

High Desert “Partnership in Academic Excellence” Foundation, Inc. dba
LEWIS CENTER FOR EDUCATIONAL RESEARCH

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

**Agenda for Regular Meeting of the Lewis Center for Educational Research Board
March 13, 2023 - Public Meeting – 4:30 p.m.**

Meeting at 17500 Mana Rd., Apple Valley, CA, Multipurpose Room (Bldg H)
Additional Location: 230 S. Waterman Ave., San Bernardino, CA, Conference Room B (Office)

To participate by teleconference, register for the meeting at this link:

<https://attendee.gotowebinar.com/rt/5500769137169282829>

Dial in using your phone: +1 (213) 929-4212 Passcode: 566-050-667

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Caldwell
2. **ROLL CALL:** Chairman Caldwell
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 and/or 250 words per person and 15 minutes per topic shall be observed. If more than one person wishes to speak on the same topic, subsequent speakers should limit their remarks to new information only. If you are attending virtually and wish to send in a public comment to be read at this meeting, please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at lcerboard@lcer.org. Your comment will be read at the meeting during public comments or as the agenda item is heard.
4. **SPECIAL PRESENTATIONS:**
 - .01 Update on Student Activities - LCER Ambassadors
 - .02 AAE School Update – Chet Richards, Principal
 - .03 NSLA School Update – Victor Uribe, Principal
5. **DISCUSSION ITEMS:**
 - .01 Proposed Revision of Bylaws Discussion – Lisa Lamb
 - .02 Brown Act and Conflict of Interest Training – Lisa Lamb
 - Complete Brown Act Training on own time through Charter Schools Development Center
 - Watch Conflict of Interest Webinar at April Board meeting (1 hr 15 min)
 - Discuss Having the Brown Act and Conflict of Interest Training in January in the Future
 - .03 NSLA Gym Construction Update – David Gruber
 - .04 Lewis Center Foundation Board Update – Lisa Lamb
6. **CONSENT AGENDA:**
 - .01 Approve Minutes of the February 6, 2023 Regular LCER Board Meeting – Pg 3
 - .02 Approve AAE and NSLA 2024-2025 School Calendars – Pg 5
7. **ACTION ITEMS:**
 - .01 Approve AR and BP 5141.21 – Administering Medication and Monitoring Health Conditions – Stacy Newman – Pg 9
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 President/CEO Report – Pg 19
 - .02 LCER Grant Tracking Report – Pg 27
 - .03 LCER Financial Reports
 - Checks Over \$10K – Pg 28

**High Desert “Partnership in Academic Excellence” Foundation, Inc. dba
LEWIS CENTER FOR EDUCATIONAL RESEARCH**

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

- Budget Comparisons – Pg 29
 - Lewis Center Foundation Financial Reports – Pg 30
- .04 LCER Board Attendance Log – Pg 32
.05 Correspondence from SBCSS Re: NSLA 1st Interim Financial Report – Pg 33

9. BOARD/STAFF COMMENTS:

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

10. CLOSED SESSION:

- .01 Conference with Legal Counsel Existing Litigation: Carolyn Schmidt-Gunthner vs. The High Desert “Partnership in Academic Excellence” Foundation, Inc.
Government Code § 54956.9(a)
- .02 Conference with Legal Counsel Existing Litigation: OAH Case Number 2022090499
Government Code § 54956.9(d)(2)

11. ADJOURNMENT: Chairman Caldwell

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board
February 6, 2023**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Caldwell called the meeting to order at 4:31 p.m.
2. **ROLL CALL:** LCER Board members Pat Caldwell, Yolanda Carlos, Donna Kauffman, David Rib, Jessica Rodriguez, Marisol Sanchez and Pat Schlosser were in attendance. LCER Board members Omari Onyango and Sharon Page were absent.

LCER staff members Erika Agosto, Artie Aragon, Jisela Corona, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb, Stacy Newman, Chet Richards and Victor Uribe were also in attendance.

3. **PUBLIC COMMENTS:** Susanna Saavedra, AAE parent, commented regarding the AAE school campus layout; Casey Dodge, AAE parent, commented regarding classroom locations, playgrounds, and shade structures; Sky Saavedra, former AAE student, commented regarding dual enrollment college classes; Susanna Saavedra donated a patchwork quilt to the school.

Kyriacos Philippou, LCER Ambassador, presented AAE student highlights. The National Honor Society induction ceremony was held January 31, seniors are fundraising for Grad Nite, ASB attended a leadership seminar, ROTC is hosting Knights Challenge on Friday, and AAE Senior Tyler Izadi was awarded the J-100 Scholarship to any university. Korian Maldonado, LCER Ambassador, presented NSLA student updates. Valentine grams are on sale, the students recently had a dance, and Rocket Races were held, which was a successful fundraiser.

4. **SPECIAL PRESENTATIONS:**

- .01 2022-23 Lewis Center Audit - Jeff Nigro, Nigro & Nigro, discussed the 2021-22 fiscal audit report. The audit is an unmodified opinion regarding if our financial statements are developed using generally accepted accounting principles. It is a year long process. In addition to financial statements, it covers things such as attendance accounting, LCAP reporting, CalPads reporting, unduplicated pupil counts, federal programs, and internal controls. There were no findings in financial statements, federal programs, or internal controls. There were findings in Independent Study attendance accounting. David Rib asked if anything was unresolved. If a past finding wasn't noted, it would have been reported as a finding again. Pat Schlosser asked what the fiscal impact was of the findings. There will be \$10,332 for AAE and \$1,614 for NSLA in attendance loss, and the ADA finding may not have a financial impact as the State is being flexible on how it is determined. Pat Caldwell asked about the upcoming audit. There is a new accounting standard that is going to change the way lease payments are made to the LLC's as the debt will be noted on the financial statements.

5. **CONSENT AGENDA:**

- .01 Approve Minutes of the January 9, 2023 Regular LCER Board Meeting – on a motion by David Rib, seconded by Yolanda Carlos, vote 7-0, the LCER Board of Directors approved the Consent Agenda by roll call vote.

6. **ACTION ITEMS:**

- .01 Approve AAE 2023-24 Comprehensive School Safety Plan – Chet Richards provided an overview of the plan that covers items such as any type of disaster, child abuse, discipline, egress of the school and staff trainings. David Rib asked about the org chart, and if the Incident Commander is the one in charge of the plan. Yes they would be. Do the staff go through training of their duties? We have in the past and are planning trainings to do so again. Lisa reported that there is an internal control system as well. We also have a storage of safety and first aid supplies. There are many variables and we are working an integrated system in the future. On a motion by Pat Schlosser, seconded by Marisol Sanchez, vote 7-0, the LCER Board of Directors approved the AAE 2023-24 Comprehensive School Safety Plan by roll call vote.

- .02 Approve NSLA 2023-24 Comprehensive School Safety Plan – Erika Agosto, Vice Principal, noted that their plan speaks to many of the same items as AAE’s plan. They have monthly safety drills, additional security cameras will be installed, and they had training for the Campus Safety Officers. On a motion by David Rib, seconded by Jessica Rodriguez, vote 7-0, the LCER Board of Directors approved the NSLA 2023-24 Comprehensive School Safety Plan by roll call vote.

7. DISCUSSION ITEMS:

- .01 Taiwanese Partnership with San Bernardino County - Lisa Lamb reported that we are collaborating with the SB County Board of Education, SB County Superintendent of Schools, and SB County Board of Supervisors. We have struggled to find and keep Mandarin teachers. The 5th grade teams at each school are partnering with sister schools in Taiwan. We hope it will grow into some great opportunities.
- .02 Expanded Dual Enrollment Course Offerings for NSLA High School through San Bernardino Valley College - Artie Aragon updated the Board that we are offering college credits in Mandarin, sign language, Spanish and French to NSLA students. Jessica noted that students and parents are excited about the program.
- .03 NSLA Gym Construction Update – David Gruber reported that the HVAC equipment is next to be installed, windows are installed, stucco is this week, early May is the targeted completion date. We are currently about \$250K over budget in added costs from the original agreement due to supply and demand increases. We are planning a grand opening when it is complete.
- .04 Lewis Center Foundation Board Update – Lisa Lamb reported that the Foundation is meeting tomorrow and will be discussing the gala and additional fundraising opportunities and scholarships.

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

- .01 President/CEO Board Report – Lisa updated the Board that we have on boarded an additional counselor at each school. There are still several vacancies, particularly at NSLA, and it has been challenging filling them. Lisa asked if the data chart was helpful. The Boar agreed it is. Pat Caldwell asked if we knew when the PBS program will be airing. We don’t at this time, but it should be before the end of the school year.
- .02 LCER Financial Reports
- Checks Over \$10K
 - Budget Comparisons
 - AAE and NSLA Cash Management Data Collection for Categorical Funds
 - Lewis Center Foundation Finance Report
- .03 LCER Board Attendance Log

9. BOARD/STAFF COMMENTS:

- .01 Ask a question for clarification
- .02 Make a brief announcement or a brief report on his or her own activities – Jessica reported that NSLA’s Rocket Races were held for the first time since 2020. The students raised \$25K - \$26K. It is similar to a jog a thon or color run.
- .03 Future agenda items

10. ADJOURNMENT: Chairman Caldwell adjourned the meeting at 5:31 p.m.



ACADEMY FOR ACADEMIC EXCELLENCE

2024-2025 SCHOOL YEAR

STUDENT CALENDAR

180 School Days



Grading Periods TK-5

August 5 - November 1	1st Trimester
November 4 - February 28	2nd Trimester
March 3 - June 12	3rd Trimester

Grading Periods 6-12

August 5 - October 4	1st Quarter
August 5 - December 19	1st Semester
January 13 - March 21	3rd Quarter
January 13 - June 12	2nd Semester

Ceremonies

Kindergarten Recognition	June 9
5th Grade Recognition	June 11
8th Grade Recognition	June 12
HS Graduation	June 10

No School	Holiday	Early Release	Teacher In-Service, No School
12:30 Release Min Day Schedule TK - 5 Only (Nov. 18-22 Parent Conferences)			FIRST & LAST Days of school
12:30 Release for ALL GRADES TK-12			

July-24

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Days 0

August-24

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days 20

September-24

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

School Days 20

October-24

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

School Days 17

November-24

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days 15

December-24

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

School Days 14

January-25

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

School Days 13

February-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

School Days 19

March-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

School Days 15

April-25

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

School Days 18

May-25

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days 20

June-25

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

School Days 9

Total Student School Days 180
 Teacher in Service Days 5



ACADEMY FOR ACADEMIC EXCELLENCE

2024-2025 Año Escolar

CALENDARIO ESTUDIANTIL

180 Días Escolares



Periodos de calificaciones TK-5

5 de agosto - 1 de noviembre	1er trimestre
4 de noviembre - 28 de febrero	2do trimestre
3 de marzo - 12 de junio	3er trimestre

Periodos de calificaciones 6-12

5 de agosto - 4 de octubre	1er cuarto
5 de agosto - 19 de diciembre	1er semestre
13 de enero - 21 de marzo	3er cuarto
13 de enero - 12 de junio	2do semestre

Ceremonias

Promoción de kinder	9 de junio
Promoción de 5to grado	11 de junio
Promoción de 8vo grado	12 de junio
Graduación de la secundaria	10 de junio

No hay clases
 Día festivo
 Salida temprano
 Día de trabajo para maestros, no hay clases

Salida a las 12:30 solo para TK - 5 (Nov. 18-22 Conferencias del padre y maestro)
 12:30 Release for ALL GRADES TK-12
 PRIMERO & ÚLTIMOS días de escuela

Julio-24

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Días escolares 0

Agosto-24

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares 20

Septiembre-24

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

Días escolares 20

Octubre-24

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

Días escolares 17

Noviembre-24

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 15

Diciembre-24

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

Días escolares 14

Enero-25

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Días escolares 13

Febrero-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Días escolares 19

Marzo-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Días escolares 15

Abril-25

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

Días escolares 18

Mayo-25

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares 20

Junio-25

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

Días escolares 9

Total de días escolares 180
Días de trabajo para maestros 5



NORTON SCIENCE & LANGUAGE ACADEMY

2024-2025 SCHOOL YEAR

STUDENT CALENDAR

180 School Days



Grading Periods TK-5

August 5 - November 1	1st Trimester
November 4 - February 28	2nd Trimester
March 3 - June 12	3rd Trimester

Grading Periods 6-10

August 5 - October 4	1st Quarter
August 5 - December 19	1st Semester
January 13 - March 21	3rd Quarter
January 13 - June 12	2nd Semester

NSLA Ceremonies

Kindergarten Recognition	June 10
5th Grade Recognition	June 10
8th Grade Recognition	June 12
High School Graduation	June 11

No School
 Holiday
 Early Release
 Teacher In-Service, No School

12:30 Release Min Day Schedule **TK - 5 Only** (Nov. 1 & Feb 28 = last day of trimester, Nov. 18 - 22 & Mar. 17 - 21 Parent Conferences)
 12:30 Release for grades **TK-10**
 FIRST & LAST Days of school

July-24

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Days 0

August-24

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days 20

September-24

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

School Days 20

October-24

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

School Days 17

November-24

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days 15

December-24

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

School Days 14

January-25

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

School Days 13

February-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

School Days 19

March-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

School Days 15

April-25

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

School Days 18

May-25

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days 20

June-25

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

School Days 9



NORTON SCIENCE & LANGUAGE ACADEMY

2024-2025 Año Escolar

CALENDARIO ESTUDIANTIL

180 Días Escolares



Periodos de calificaciones TK-5

Agosto 5 - Noviembre 1 1er Trimestre
 Noviembre 4 - February 28 2do Trimestre
 Marzo 3 - Junio 12 3er Trimestre

Periodos de calificaciones 6-10

Agosto 5 - Octubre 4 1er cuarto
 Agosto 5 - Diciembre 19 **1er semestre**
 Enero 13 - Marzo 21 3er cuarto
 Enero 13 - Junio 12 **2do semestre**

Ceremonias

Promoción de kinder 10 de junio
 Promoción de 5to grado 10 de junio
 Promoción de 8vo grado 12 de junio
 Graduación de la secundar 11 de junio

No hay clases
 Día festivo
 Salida temprano
 Día de trabajo para maestros, no hay clases

Salida a las 12:30 solo para TK - 5 (Nov. 1 & Feb 28 = último día del trimestre, Nov. 18 - 22 & Mar. 17 - 21 conferencias)

PRIMERO & ÚLTIMOS días de escuela

Julio-24

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Días escolares 0

Agosto-24

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares 20

Septiembre-24

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

Días escolares 20

Octubre-24

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

Días escolares 17

Noviembre-24

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 15

Diciembre-24

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

Días escolares 14

Enero-25

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Días escolares 13

Febrero-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Días escolares 19

Marzo-25

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Días escolares 15

Abril-25

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

Días escolares 18

Mayo-25

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares 20

Junio-25

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

Días escolares 9

Total de días escolares 180
 Días de trabajo para maestros 5

**Lewis Center for Educational Research
Board Packet Agenda Items
Meeting Date: March 13, 2023**

Title: New Board Policy and Administrative Regulations

BP 5141.21 STUDENTS:
ADMINISTERING MEDICATION AND MONITORING HEALTH
CONDITIONS

Present As: Discussion/Action Item

Background: The Lewis Center currently has protocols for administering medication and monitoring health conditions of students as outlined in each of the school's Parent Student Handbook. This policy is intended to formally develop universal, organization-wide policies and procedures for administering medication and monitoring health conditions of its students in accordance with California Education Code.

Fiscal Implications (if any): None

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

Recommendation: Approve

Respectfully Submitted By: Stacy Newman, Human Resources Director

Lewis Center for Educational Research

**AR 5141.21: STUDENTS
ADMINISTERING MEDICATION AND MONITORING HEALTH
CONDITIONS**

Adopted: March 13, 2023

Revised:

D

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the Lewis Center for Educational Research (“Lewis Center”), including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the President/Chief Executive Officer (“President/CEO”) or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the President/CEO or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the President/CEO or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing all medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When Lewis Center employees are to administer medication to a student, the parent/ guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized Lewis Center representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how Lewis Center employees will administer the medication or otherwise assist the student in its administration

4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the Lewis Center and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the Lewis Center to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

Health Care Provider Statement

When any Lewis Center employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescription medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7. Possible side effects of the medication

8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the Lewis Center shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

Lewis Center Responsibilities

The President/CEO or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other after-school activities

8. Report to student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the Lewis Center in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The President/CEO or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the President/CEO or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the President/CEO of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a Lewis Center administrator if the Lewis Center does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one ¹⁴adult (regular) and one junior epinephrine auto-

injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the Lewis Center for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The President/CEO or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The Lewis Center may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the President/CEO or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the President/CEO or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by

a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the Lewis Center does not have a qualified supervisor of health, a Lewis Center administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or Lewis Center administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the Lewis Center for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The President/CEO or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Lewis Center for Educational Research

BP 5141.21: STUDENTS ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Adopted: March 13, 2023

Revised:

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the President/Chief Executive Officer (“President/CEO”) or designee shall develop protocols which shall include options for allowing a parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student’s authorized health care provider's approval, request the Lewis Center’s permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The President/CEO or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The President/CEO or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

The President/CEO or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The President/CEO or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The President/CEO or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

**Lewis Center for Educational Research
STAFF REPORT**

Date: March 13, 2023
 To: LCER Board of Directors
 From: Lisa Lamb
 Re: President/CEO Report

<p>Goal 1 - Student Success: Strengthen all school programs and enrichment opportunities at both schools resulting in student success in the areas of academic, behavioral, and social emotional wellness.</p>	
<p>1.1 <u>Objective:</u> Both schools will demonstrate continual increases in student mastery in all areas as reported on the annual California School Dashboard.</p>	<p>AAE:</p> <ol style="list-style-type: none"> 1. Continued walkthroughs - 303 (Cumulative) 2. Hired new TOA to work with Secondary Knight's Lab 3. Counselor is working with Juniors on their graduation plans 4. <p>NSLA:</p> <ol style="list-style-type: none"> 1. Holding formal evaluation and improvement meeting with teachers. 2. MTSS continues to focus on specific and targeted needs of students that are struggling. 3. Grades for 2nd trimester have been submitted for all elementary students. 4. Administration has hired our second counselor. 5. Counselors are starting to meet with students for next years schedule offerings. 6. Literacy Focus-Reading Across America Week and NSLA Bedtime Stories.
<p>1.2 <u>Objective:</u> Both schools will support Social Emotional Learning (SEL) to enhance the ability of students to self-regulate, strengthen interpersonal relationships, and increase healthy coping skills.</p>	<p>AAE:</p> <ol style="list-style-type: none"> 1. AAE administration continues weekly check in with students who are at risk. 2. Use of our Go Guardian and StopIt Programs to identify students who are in need of support. 3. Counselor and Psychologist continue to work with their caseloads to provide support to our students and their SEL needs 4. New SEL counselors conducting group and individual counseling for secondary 5. SEL counseling team conducted 182 separate student meetings from 2/8 - 2/28 6. School Psychology continues to support socio-emotional needs at the Tier 3 level 7. Academic advising provided for juniors over the last four weeks <p>NSLA:</p> <ol style="list-style-type: none"> 1. SEL lead Counselor has implemented <ol style="list-style-type: none"> a. Wellness Wednesdays for Staff b. March Lunch Bunch c. Virtual Wellness Space for Students 2. Counselors have created NSLA Service Tier 1-3 Protocols 3. Counselors are in the process of implementing SCUTA which is a data collection program. https://www.myscuta.com/ 4. We have started our SOS Program (Save One Student). Students that may need extra attention will be adopted by an adult on campus to build further relationships with them. 5. SEL lessons are taught throughout homerooms. 6. Use of our Go Guardian and StopIt Programs to identify students who are in need of support.

	<ol style="list-style-type: none"> 7. Our Psychologist now works directly with Tier 3 students. 8. DM SELPA and SBCSS conducting MAC Wellness room tours. Inviting other LEAs to observe and possibly model our wellness systems. <p>LCER Mental Health Supports</p> <ol style="list-style-type: none"> 1. DM SELPA, DMCC, and County agencies counseling efforts for SPED and GENED students 2. Care Solace referrals continue to be processed in support of staff, students and families. 3. Mental Health Team (School Psychologists and Counselors) providing ongoing counseling support to students in crisis at both sites (Behavioral and Socioemotional). 4. GoBeacon alerts continue to be processed as needed for NSLA/AAE (suicidal ideations/planning). 5. Ongoing/Weekly case management meetings through MTSS 6. Mental Health teams providing ongoing Suicide Prevention support.
<p>1.3 <u>Objective:</u> Both schools will develop a more robust STEM strand that builds upon itself in grades TK-12.</p>	<p>AAE :</p> <ol style="list-style-type: none"> 1. Teacher PD on Computer Science and use of technology in the classroom 2. High school clubs include eSports and Robotics. 3. After school STEM program has started and will continue through Spring and over Spring Break 4. Engineering mentorship has begun with our High School students mentoring our elementary students in STEM related topics. <p>NSLA:</p> <ol style="list-style-type: none"> 1. Students have been provided a daily homeroom that is targeting Robotics. 2. High school clubs include eSports and Robotics. 3. We have purchased Nintendo Switches to implement Gaming Tournaments 4. Summer STEM opportunity. Partnership with Loma Linda Hospital. 5. Recently began the implementation of Project STEM curriculum at the Middle School level <p>LCER:</p> <ol style="list-style-type: none"> 1. LCER continues to participate as one of 8 districts in the County in CSforALL workshop series. The LCER team consists of Ryan Dorcey, Toni Preciado, Josh Dennison, Artie Aragon, Lisa Lamb, and Genie Cook. This cohort is receiving training and support from SBCSS through grant funding to vision and implement a computer science strand for students in K-12 at both schools. Additional computer science trainings will be made available to administrators, counselors and teachers. Those who attend will receive a stipend paid through the CDE grant. 2. LCER has applied for the Amazon Future Engineer elementary curriculum grant through BootUP PD. The Amazon Future Engineer program brings career applicable Computer Science curriculum to the classroom. Both schools have received and are utilizing the grant for Middle School curriculum through Project STEM. The BootUP PD curriculum provides a direct pathway for elementary students to learn computer science skills in alignment with state curriculum standards. 3. Toni Preciado is attending the Ed Tech Coaches Network Meetings with the San Bernardino County Superintendent of Schools. She has brought forward additional resources that can be implemented in the elementary enrichment classes at both

	<p>schools. The following link is a sample of these resources: https://www.elementarycomputingforall.org/</p>
<p>1.4 Objective: Both schools will support the LCER mission of creating global citizens through academic and co-curricular offerings each school year.</p>	<p>AAE :</p> <ol style="list-style-type: none"> 1. SART Meetings have been set up with parents to continue 2. AAE Baseball, Track, Boys Tennis and Softball have begun. Middle School Boys and Girls Basketball, Boys and Girls Soccer and Girls Volleyball have also started. 3. Principal Cabinet and VP Cabinets meet monthly 4. Use of Friday club days that include: Spanish, KY/Radio, Art, Photography, Sports Fanatics, Comic Book, Tech/Gaming, Hiking, Christian, Interact, Chess, Musical Theater, Creators Space, Fashion Pop Music, Nerdvana, Healthy Living Clubs <p>NSLA:</p> <ol style="list-style-type: none"> 1. We are working closely with our community college to offer World Language courses for next year. 2. Principal continues to meet with MS/HS Homeroom representatives. 3. We are in the process of adding AP and Honors courses for the 2023-2024 school year. <p>LCER:</p> <ul style="list-style-type: none"> • LCER has partnered with San Bernardino County and San Bernardino County Superintendent of Schools to pilot an educational partnership between our schools and an elementary school in Taoyuan City, Taiwan. Lisa Lamb will continue to work with Ted Alejadre, Norm Nunez and other staff to expand this partnership to K-12 schools across the county. The following is a link to a video that explains more about this partnership: Here is a video that the County made as part of this partnership: Taiwanese Educational Partnership Video
<p>Goal 2 - Business/Fiscal: Maintain fiscal stability and seek diversified outside funding that allows us to be innovative.</p>	
<p>2.1 Objective: Lewis Center schools will maintain a balance of no less than 45 days of cash on hand (or 12.33%).</p>	<p>The Lewis Center schools are meeting this objective and have worked hard to implement the necessary steps to be able to maintain the required 45 days cash on hand set forth by our investors in our Bond Covenants.</p>
<p>2.2 Objective: Most restrictive dollars (i.e.: categorical funding, one-time monies, Special Education funding, grants, etc.) will be utilized first and according to funding requirements and as approved by the School Site Councils.</p>	<p>Finance is continuing to work with school administration to make sure that we meet the deadlines to expend COVID funding on time with the most impactful purchases to support classroom learning and a safe environment. We continue our discussions on how to best utilize our categorical funds first based on the restrictions set forth in each of the grants being funded. We are also evaluating on the term date of when some of these funds are ending to make sure that we can support the needs of the school while not sending any unspent funds back to the State.</p>
<p>2.3 Objective: Prioritize staff compensation (inclusive of salaries and benefits) in a way that is sustainable.</p>	<p>We have scheduled Budget Development meetings with each of the managers to identify school and department specific needs for the 2023/2024 school year. Our goal is to begin planning for next year, so we can maintain our priorities while working on increasing staff compensation.</p>

<p>2.4 Objective: The Foundation Board will raise funds annually to support the identified needs of LCER schools and programs.</p>	<p>The Foundation is beginning to plan the next LCER gala which is slated to be held on a Saturday in September 2023. Staff is currently looking for venues in the High Desert and finalizing the date.</p>
<p>Goal 3 - Staffing: Recruit, develop, and retain a highly-qualified, innovative, flexible, and diversified staff.</p>	
<p>3.1 Objective: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</p>	<p>HR is continuing to fill, change, create, discontinue positions as needed for the 2022/2023 school year. HR continues its social media campaign for open positions, attend targeted job fairs, as well as reach out to resources at other schools and organizations to recruit for open positions. HR is also continuing to recruit for Classified Substitutes and Certificated Substitutes (at NSLA) interested in careers in the field of education in an effort to ensure we can advise proper educational paths and hire highly qualified applicants both internally as well as externally. HR continues to search for additional pathways to hire staff into open positions to include part time - remote work, emergency permits, etc.</p> <p>We are currently experiencing a higher number of vacancies than prior to the pandemic. As of 1/23/23, we have the following openings:</p> <ul style="list-style-type: none"> ● LCER- 1 classified position ● AAE- 2 certificated; 2 classified position ● NSLA- 7 certificated positions; 10 classified positions <ul style="list-style-type: none"> ○ Note: the certificated openings are due to mid-year resignations from teachers. This trend is up from prior years.
<p>3.2 Objective: Develop a comprehensive succession plan for key positions.</p>	<p>The CEO continues to collaborate with the Executive Team and Board Task Force to develop a comprehensive succession plan.</p> <p>LCER leadership and stakeholder groups are calendared for the year. These include groups such as: data governance, management team, school site council, principals' advisory, LCAP, general administration and administrative assistants, administrative team meetings, academic leadership teams, health and safety, etc. These teams help establish a strategic flow of communication throughout the organization from the board to the parents as well as builds capacity of individuals within the various leadership groups.</p> <p>The CEO continues to meet with the executive directors weekly to discuss organizational needs. Monthly, she meets with directors individually to discuss their departmental/school needs and their professional and personal goals.</p>
<p>3.3 Objective: Invest in professional development for classified and certificated staff, administration, and board members to align with strategic plan and LCAP goals.</p>	<p>The IT department and PR Coordinator, Jisela Corona held a training for all LCER managers and HR staff covering the topics of the importance of branding and marketing. The training discussed the basics of creating a design, vocabulary of graphic design, developing a critical eye for examining design and the value that design and marketing can bring to LCER.</p>
<p>3.4 Objective: As measured annually, LCER will increase and/or maintain organizational staff retention rates.</p>	<p>NSLA:</p>

Position	21/22 Total Positions 6/30/22	21/22 Vacancies Prior to EOY	Staff Departed <u>LCER</u> at EOY 21/22	Staff Retained 21/22 to 22/23	Retention %
Teacher	47	0	3	44	94%
Para-professional	23	6	3	14	82%
Counselor	1	0	0	1	100%

AAE:

Position	21/22 Total Positions 6/30/22	21/22 Vacancies Prior to EOY	Staff Departed <u>LCER</u> at EOY 21/22	Staff Retained 21/22 to 22/23	Retention %
Teacher	70	0	6	64	91%
Para-professional	22	3	3	16	84%
Counselor	1	0	0	1	100%

Goal 4 - Organizational Effectiveness: Communicate and engage students, staff, families, and community partners to drive a shared commitment to our common vision, mission, and goals.

4.1 Objective: Board and Executive Team will actively communicate LCER's mission to the community partners that we serve.

The CEO has supported and attended various events in the region. These include: Victor Valley College Hall of Fame Gala, Evening Affair, Greater High Desert Chamber of Commerce's (GHDCC) State of the City, GHDCC Coffee Break, CSforALL Workshop, and San Bernardino County Board of Education meetings.

The CEO also participates in a statewide committee with Charter School Development Center focused on charter school advocacy and legislative affairs.

Admin and counseling teams from both schools have begun meeting with Dale Marsden and Tomorrow's Talent staff. These discussions are regarding establishing paid and unpaid student internships for both high schools.

The CEO continues to participate in San Bernardino Sheriff's Exchange and Apple Valley Sheriff's Work Group. These networks have provided several opportunities to partner with our local law enforcement for each school.

The CEO has partnered with the Town of Apple Valley and AVUSD in creating and distributing PSA's regarding important and relevant topics such as the Fentanyl crisis, Mental Health, Public Safety, and more.

<p>4.2 <u>Objective</u>: Increase ongoing communication with LCER stakeholders as evidenced by staff, parent and student satisfaction on annual surveys.</p>	<p>AAE and NSLA held annual Town Hall events to seek parent and community input on the Local Control Accountability Plans (LCAP). Each principal presented current student learning outcome data and facilitated discussions around each school goal. Administration will incorporate this feedback into the budget planning and LCAP development.</p> <p>David attends the San Bernardino County Superintendent of Schools Financial Managers workgroup composed of all Finance Leaders at SB County School Districts. At this recent workgroup, the County spoke of the updates to apportionments, stimulus fund reporting, Fraudulent ACH Payments risks, and CalSTRS/CalPERS updates (Next meeting is in April).</p> <p>In February, HR attended the SBCSS Credential Services Weekly Connect, AALRR Workplace Wednesday, CTC/CDE CALPAD's Assignment Monitoring Webinar, CTC Office Hours Team Meetings, and CITE High Desert Data Group Meeting and CalPERS workshop.</p> <p>Ryan Dorcey regularly attends California IT in Education, or CITE, meetings for IT Directors in K-12 educational institutions throughout the state. This working group allows IT to keep up to date on cybersecurity issues, state and federal data reporting, educational technology, and emerging technologies in the classroom. Ryan also attends the San Bernardino County Superintendent of Schools eSports professional learning network (PLN) and computer science equity network (CSEN). These networks allow IT to aid in implementing an effective eSports program and computer science curriculum. IT also participates in the County Superintendent's Technology Leadership Network which helps guide technology initiatives throughout school districts under its jurisdiction. We also attend monthly cybersecurity meetings from the Multi-State Information Sharing Analysis Center which is focused on improving the cybersecurity posture of the U.S. State, Local, Tribal, and Territorial (SLTT) government institutions.</p> <p>Heather Juarez attended the Ethnic Studies Virtual Network for their second network meeting of the year offered through SBCSS. This network is comprised of district leaders and community members who are interested in the development of ethnic studies courses and curriculum that are required by the CDE beginning the 2025-26 school year. There were representatives from San Bernardino Unified and Rialto Unified who shared their implementation. An institute, for the development of ethnic studies, is taking place in June at the county offices and we are planning to send a team to take part.</p> <p>Teresa Dowd and Jisela Corona-Gonzalez attended the High Desert Hispanic Chamber of Commerce meeting. They shared information regarding some of their multicultural events such as the DACA Info act, Folklorico performances in San Bernardino, and NSLA's Cinco De Mayo Multicultural Fair coming up.</p> <p>Marcelo Congo regularly attends Desert Mountain SELPA Steering Committee meetings. All Directors from DM SELPA Districts meet once a month to discuss important issues regarding Special Education services. Marcelo also attends Director's Trainings offered by the DM SELPA. Marcelo also collaborates on a daily basis with DM SELPA operations managers to ensure that the IEP process remains in compliance. During the month of February, Marcelo participated in a State level training regarding data tracking systems. Marcelo also attended Legal training sessions offered by the offices of YM&C and AALRR. These are well-known law firms providing training for SPED personnel. Marcelo also collaborated with other local agencies (e.g. DMCC, SBCSS) to bring additional resources for students and parents at AAE and NSLA.</p>
--	--

Accomplishments and Highlights	
	<p>The Father-Daughter Dance at AAE and Sadie Hawkins' Dance at NSLA were both well attended. Students and families are excited to participate in more dances and family events.</p> <p>AAE elementary students participated in the Great Kindness Challenge and earned the official seal from the Kindness Certified School organization.</p> <p>The Lewis Center celebrated National School Counselors' Week as both campuses welcomed two new school counselors.</p> <p>Making the San Bernardino County Honor Band is a HUGE achievement, and AAE students Alejandro Vargas and CJ Jeffs made the cut as first chairs in their respective groups.</p> <p>In lieu of Mr. Knight, the LCER Ambassadors hosted Knight of the Night, a talent show open to all seniors.</p>
AAE Upcoming Dates	<p>K - Celebration Ceremony: June 6th, 2023 @ 8:00 am</p> <p>5th Grade Ceremony: June 7th, 2023 @ 8:00 am</p> <p>8th Grade Promotion Ceremony: June 8th , 2023 @ 8:00 am</p> <p>AAE Graduation Ceremony: June 9th, 2023 @ 5:00 pm</p>
NSLA Upcoming Dates	<p>TK- Recognition Ceremony June 8, 2023 @8:45am</p> <p>K- Celebration Ceremony Jun 8, 2023 @8:30 and 9:30am</p> <p>5th Grade Celebration Ceremony Jun 6, 2023 @3:30pm</p> <p>8th Grade Promotion Ceremony Jun 7, 2023 @6:00pm</p>

AAE Data

	Sept	Oct	Nov	Dec	Jan	Feb
Secondary Attendance	93.94%	94.79%	90.97%	92.22%	94.34%	92.39%
Elementary Attendance	93.55%	93.91%	91.23%	91.59%	95.39%	91.89%
Secondary Enrollment	821	822	821	825	825	792*
Elementary Enrollment	684	685	685	689	689	676*
Total Enrollment	1505	1507	1506	1514	1514	1467*
Suspensions	7	8	10	9	6	10
Walk Thrus (Progressive)	127	147	155	155	228	307

* Data has been updated.

NSLA Data

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secondary Attendance	92.09%	93.65%	91.69%	84%	88.85%	91.83%	90.18%	
Elementary Attendance	91.77%	93.92%	94.54%	89.94%	91.36%	94.10%	93.05%	
Secondary Enrollment	371	449	449	458	455	458	463	
Elementary Enrollment	673	672	668	663	661	660	661	
Total Enrollment	1111	1121	1117	1121	1116	1118	1124	
Suspensions	22	20	24	8	11	5	9	
In School Susp	1	3	4	0	2	3	4	
Walk Thrus	250	85	95	125		140		

2022-2023 GRANT TRACKING SHEET						
Grant	Purpose/Description	Amount	Due Date	Date Submitted	Awarded?	Award Date
Heliophysics Citizen Science Investigations	Forecasting Space Weather with GAVRT Space Cont	\$160k per year for 3 years	8/24/22	8/19/22		
Fiscal Year 2022 Recovery Grant Implementation	Rehabilitation of Tui Chub and Habitat	\$15,000.00	12/31/22			
San Manuel Grant	Scholarships	\$5,000.00	4/30/22	4/29/22	Yes	9/1/22
Innovative Approaches to Literacy Grant	Literacy		NA		Yes	8/3/22
NASA Roses: HELIOPHYSICS CITIZEN SCIENCE INVES	Citizen Science	\$300,000.00				
NASA Citizen Science Seed Funding Program	MoonDiff citizen science proposa	NA	NA	NA	Yes	1/9/23
NASA ROSES: Exploring the Inner Corona Using Mu	GAVRT Citizen Science					

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 1/20/2023 Through 2/26/2023

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
1/20/2023	48488	Employment Development D	23,669.69	2022 4th Qtr Unemployment Taxes
1/20/2023	48502	Liminex Inc	33,960.00	PO 2223-0672-LCER
1/20/2023	48520	Swun Math, LLC	20,000.00	PD 2 of 3 Installments
1/23/2023	48536	Swun Math, LLC	17,401.51	PO 2223-0438-NSLA
1/23/2023	48537	Vista Higher Learning	45,135.35	PO 2223-0033-AAE
1/31/2023	132		304,029.57	Group: Payroll; Pay Date: 1/31/2023
1/31/2023	133		309,603.69	Group: 11mo Payroll; Pay Date: 1/31/2023
2/1/2023	48571	American Express	11,018.30	Acct 3796-546760-72009
2/1/2023	48588	Wells Fargo Vendor Fin Sen	10,148.77	Contract # 450-0004712-000
2/3/2023	48596	CharterSAFE	58,445.00	Insurance premium pymt for February
2/3/2023	48600	SBCSS	40,297.70	NSAA PERS contributions for January
2/3/2023		SBCSS	104,918.27	LCER/AE - PERS contributions for January
2/3/2023		SBCSS	138,216.52	NSAA STRS contributions for January
2/3/2023		SBCSS	184,163.12	LCER/AE - STRS contributions for January
2/3/2023	48601	SchoolsFirst Federal Credit	11,320.63	Employee TSA contributions - January 31 2023
2/15/2023	134		304,703.69	Group: Payroll; Pay Date: 2/15/2023
2/15/2023	135		307,983.76	Group: 11mo Payroll; Pay Date: 2/15/2023
2/16/2023	48689	SchoolsFirst Federal Credit	11,820.63	Employee TSA contributions - February 15 2023
2/16/2023	48693	Revolution Foods, PBC	28,648.50	NSLA
2/16/2023	48717	Southern California Edison	10,691.89	Acct 700281016926
2/16/2023	48719	SISC	264,848.15	Health Coverage for February 2023
2/23/2023	48749	Decker Equipment	<u>22,765.31</u>	PO 2223-0948-NSLA
Report Total			<u>2,263,790.05</u>	

All Funds - Budget Comparison 2021/22 to 2022/23

2021-2022

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	37,081,283	21,630,748	15,450,535	41.67%
Expense				
Certificated Salaries	12,985,633	5,545,285	7,440,348	57.30%
Classified Salaries	5,004,461	1,885,917	3,118,544	62.32%
Benefits	6,590,649	2,759,992	3,830,657	58.12%
Books and Supplies	4,259,816	1,714,107	2,545,709	59.76%
Services & Other	6,729,180	2,932,260	3,796,920	56.42%
Capital Outlay	1,010,361	312,540	697,821	69.07%
Other Outgo	0	106,045	(106,045)	N/A
Share of LCER	0	0	0	N/A
Total Expense	36,580,100	15,256,145	21,323,955	58.29%
Add (Subtract) to Reserves	501,183	6,374,603	(5,873,420)	
Total Revenue	37,081,283	21,630,748	15,450,535	58.33%
Total Expense	36,580,100	15,256,145	21,323,955	41.71%
Add (Subtract) to Reserves	501,183	6,374,603	-5,873,420	

2022-2023

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	35,887,566	20,183,580	15,703,986	43.76%
Expense				
Certificated Salaries	13,137,383	7,473,520	5,663,864	43.11%
Classified Salaries	5,392,240	2,648,371	2,743,869	50.89%
Benefits	7,600,577	4,006,910	3,593,667	47.28%
Books and Supplies	2,414,293	1,686,914	727,379	30.13%
Services & Other	6,225,061	3,856,496	2,368,565	38.05%
Capital Outlay	360,000	356,336	3,664	1.02%
Other Outgo	0	35,358	(35,358)	N/A
Share of LCER	0	0	0	N/A
Total Expense	35,129,554	20,063,904	15,065,650	42.89%
Add (Subtract) to Reserves	758,012	119,676	638,336	
Total Revenue	35,887,566	20,183,580	15,703,986	56.24%
Total Expense	35,129,554	20,063,904	15,065,650	57.11%
Add (Subtract) to Reserves	758,012	119,676	638,336	

AAE - Budget Comparison 2021/22 to 2022/23

2021-2022

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	18,515,432	6,774,438	11,740,994	63.41%
Expense				
Certificated Salaries	6,909,149	3,014,727	3,894,422	56.37%
Classified Salaries	1,975,125	734,234	1,240,891	62.83%
Benefits	3,164,726	1,341,522	1,823,204	57.61%
Books and Supplies	1,883,523	607,861	1,275,662	67.73%
Services & Other	1,962,964	929,216	1,033,748	52.66%
Capital Outlay	885,511	189,655	695,856	78.58%
Other Outgo	0	18,513	(18,513)	N/A
Share of LCER	1,637,799	955,383	682,416	41.67%
Total Expense	18,418,797	7,791,111	10,627,686	57.70%
Add (Subtract) to Reserves	96,635	(1,016,672)	1,113,307	
Total Revenue	18,515,432	6,774,438	11,740,994	36.59%
Total Expense	18,418,797	7,791,111	10,627,686	42.30%
Add (Subtract) to Reserves	96,635	-1,016,672	1,113,307	

2022-2023

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	17,718,586	10,151,749	7,566,837	42.71%
Expense				
Certificated Salaries	6,710,492	3,838,724	2,871,768	42.80%
Classified Salaries	2,030,721	956,818	1,073,903	52.88%
Benefits	3,504,536	1,870,829	1,633,707	46.62%
Books and Supplies	1,162,144	772,347	389,797	33.54%
Services & Other	1,714,171	1,107,986	606,185	35.36%
Capital Outlay	300,000	149,898	150,102	50.03%
Other Outgo	0	29,854	(29,854)	N/A
Share of LCER	1,863,497	1,087,400	776,097	41.67%
Total Expense	17,285,561	9,813,498	7,472,063	43.23%
Add (Subtract) to Reserves	433,025	338,251	94,774	
Total Revenue	17,718,586	10,151,749	7,566,837	57.29%
Total Expense	17,285,561	9,813,498	7,472,063	56.77%
Add (Subtract) to Reserves	433,025	338,251	94,774	

NSLA - Budget Comparison 2021/22 to 2022/23

2021-2022

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	17,941,028	5,190,793	12,750,235	71.07%
Expense				
Certificated Salaries	5,366,913	2,177,314	3,189,599	59.43%
Classified Salaries	1,568,657	459,305	1,109,352	70.72%
Benefits	2,441,558	932,677	1,508,881	61.80%
Books and Supplies	2,321,668	807,681	1,513,987	65.21%
Services & Other	4,320,211	1,758,881	2,561,330	59.29%
Capital Outlay	100,000	108,035	(8,035)	-8.03%
Other Outgo	0	4,727	0	N/A
Share of LCER	1,399,930	816,626	583,304	41.67%
Total Expense	17,518,937	7,065,246	10,458,419	59.70%
Add (Subtract) to Reserves	422,091	(1,874,453)	2,291,816	
Total Revenue	17,941,028	5,190,793	12,750,235	28.93%
Total Expense	17,518,937	7,065,246	10,458,419	40.33%
Add (Subtract) to Reserves	422,091	-1,874,453	2,291,816	

2022-2023

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	17,587,872	9,635,705	7,952,167	45.21%
Expense				
Certificated Salaries	5,625,666	3,146,528	2,479,138	44.07%
Classified Salaries	1,749,107	728,361	1,020,746	58.36%
Benefits	2,939,984	1,447,867	1,492,117	50.75%
Books and Supplies	1,166,824	836,937	329,887	28.27%
Services & Other	3,993,243	2,393,091	1,600,152	40.07%
Capital Outlay	40,000	190,487	(150,487)	-376.22%
Other Outgo	0	5,504	(5,504)	N/A
Share of LCER	1,748,061	1,019,702	728,359	41.67%
Total Expense	17,262,885	9,768,476	7,494,409	43.41%
Add (Subtract) to Reserves	324,987	(132,772)	457,759	
Total Revenue	17,587,872	9,635,705	7,952,167	54.79%
Total Expense	17,262,885	9,768,476	7,494,409	56.59%
Add (Subtract) to Reserves	324,987	-132,772	457,759	

LCER - Budget Comparison 2021/22 to 2022/23

2021-2022

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	624,823	311,277	313,546	50.18%
Expense				
Certificated Salaries	709,571	353,244	356,327	50.22%
Classified Salaries	1,460,679	692,378	768,301	52.60%
Benefits	984,365	485,793	498,572	50.65%
Books and Supplies	54,625	298,565	(243,940)	-446.57%
Services & Other	446,005	244,163	201,842	45.26%
Capital Outlay	24,850	14,850	10,000	40.24%
Other Outgo	0	82,804	(82,804)	N/A
Share of LCER	(3,037,729)	(1,772,009)	(1,265,720)	
Total Expense	642,366	399,789	242,577	37.76%
Add (Subtract) to Reserves	(17,543)	(88,512)	70,969	
Total Revenue	624,823	311,277	313,546	49.82%
Total Expense	642,366	399,789	242,577	62.24%
Add (Subtract) to Reserves	-17,543	-88,512	70,969	

2022-2023

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru December	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	581,108	396,127	184,981	31.83%
Expense				
Certificated Salaries	801,225	488,267	312,958	39.06%
Classified Salaries	1,612,412	963,191	649,221	40.26%
Benefits	1,156,057	688,214	467,843	40.47%
Books and Supplies	85,325	77,630	7,695	9.02%
Services & Other	517,647	355,419	162,228	31.34%
Capital Outlay	20,000	15,951	4,049	20.25%
Other Outgo	0	0	0	N/A
Share of LCER	(3,611,558)	(2,106,742)	(1,504,816)	41.67%
Total Expense	581,108	481,930	99,178	17.07%
Add (Subtract) to Reserves	0	(85,803)	85,803	
Total Revenue	581,108	396,127	184,981	68.17%
Total Expense	581,108	481,930	99,178	82.93%
Add (Subtract) to Reserves	0	-85,803	85,803	

Foundation Savings - 4100005285

2021-22

As of 1/31/23

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Capital Campaign	\$85,427.27	\$243.25		198.67	\$85,382.68
NSLA Capital Campaign	\$69,008.19	\$69,578.24	\$300.00	160.82	(\$109.23)
Davis Scholarship Endowment	\$14,046.45			28.38	\$14,074.83
Global Exchange Programs	\$13,009.31			28.38	\$13,037.69
HiDAS Endowment	\$64,105.98	\$1,568.28		151.37	\$62,689.07
Scholarships	\$28,849.61	\$500.00	\$5,539.68	66.22	\$33,955.51
Unrestricted	\$132,642.62	\$7,830.74	\$1,689.84	312.20	\$126,813.92
TOTAL					\$335,844.48

Restricted Scholarship Funds					
AAE Ambassadors Scholarship	\$0.00				\$0.00
AAE PTC Scholarship	\$0.00				\$0.00
AAE Staff Scholarship	\$0.00		\$39.68		\$39.68
Bud Biggs Memorial Scholarship	\$0.00				\$0.00
Edison Scholarship	\$0.00				\$0.00
Gerardo Diaz Jr. Scholarship	\$0.00				\$0.00
Mike Mangold Scholarship	\$2,750.00				\$2,750.00
San Manuel Scholarship	\$0.00		\$5,000.00		\$5,000.00
Sandra Perea Scholarship	\$6,535.00				\$6,535.00
SLT Scholarship	(\$500.00)	\$500.00	\$1,000.00		\$0.00
Total Unrestricted Scholarship Funds					\$19,630.83

Restricted AAE Capital Campaign Funds					
High Desert Turtle and Tortoise Club	\$2,500.00				\$2,500.00
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$25,060.39				\$25,060.39
AAE Shade Fundraiser	\$10,900.36				\$10,900.36
Total Unrestricted AAE Capital Campaign					\$44,771.93

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
January 1 - January 31, 2023**

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$18,226.31
Revenue		
Online donation to Ambassadors	\$446.78	
Online donation to AAE Staff Scholarship	\$9.92	
Online donation to Unrestricted	\$9.92	
Interest	\$ 0.44	
<i>Total</i>	\$467.06	
Expenditure		
PR Flyers	\$ 100.00	
GiveSmart	\$ 2,135.75	
Transfer to Savings - \$39.68 AAE Staff Scholarship and \$50 HiDAS	\$ 89.68	
LCER - Ambassadors Donations	\$ 1,500.00	
Visa - Milestone Celebration and Retirement Celebration	\$ 1,431.78	
<i>Total</i>	\$ 5,257.21	
Ending Balance	<i>Total</i>	\$13,436.16

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$ 85,352.75
Restricted Funds- NSLA Capital Campaign		\$ (133.46)
Restricted Funds - Davis Endowment		\$ 14,070.56
Restricted Funds - Global Exchange Programs		\$ 13,033.42
Restricted Funds - HiDAS Endowment		\$ 62,666.26
Restricted Funds - Scholarships		\$ 33,905.86
Unrestricted Funds		\$ 126,835.79
		\$ 335,731.16
Revenue		
AAE Staff Scholarship	\$39.68	
HiDAS Dues	\$50.00	
Interest	\$ 142.55	
<i>Total</i>	\$232.23	
Expenditure		
Blooming Fee for Extra Feature	\$ 118.91	
<i>Total</i>	\$ 118.91	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$ 85,382.68
Restricted Funds - NSLA Capital Campaign		\$ (109.23)
Restricted Funds - Davis Endowment		\$ 14,074.83
Restricted Funds - Global Exchange Programs		\$ 13,037.69
Restricted Funds - HiDAS Endowment		\$ 62,689.07
Restricted Funds - Scholarships		\$ 33,955.51
Unrestricted Funds		\$ 126,813.92
	<i>Total</i>	\$ 335,844.48
<i>Total Checking and Savings</i>		\$349,280.64

**LCER Board Meetings
Attendance Log 2021**

	January Regular	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
David Rib	Present	Present										100%
Donna Kauffman	Present	Present										100%
Jessica Rodriguez	Present	Present										100%
Marisol Sanchez	Present	Present										100%
Pat Caldwell	Present	Present										100%
Yolanda Carlos	Present	Present										100%
Omari Onyango	Present	Absent										50%
Pat Schlosser	Absent	Present										50%
Sharon Page	Present	Absent										50%

	Special Meetings		
David Rib			
Donna Kauffman			
Jessica Rodriguez			
Marisol Sanchez			
Omari Onyango			
Pat Caldwell			
Pat Schlosser			
Sharon Page			
Yolanda Carlos			

February 23, 2023

Lisa Lamb, President/CEO
Norton Science and Language Academy
17500 Mana Road
Apple Valley, CA 92307

Dear Ms. Lamb:

This letter acknowledges receipt of your 2022-23 1st Interim Financial Report. As part of our county oversight responsibilities, we have completed a review of your 2022-23 1st Interim Report, which includes an assessment and analysis of the information provided.

A detailed narrative is included to document our review and note any findings or concerns. Based on our analysis, the data provided supports the Charter's *Positive certification* of the Charter's financial condition. The Charter currently exceeds its reserve requirements in the current year and is projected to do so in subsequent years.

Please provide a copy of this letter and attached narrative to the Charter School's Board President and we also strongly recommend you share the letter and narrative with any parties associated with the preparation of your report.

If you have any questions or concerns, please feel free to call me at (909) 386-9615 or Heather Kinney at (909) 388-5732.

Sincerely,

Angel Arrington

Angel Arrington
Business Services Project Manager, II
Business Advisory Services

cc: Dr. Patricia Caldwell, Board Chairman - LCER
cc: David Gruber, CBO – Norton Science and Language Academy
cc: Richard De Nava, CBO – SBCSS
cc: Tom Cassida, Director, Business Advisory Services - SBCSS

Business Services • Richard De Nava, Chief Business Officer

Business Advisory Services • Thomas Cassida, Director
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • www.sbcss.net

NORTON SCIENCE & LANGUAGE ACADEMY

Fiscal Year 2022-23 1st Interim Financial Report

AUTHORIZER REVIEW NARRATIVE

AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS:

ADA/Enrollment Projections	2020-21 Actual	2021-22 Actual	2022-23 Projected	2023-24 Projected	2024-25 Projected
Enrollment	825	1,041	1,106	1,249	1,354
ADA	789.20	965.35	1,043.51	1,180.31	1,281.96
ADA/Enrollment Ratio	95.66%	92.73%	94.35%	94.50%	94.68%
Growth in Enrollment	0.49%	26.18%	6.24%	12.93%	8.41%

The charter is projecting 2022-23 P-2 ADA of 1,043.51 or a 7.64% increase over prior year P-2 ADA. Based on an enrollment projection of 1,106 current year ADA to enrollment ratio is anticipated to be 94.35%. Enrollment is projected to increase by 143 students next year and 105 the subsequent year. The projected growth is reasonable based on the grade expansion and current trends of the charter. Additionally, the charter is projecting its Unduplicated Pupil Percentage (UPP) to be 78.03% in the current and subsequent years.

REVENUES:

LCFF – The charter is reporting the State Aid portion of Local Control Funding Formula (LCFF) on two-line items, LCFF (8011) and EPA (8012) and has submitted the FCMAT calculator as supporting documentation. The County has also prepared a calculation based on the most current available data. The Charter prepared LCFF calculations with no material variances from calculations prepared by the County.

Lottery – The Charter appears to be using rates higher than the recommended combined rate of \$237 per ADA but is including lottery revenues appropriately on the multiyear summary.

Other Revenues – The charter is reporting various Restricted and Unrestricted Revenues. Revenue projections appear reasonable.

EXPENDITURES:

Classified Salaries – The charter is projecting classified salaries of \$1,736,331 for 2022-23 with a projected increase of 5.34% for 2023-24 and a 5.96% for 2024-25. Classified salaries appear reasonable with the current trend of the charter.

Certificated Salaries – Certificated salaries are projected at \$5,818,468 with an increase of 11.37% for 2023-24 and 11.78% for 2024-25. The charter is projecting 54 teaching positions for 2022-23, increasing five in 2023-24 and six in 2024-25.

Certificated Staffing – Projections are as follows:

2022-23 Ratio	2023-24 Ratio	2024-25 Ratio
20:1	21:1	21:1

Oversight Fee – The 1% oversight fee has been included within the assumptions and appears to be included in the multi-year projections.

Contribution to LCER – The charter projects \$2,004,759 for 2022-23. This amount represents approximately 12.5% of LCFF and a 50/50 match with AAE for projected SELPA costs. It appears the amount is included in Other Outgo (object codes 7100-7299).

NORTON SCIENCE & LANGUAGE ACADEMY

Fiscal Year 2022-23 1st Interim Financial Report

AUTHORIZER REVIEW NARRATIVE

Facility Rent/Utilities – The charter included rent of \$2,555,938 and utilities of \$200,000 for 2022-23. Utilities are projected to increase 21.54% in 2023-24 and 20.87% in 2023-24. Rent and utilities appear reasonably projected.

DEBT: The Charter is indicating \$2,860,938 in reportable debt in 2022-23 and \$3,076,875 in both 2023-24 and 2024-25. Both principal and interest payments are properly accounted for on the MYP and cash flow (object codes 7400-7499).

FUND BALANCE/TRENDS: The charter's 2022-23 beginning fund balance agrees to the 2021-22 unaudited ending fund balance of \$8,099,442. The projected ending fund balance for 2022-23 is \$7,368,305. The charter continues to maintain a positive ending balance in each subsequent year with no deficit spending.

RESERVE FOR ECONOMIC UNCERTAINTIES: As reported, reserve levels are sufficient and meet the required minimum fund balance of 3% of total expenditures.

ENDING CASH POSITION AND MONTHLY CASH FLOWS: The cash flow provided indicates a positive cash balance at the end of each month and at the end of the fiscal year. The July beginning cash agrees to the 2021-22 audited ending cash balance of \$5,729,807.