

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  
August 8, 2022 - Public Meeting – 4:30 p.m.**

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

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 ALLEGIANCE:** Chairman Rodriguez
2. **ROLL CALL:** Chairman Rodriguez
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](mailto: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 AAE Student Activities - LCER Ambassadors
  - .02 Lewis Center Programs Presentation on GAVRT, AVCI and Local Programs - Lisa Lamb
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of the June 13, 2022 Regular LCER Board Meeting – Pg 3
6. **ACTION ITEM:**
  - .01 Approve BP 6158 – Independent Study Revision with New Updates – Lisa Lamb – Pg 7
  - .02 Approve AR 3314.3 – Credit Card Usage Revision and Request Authorization to Issue a Credit Card to Each Principal (Chet Richards, AAE and Victor Uribe, NSLA) to use for School Site Needs – David Gruber – Pg 12
  - .03 Approve Yolanda Carlos as a Member of the High Desert Partnership in Academic Excellence Foundation, Inc. Board of Directors – Lisa Lamb – Pg 14
7. **DISCUSSION ITEMS:**
  - .01 AAE Back to School Update – Chet Richards
  - .02 NSLA Back to School Update – Victor Uribe
  - .03 NSLA Gym Construction Update – David Gruber
  - .04 Lewis Center Foundation Board Update – Lisa Lamb
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  - .01 LCER President/CEO Staff Report – Pg 20
  - .02 LCER Financial Reports
    - Checks Over \$10K – Pg 25
    - Budget Comparisons – Pg 26
    - Lewis Center Foundation Financial Reports – Pg 28
  - .03 AAE and NSLA Enrollment Data – Pg 30

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.04 LCER Board Attendance Log – Pg 32

.05 NSLA 2021-22 2<sup>nd</sup> Interim Review Narrative – 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. ADJOURNMENT: Chairman Rodriguez**

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board  
June 13, 2022**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Vice Chairman Rib called the meeting to order at 4:30 p.m.

2. **ROLL CALL:** LCER Board members Pat Caldwell, Jim Morris (arrived at 4:37), Omari Onyango, Sharon Page, Kevin Porter (arrived at 4:39) and David Rib were in attendance. LCER Board members Jessica Rodriguez and Pat Schlosser were absent.

Staff members Valli Andreasen, Jisela Corona, Ryan Dorcey, Teresa Dowd, Lisa Lamb, David Gruber and Stacy Newman were also in attendance.

3. **PUBLIC COMMENTS:** Lisa welcomed new AAE Principal Chet Richards.

4. **CLOSED SESSION: This item was moved up on the agenda.**

.01 The LCER Board convened into closed session at 4:40 p.m. to discuss Pupil Personnel Administrative Hearing Panel Recommendation on NSLA Expulsion Case #32325. The LCER Board reconvened into open session at 4:50 p.m. David Rib, Vice Chairman, reported that the LCER Board approved the expulsion panel recommendation to expel student #32325 for the remainder of this semester and next semester by unanimous roll call vote.

5. **SPECIAL PRESENTATIONS:**

.01 Update on AAE Student Activities: None  
.02 Update on NSLA Student Activities: NSLA ASB members presented on NSLA student activities.  
.03 LCER Retirements – Retirees Victoria Modeste (21 years), Deborah Gaidzik (18 years), Debra Harris (16 years), Steven Bailey (15 years), Chris Martindale (13 years), Sylvia Ramos (13 years) were recognized for their years of service.

6. **CONSENT AGENDA:**

.01 Approve Minutes of the May 9, 2022 Regular LCER Board Meeting  
.02 Approve Minutes of the March 24, 2022 Special LCER Board Meeting  
.03 Approve AAE SFJROTC Field Trip to USS Midway in San Diego, CA September 30 – October 1, 2022  
.04 Approve AAE SFJROTC Field Trip to Leadership Camp in Big Bear, CA March 20 – 24, 2023  
.05 Approve Resolution 2022-01 Regarding AAE Education Protection Account  
.06 Approve Resolution 2022-02 Regarding NSLA Education Protection Account  
.07 Approve Disposal of IT E-Waste List  
.08 Approve Amended MOU and College and Careers Access Pathways Partnership Agreement Between Victor Valley Community College District and the Lewis Center for Educational Research (AAE) for the 2022-23 School Year

On a motion by Sharon Page, seconded by Kevin Porter, vote 6-0, the LCER Board approved the consent agenda with the correction of item 5.02 to May 24, 2022, by roll call vote.

7. **ACTION ITEM:**

.01 Approve BP 5132 – Dress and Grooming - Lisa Lamb and Valli Andreasen presented the results of AAE and NSLA surveys to parents, students and staff regarding the current dress code and the suggested policy addition and AR update. Sharon asked about the vagueness of “small nose piercing”, “disruptive hair”, and maybe only allowing high school alternate hair colors. It is a great mix of freedom of expression but still a uniform school. The dress code must be enforced next year and be clearly communicated. Also communicate that dress code was not a priority this year as it was most important to get back in person. On a motion by Pat Caldwell, seconded by Sharon Page, vote 6-0, the LCER Board approved BP 5132 – Dress and Grooming by roll call vote.

- .02 Approve Revision to AR 5132 – Uniforms – Lisa suggested adding white shirts to the NSLA dress code for high school students. On a motion by Sharon Page to include Lisa’s suggestion, seconded by Kevin Porter, vote 6-0, the LCER Board approved AR 5132 – Uniforms with the addition of white shirts for NSLA high school students by roll call vote.
- .03 Approve LCER 2022-27 Strategic Plan – Lisa Lamb reported the Exec Team updated the objectives and strategies for the goals developed during the strategic plan session. Jisela is working on a graphic to prominently show our goals. In the plan, goal one should be changed to Student Success. On a motion by Sharon Page, seconded by Omari Onyango, vote 6-0, the LCER Board approved the LCER 2022-27 Strategic Plan with the suggested changes by roll call vote.
- .04 Approve LCER 2022-23 Budget – David Gruber reported the proposed budget includes a 6.5% cola, 11 classified positions realigned, addition of an additional step and column on the teacher salary schedule, continued education updates, projected increase in food services cost, and no deficit spending. Covid funding was discussed. Kevin asked if we could use any for staff incentives as we did last spring. There may be additional Covid funds proposed by the Governor. Jim Morris was pleased the fund balance continues to grow. NSLA facilities will continue to need attention. Deferred maintenance fund requirements will be upcoming. The budget also includes an additional facilities staff member for NSLA. Pat C. commended David on a detailed budget. On a motion by Kevin Porter, seconded by Pat Caldwell, vote 6-0, the LCER Board approved the LCER Budget by roll call vote.
- .05 Approve AAE Universal PreKindergarten Plan – Valli Andreasen reviewed the plan that indicates how all students turning 4 by February 1 will have access to a TK program by adding an additional TK classroom. On a motion by Omari Onyango, seconded by Kevin Porter, vote 6-0, the LCER Board approved the AAE Universal PreKindergarten Plan by roll call vote.
- .06 Approve NSLA Universal PreKindergarten Plan – Myrna Foster reported NSLA already had an additional TK classroom that will be funded. They will be going from 5 K classes to 4 and will be going to the 4 class per grade level model as we are not experiencing attrition. Lisa commended Myrna for all the work she has done and thanked her for holding down the fort at NSLA. On a motion by Pat Caldwell, seconded by Sharon Page, vote 6-0, the LCER Board approved the NSLA Universal PreKindergarten Plan by roll call vote.
- .07 Approve AAE Extended Learning Opportunity Program – Heather Juarez and Valli Andreasen reviewed the AAE Extended Learning Opportunity Plan. This program provides funding for a 9 hour school day and 30 non school days of programming, such as before or after school and during breaks. At AAE 50% of TK-5 unduplicated students qualify. It was asked if it is direct funded or based on ADA. It is a flat amount based on our unduplicated pupil count. There is no audit of the funds this year. On a motion by Kevin Porter, seconded by Omari Onyango, vote 6-0, the LCER Board approved the AAE Extended Learning Opportunity Program by roll call vote.
- .08 Approve NSLA Extended Learning Opportunity Program – Heather Juarez. Jim asked if teachers were providing the instruction. Paraprofessionals will be providing the instruction. The program allows for indirect costs to help with facilities etc. The hardest part is finding qualified staff. On a motion by Sharon Page, seconded by Pat Caldwell, vote 6-0, the LCER Board approved the NSLA Extended Learning Opportunity Program by roll call vote.
- .09 Approve AAE Local Control and Accountability Plan, LCAP Federal Addendum, Local Control Funding Formula Budget Overview for Parents, and LCAP Mid-Year Report – Lisa Lamb, Heather Juarez and Valli Andreasen Reviewed the AAE LCAP. This is a 3 year plan that is reported on annually. The goals stay the same during the 3 years. The plans are brought forward to our community for feedback. The goals and actions taken were shared that are used to guide funding. On a motion by Omari Onyango, seconded by Kevin Porter, vote 6-0, the LCER Board approved the AAE Local Control and Accountability Plan, LCAP Federal Addendum, Local Control Funding Formula Budget Overview for Parents and LCAP Mid-Year Report by roll call vote.
- .10 Approve NSLA Local Control and Accountability Plan, Local Control and Accountability Plan, LCAP Federal Addendum, Local Control Funding Formula Budget Overview for Parents, and LCAP Mid-Year Report – Lisa Lamb reviewed NSLA’s plan and goals as well. Omari asked about

measuring the goals. A lot of it is measured by testing data and community involvement. On a motion by Pat Caldwell, seconded by Sharon Page, vote 6-0, the LCER Board approved the AAE Local Control and Accountability Plan, LCAP Federal Addendum, Local Control Funding Formula Budget Overview for Parents and LCAP Mid-Year Report by roll call vote.

- .11 Approve Bryanne Anderson to serve as a Full Time Single Subject Music Teacher for the Academy or Academic Excellence during the 2022/2023 school year on a Provisional Internship Permit (PIP) – Stacy Newman reported that the PIP allows us to hire individuals that are not fully credentialed, but on a provisional intern permit while they finish their credential. These were the best candidates. On a motion by Jim Morris, seconded by Sharon Page, vote 6-0, the LCER Board approved Bryanne Anderson to serve as a full time single subject music teacher for the AAE during the 2022/2023 school year on a PIP by roll call vote.
- .12 Approve Jonathan Garcia to serve as a Full Time 5<sup>th</sup> Grade Teacher for the Academic for Academic Excellence during the 2022/2023 school year on a Multiple Subject Provisional Internship Permit (PIP) – On a motion by Kevin Porter, seconded by Pat Caldwell, vote 6-0, the LCER Board approved Jonathan Garcia to serve as a full time 5<sup>th</sup> grade teacher for the AAE during the 2022/2023 school year on a PIP by roll call vote.
- .13 Approve Better For You Meals, Inc. Contract – David Gruber shared that as our food services vendor is leaving the state and is no longer available to fulfill our needs, we are going with the other vendor that previously provided a bid. It is a higher cost, but better quality. The food is fresh, not frozen. We will go out to a formal bid in the future for a permanent food services vendor. This is a 1-year temporary measure as it is urgent we have a vendor for our schools. Sharon thanked David, who credited Veronica. On a motion by Sharon Page, seconded by Omari Onyango, vote 6-0, the LCER Board approved the Better For You Meals, Inc. Contract by roll call vote.

## **8. DISCUSSION ITEMS:**

- .01 NSLA Gym Construction Update – David Gruber reported that we are working to finalize all details and approvals. We hope to submit the final plans to the City by Monday.
- .02 Lewis Center Foundation Board Update – Lisa Lamb reported that the Foundation met in June and is planning for the Brew Event on September 21 in Redlands. The Foundation is providing back to school shirts for all staff and continues to support milestones and retirements.
- .03 Reminder to Complete Brown Act Training through Charter School Development Center – Lisa reminded everyone to complete their training. Teresa will resend the link. June 30 is the hard deadline.
- .04 November Board Meeting Date Conflict with Charter Schools Development Center Conference – Lisa Lamb reported that the CSDC conference is November 13-15 this year. The Board is invited to attend the conference as they have a great governance strand. We will update the November Board meeting date to November 7th.

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

- .01 LCER Grant Tracking Report
- .02 LCER Financial Reports
  - Checks Over \$10K
  - Budget Comparisons
  - Lewis Center Foundation Financial Reports
- .03 Digital Citizenship Implementation Survey Results
- .04 AAE and NSLA Enrollment Data
- .05 LCER Board Attendance Log

## **10. BOARD/STAFF COMMENTS:**

- .01 Ask a question for clarification
- .02 Make a brief announcement or a brief report on his or her own activities –Lisa again invited the Board to the CSDC conference. NSLA was voted best charter school in the Inland Empire. She

reminded the Board to recruit for new Board members. Lisa noted that it doesn't seem to be working out to have a main site for the Board meetings and it doesn't make sense for everyone to spend so much time traveling. The Board may attend the site that is most convenient. For Strategic Planning and the Budget Workshop, it is still critical to be all together in person at one location. Sharon and Kevin congratulated Valli on her last AAE graduation. David was impressed by the AAE senior award night. John Phan donated \$5K towards a scholarship and Lisa was able to send a video of the recipient.

.03 Future agenda items

**11. ADJOURNMENT:** Vice Chairman Rib adjourned the meeting at 7:02 p.m.

## Lewis Center for Educational Research

### BP 6158: INSTRUCTION INDEPENDENT STUDY PROGRAM

Adopted: September 8, 2014  
~~2021~~ August 8, 2022

Revised: ~~October 18,~~

The Lewis Center for Educational Research (LCER) Board of Directors authorizes Independent Study as an optional alternative instructional strategy for students in any K-12 school in the organization, which includes Academy for Academic Excellence and Norton Science and Language Academy. Independent Study provides a means for students to achieve curriculum objectives and meet graduation requirements outside the regular classroom. For the purpose of this policy, the terms "student" and "pupil" are synonymous.

Independent Study is a continuously voluntary, educational alternative in which no student may be required to participate. Instruction may be provided only if the student is offered a classroom option that is always available. Short-term independent study (less than 15 days in a school year) ~~and long-term independent study (15 days or more in a school year)~~ is available to all students.

Independent Study shall offer a means of individualizing an educational learning plan for students whose needs may be best met temporarily through study outside of the regular classroom setting. The organization shall provide and ensure students who are engaging in Independent Study have the same access to existing services and resources as are available to all other students in the school in which the Independent Study students are enrolled.

The President/CEO or designee shall determine that the prospective Independent Study student understands the organization's requirements for Independent Study and is prepared to meet them.

#### Legal Requirements:

1. Maximum Length: For students in all grade levels and all Schools governed by the organization, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be ten (10) school days.
2. Evaluation: The President/CEO or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - a. When any student fails to complete three (3) consecutive assignments during any period of ten (10) school days.
  - b. In the event Student's educational progress falls below satisfactory levels as determined by the Charter School's Multi-Tiered System of Supports (MTSS) team which considers ALL of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level

measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).

- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts, as determined by the supervising teacher.
- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this Policy shall be treated as a mandatory interim student record. This record shall be maintained for a period of three (3) years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is **provided at a level of quality and intellectual challenge** substantially equivalent to in-person instruction. For high school grade levels, this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.

- ~~4. For students who participate in fifteen (15) days or more of independent study in a school year, the Charter School has adopted tiered reengagement strategies for the following pupils:~~

- ~~a. All pupils who are not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;~~
- ~~b. Pupils found not participatory pursuant to Education Code Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span; or~~
- ~~c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).~~

~~These procedures shall include, but are not necessarily limited to, all of the following:~~

- ~~a. Verification of current contact information for each enrolled pupil;~~
- ~~b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a non-attendance day or lack of participation;~~
- ~~c. A plan for outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;~~
- ~~d. A clear standard for requiring a pupil-parent educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.<sup>†</sup>~~

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<sup>†</sup>The tiered reengagement strategies shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances



~~5. For students who participate in fifteen (15) days or more of independent study in a school year, the following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:~~

~~a. For pupils in kindergarten through grade 8, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned teachers shall be as follows:~~

~~i. Pupils will enroll in classes through a third-party vendor such as Acellus. The vendor will offer daily standards-based lessons with asynchronous instructional support for all core academic areas. The vendor will provide attendance, grades and progress monitoring for the supervising teacher.~~

~~ii. The supervising teacher will offer synchronous instruction and interaction daily. The supervising teacher will be available to students daily, upon request.~~

~~b. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:~~

~~i. Pupils will enroll in classes through an accredited third-party vendor such as Brigham Young University (BYU). The vendor will offer credit-bearing courses to fulfill high school graduation and UC/CSU A-G admission requirements.~~

~~ii. The supervising teacher will offer synchronous instruction at least once a week. The supervising teacher will be available to students daily, upon request.<sup>2</sup>~~

~~— For students who participate in fifteen (15) days or more of independent study in a school year, the following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days:~~

~~— Upon request to return to in-person instruction, the student and parent will meet with an academic counselor or administrator to review completed coursework, enroll in appropriate classes, and review the four-year plan for graduation.~~

~~— The MTSS team will monitor the progress of students returning to in-person instruction to determine if additional academic, behavioral or social-emotional support are needed.<sup>3</sup>~~

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~~described in Education Code Sections 46392 and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.~~

~~<sup>2</sup>The plan for synchronous instruction and live interaction shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 46392 and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.~~

~~<sup>3</sup>The plan to transition pupils whose families wish to return to in-person instruction shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 46392 and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.~~

7.4.Fully Executed Written Agreement: A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:

- ◆ The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- ◆ The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- ◆ The specific resources, including materials and personnel, that will be made available to the student. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- ◆ A statement of the policies adopted pursuant to Education Code Section 51747, subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
- ◆ The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- ◆ A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
- ◆ A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- ◆ The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.

- ◆ Each written agreement shall be signed, ~~prior to the commencement of independent study~~within 10 days of the beginning of the first day of the student's enrollment in short term independent study, by the student, the student's parent, legal guardian, or care giver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, the certificated employee with responsibility for the student's special education programming, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with section 6550) of Division 11 of the Family Code.
  - ◆ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
  - ◆ Before signing a written agreement for independent study, the parent or guardian may request a meeting regarding the placement in the independent study program.
  - ◆ ~~For the 2021-22 school year only, the Charter School shall obtain a signed written agreement for an independent study program of any length of time no later than 30 days after the first day of instruction in an independent study program or October 15, whichever date comes later.~~

8.5. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.

9.6. The President/CEO or designee may establish administrative regulations to implement Independent Study in accordance with the law.

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

Date of meeting: August 8, 2022

Title: AR 3314.3: Credit Card Usage

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

**Background:**

This Board Policy 3314 related Administrative Regulation 3314.3 is to update the Purchasing Department limit due to the growth of the schools and organizational changes.

We also request the authorization to issue a credit card for use to each Principal (Chet Richards, AAE and Victor Uribe, NSLA) for school site needs in accordance to Board Policy 3314 and related Administrative Regulation 3314.3.

**Fiscal Implications (if any):**

None

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

Recommendation: Approve AR 3314.3 – Credit Card Usage

Submitted by: David Gruber, Chief Business Officer

## Lewis Center for Educational Research

### AR 3314.3: Credit Card Usage

**Adopted: November 8, 2021**

**Revised: August 8, 2022**

The Lewis Center for Educational Research ("LCER") Board of Directors ("Board") complies with applicable federal and state laws and regulations governing Business and Finance.

#### Credit Card Issuance

The President/Chief Executive Officer ("CEO") shall be issued an organization credit card upon approval from the Board with a credit card limit determined by the Board and not to exceed \$8,000. The CEO may request additional cards issued to additional staff for LCER purposes.

#### Credit Card Usage:

##### Purchasing Limits

1. The monthly limit shall be no greater than ~~\$35~~,000.00 per card, with the exception of the Purchasing Department card having a monthly limit no greater than ~~\$3040~~,000.00.
2. These limits may be adjusted on an individual case-by-case basis when requested by the CEO and approved by the Board.

The Department Director is responsible for:

- Comparing the Credit Card statements and documentation received from the cardholder.
- Reviewing charges to ensure that purchases are appropriate and that required documentation is included.
- Approving, initialing and dating the statements that were submitted by the cardholder.
- Forwarding the entire package including the original receipts and supporting documentation (i.e. packing slips, proof of delivery, quotes, etc.) to Accounts Payable.
- Notifying the Finance Department when a cardholder leaves or is transferred.

The Cardholder is responsible for:

- Ensuring the organizational credit card is used appropriately and all purchases are within the organization's allowable purchase requirements.
- Receive prior Supervisor approval for all credit card purchases, additionally purchase must be designated to a funding source.
- Reviewing the statements for accuracy and reconciling the credit card statement with the itemized vendor receipts and supporting documentation.
- Contacting the credit card company on questionable items or disputed items within 30 days of receiving the credit card statement.

Possession of a LCER credit card is a responsibility and a privilege. Misuse and/or abuse of the credit card will result in the cancellation of the cardholder's privileges and may lead to holding the employee financially responsible and/or disciplinary action up to and include release from at-will employment.

## Interested Governing Board Member Information

Name: Yolanda Carlos

Email: [Carlosyolanda7@gmail.com](mailto:Carlosyolanda7@gmail.com)

Address: 13107 High Crest Road Victorville, CA 92395

Phone: 760,217.9115

Cell Phone: 760.217.9115

Occupation: Professor/Core Faculty

Place of Employment: Pacific Oaks College School of Education

AAE Parent

NSLA Parent

Community Member

Why are you interested in being a Lewis Center for Educational Research Board Member?

My interest in joining The Lewis Center for Education Research as a board member interest me since the mission and values align with my beliefs for supporting academic success and culturally responsive citizens through innovative programs such as STEAM and the Dual Immersion programs as well as partnerships to strengthen students' real-world application of learning.

What skills, talents or attributes do you have that would be beneficial to the Lewis Center?

I bring over 30 years of all aspects in education experience in private non-profit, Adult Education ROP, K-12 Victor Valley Union High School District teaching experience, and higher education experience of over 9 years at Pacific Oaks College School of Education. I have developed specializations in STEAM and Trauma for teacher candidates in the Early Childhood Education BA and MA programs as well as for teacher candidates in the K-12 profession. I believe the experience of developing specialization courses, understanding of curriculum and data driven decisions is a strength that will benefit The Lewis Center for Educational Research and board members. Additionally, I enjoy working collaboratively with others to bring forth the best learning outcomes for students and all stakeholders.

Do you have any nonprofit board experience? If yes, on what board(s)?

I have experience working with non-profit organization, "A Better Way" first as a Parenting instructor 1998 to 2005 and March 2010 to May 2017 as a board member. "A Better Way" provided parliamentary training for the board to better understand board responsibilities, and Strategic Planning retreats for sustainability and best practices. I am open to learning and growing together with the current team members and know there is much more I can learn to be a more effective leader to benefit an organization I am afforded the opportunity to become a part of.

PO BOX 3563  
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Lewis Center for Educational Research  
175 Mana Road  
Apple Valley, CA 92307

To: The Nomination Committee

From: Yolanda Carlos

Date: June 14, 2022

It is with great enthusiasm that I write this letter regarding my interest in applying as a Board member of the Lewis Center for Education Research. Pat Caldwell spoke with me about Lewis Center for Educational Research and encouraged me to apply for the board position. I have known Pat Caldwell for over 30 years.

My interest in joining The Lewis Center for Educational Research as a board member interest me since my years of experience, qualifications and relevant scholarly experience matches well with the mission and scope of work in your organization. I believe The Lewis Center for Education Research is a benefit to students, parents, and the larger community.

I have experience working with non-profit organization, "A Better Way" first as a Parenting instructor from 1998 to 2005 and as a Board Member 210 to 2017. As a board member, I was provided parliamentary training to better understand board responsibilities, and Strategic Planning retreats for sustainability and best practices.

Provided an opportunity, I assure you to give my best effort to work closely with board members and make a positive contribution to your organization. I am available for an interview at your convenience.

Thank you for your consideration. I look forward to hearing back from you to further discuss my qualifications for this position.

Respectfully,

*Yolanda Carlos*

**Yolanda Carlos**

P.O. Box 3563 Victorville,  
CA 92393  
760.217.9115  
ycarlos@pacificoaks.edu

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## *Curriculum Vitae*

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### Education

Master's of Education, Behavioral  
Management Cambridge College,  
Cambridge, Massachusetts

Bachelors of Science (Summa cum Laude)  
Child Development  
University of La Verne,  
La Verne, CA

### Credentials

#### **Clear California Teaching Credential**

Designated Early Childhood Education Subject Credential  
Certificate Quality Matters Improving Your Online Course  
Certificate Quality Matters Applying the Quality Matters Rubric

### Publications and Presentations

- Carlos Y. (2022, May). Pasadena Village 1916 Project Inequities in Education presented, Virtually
- Carlos Y. (2020, January). Three Sources of Resiliency presented at Head Start California Annual Conference, Sacramento, CA
- Carlos Y. (2019, July). Anti-Bias through the Lens of the Practitioner presented at The Learner Research Conference, Queens University, Belfast, Ireland.
- Carlos, Y. (2019, March). Culture, Bronfenbrenner, and System Theory California Early Childhood Mentor Program & Southern CA Association Leadership Conference, San Antonio Community College, Walnut, CA
- Carlos, Y. (2019, February). Engaging Children and Parent Engagement Kidspace Museum, Pasadena, CA
- Carlos, Y. (2019, October). *Environment the Third Teacher*  
*CalTech Early Childhood Science Technology, Engineering and Mathematics Conference*
- Carlos, Y. (2018, January). Quantitative Paper: The Need for an Early Childhood Education Doctorate.

*Hong Kong International Conference on Educationm Psychology and Society,*  
<http://bkiceps.org/sit/page.aspx?pid=901&sid=166055&lang-en>



Carlos, Y. (2017, May). Trauma Informed Practices. World Forum, Auckland, New Zealand

Carlos, Y. (2017, May). CAEYC Alumni Lecture Presentation

Carlos, Y. (2017, February). STEAM 25 Take Away Activities. *CalTech CSTEM Conference*

Carlos, Y. (2016, February). Education in Innovation STEAM. Global Educator Congress Universidad de Ciencias, Lima, Peru

Carlos, Y. (2016, February). Workshop Presenter for Universidad de Ciencias, Lima, Peru  
*STEAM Science, Technology, Engineering, Mathematics through the Lens of the Arts*  
*Creating a Child Centered Classroom Environment Creativity in the Preschool Classroom*  
*Language and Literacy in Early Childhood Science Experiences for Preschoolers*

Carlos, Y. (2016, October). California Commission on Teacher Credentialing Council Conference. Opening Keynote panel address, "Education and Partnerships"

**2020 to Present: Common Ground Research Networks Peer Reviewer for Journal, *The Learner Journal Collection***

**NAEYC Peer Reviewer 2014**

### Professional Memberships

California Association for the Education of Young Children (CAEYC)  
 Partnerships for Education, Articulation and Coordination through Higher Education (PEACH)

"A Better Way" Community Based Operation

The Association of Supervision and Curriculum Development (ASCD)

National Association for the Education of Young Children (NAEYC)

### Academic Experience

**Core Faculty**

**School of Education**

**Pacific Oaks College**

**Pasadena, CA 91103 5/2015-Present**

Responsible for leadership in developing the department's academic BA and MA programs in alignment with the mission of the college. Faculty advisement to promote student degree completion and career options. Develop and write courses and Specializations as needed. Utilize Canvas and Portfolium as a tool of instruction and data analysis for program improvement. Maintain/submit accurate records, assessment management data of student academic achievement to make data informed decisions for program improvement. Recommend courses, advise students for BA & MA program degree completion and the Child Development Permit through the California Commission on Teacher Credentialing, maintain currency with current information, concepts, policies, and concepts in the field for best practices in teaching and learning. Coordinate committees for the hiring process for adjunct faculty, assign adjunct instructors to courses, training of adjunct instructors, and participate in evaluation of adjunct instructors.

Vice Chair, Faculty Council, Member Faculty Development Committee, Member Faculty Manual, Member Adjunct Development Committee

**Union Institute and University, Affiliate Faculty CHAD, Faculty Mentee, NAEYC Accreditation Committee Member**

**11/2019 to Present**

Responsible for CHAD courses and student achievement and retention. Faculty Mentee works closely with the CHAD Chair, Dr. Birgit Monks for deeper knowledge to be a better prepared faculty and Leadership development. NAEYC Accreditation Committee preparing for program accreditation.

**Senior Adjunct Faculty, School of Education, Pacific Oaks College  
Pasadena, CA 91003 11/2013- 5/2015**

Taught undergraduate and Graduate Early Childhood Education courses at Pasadena Campus, **taught one graduate cohort by student request**, evaluated and graded student's class work/ assignments, initiated/facilitated classroom discussions, maintained student attendance/grade records and participated in annual faculty/course trainings.

**Developmental Psychology Instructor/CTE**

**Department Chair**

**Victor Valley Union High School District**

**Victorville, CA 92392**

**1991 - 2015**

**2,600 school enrollment, title I, 78% poverty, 81% minority Responsible for UC credit approved Developmental Psychology, and Lab Preschool school business enterprise, placement of students in community-based schools, articulation with Victor Valley College, University of California system for A-G requirements, planned and executed Early Childhood Education Advisory Committee meetings, Adviser for FHA-HERO State student Leadership Association, Successful Carl Perkins grant writer.**

Adjunct Instructor, Cambridge College, Ontario, CA  
2010-2011

Adjunct instructor, Child Development courses, established a trans-disciplinary learning environment for students to reach their highest potential.

Victor Valley High School CTE Department Chair

2007 - 2011

Worked cooperatively with department chairs, administration, and teachers to focus on instructional **improvement, WASC accreditation create a positive, appropriate learning environment and understanding of state frameworks, CTE frameworks, CST blueprints and educational strategies that embrace diversity.**

**Coordinator High Desert Church, Children's Ministry  
Program Victorville, CA 5/07-7/2018**

Planned, developed, and implemented a child development program (Church based ministry) which focused on language and music, created and maintained an interactive school/home partnership, facilitated staff development and training and maintained current family and child records.

**A Better Way, Victorville, CA 5/2001-7/2006**

**Parenting Instructor**

**Responsible for court mandated Effective Parenting a 150 hour course to develop technical parenting skills necessary to fulfill court mandated requirements, reporting results & certificate competencies on a quarterly basis.**

**Instructor, Victor Valley Community College  
Victorville, CA 8/1997-8/2000**

Developed and instructed three Parenting courses: Parenting Infant and Toddlers, Effective Parenting, Parenting the school aged child. These courses were designed to focus on critical development of technical parenting skills and techniques to add to parents and caregiver's repertoire, maintained a safe, spontaneous, and flexible learning environment, observed, documented and assessed young children's progress and development, guided young children's behaviors, mentored, supervised and assigned responsibilities to associate teachers, work experience students, practicum students, and mentees and provided on-going written and oral communication with parents.

**Regional Occupational Program Child Care Occupations Instructor, Victor Valley Union High School District Victorville, CA 92392 1987 - 1999**

Developed and instructed transferable program contents standards, curriculum & competencies, community-based business classroom sites for field placement of students.

## Professional Experience

**Commission on Teacher Credentialing TPA Design Team**

**2/2021 –Present**

**Common Ground Research Network Peer Reviewer Spring 2020 to Present**

**Union Institute and University NAEYC Accreditation Committee Fall 2020 – Present**

**Quality Matters Certification Online or Virtual Courses**

**10/2020**

**Consultant California State Department of Education:**

**Home Economics Department, Sacramento, CA 8/97-8/99**

**BTSA Mentor Victor Valley Union High  
School District Victorville, CA 2/94 -8/97**

**Instructor Job Training Partnership Act (JTPA), Victor Valley Union High School District  
Victorville, CA 5/93-5/97**

**Executive Director High Desert Early Childhood  
Center Victorville, CA 6/83-6/93**

**Lewis Center for Educational Research  
STAFF REPORT**

Date: August 8, 2022  
 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>Both schools have received their test scores from last spring. Principals are working with their Academic Leadership Teams to review student learning outcomes. Last year's testing will serve as a baseline for the coming years. Once the California School Dashboard information is released, the PLCs will discuss comparatives and set academic goals for the year.</p>
<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>The school administrative teams will focus on the following student development supports this school year:</p> <ul style="list-style-type: none"> <li>○ Behavior Expectations</li> <li>○ Character Education</li> <li>○ Anti-bullying Assemblies</li> </ul> <p>The following Social Emotional Learning curriculum will be implemented:</p> <ul style="list-style-type: none"> <li>○ Elementary- <i>Second Step</i></li> <li>○ Middle School - <i>Habitudes</i> (NSLA), <i>Second Step</i> (AAE/NSLA)</li> <li>○ All grades- <i>Common Sense</i> (Digital Citizenship)</li> </ul> <p>Both Principals are developing schoolwide student advisory panels.</p> <p>Both schools were involved in sending 50 staff members to the Capturing Kids Hearts training that better equips our staff to meet the SEL needs of our students and also addressed the SEL needs of our staff members.</p> <p>Both schools will reintroduce the STOPit! App to middle and high school students at the beginning of the year. STOPit! Allows anonymous reporting of safety, misconduct, or compliance concerns to help others or connect with a Crisis Counselor from the Crisis Text Line to help themselves.</p>
<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>STEM was a strong focus during Summer Academy at both schools.</p> <p>Both schools are continuing weekly STEM enrichment classes with a focus on space science and engineering.</p> <p>Both schools have new Space Science teachers at the secondary level who will be attending GAVRT Training to bring radio astronomy lessons to our students. These classes will also focus on current space missions, space engineering, and careers in space.</p>

	Both schools are continuing and expanding Comp Sci offerings at the secondary level.
1.4 <u>Objective:</u> Both schools will support the LCER mission of creating global citizens through academic and co-curricular offerings each school year.	NSLA is continuing to expand our Mandarin offerings.  AAE SFJROTC continues to grow in number to 160 student guardians. They have also achieved the Silver Star for all 6 years that has been awarded. This ranks them as the number one ROTC program nationally due to our program being the only program to do so.
Goal 2 - Business/Fiscal: Maintain fiscal stability and seek diversified outside funding that allows us to be innovative.	
2.1 <u>Objective:</u> Lewis Center schools will maintain a balance of no less than 45 days of cash on hand (or 12.33%).	Finance is in the process of closing the 2021/2022 school year books. This process will confirm this objective is true and accurate. In the meantime, I am happy to announce that the Lewis Center and both schools meet the minimum 45 days of cash on hand based on the current balances in the bank. We look forward to having a clearer picture and ability to report the unaudited cash on hand at our September Board Meeting.
2.2 <u>Objective:</u> 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.	Through initial discussions with both new principals, we have begun early discussions to make sure that we continue to prioritize this objective and use the most restrictive dollars first. We hope to begin developing a revised budget and evaluating all restrictive funds once the budget is closed. We are looking forward to the additional one-time funds being offered to schools to develop new programs and improve our staff and student experiences at both AAE and NSLA.
2.3 <u>Objective:</u> Prioritize staff compensation (inclusive of salaries and benefits) in a way that is sustainable.	We are continuing to work on the compensation for our staff. We are excited to begin working on developing a group of individuals who would like to work and discuss our Health Benefits and the impact of budget development around the impacts of growing medical premiums. Our goal is to learn from our staff and understand where the priority falls when we have to make decisions surrounding the continued investment into benefits and also stay competitive with our salaries.  We also look forward to continuing to evaluate our Classified positions and bringing more into comparison with surrounding Districts. We started this for the 2022-2023 school year, but there are more positions that we want to address and hope to be able to do so soon.
2.4 <u>Objective:</u> The Foundation Board will raise funds annually to support the identified needs of LCER schools and programs.	The Foundation Board is actively planning the first fundraiser of the year. A Brew Fest will be held to raise funds for both schools on September 21, 2022 in Redlands.
Goal 3 - Staffing: Recruit, develop, and retain a highly-qualified, innovative, flexible, and diversified staff.	

<p>3.1 <u>Objective</u>: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</p>	<p>HR is finalizing the 2022-23 hiring for certificated and classified positions at both schools. HR, along with current LCER classified staff, attended various recruitment job fairs in the Inland Empire during the months of June and July to recruit classified staff. In addition, HR began another social media campaign to recruit for classified and certificated substitutes.</p> <p>All certificated positions at AAE and NSLA have been hired, with only one remaining at each site, as of July 26. We continue to recruit, interview and hire paraprofessionals and campus safety officers at both schools.</p>
<p>3.2 <u>Objective</u>: Develop a comprehensive succession plan for key positions.</p>	<p>The CEO's contract was finalized in June, 2022. The CEO will continue to collaborate with the Executive Team and Board Task Force to develop a comprehensive succession plan. The principals have been hired for NSLA and AAE, and the CEO is working to re-establish LCER leadership and stakeholder groups. This helps 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 led the Executive Team in their annual retreat. The retreat met and discussed LCER strategic plan's organizational goals and objectives, areas of reporting, individual leadership goals, budgeting goals to include new revenue and use of funds, school safety, etc. In addition, the CEO continues to meet with the executive directors monthly to discuss needs throughout the organization, and ways to meet professional and personal goals.</p>
<p>3.3 <u>Objective</u>: Invest in professional development for classified and certificated staff, administration, and board members to align with strategic plan and LCAP goals.</p>	<p>Both schools hosted Capturing Kids Hearts training for staff on July 27-28th. Capturing Kids Hearts equips professionals in K-12 education to implement transformational processes focused on social-emotional wellbeing, relationship-driven campus culture, and student connectedness. 50 staff members from each school registered to attend this two day workshop.</p> <p>Additional before school staff training included annual mandated trainings (i.e.: bullying, mandated reporting, bloodborne pathogens, suicide prevention, etc.) and school safety (i.e.: comprehensive school safety plans, monthly safety drills, school safety teams, etc.).</p> <p>San Bernardino County Superintendent of Schools staff will be providing Active Shooter training at both schools in August.</p>
<p>3.4 <u>Objective</u>: As measured annually, LCER will increase and/or maintain organizational staff retention rates.</p>	<p>The CEO and Exec Team updated the LCER Employee Handbook, adding additional incentives to attract and retain staff. Specifically, teachers who are hired into regular positions, who worked as a long-term sub for the LCER the prior year, will earn one year of service credit. Additionally, individuals who are hired into classified or certificated positions, who also graduated from an LCER school, will also receive one year of service credit.</p> <p>Both schools continue to keep resident subs available for daily and long term vacancies. In addition, some classified staff will work supplemental time to fill in for staff vacancies, especially for staff who must isolate.</p>
<p>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.</p>	

<p>4.1 <u>Objective</u>: Board and Executive Team will actively communicate LCER's mission to the community partners that we serve.</p>	<p>Members of the Executive Team have continued to attend community events over the summer. Some of these events include: Business and Education Expo in San Bernardino, Apple Valley Sheriff's Workgroup, Greater High Desert Chambers of Commerce Valley Morning Insight, National Night Out (Apple Valley and San Bernardino), Girl Scout Network Quarterly Meeting, San Bernardino Chamber Koffee Klatch, and San Bernardino Sheriff's Information Exchange Dinner.</p>
<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 school staff were asked to complete surveys last year to rate the support from various departments and professional development opportunities provided. During the Executive Team's summer retreat, the results were analyzed. Each principal and director will be reviewing the results with their departments or teams. Measures will be taken to increase participation next year so that the input is a better representative of the entire staff.</p>
<p>PR and Marketing Update</p>	<p>The 2021-2022 AAE Graduation was an emotional time for our staff and families. Those of who were not able to participate in person that night expressed how appreciative they were to be able to view it virtually. With over 2.2k views, it's clear that offering a livestream is not only beneficial but crucial and we will continue to provide that resource.</p> <p>In mid-June, NSLA was voted Best Charter School by the Redlands Daily Facts - Reader's Choice! NSLA will also be in the running for "Best in the IE" presented by the SoCal News Group in August. MAKE SURE TO VOTE!</p> <p>NSLA staff participated in the 3-day CABE Summer Spanish Dual Language Immersion Institute Program. There they learned of many valuable resources and networked with other DI specialists.</p> <p>NSLA staff represented at the San Bernardino Chamber's Business and Education Expo on July 15th at the Inland Center Mall where they recruited for both staff and students.</p> <p>We're proud to announce that AAE SFJROTC has earned the "Silver Star" Award. Since 2014, this award has been given out six times to only 45 of the 900 AFJROTC units, the top 5% of all of AFJROTC. We are the only unit out of 900 to earn the award all six times, making us the top 1%. We are the only charter school and SFJROTC unit to ever win this award.</p> <p>AAE SFJROTC had their first camp of the school year in early July. Their Cadet Officer Training School graduated 13 new Cadet Officer candidates. Colonel Armstrong and MSgt Padua started the year strong and early with New Cadet Orientation Camp and Special Teams Camp.</p> <p>The Lewis Center participated in the Sheriff's Information Exchange in late July where they had the opportunity to network with a variety of local leadership, including Sheriff Shannon Dicus.</p> <p>Lewis Center staff and students participated in National Night Out in both of our local communities. LCER Ambassadors gave out goodies to those who recognized their polos.</p> <p>Our recent virtual Parent Forum proved a success with a great turnout of over 200 participants. Families were given the opportunity to learn about Lewis Center Schools' safety plans and protocols and provide questions and input.</p>

The Foundation continues to hold the Commemorative Brick campaign on both sites. With NSLA's gym expected to be complete later this school year, we will continue to push out reminders. These commemorative bricks can be used as gifts for friends, loved ones, or a favorite business.

The Foundation will be holding their Brew Fest Fundraiser on September 21, 2022 from 5:00-7:00 pm at Ritual Brewing Co. This fundraiser supports Lewis Center schools and programs with needs such as shade structures, robotics equipment, athletics equipment, music, folklorico dance, and more! On top of supporting local business and education, there will be brews, snacks, and raffle prizes!

Please Save the Date for December 3rd as we will be holding our 2nd annual Noche de las Estrellas event at NSLA. Last year's event was a huge hit in the local community with over 1k attendees. This year's theme will be Basic Sciences for Sustainable Development.



The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 6/1/2022 Through 7/26/2022

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
6/2/2022	47344	SYNCB/Amazon	20,445.76	Acct# XXXXX-XXX-XXX8507
6/2/2022	47347	Dell Service Sales	46,427.04	PO# 2122-0959-NSLA Dell Chrombooks
6/2/2022		Dell Service Sales	46,427.04	PO# 21220958-AAE Chrombooks
6/2/2022	47353	SchoolsFirst Federal Credit	10,045.63	Employee TSA contributions - May 15, 2022
6/3/2022	47364	SBCSS	108,371.24	NSAA STRS contributions for May 2022
6/3/2022		SBCSS	155,099.60	LCER/AAE - STRS contributions for May
6/3/2022	47365	SchoolsFirst Federal Credit	10,045.63	Employee TSA contributions - May 31, 2022
6/3/2022	47368	SBCSS	39,331.53	NSAA PERS contributions for May 2022
6/3/2022		SBCSS	87,041.57	LCER/AAE - PERS contributions for May 2022
6/8/2022	47369	CharterSAFE	147,282.00	Deposit for 2022/2023 School year
6/10/2022	099		19,431.67	Group: 11mo Payroll; Pay Date: 6/10/2022
6/10/2022	47386	Charter Communications	18,902.32	Acct# 8245 10 680 0001128
6/10/2022	47393	Dean Howard Heat & Air Inc.	15,340.00	Install 2 Eubanks in Classrooms D101 and D102
6/10/2022	47418	John Leflang	10,000.00	Completion of GAVRT Software Modifications
6/10/2022	47439	Preferred Meal Systems, Inc.	10,364.54	NSLA Cafeteria Food 5/16/22
6/10/2022		Preferred Meal Systems, Inc.	11,142.10	AAE Cafeteria Food 5/23/22
6/10/2022		Preferred Meal Systems, Inc.	12,452.62	AAE Cafeteria Food 5/16/22
6/10/2022	47462	Town of Apple Valley	10,814.32	Acct# 06-AC 196653
6/10/2022	47475	SISC	236,787.10	Health Coverage for June 2022
6/15/2022	096		259,622.89	Group: Payroll; Pay Date: 6/15/2022
6/15/2022	097		239,931.02	Group: 11mo Payroll; Pay Date: 6/15/2022
6/15/2022	098		13,960.96	Group: 11mo Payroll; Pay Date: 6/15/2022
6/23/2022	47487	SYNCB/Amazon	11,061.91	Acct# XXXXX-XXX-XXX850 7
6/30/2022	101		222,171.36	Group: Payroll; Pay Date: 6/30/2022
6/30/2022	102		237,992.78	Group: 11mo Payroll; Pay Date: 6/30/2022
6/30/2022	47504	SBCSS	39,339.59	NSAA PERS contributions for June
6/30/2022		SBCSS	86,589.84	LCER/AAE - PERS contributions for June
6/30/2022	47508	SBCSS	105,337.17	NSAA STRS contributions for June
6/30/2022		SBCSS	152,136.21	LCER/AAE - STRS contributions for June
6/30/2022	47514	Apple Inc.	121,013.48	PO# 2122-1042-AAE - MAc Books for AAE
6/30/2022	47520	Carpets By Duane	21,128.80	PO# 2122-1098-AAE Flooring C113 & C120, Q-107
6/30/2022	47529	Dean Howard Heat & Air Inc.	23,010.00	2122-0524-AAE AC Installs 3 Eubanks in E-110-D116 D117
6/30/2022	47558	Nigro & Nigro, PC	12,900.00	Progress billing for 2021/22 Audit Services
6/30/2022	47565	Southern California Edison	15,196.97	Acct# 700119778270
6/30/2022	47572	Swun Math, LLC	20,000.00	Final Payment for PD 2021/22
6/30/2022	47586	American Express	16,071.65	Acct# XXXXX-XXXXX0-72009
7/14/2022	47589	Carpets By Duane	20,970.00	Deposit for LVP for 8 Classrooms
7/14/2022	47593	Apple Inc.	15,496.00	PO# 2122-1043-NSLA MAcBook for AAE
7/14/2022		Apple Inc.	95,112.25	PO#2122-1043-NSLA
7/15/2022	103		165,621.06	Group: Payroll; Pay Date: 7/15/2022
7/15/2022	104		33,039.34	Group: Payroll; Pay Date: 7/15/2022
7/19/2022	47604	SISC	<u>212,655.75</u>	Health Coverage for July 2022
Report Total			<u>3,156,110.74</u>	

All Funds - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue	33,834,573	33,834,573	0	0.00%
Expense				
Certificated Salaries	10,367,719	10,398,737	(31,018)	-0.30%
Classified Salaries	3,620,540	3,232,956	387,584	10.71%
Benefits	5,010,607	4,769,566	241,041	4.81%
Books and Supplies	3,625,619	4,365,392	(739,773)	-20.40%
Services & Other	3,474,242	5,602,304	(2,128,062)	-61.25%
Capital Outlay	125,500	35	125,465	99.97%
Other Outgo	0	27,873	(27,873)	N/A
Share of LCER	0	0	0	N/A
<b>Total Expense</b>	<b>26,224,227</b>	<b>28,396,861</b>	<b>(2,172,634)</b>	<b>-8.28%</b>
Add (Subtract) to Reserves	7,610,346	5,437,712	2,172,634	
<b>Total Revenue</b>	<b>33,834,573</b>	<b>33,834,573</b>	<b>0</b>	<b>100.00%</b>
<b>Total Expense</b>	<b>26,224,227</b>	<b>28,396,861</b>	<b>-2,172,634</b>	<b>108.28%</b>
Add (Subtract) to Reserves	7,610,346	5,437,712	2,172,634	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue*	37,081,283	26,415,360	10,665,923	28.76%
Expense				
Certificated Salaries	12,985,633	11,767,480	1,218,153	9.38%
Classified Salaries	5,004,461	4,085,367	919,094	18.37%
Benefits	6,590,649	5,892,797	697,852	10.59%
Books and Supplies	4,259,816	2,922,351	1,337,465	31.40%
Services & Other	6,729,180	5,567,082	1,162,098	17.27%
Capital Outlay	1,010,361	2,134,465	(1,124,104)	-111.26%
Other Outgo	0	35,538	(35,538)	N/A
Share of LCER	0	0	0	N/A
<b>Total Expense</b>	<b>36,580,100</b>	<b>32,405,081</b>	<b>4,175,019</b>	<b>11.41%</b>
Add (Subtract) to Reserves	501,183	(5,989,721)	6,490,904	
<b>Total Revenue</b>	<b>37,081,283</b>	<b>26,415,360</b>	<b>10,665,923</b>	<b>71.24%</b>
<b>Total Expense</b>	<b>36,580,100</b>	<b>32,405,081</b>	<b>4,175,019</b>	<b>88.59%</b>
Add (Subtract) to Reserves	501,183	-5,989,721	6,490,904	

AAE - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue	18,665,577	18,291,826	373,751	2.00%
Expense				
Certificated Salaries	6,088,835	6,178,365	(89,530)	-1.47%
Classified Salaries	1,408,907	1,203,879	205,028	14.55%
Benefits	2,635,795	2,493,527	142,268	5.40%
Books and Supplies	1,018,355	1,387,162	(368,807)	-36.22%
Services & Other	1,627,643	2,997,577	(1,369,934)	-84.17%
Capital Outlay	100,000	35	99,965	99.97%
Other Outgo	0	21,090	(21,090)	N/A
Share of LCER	1,633,758	1,633,758	0	0.00%
<b>Total Expense</b>	<b>14,513,293</b>	<b>15,915,392</b>	<b>(1,402,099)</b>	<b>-9.66%</b>
Add (Subtract) to Reserves	4,152,284	2,376,433	1,775,851	
<b>Total Revenue</b>	<b>18,665,577</b>	<b>18,291,826</b>	<b>373,751</b>	<b>98.00%</b>
<b>Total Expense</b>	<b>14,513,293</b>	<b>15,915,392</b>	<b>-1,402,099</b>	<b>109.66%</b>
Add (Subtract) to Reserves	4,152,284	2,376,433	1,775,851	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue*	18,515,432	13,958,510	4,556,922	24.61%
Expense				
Certificated Salaries	6,909,149	6,362,111	547,038	7.92%
Classified Salaries	1,975,125	1,555,674	419,451	21.24%
Benefits	3,164,726	2,839,849	324,877	10.27%
Books and Supplies	1,883,523	1,455,186	428,337	22.74%
Services & Other	1,962,964	1,756,318	206,646	10.53%
Capital Outlay	885,511	600,879	284,632	32.14%
Other Outgo	0	27,770	(27,770)	N/A
Share of LCER	1,637,799	1,637,799	0	0.00%
<b>Total Expense</b>	<b>18,418,797</b>	<b>16,235,586</b>	<b>2,183,211</b>	<b>11.85%</b>
Add (Subtract) to Reserves	96,635	(2,277,077)	2,373,712	
<b>Total Revenue</b>	<b>18,515,432</b>	<b>13,958,510</b>	<b>4,556,922</b>	<b>75.39%</b>
<b>Total Expense</b>	<b>18,418,797</b>	<b>16,235,586</b>	<b>2,183,211</b>	<b>88.15%</b>
Add (Subtract) to Reserves	96,635	-2,277,077	2,373,712	

NSLA - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue	12,763,322	12,462,674	300,648	2.36%
Expense				
Certificated Salaries	3,748,496	3,704,411	44,085	1.18%
Classified Salaries	936,039	770,247	165,793	17.71%
Benefits	1,576,808	1,481,541	95,267	6.04%
Books and Supplies	1,072,549	1,421,384	(348,835)	-32.52%
Services & Other	1,504,967	2,248,430	(743,463)	-49.40%
Capital Outlay	13,000	0	13,000	100.00%
Other Outgo	0	6,042	0	N/A
Share of LCER	1,046,037	1,046,037	0	0.00%
<b>Total Expense</b>	<b>9,897,896</b>	<b>10,678,092</b>	<b>(774,154)</b>	<b>-7.82%</b>
Add (Subtract) to Reserves	2,865,426	1,784,582	1,074,802	
<b>Total Revenue</b>	<b>12,763,322</b>	<b>12,462,674</b>	<b>300,648</b>	<b>97.64%</b>
<b>Total Expense</b>	<b>9,897,896</b>	<b>10,678,092</b>	<b>-774,154</b>	<b>107.88%</b>
Add (Subtract) to Reserves	2,865,426	1,784,582	1,074,802	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue*	17,941,028	12,404,629	5,536,399	30.86%
Expense				
Certificated Salaries	5,366,913	4,710,060	656,853	12.24%
Classified Salaries	1,568,657	1,093,148	475,509	30.31%
Benefits	2,441,558	2,068,053	373,505	15.30%
Books and Supplies	2,321,668	1,370,819	950,849	40.96%
Services & Other	4,320,211	3,297,350	1,022,861	23.68%
Capital Outlay	100,000	1,509,736	(1,409,736)	-1409.74%
Other Outgo	0	7,091	(7,091)	N/A
Share of LCER	1,399,930	1,399,930	0	0.00%
<b>Total Expense</b>	<b>17,518,937</b>	<b>15,456,187</b>	<b>2,062,750</b>	<b>11.77%</b>
Add (Subtract) to Reserves	422,091	(3,051,558)	3,473,649	
<b>Total Revenue</b>	<b>17,941,028</b>	<b>12,404,629</b>	<b>5,536,399</b>	<b>69.14%</b>
<b>Total Expense</b>	<b>17,518,937</b>	<b>15,456,187</b>	<b>2,062,750</b>	<b>88.23%</b>
Add (Subtract) to Reserves	422,091	-3,051,558	3,473,649	

LCER - Budget Comparison 2020/21 to 2021/22

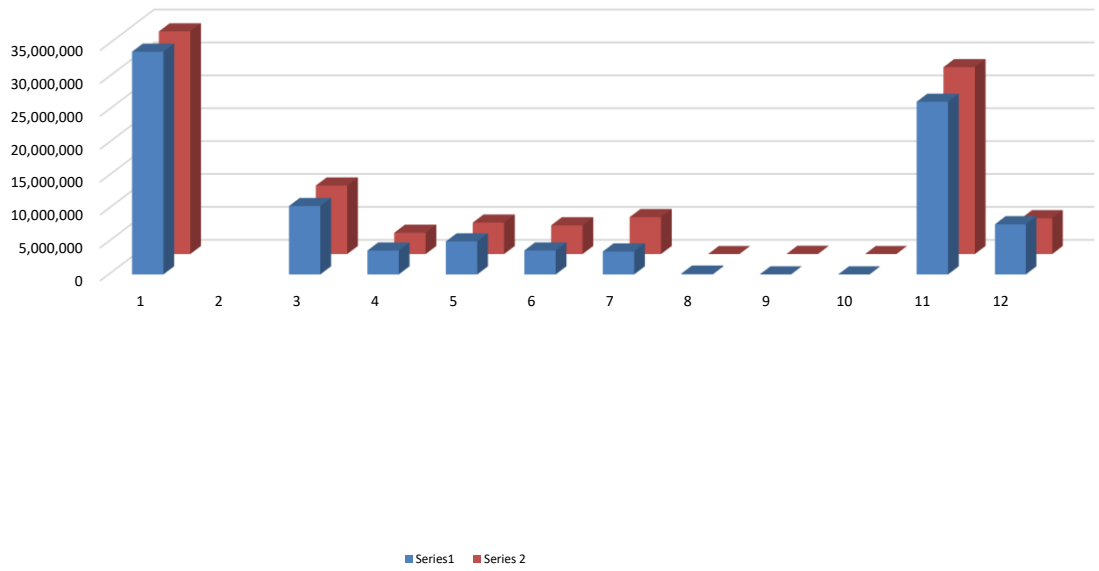
2020-2021				
Total Budget \$ - Revised	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue	2,405,674	2,389,702	15,972	0.66%
Expense				
Certificated Salaries	530,388	515,961	14,427	2.72%
Classified Salaries	1,275,594	1,258,830	16,764	1.31%
Benefits	798,004	794,498	3,506	0.44%
Books and Supplies	1,534,715	1,556,846	(22,131)	-1.44%
Services & Other	341,632	356,296	(14,664)	-4.29%
Capital Outlay	12,500	0	12,500	100.00%
Other Outgo	0	741	(741)	N/A
Share of LCER	(2,679,795)	(2,679,795)	0	0.00%
<b>Total Expense</b>	<b>1,813,038</b>	<b>1,803,377</b>	<b>9,661</b>	<b>0.53%</b>
Add (Subtract) to Reserves	592,636	586,325	6,311	
<b>Total Revenue</b>	<b>2,405,674</b>	<b>2,389,702</b>	<b>15,972</b>	<b>99.34%</b>
<b>Total Expense</b>	<b>1,813,038</b>	<b>1,803,377</b>	<b>9,661</b>	<b>99.47%</b>
Add (Subtract) to Reserves	592,636	586,325	6,311	

Note - Revenue Reported is % of Budgeted Revenue Earned

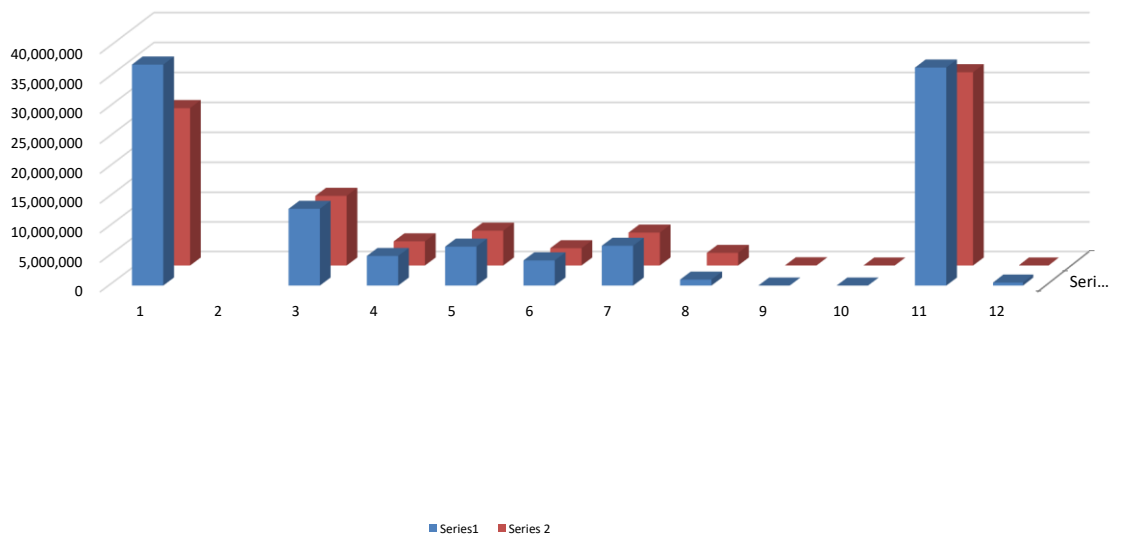
2021-2022				
Total Budget \$ - Original	Current Period		Remaining Budget	Percent Remaining
	Actual thru June	Annual Budgeted Revenue		
Revenue				
Revenue*	624,823	52,221	572,602	91.64%
Expense				
Certificated Salaries	709,571	695,308	14,263	2.01%
Classified Salaries	1,460,679	1,436,545	24,134	1.65%
Benefits	984,365	984,895	(530)	-0.05%
Books and Supplies	54,625	96,346	(41,721)	-76.38%
Services & Other	446,005	513,415	(67,410)	-15.11%
Capital Outlay	24,850	23,850	1,000	4.02%
Other Outgo	0	677	(677)	N/A
Share of LCER	(3,037,729)	(3,037,729)	0	0.00%
<b>Total Expense</b>	<b>642,366</b>	<b>713,307</b>	<b>(70,941)</b>	<b>-11.04%</b>
Add (Subtract) to Reserves	(17,543)	(661,087)	643,544	
<b>Total Revenue</b>	<b>624,823</b>	<b>52,221</b>	<b>572,602</b>	<b>8.36%</b>
<b>Total Expense</b>	<b>642,366</b>	<b>713,307</b>	<b>-70,941</b>	<b>111.04%</b>
Add (Subtract) to Reserves	-17,543	-661,087	643,544	

\*Bank Account Reconciliation is not completed due to December timing. Revenue amounts are the same as October

2020-21



2020-21



**Foundation Savings - 4100005285**

**2021-22**

**As of 6/30/22**

<b>Description</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Interest</b>	<b>Ending Balance</b>
AAE Captial Campaign	\$83,025.40	\$24,547.22	\$26,608.11	340.98	\$85,427.27
NSLA Capital Campaign	\$45,517.82		\$23,365.34	125.03	\$69,008.19
Davis Scholarship Endowment	\$11,543.99	\$750.00	\$3,207.00	45.46	\$14,046.45
Global Exchange Programs	\$12,963.85			45.46	\$13,009.31
HiDAS Endowment	\$63,890.02			215.96	\$64,105.98
Scholarships	\$31,813.89	\$14,000.00	\$10,944.79	90.93	\$28,849.61
Unrestricted	\$74,462.07	\$27,992.58	\$85,900.35	272.79	\$132,642.63
<b>TOTAL</b>					<b>\$407,089.43</b>

<b>Restricted Scholarship Funds</b>					
AAE Ambassadors Scholarship	(\$500.00)	\$500.00	\$1,000.00		\$0.00
AAE PTC Scholarship	\$0.00				\$0.00
AAE Staff Scholarship	(\$320.00)	\$1,000.00	\$1,320.00		\$0.00
Bud Biggs Memorial Scholarship	\$599.29	\$3,000.00	\$2,400.71		\$0.00
Edison Scholarship	\$0.00				\$0.00
Gerardo Diaz Jr. Scholarship	\$5,000.00	\$5,000.00			\$0.00
Mike Mangold Scholarship	\$3,250.00	\$500.00			\$2,750.00
San Manuel Scholarship	\$0.00				\$0.00
Sandra Perea Scholarship	\$8,300.00	\$2,000.00	\$235.00		\$6,535.00
SLT Scholarship	\$0.00	\$1,500.00	\$1,000.00		-\$500.00
<b>Total Unrestricted Scholarship Funds</b>					<b>\$20,064.61</b>

<b>Restricted AAE Capital Campaign Funds</b>					
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	\$43,239.48	\$18,179.09			\$25,060.39
AAE Shade Fundraiser	\$0.00		\$10,900.36		\$10,900.36
<b>Total Unrestricted AAE Capital Campaign</b>					<b>\$44,816.52</b>

<b>Restricted NSLA Capital Campaign Funds</b>					
Playground	\$5,000.00		\$2,438.21		\$7,438.21

**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
June 1 - June 30, 2022**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$11,269.20</b>
<b>Revenue</b>		
Brick Order - NSLA Capital Campaign	\$148.92	
Donations to NSLA Capital Campaign	\$ 200.00	
Donations to Unrestricted	\$ 19.84	
Transfer from Savings - Scholarships	\$ 14,750.00	
Transfer from Savings - Unrestricted	\$ 1,363.83	
Interest	\$ 0.55	
<i>Total</i>	\$16,483.14	
<b>Expenditure</b>		
Employee Recognition	\$ 592.93	
Scholarships	\$ 250.00	
Transfer to Savings - AAE Staff Scholarship	\$ 74.46	
Transfer to Savings - NSLA Capital Campaign	\$ 100.00	
Transfer to Savings - Bud Biggs Donations	\$ 148.93	
<i>Total</i>	\$ 1,166.32	
<b>Ending Balance</b>	<i>Total</i>	<b>\$26,586.02</b>

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		
Restricted Funds - AAE Capital Campaign		\$ 85,396.46
Restricted Funds- NSLA Capital Campaign		\$ 68,896.89
Restricted Funds - Davis Endowment		\$ 11,585.34
Restricted Funds - Global Exchange Programs		\$ 13,005.20
Restricted Funds - HiDAS Endowment		\$ 64,086.47
Restricted Funds - Scholarships		\$ 42,466.23
Unrestricted Funds		\$ 133,987.81
		<b>\$ 419,424.41</b>
<b>Revenue</b>		
Girl Scout Scholarship Donation	\$ 250.00	
Davis Endowment Donation	\$ 2,957.00	
Transfer from Checking - NSLA Capital Campaign Donation	\$ 100.00	
Bud Biggs Scholarship Donations	\$ 300.71	
AAE Staff Scholarship Donation	\$ 74.46	
Interest	\$ 102.68	
<i>Total</i>	\$ 3,784.85	
<b>Expenditure</b>		
Statement Fee for Copy of Check	\$ 6.00	
Transfer to Checking - Davis Endowment	\$ 750.00	
Transfer to Checking - Scholarships	\$ 14,000.00	
Transfer to Checking - Unrestricted Employee Recognition	\$ 1,363.83	
<i>Total</i>	\$ 16,119.83	
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$ 85,427.27
Restricted Funds - NSLA Capital Campaign		\$ 69,008.19
Restricted Funds - Davis Endowment		\$ 14,046.45
Restricted Funds - Global Exchange Programs		\$ 13,009.31
Restricted Funds - HiDAS Endowment		\$ 64,105.98
Restricted Funds - Scholarships		\$ 28,849.61
Unrestricted Funds		\$ 132,642.62
	<i>Total</i>	<b>\$ 407,089.43</b>
<b>Total Checking and Savings</b>		<b>\$433,675.45</b>

AAE 2022-23 School Year								
Grade Level	Capacity	Enrollment	Pending Enrollment	Available Seats	Waiting List	Upcoming Lottery (Sept. 15, 22)	Upcoming Lottery (Feb. 16, 23)	Upcoming Lottery (May 18, 23)
3yr. - TK	25	44	0	4	250	11		
K	100	100	0	0	116	3		
1	100	98	0	2	163	1		
2	100	99	0	1	110	3		
3	112	111	0	1	226	1		
4	112	112	0	0	151	3		
5	112	112	0	0	200	4		
6	125	125	0	0	248	2		
7	125	125	0	0	141			
8	125	124	0	1	134	3		
9	120	111	0	9	120	1		
10	120	111	0	9	116			
11	120	111	0	9	45			
12	120	99	0	21	0			
Total	1516	1482	0	57	2020	32	0	0

### NSLA 2022/2023 School Year Enrollment

Grade Level	Capacity	Current Enrollment	Anticipated Drops	Available Seats	Pending Enrollment Packets	Anticipated Available Seats	Waiting List
TK	48	46		2	2	0	0
K	100	100		0	0	0	65
1	125	125	0	0	0	0	46
2	100	123	0	0	0	0	45
3	100	107	0	0	0	0	66
4	100	109	0	0	0	0	18
5	84	89	0	0	0	0	85
6	120	103	0	17	17	0	27
7	120	117	0	3	3	0	46
8	120	111	0	9	1	8	0
9	95	57	0	38	2	36	0
10	95	63	0	32	2	30	0
<b>Total</b>	<b>1207</b>	<b>1150</b>	<b>0</b>	<b>101</b>	<b>27</b>	<b>74</b>	<b>398</b>
<b>Updated as of 07/26/22- AR</b>							

**LCER Board Meetings  
Attendance Log 2021**

	<b>January Regular</b>	<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>
Pat Caldwell	Present	Present	Present	Present	Present	Present						100%
Sharon Page	Present	Present	Present	Present	Present	Present						100%
Kevin Porter	Present	Present	Present	Present	Present	Present						100%
David Rib	Present	Present	Present	Present	Present	Present						100%
Omari Onyango	Absent	Present	Present	Present	Present	Present						83%
Jessica Rodriguez	Present	Absent	Present	Present	Present	Absent						67%
Pat Schlosser		Present	Present	Present	Absent	Absent						60%
Jim Morris	Absent	Absent	Present	Present	Absent	Present						50%

	<b>April 15</b>	<b>May 24</b>	<b>TOTAL SPECIAL</b>
David Rib	Present	Present	100%
Jessica Rodriguez	Present	Present	100%
Pat Schlosser	Present	Present	100%
Sharon Page	Present	Present	100%
Pat Caldwell	Present	Absent	50%
Omari Onyango	Present	Absent	50%
Kevin Porter	Present	Absent	50%
Jim Morris	Present	Absent	50%



June 28, 2022

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 2021-22 2<sup>nd</sup> Interim Financial Report. As part of our County oversight responsibilities, we have completed a review of your 2021-22 2<sup>nd</sup> 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. At this time, no additional information is being requested. 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: David Gruber, CBO, Norton Science and Language Academy  
cc: Richard De Nava, Assistant Superintendent, Business Services – SBCSS  
cc: Tom Cassida, Director, Business Advisory Services - SBCSS

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Business Services • Richard De Nava, Assistant Superintendent

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 2021-22 2<sup>nd</sup> Interim Report

**AUTHORIZER REVIEW NARRATIVE**

**AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS:**

<b>ADA/Enrollment Projections</b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Projected</b>	<b>2022-23 Projected</b>	<b>2023-24 Projected</b>
Enrollment	821	1,051	1,051	1,185	1,310
ADA	781.15	789.20	969.40	1,108.06	1,252.14
ADA/Enrollment Ratio	95.15%	75.09%	92.24%	93.51%	95.58%
Growth in Enrollment	4.26%	21.88%	0.00%	11.31%	9.54%

The charter is projecting 2021-22 P-2 ADA of 969.4 or a 18.59% increase over prior year P-2 ADA. Based on an enrollment projection of 1,051 current year ADA to enrollment ratio is anticipated to be 92.24%. Enrollment is projected to increase by 134 students next year and 125 the subsequent year. NSLA welcomed its first freshman class in 2021-22 and will be adding a new grade level each year through 2024-25. 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 78.05% in 2021-22 and 2022-23 and 78.34% in 2023-24.

**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 projected lottery funding is derived using a combined rate of \$228 per ADA. These amounts are being reported 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 \$1,568,657 for 2021-22 with a projected decrease of 4.5% for 2022-23 and an increase of 8.6% in 2023-24. Thirty-nine non-management FTEs are projected, increasing by three each subsequent year.

**Certificated Salaries** – Certificated salaries are projected at \$5,366,913 decreasing by 2.34% in 2022-23 and increasing 10.39% in 2023-24. Forty-six certificated FTEs are projected in 2021-22 increasing by seven in 2022-23 and six in 2023-24.

**Certificated FTE** – Projections are as follows:

<b>2021-22 Ratio</b>	<b>2022-23 Ratio</b>	<b>2023-24 Ratio</b>
23:1	22:1	22:1

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

**NORTON SCIENCE & LANGUAGE ACADEMY**  
Fiscal Year 2021-22 2<sup>nd</sup> Interim Report  
**AUTHORIZER REVIEW NARRATIVE**

**Contribution to LCER** – The Charter projects \$1,601,800 for 2021-22. This amount represents approximately 12.5% of LCFF and a 50/50 match with AAE for projected SELPA costs. The amount is included in Other Outgo (object codes 7100-7200) and is clearly identifiable when reviewing the budget.

**Rent/Utilities** – Facility rent is projected at \$2,555,938 for the current year, \$2,985,937 for 2022-23 and \$3,156,875 for 2023-24. Rent projections are reasonable and constant with debt payments Utilities are forecasted at \$200,000 for the current year, \$217,500 for 2022-23 and \$235,000 for 2023-24.

**DEBT:** The Charter is indicating \$2,555,938 in reportable debt in 2021-22, \$2,860,938 in 2022-23 and \$3,076,875 in 2023-24. The increase in 2023-24 relates to the principal payment of \$220,000 which represents the debt service payment for the recent issuance of debt for the gym. The amounts are properly carried forward to the MYP in Debt Service (object codes 7400-7499).

**FUND BALANCE/TRENDS:** The charter’s 2021-22 beginning fund balance does not agree to the 2020-21 unaudited ending fund balance of \$9,416,115 or the audited ending fund balance of \$7,821,816. The projected ending fund balance for 2021-22 is \$8,325,973 increasing .73% in 2022-23 and 5.91% in 2023-24. **The charter is reminded it must ensure the correct amounts are reported on the 2021-22 Alternative Form in order for the CDE to accept the electronic submission.**

**RESERVE FOR ECONOMIC UNCERTAINTIES:** As reported, reserve levels are sufficient and meet the required minimum fund balance of 4% of total expenditures. The charter anticipates reserves of 42.69% for 2021-22.

**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 charters 2021-22 beginning cash balance is \$4,663,147 which agrees to the 2020-21 audited ending cash balance.