Character Development Officer Recently Hired (3)  
 Library Assistant Recently Interviewed  
 Enrichment Instructor – Coding Posted

**NSLA Certificated:**

Teacher on Assignment Re-Posted  
 MS Teacher Recently Hired  
 ELEM Dual Immersion Teacher Recently Hired (2)

**NSLA Classified:**

Classified Substitute Posted – Ongoing Posting  
 Bilingual Instructional Assistant (1) Recently Hired  
 Education Specialist Instr. Assist. Recently Hired  
 Facilities Technician Recently Hired (1) and Checking References (1)  
 Enrichment Instructor – Chinese Posted

## **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. Interviewed employees for NSLA and AAE as well as followed up with thank you letters and emails for those applicants/candidates who were not selected
- Conducted reference checks for all prospective new hires
- Conducted new hire orientations for new employees (including going over each page in the new hire packet, health benefits, sick leave, salary placement, and job requirements), job-reclassifications, etc.
- Processed new hire paperwork for recent new hires, including DOJ, background checks, benefits paperwork, etc.
- Processed paperwork for employee terminations and completed exit interviews
- Responded to verifications of employment from other schools and/or credit/loan institutions
- Monitored seasonal coaching contracts
- Sent out Reasonable Assurance letters, Non Reasonable Assurance letters, and Employment Agreements to all staff for the 2018-2019 school year. Logged returned employment Agreements
- Prepared certificates for employees leaving, retiring, etc.
- Finalize CEO performance evaluation

### **Compliance:**

- Prepared packet for volunteers to include: DOJ fingerprint procedures, TB risk assessments, volunteer driver packets, LCER Agreements: Proprietary, Child Abuse, Internet Use, etc.
- Maintained volunteer fingerprint information and DOJ database as well as provided training at the parent/volunteer workshops at the AAE
- 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
- Facilitate 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. Scheduled induction colloquium celebration.
- Ongoing credential processing and monitoring
- Calculated pay reconciliations for finance department for employees' terminations, leaves, etc.
- Investigated and responded to 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
- 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
- Prepared for this semester's Employee of the Semester: nominations, meetings, selections, awards, presentations, etc.
- Worked on updating HR board policy & procedures



- Continual update of HR forms to include workers comp/student accident, family leave, employee handbook, hiring checklists, SOPs, etc.
- Track, log, and send reminders to supervisors for performance evaluations

**Trainings/Meetings/Presentations:**

- Conducted Performance Evaluation & Performance Documentation training for LCER executives and managers
- Monthly HDEAC seminar/training, specifically unemployment and wage & hour
- Monthly HDEAC board meetings
- LCER Board & special Board meetings
- Regional credential meetings
- SBCSS Board meetings
- SBC Board of Supervisor meetings
- Monthly board meetings for High Desert Employer Advisory Council
- RCOE Center for Innovation Regional Induction Meeting
- Weekly LCER Executive Team meetings
- Weekly LCER General Administrative Team Meetings
- Attended VMI meetings with CEO
- Attended CASBO workshop
- Attended PERS/STRS retirement trainings
- Attended Executive Team strategic planning retreat
- Coordinating planning and set up for the annual return to work all staff meeting
- Set up and coordinate EWS trainings for all NSLA and AAE Substitutes
- Set up and Coordinate training for Administrators and Assistants RE finance and HR changes and procedures
- Conducted management performance evaluation/FRISK workshop

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

Date: August 13, 2018  
To: LCER Board of Directors  
From: David Gruber  
Re: Finance Department Report

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### **One-Time Funds**

AAE Plan (\$477,338.00 Projected of ADA) –

- Staff MacBook's (70) – \$85,000 estimated cost
- Curriculum – \$200,000 estimated cost
- Professional Development – \$192,338 estimated cost
  - Imbedded onsite training for staff
  - Traditional professional development offerings to help expand programs.

NSLA Plan (\$256,879 Projected of ADA) –

- Staff MacBook's (43) – \$53,000 estimated cost
- Curriculum – \$150,000 estimated cost
- Professional Development – \$53,879 estimated cost

### **Solar Project Update**

We received the final review on the Prop 39 project for AAE. This report breaks down the energy cost comparison between 2015/2016 vs. 2017/2018 fiscal years. It has indicated a savings to the Lewis Center for Educational Research of \$75,472.00 between fiscal years.

### **Finance Updates**

I am pleased to announce the hiring of Malaina Blinsmon as our LCER Purchasing Clerk, replacing Laura Hoffman as she retired at the end of June.

The Finance Department is working on many projects at this time, closing the financial books for 2017/2018, posting beginning budgets for 2018/2019, processing meal applications for both campuses, and preparing for semi-monthly payroll to begin in January 2019. We are also beginning the discussion with moving our accounting code structure to SACS coding (State standard for Public Schools) for the financial system and going electronic on the purchase orders. Our goal is to have this year be our trial year and be able to roll it out completely in the 2019/2020 school year.

## Lewis Center for Educational Research

### STAFF REPORT

Date: August 13<sup>th</sup>, 2018  
To: Board of Directors  
From: Ryan Dorcey  
Re: Information Technology/GAVRT Report

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#### Information Technology

- Purchased and imaged 360 iPads
  - 240 for NSLA 3<sup>rd</sup> and 4<sup>th</sup> grade
  - 120 for AAE 4<sup>th</sup> grade
- Deployed 20 projectors to work towards standardizing A/V interface on HDMI. iPad one-to-one classrooms prioritized.
  - 10 for NSLA
  - 10 for AAE
- Deployed AppleTVs in iPad one-to-one classrooms. Allows wireless projection so teacher can leverage the mobility features of their laptop.
- Planned and prepped network 10Gb/s vendor upgrade from Spectrum Enterprises.
- Certified CALPADS EOY 1, 2, and 4 reports at both AAE and NSLA.
- Implementing AB1584 agreements utilizing our membership with the CSPA, California Student Privacy Alliance. The following software has been completely vetted and has an active agreement status:
  - Benchmark Education
  - BrainPOP
  - Clever
  - CodeCombat
  - Discovery Education
  - Illuminate Education
  - Newsela
  - TurnItIn
- Successfully rolled over Illuminate new year procedures at each school.
- PFT, physical fitness testing, data has been completed and submitted to the state for each school.
- Rebuilt wireless network at AVCI including new cabling, new wireless access points, and new Wi-Fi networks.
- Installed new phones and extensions for AVCI staff.
- Updated Apple Classroom and LANSchool management lists.
- Created Google Suite accounts for all staff and students.

- Gave 90 minute presentation at back to school teacher training. Topics covered include CyberSecurity and our implementation of the CyberSecurity Education Program, CEP, various IT topics including support procedures, printing/copies, BYOD (bring your own device) policy, and student information system updates in Illuminate.
- 107 support tickets resolved during reporting period, 06/11/18-08/02/18.

## **GAVRT**

- Supported Orbital Debris Radar, ODR, track as requested by Dr. Joseph Lazio, Chief Scientist of the Interplanetary Network Directorate, JPL. DSS-13 transmitted a signal which was received by DSS-28 and used to detect debris 5 mm-200 cm in size, 200-300 km above the Earth.
- Ongoing work cleaning up archived radio astronomy data.
- Dr. Paul Ries reported to GAVRT and the Juno team that our Jupiter data is of high quality and quantity.
- GAVRT offered 4 trainings this summer at various locations across the globe.
  - West Coast training in Downey, CA June 12<sup>th</sup>-14<sup>th</sup>, 2018 – 22 teachers
  - East Coast training in Chantilly, VA June 28<sup>th</sup>-29<sup>th</sup>, 2018 – 19 teachers
  - Australian training in Sydney, NSW, Australia July 23<sup>rd</sup>-24<sup>th</sup>, 2018 – 11 teachers
  - Chilean training in Concepcion, San Pedro, Chile July 2018 – 9 teachers
- GAVRT supported 4 schools performing 13 sessions with 63 students during reporting period, 06/11/18-08/02/18.

**Lewis Center for Educational Research  
Staff Report**

Date: August 13, 2018  
To: AAE School Board of Directors  
From: Valli Andreasen  
Re: Principal's Report

**School Operations**

- Facilities department prepared the AAE campus over summer for the beginning of the new school year. This included maintenance, numerous office and classroom moves, and enlarging the band room.

**Strategic Planning**

- Academic Leadership Team (ALT) kicked off the year with a dinner and meeting on July 31. The team will begin strategic planning at the next meeting, August 14. Serving on ALT is a two-year commitment. The 2018-20 team includes 9 teacher leaders with stipends and 7 school leaders.
- Elementary grades are implementing standards-based grading and reporting this school year.

**Student Achievement and Performance**

- 2018 AP results are being analyzed by staff. The total number of AP exams taken was 97. The percentage of total AP students with scores 3+ was 54.8%. Goals are to improve AP participation and increase the number of students scoring 3+.

**School Event Highlights**

- New Family Orientations were held August 2
- Back-to-School Knight for TK-12 was held August 8.
- ASB is kicking off the school year with our first Spirit Day on August 15th.

**Media Coverage**

- "Serving on the Constitution: Apple Valley's Ojeda was hand-selected to work on the prestigious warship" *Daily Press* article on July 10. Seaman Charles Ojeda, a 2017 Academy for Academic Excellence graduate, celebrated America's 242nd year of

independence as part of a hand-picked Navy crew serving on the world’s oldest commissioned warship afloat, the USS Constitution.

- “10 Things: Two Years of Juno on Jupiter” *NASA Science* posted July 9. This feature from NASA included the Goldstone Apple Valley Radio Telescope (GAVRT) project, a collaboration among NASA, JPL, and the Lewis Center for Educational Research, as a highlight of the Juno mission.

**Fiscal Considerations**

- The Governor’s May budget revision provided one-time discretionary funding to LEAs. An LEA may use the funds for any education purpose. AAE has prioritized new staff laptops, K-5 Math curriculum adoption, and professional development for use of these funds.

**Registrar/Enrollment**

<b>Enrollment</b>	<b>Waiting List</b>
Pre K	952
TK 25	absorbed
K 100	197
1st 100	233
2nd 100	194
3rd 112	182
4th 112	138
5th 112	179
6th 125	200
7th 125	91
8th 125	131
9th 121	0
10th 110	0
11th 88	0
12th 96	0
Total 1451	2497

<b><u>Discipline</u></b>	<b><u>TK-5</u></b>	<b><u>6-8</u></b>	<b><u>9-12</u></b>
In--house Suspension	0	0	0
Suspensions	0	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:** *August 13, 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*

<p><b>Principal's reflection and message</b></p>	<p>Welcome to the 2018-2019 school year. As we start the 2018-2019 school year we find ourselves thinking about how to build on our successes thus far. School-wide, our primary focus has been on pursuing academic excellence, though the systems we have implemented to support student achievement are constantly being modified based on data. We remain committed to having authentic conversations about what our students need most, how best to support their learning, how to support our teachers, and how to assume a general posture of continued betterment.</p> <p>For some of these questions, we have answers – while others remain somewhat elusive. However, as the principal, I feel comfortable about the direction that we are moving and the accomplishments we have made to date.</p> <p>As much energy will be devoted to teaching and learning this year, we have also been preoccupied with several significant organizational matters. Foremost among those involves the lease negotiations with the city and county. I look forward to working with staff as we vision a new campus, a more rigorous instructional program and an exceptional and comprehensive 9-12 program.</p>
<p><b>Academics</b></p>	<p>Teachers will continue to receive professional development in GLAD, Swun Math, Benchmark and Adelante ELA and SLA as well as Growth Mid Set. We will utilize data from CAASPP and local assessments to support planning, professional learning communities and data chats.</p>
<p><b>Facilities, Operations and Maintenance</b></p>	<p><b>Communication and Efficiency:</b> Staff will use the NSLA school website and the interactive features to communicate to all school stakeholders. NSLA will Continue the use of social networking sites (Facebook, Instagram and Twitter) to expand the reach of our communications methods.</p>

**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>Technology</b>	<p>The computer lab has been disassembled to provide a classroom space for Dr. Charles Martin. All computers will be distributed to elementary classrooms.</p> <p>NSLA has purchased iPads for third grade classes. All students will have an iPad assigned to them to take home. The goal is for students to work on the school adopted content that requires technology use. We want access for all!</p>
<b>Special Education</b>	
<b>Classroom Observations</b>	<p>Classroom observations will begin on the first day of school. All administrators will be required to visit classrooms to offer support, greet students and take counts of attendance.</p>
<b>Community engagement and Involvement</b>	
<b>Parent Participation</b>	<p>Parents will be invited to the following activities on campus:</p> <ul style="list-style-type: none"> <li>• ELAC</li> <li>• School Site Council</li> <li>• Parents and Pastries</li> <li>• PTO</li> </ul>
<b>Discipline Data</b>	<p>No discipline data available for the current year</p>
<b>Recruitment Efforts</b>	<p>A draft recruitment plan for the 2018-2019 school year was submitted to Lisa Lamb in June. This plan is a work in progress that will be shared with site teams, committees and councils. The goal is to increase enrollment and to create a waiting list that will maintain our enrollment numbers to support the instructional program.</p>
<b>Current Enrollment</b>	<p>TK: 20  Kindergarten: 99  1<sup>st</sup>: 109  2<sup>nd</sup>: 110  3<sup>rd</sup>: 105  4<sup>th</sup>: 97  5<sup>th</sup>: 82  6<sup>th</sup>: 57  7<sup>th</sup>: 65  8<sup>th</sup>: 59</p> <p>Total Enrollment TK-8: 803</p>
<b>Waiting List</b>	<p><b>Currently there is no waiting list</b></p>



<p><b>Special Events</b></p>	<p>Friday, August 3, 2018 – LCER all staff Meeting @ AAE  Monday, August 6, 2018 – TK and Kindergarten Orientation  Monday, August 6, 2018 – Middle School Orientation 8:00 a.m.  Tuesday, August 7, 2018 – First Day of School @ 8:15 a.m.  Thursday, August 9, 2018 – Back to School Night @ 6:00 p.m.</p>
<p><b>Professional Development</b></p>	<p>Teachers will continue to have professional development on Swun Math, GLAD, literacy instruction, mathematical practices for Common Core. Teachers will have additional training on Growth Mind Set and Love and Logic.</p>
<p><b>Staffing</b></p>	<p>We are currently looking to fill the following vacancies due to resignations:</p> <p>Music grades K-8  Chinese grades K-8  Teacher on Assignment K-8</p> <p><b>New staff members:</b>  Letisia Hurtado – 4<sup>th</sup> grade  Charles Martin – Middle School</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 student ambassador may give you a tour to show the rigorous, innovative and fun learning taking place inside of the classrooms.

- 8/3/2018: LCER All Staff Meeting**
- 8/6/18 : TK, K and Middle School orientation**
- 8/7/2018: First Day of School**
- 8:9?2018: Back to School Night**

The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 6/1/2018 Through 6/30/2018

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
6/1/2018	356		524,885.49	Group: CERT; Pay Date: 6/1/2018
6/4/2018	40744	SBCSS	56,147.00	NSAA STRS contributions for May
6/4/2018		SBCSS	111,203.81	LCER/AAE - STRS contributions for May
6/4/2018	40745	SchoolsFirst Federal C...	14,478.17	Employee TSA contributions - May 2018
6/4/2018	40747	SBCSS	19,020.79	NSAA PERS contributions for May
6/4/2018		SBCSS	42,917.61	LCER/AAE - PERS contributions for May
6/6/2018	40798	Webstaurant Store	14,029.10	PO# 1718-0766-NSLA Cafe Kold Locker
6/19/2018	40813	SISC	183,555.40	Health Coverage for June 2018
6/22/2018	40826	CharterSAFE	73,879.00	Insurance Policy Deposit for 2018-2019
6/29/2018	359		185,255.90	Group: CLASS; Pay Date: 6/29/2018
6/30/2018	40879	SBCSS	17,803.43	NSAA PERS contributions for June
6/30/2018		SBCSS	42,697.93	LCER/AAE - PERS contributions for June
6/30/2018	40880	SchoolsFirst Federal C...	14,778.17	Employee TSA contributions - June 2018
6/30/2018	40882	SBCSS	59,168.64	NSAA STRS contributions for June
6/30/2018		SBCSS	<u>101,049.78</u>	LCER/AAE - STRS contributions for June
Report Total			<u><u>1,460,870.22</u></u>	

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

2017-2018					2018-2019				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru July	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	21,766,039	1,813,837	19,952,202	91.67%	Revenue	23,394,181	1,949,515	21,444,666	91.67%
Expense					Expense				
Certificated Salaries	9,168,312	718,580	8,449,732	92.16%	Certificated Salaries	9,573,430	751,223	8,822,207	92.15%
Classified Salaries	3,260,238	239,884	3,020,354	92.64%	Classified Salaries	3,162,047	226,802	2,935,245	92.83%
Benefits	4,394,559	433,071	3,961,488	90.15%	Benefits	4,694,848	461,949	4,232,899	90.16%
Books and Supplies	964,500	38,318	926,182	96.03%	Books and Supplies	1,634,067	97,966	1,536,101	94.00%
Services & Other	2,177,272	92,693	2,084,579	95.74%	Services & Other	2,335,445	171,412	2,164,033	92.66%
Capital Outlay	150,000	1,188	148,812	99.21%	Capital Outlay	217,500	0	217,500	100.00%
Other Outgo	1,160,040	64,008	1,096,032	94.48%	Other Outgo	977,044	3,122	973,922	99.68%
Share of LCER	0	0	0	N/A	Share of LCER	0	0	0	N/A
Total Expense	21,274,921	1,587,742	19,687,179	92.54%	Total Expense	22,594,381	1,712,474	20,881,907	92.42%
Add (Subtract) to Reserves	491,118	226,095	265,023		Add (Subtract) to Reserves	799,800	237,041	562,759	
Total Revenue	21,766,039	1,813,837	19,952,202	8.33%	Total Revenue	23,394,181	1,949,515	21,444,666	8.33%
Total Expense	21,274,921	1,587,742	19,687,179	7.46%	Total Expense	22,594,381	1,712,474	20,881,907	7.58%
Add (Subtract) to Reserves	491,118	226,095	265,023		Add (Subtract) to Reserves	799,800	237,041	562,759	

AAE - Budget Comparison 2017/18 to 2018/19

2017-2018					2018-2019				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru July	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	13,208,142	10,074,765	3,133,377	23.72%	Revenue	14,150,329	1,179,194	12,971,135	91.67%
Expense					Expense				
Certificated Salaries	5,478,833	444,880	5,033,953	91.88%	Certificated Salaries	5,704,026	447,683	5,256,343	92.15%
Classified Salaries	1,076,788	76,560	1,000,228	92.89%	Classified Salaries	1,151,280	80,534	1,070,746	93.00%
Benefits	2,259,794	259,051	2,000,743	88.54%	Benefits	2,493,290	276,365	2,216,925	88.92%
Books and Supplies	438,420	19,555	418,865	95.54%	Books and Supplies	829,630	36,557	793,073	95.59%
Services & Other	1,023,562	19,135	1,004,427	98.13%	Services & Other	1,004,066	86,905	917,161	91.34%
Capital Outlay	120,000	0	120,000	100.00%	Capital Outlay	137,500	0	137,500	100.00%
Other Outgo	1,160,040	64,008	1,096,032	94.48%	Other Outgo	977,044	3,122	973,922	99.68%
Share of LCER	1,346,185	142,316	1,203,870	89.43%	Share of LCER	1,605,370	158,451	1,446,919	90.13%
Total Expense	12,903,622	1,025,505	11,878,118	92.05%	Total Expense	13,902,206	1,089,617	12,812,589	92.16%
Add (Subtract) to Reserves	304,520	9,049,261	(8,744,741)		Add (Subtract) to Reserves	248,123	89,577	158,546	
Total Revenue	13,208,142	10,074,765	3,133,377	76.28%	Total Revenue	14,150,329	1,179,194	12,971,135	8.33%
Total Expense	12,903,622	1,025,505	11,878,118	7.95%	Total Expense	13,902,206	1,089,617	12,812,589	7.84%
Add (Subtract) to Reserves	304,520	9,049,261	(8,744,741)		Add (Subtract) to Reserves	248,123	89,577	158,546	

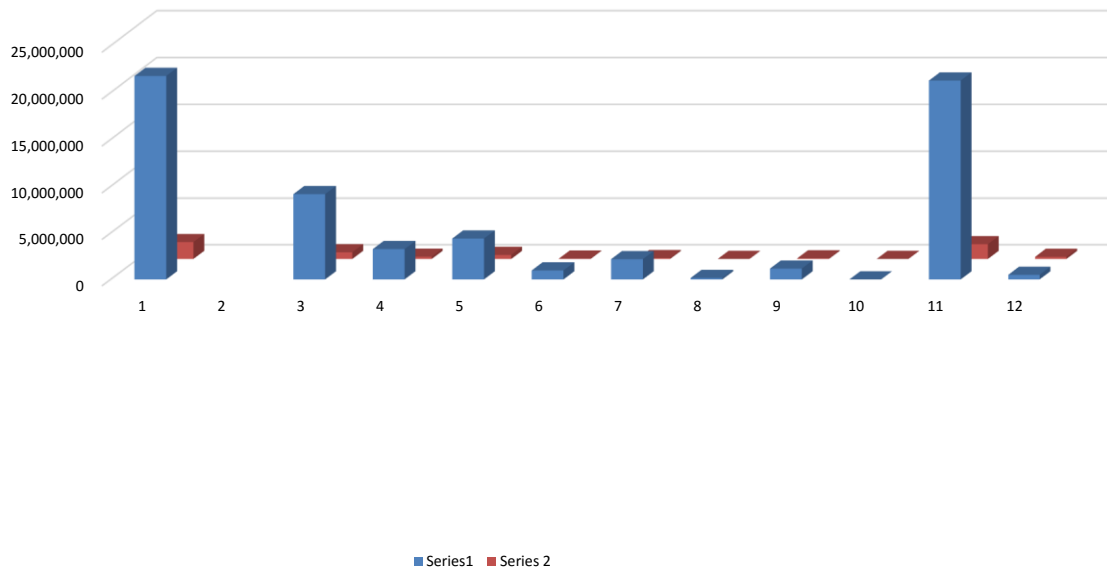
NSLA - Budget Comparison 2017/18 to 2018/19

2017-2018					2018-2019				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru July	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	8,557,897	713,158	7,844,739	91.67%	Revenue	9,138,352	761,529	8,376,823	91.67%
Expense					Expense				
Certificated Salaries	3,261,362	241,169	3,020,193	92.61%	Certificated Salaries	3,400,458	266,289	3,134,169	92.17%
Classified Salaries	869,553	61,419	808,134	92.94%	Classified Salaries	875,892	54,166	821,726	93.82%
Benefits	1,348,317	97,288	1,251,029	92.78%	Benefits	1,497,928	107,947	1,389,981	92.79%
Books and Supplies	514,205	5,889	508,316	98.85%	Books and Supplies	770,364	46,816	723,548	93.92%
Services & Other	1,001,677	14,157	987,520	98.59%	Services & Other	933,201	37,529	895,672	95.98%
Capital Outlay	30,000	0	30,000	100.00%	Capital Outlay	10,000	0	10,000	100.00%
Other Outgo	0	0	0	N/A	Other Outgo	0	0	0	N/A
Share of LCER	1,346,185	142,316	1,203,870	89.43%	Share of LCER	1,098,832	110,110	988,722	89.98%
Total Expense	8,371,299	562,238	7,809,062	93.28%	Total Expense	8,586,675	622,857	7,963,818	92.75%
Add (Subtract) to Reserves	186,598	150,921	35,677		Add (Subtract) to Reserves	551,677	138,672	413,005	
Total Revenue	8,557,897	713,158	7,844,739	8.33%	Total Revenue	9,138,352	761,529	8,376,823	8.33%
Total Expense	8,371,299	562,238	7,809,062	6.72%	Total Expense	8,586,675	622,857	7,963,818	7.25%
Add (Subtract) to Reserves	186,598	150,921	35,677		Add (Subtract) to Reserves	551,677	138,672	413,005	

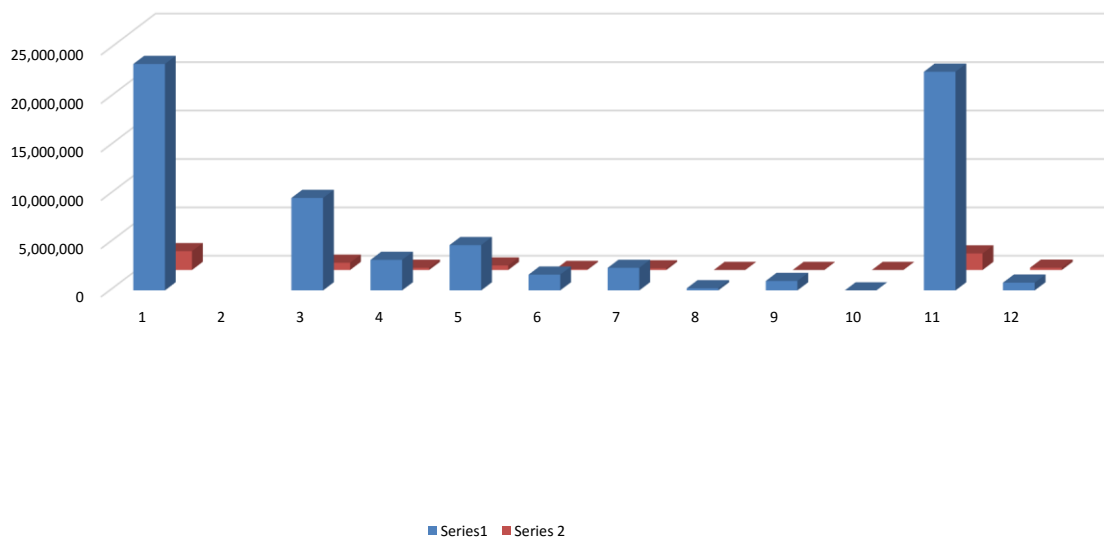
LCER - Budget Comparison 2017/18 to 2018/19

2017-2018					2018-2019				
Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period				Note - Revenue Reported is % of Budgeted Revenue Earned	Current Period			
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	Percent Remaining		Total Budget \$ - Original	Actual thru July	Remaining Budget	Percent Remaining
Revenue	Annual Budgeted Revenue				Revenue	Annual Budgeted Revenue			
Revenue	0	0	0	N/A	Revenue	105,500	163	105,337	99.85%
Expense					Expense				
Certificated Salaries	428,117	32,531	395,586	92.40%	Certificated Salaries	468,946	37,251	431,695	92.06%
Classified Salaries	1,313,897	101,905	1,211,992	92.24%	Classified Salaries	1,134,875	92,102	1,042,773	91.88%
Benefits	786,448	76,732	709,716	90.24%	Benefits	703,630	77,637	625,993	88.97%
Books and Supplies	11,875	12,874	(999)	-8.41%	Books and Supplies	34,073	14,593	19,480	57.17%
Services & Other	152,033	59,401	92,632	60.93%	Services & Other	398,178	46,978	351,200	88.20%
Capital Outlay	0	1,188	(1,188)	N/A	Capital Outlay	70,000	0	70,000	100.00%
Other Outgo	0	0	0	N/A	Other Outgo	0	0	0	N/A
Share of LCER	(2,692,370)	(284,631)	(2,407,739)		Share of LCER	(2,704,202)	(268,561)	(2,435,641)	90.07%
Total Expense	0	0	0	#DIV/0!	Total Expense	105,500	0	105,500	100.00%
Add (Subtract) to Reserves	0	0	0		Add (Subtract) to Reserves	0	163	(163)	
Total Revenue	0	0	0	N/A	Total Revenue	105,500	163	105,337	0.15%
Total Expense	0	0	0	N/A	Total Expense	105,500	0	105,500	0.00%
Add (Subtract) to Reserves	0	0	0		Add (Subtract) to Reserves	0	163	-163	

2016-17



2017-18



**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
June 1 - June 30, 2018**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		\$41,029.07
<b>Revenue</b>		
Transfer from Savings - Scholarships	\$13,000.00	
Online Donations - NSLA Capital Campaign	\$100.00	
<i>Total</i>	\$13,100.00	
<b>Expenditures</b>		
Bazan Landscape Services - AAE Field	\$19,014.59	
LCER - Michael Clark and Seth Dorcey - NSLA Gala	\$971.36	
Bazan Landscape Services - AAE Field	\$19,041.59	
LCER - Save the Date Cards - NSLA Gala	\$106.17	
CSU Fullerton - Schools First Scholarship	\$500.00	
CSU Fullerton - Bud Biggs Scholarship	\$500.00	
CSU Fullerton - Ambassadors Scholarship	\$500.00	
CSU Fullerton - San Manuel Scholarship	\$1,000.00	
CSU San Bernardino - SLT Scholarship	\$250.00	
CSU San Bernardino - Ken Cooper Scholarship	\$500.00	
CSU San Bernardino - Peacock/Casillas Scholarship	\$500.00	
Transfer to Savings - NSLA Capital Campaign Donation	\$100.00	
<i>Total</i>	\$42,983.71	
<b>Ending Balance</b>	<i>Total</i>	\$11,145.36

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		
Restricted Funds - AAE Capital Campaign		\$95,635.86
Restricted Funds- NSLA Capital Campaign		\$20,521.22
Restricted Funds - Davis Endowment		\$10,958.53
Restricted Funds - HiDAS Endowment		\$64,457.60
Restricted Funds - Scholarships		\$44,755.08
Unrestricted Funds		\$41,496.24
		\$277,824.53
<b>Revenue</b>		
NSLA Gala	\$1,250.00	
Ken Cooper Scholarship Donation	\$2,000.00	
SLT Scholarship Donation	\$1,100.00	
NSLA Capital Campaign Donation	\$100.00	
Kobold Scholarship Donation	\$300.00	
AAE Staff Scholarship Donations	\$35.00	
Interest	\$22.00	
<i>Total</i>	\$4,807.00	
<b>Expenditures</b>		
Transfer to Checking - Edison International Scholarship	\$5,000.00	
Transfer to Checking - San Manuel Scholarship	\$3,000.00	
Transfer to Checking - Bud Biggs Scholarship	\$1,000.00	
Transfer to Checking - Schools First Scholarship	\$500.00	
Transfer to Checking - AAE Staff Scholarship	\$500.00	
Transfer to Checking - Ambassadors Scholarship	\$500.00	
Transfer to Checking - SLT Scholarship	\$500.00	
Transfer to Checking - Ken Cooper Scholarship	\$500.00	
Transfer to Checking - Peacock/Casillas Scholarship	\$500.00	
Transfer to Checking - AAE PTC Scholarship	\$1,000.00	
<i>Total</i>	\$13,000.00	
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$95,648.62
Restricted Funds - NSLA Capital Campaign		\$21,871.22
Restricted Funds - Davis Endowment		\$10,959.19
Restricted Funds - HiDAS Endowment		\$64,462.00
Restricted Funds - Scholarships		\$35,192.94
Unrestricted Funds		\$41,497.56
	<i>Total</i>	\$269,631.53
<b><i>Total Checking and Savings</i></b>		<b>\$280,776.89</b>

**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>
Duberly Beck	Present	Present	Present	Present	Present						100%
Jim Morris	Present	Present	Present	Present	Present						100%
Rick Wolf	Present	Present	Present	Present	Present						100%
Kevin Porter	Present	Present	Present	Present	Absent						80%
Kirtland Malhum	Absent	Absent	Present	Absent	Present						40%
Marcia Vargas	Present	Present	Present	Absent	Present						80%
Omari Onyango					Present						100%
Sharon Page					Present						100%
David Rib					Present						100%

	<b>Jan 8 Spec.</b>	<b>Feb 26 Spec.</b>	<b>May 7 Spec.</b>	<b>July 9 Spec.</b>	<b>TOTAL SPECIAL</b>
Kevin Porter	Present	Present	Present	Present	100%
Kirtland Malhum	Present	Present	Present	Present	100%
Duberly Beck	Present	Present	Present	Absent	75%
Jim Morris	Present	Present	Absent	Present	75%
Rick Wolf	Present	Present	Absent	Present	75%
Marcia Vargas	Present	Present	Absent	Absent	75%
Omari Onyango				Present	100%
Sharon Page				Present	100%
David Rib				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	\$ 200			
James Morris				
Omari Onyango				
Sharon Page	\$ 100			
Kevin Porter		\$ 200		
David Rib		\$ 500		
Marcia Vargas				
Rick Wolf				
<b>Total</b>	<b>\$ 300</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ 1,000</b>



# Apple Valley Unified School District

BOARD OF TRUSTEES:

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

**SUPERINTENDENT**  
Thomas E. Hoegerman

July 13, 2018

Lisa Lamb  
Academy for Academic Excellence  
18500 Mana Road  
Apple Valley, CA 92307

RE: The Academy for Academic Excellence (AAE) Budget for Fiscal Year 2018-2019

Dear Ms. Lamb:

Pursuant to Education Codes §47604.32 and §47604.33, the Office of the Assistant Superintendent of Administrative Services for the Apple Valley Unified School District has reviewed the Budget submitted by the Academy for Academic Excellence (AAE), for the period of July 1, 2018 through June 30, 2019. This review included an analysis of the Academy's projected revenues, expenditures, fund balance, estimated average daily attendance (ADA), and multi-year financial projections. *The following are our notes:*

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

- The AAE receives the majority of their funding from the State of California. The main source of revenue is now through the Local Control Funding Formula (LCFF). The majority of funds come from State revenues, with a portion of that revenue based on property tax (In-Lieu Property Tax). Therefore, with AAE's State funding revenue projection of \$8,866,629, Education Protection Account Revenue of \$1,830,360, and an In-Lieu Property Tax revenue projection of \$1,504,377, the total 2018-19 Local Control Funding Formula entitlement for AAE is projected to be \$12,201,366.

Other AAE revenue resources include: Federal funds, Lottery, and AB 602 Special Education funding. The combined total of the secondary revenue resources is projected to be \$2,054,463. Therefore, AAE's total projected revenue for the 2018-19 school year is \$14,255,829.

As noted earlier, the State funded revenue is paid directly to AAE; however, the In-Lieu Property Tax revenue is passed through AVUSD to AAE on a monthly basis. (Note: The District currently withholds 1% of the In-Lieu Property Tax revenue that is passed through to AAE for oversight purposes. It is estimated that AVUSD will receive \$15,252 in the 2018-19 school year.)

- The AAE Charter is projecting a 1.56% COLA increase in the LCFF Target Grade Span Grants for the 2017-18 school year, and a 3.0% COLA increase for 2018-19. These increases are in line with the Department of Finance projections for the LCFF. The AAE used the GAP Funding Percentage from the Governor's May revise of 100% for their budget.



### **Expenditure Projections**

- Expenditures are projected to fall within the projected revenues for 2018-19, creating a projected surplus of \$950,969. These expenditures include: salary and benefits costs; supplies, services and capital outlay.

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

### **Average Daily Attendance (ADA) Projections**

- The AAE Charter has projected the 2018-19 ADA to 1,387.61, a 0% increase. AAE estimates a 1.16% increase for the 2019-20 year and a 1.74% increase for the 2020-21 school year.

Enrollment is projected to be 1,436 students for the 2018-19 school year, increasing to 1,446 for the 2019-20 school year and 1472 in the 2019-20 school year. If the enrollment and subsequent budgeted ADA does not materialize, AAE will need to revise their budget accordingly.

### **Multi-Year Projections**

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

### **Cash Flow**

- Due to the current economic issues at both the State and Federal levels, it is important that the AAE Charter Board and AAE Administration carefully analyze, project and monitor cash inflows and out flows. The current expenditure projections submitted, as they relate to cash flow, are currently spread over 12 equal payments of 8.33% of the budgeted expenditures submitted, with \$0 in liabilities at budget year end. It should be noted that this is not an accurate estimate of how expenditures are actually paid throughout the year. It is recommended that AAE further analyze their cash flow projections to bring them more in line with historical timing of expenditures.

### **Conclusion**

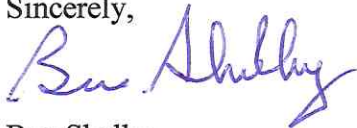
- The Foundation has historically contributed large cash amounts to sustain and support the operations of the AAE Charter School. These cash contributions have been directly related to, and supported by, a large Department of Defense Education Activity (DoDEA) Grant that was unfortunately discontinued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

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

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

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

Sincerely,



Ben Shelby  
Director, Fiscal Services

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