

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  
November 13, 2023 - Public Meeting – 4:30 p.m.**

Meeting at 17500 Mana Rd., Apple Valley, CA, Multipurpose Room (Bldg H)  
Additional Locations: 230 S. Waterman Ave., San Bernardino, CA, Conference Room B (Office)  
1936 De Anza Drive, Colton Ca 92324, 2400 Durston, #85, Bozeman, MT 59718

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

<https://attendee.gotowebinar.com/rt/4092446480696978525>

Dial in using your phone: +1 (631) 992-3221 Passcode: 266-030-476

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** 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](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 LCER Student Updates – LCER Ambassadors
  - .02 AAE School Update – Chet Richards, Principal
  - .03 NSLA School Update – Victor Uribe, Principal
  - .04 EL/MTSS/Special Education Presentation - Marcelo Congo, Director of Student Support Services
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of October 16, 2023 Regular Meeting – Pg 3
  - .02 AAE SFJROTC WALTs Overnight Camp January 3 - 4, 2024 – Pg 6
  - .03 NSLA 4<sup>th</sup> Grade Field Trip to YMCA Camp Surf Week of April 8 or April 15, 2024 – Pg 10
6. **ACTION ITEMS:**
  - .01 Approve Revision of BP 4100 – Certificated Personnel – Stacy Newman – Pg 19
  - .02 Approve Revision of BP 4112.4 – Health Examinations – Stacy Newman – Pg 21
  - .03 Approve Deletion of BP 4118 – Suspension/Disciplinary Action – Stacy Newman - Pg 25
  - .04 Approve Revision of BP 4119.21 – Code of Ethics – Stacy Newman – Pg 27
  - .05 Approve Deletion of E 4119.21 – Code of Ethics – Stacy Newman – Pg 30
  - .06 Approve Revision of BP 4121 – Substitute Teachers – Stacy Newman – Pg 35
  - .07 Approve Revision of BP 4401 – At Will Employer – Stacy Newman – Pg 37
7. **DISCUSSION ITEMS:**
  - .01 AAE Projects Update – Chet Richards and David Gruber
  - .02 Lewis Center Foundation Board Update – Marisol Sanchez
8. **INFORMATION INCLUDED IN PACKET:** (Board members may ask questions on items for clarification.)

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- .01 President/CEO Report – Pg 39
- .02 Grant Tracking Report – Pg 47
- .03 LCER Financial Reports
  - Checks Over \$10K – Pg 48
  - Budget Comparisons – Pg 49
  - Lewis Center Foundation Financial Reports – Pg 50
- .04 LCER Board Attendance Log – Pg 52
- .05 LCER Board/Lewis Center Foundation Give and Get – Pg 53
- .06 AAE and NSLA Federal Cash Management Data Collection Reports – Pg 54

**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 Pupil Personnel Administrative Hearing Panel Recommendation on AAE Stipulated Expulsion Case #7859
- .02 Pupil Personnel Administrative Hearing Panel Recommendation on NSLA Expulsion Case #33500

**11. ADJOURNMENT: Chairman Caldwell**

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board  
October 16, 2023**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Caldwell called the meeting to order at 4:30 p.m.
2. **ROLL CALL:** LCER Board members Pat Caldwell, Yolanda Carlos, Sharon Page, Omari Onyango, David Rib, Jessica Rodriguez and Pat Schlosser were in attendance. LCER Board member Marisol Sanchez was absent. LCER staff members Marcelo Congo, Jisela Corona-Gonzalez, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb, Toni Preciado and Victor Uribe were also in attendance.
3. **PUBLIC COMMENTS:** None
4. **SPECIAL PRESENTATIONS:**
  - .01 LCER Student Updates – LCER Ambassador CJ Jeffs gave an update on AAE student activities, such as planning for Fall Festival and Winter Formal. The Ambassadors are having a yard sale this Saturday. Donations are welcome. Girls’ Volleyball has their first CIF playoff game this Thursday. Winter sports tryouts are upcoming. ROTC is adopting a street to clean up. They are also providing the Color Guard for the CSDC conference in November. Scholarship opportunities are coming in. Corey Zaman gave an update on NSLA student activities, such as soccer tryouts and MS and HS are having Halloween dances.
  - .02 AAE School Update – Lisa Lamb updated the Board that many projects were completed over the break, such as an ADA ramp in front of the M building, and the soccer field is completed and students will be able to use it starting November 1. A bridge was completed over the wash to get to the field. The baseball field is out to bid and should start construction in November. Building B is being remodeled for Admin. We will be meeting with teachers regarding the grading policy and tutoring is happening for grades 2-12.
  - .03 NSLA School Update – Victor Uribe, Principal, updated the Board that PTO held their first ever fall festival before break. They raised over \$15K and it was a great evening. Dia de los Muertos will be November 2 and altars will be shared. A tailgate is happening November 3. Community Day is this Wednesday to support inclusiveness. A new pedestrian gate was added
  - .04 LCER/Chilean GAVRT Student Exchange Program - Lisa Lamb, Ryan Dorcey and Toni Preciado shared an update on this program. We had our 3rd exchange in August with 13 students and 1 staff member from Chile visiting. The students attended classes with NSLA students and there were excursions. Their favorite class was computer science. GAVRT has been the foundation for this exchange, and they were able to tour Harvey House and run a GAVRT session at AAE. On the weekends the students spent time with their host families and visited Universal Studios, attended a Dodger Game and went to laser tag. NSLA has started Club Chile with 7 students and 3 staff members that will be going to Chile in the fall of 2024. The club is looking to raise \$25K for the trip. The next steps are to sign a MOU to further define the GAVRT partnership in Chile and continue to collaborate with them and develop internships. Lisa thanked Toni for making this happen.
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of September 11, 2023 Regular Meeting
  - .02 Approve AAE Band Field Trip to World Strides Anaheim Heritage Festival April 25-28, 2024
  - .03 Approve NSLA AAE/AVCI Field Trip December 1-2, 2023

On a motion by Omari Onyango, seconded by Pat Schlosser, vote 7-0, the LCER Board approved Consent Agenda Items 5.01-5.03 by roll call vote.

## **6. ACTION ITEMS:**

- .01 Approve AAE Unaudited Actuals – David Gruber reported that these are the closing figures for AAE and the auditors were here just before break. AAE met all of the regulation requirements for COVID fund expenditures. On a motion by David Rib, seconded by Yolanda Carlos, vote 7-0, the LCER Board approved the AAE Unaudited Actuals by roll call vote.
- .02 Approve NSLA Unaudited Actuals – David Gruber reported that NSLA also met their COVID fund obligations and is also in a good position. On a motion by Sharon Page, seconded by David Rib, vote 7-0, the LCER Board approved the NSLA Unaudited Actuals by roll call vote.
- .03 Approve AAE Consolidated Application – David Gruber reported that this is an annual application we complete. It provides federal funding for Title I, Title II and Title IV. On a motion by David Rib, seconded by Pat Schlosser, vote 7-0, the LCER Board approved the AAE Consolidated Application by roll call vote.
- .04 Approve NSLA Consolidated Application – David Gruber reported that this is an annual application we complete. It provides federal funding for Title I, Title II, Title III and Title IV. The EL population is greater at NSLA, which allows Title III funding. On a motion by Omari Onyango, seconded by Jessica Rodriguez, vote 7-0, the LCER Board approved the NSLA Consolidated Application by roll call vote.
- .05 Authorize Dr. Lisa Lamb to sign MOU between LCER and Universidad Católica de la Santísima Concepcion (UCSC) – Lisa Lamb reported that the MOU is GAVRT centered and calls out the coordinators and activities and includes hold harmless language and a term of 3 years. On a motion by Yolanda Carlos, seconded by Sharon Page, vote 7-0, the LCER Board authorized Dr. Lisa Lamb to sign the MOU between LCER and Universidad Católica de la Santísima Concepcion by roll call vote.

## **7. DISCUSSION ITEMS:**

- .01 AAE Projects Update – David Gruber reported that the soccer field is completed; we have received one proposal for the baseball field and are hoping for more, we are seeking legal support for the RFP process on the B Building remodel. The old walk in freezer was relocated over break. Once Admin moves out of N, it will be used for Special Ed offices and classroom space. The cost for these projects is around \$1.2 million.
- .02 Lewis Center Foundation Board Update and Annual Gala Review – Lisa Lamb reported the Gala raised over \$17K. Thank you to everyone for their support. Thank you to the Foundation and Teresa and Jisela for their hard work. The next Gala will be September 28, 2024 in the Inland Empire. Mark your calendars now. They are also planning a wine social for April 18, 2024 and another McTeacher’s night on January 24, 2024 in Apple Valley and San Bernardino.
- .03 Update on new Payroll and Substitute systems to be implemented in January – David Gruber reported that we are converting our payroll system in January and are looking forward to the update to increase productivity. Ryan Dorcey reported that we are updating our sub system to Frontline. This will free up time at each site as we are currently manually calling for subs. There will also be an online payment system added to our Infinite Campus system for parent to make electronic payments. We hope the systems will share data to streamline processes.

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

- .01 President/CEO Report
- .02 Grant Tracking Report
- .03 LCER Financial Reports
  - Checks Over \$10K
  - Budget Comparisons
  - Lewis Center Foundation Financial Reports
- .04 LCER Board Attendance Log
- .05 LCER Board/Lewis Center Foundation Give and Get

**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 - Ryan reported that the eclipse presentation went very well Saturday via livestream. We were written into a grant that funded the solar observations and we were able to get great images. Yolanda reported that it was very interesting to watch. Our upgraded observatory has a new solar telescope and there were 87 participants at AVCI. Pat Schlosser thanked Ryan for the use of new equipment. The star parties have a huge increase in attendance due to the new equipment. STEM nights are having an increase in attendance as well. Thank you to the partnership with AVUSD.
- .03 Future agenda items

**10. ADJOURNMENT:** Chairman Caldwell adjourned the meeting at 5:23 p.m.

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

Date of meeting: 11/13/23

Title: AAE SFJROTC WALTS overnight camp

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

Background: Cadets will be learning advanced leadership training in preparation for OPERATION NEW HORIZONS leadership camp in March 2024. Cadets will be staying overnight for WALTS scheduled for Jan 3-4, 2024.

Fiscal Implications (if any): N/A

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

Recommendation: Please review/approve overnight stay here on campus.

Submitted by: MSgt Padua



**LEWIS CENTER FOR EDUCATIONAL RESEARCH  
Academy for Academic Excellence**

**FIELD TRIP REQUEST FORM**

<u>Office use only</u>	
Date/Time submitted:	10-26-23 9:15am
Initials:	ML
Transportation Booked:	N/A
Initials:	ML
Calendared:	
Initials:	

Date Submitted: 10-26-23

Requested by: MSGT PADUA  
 Destination: AAE GYM  
 Date(s) of trip: ~~23~~ JAN 3-4, 2024  
 School departure time: n/a  
 Destination departure time: \_\_\_\_\_  
 Overnight/Out-of-State stay:  YES  NO  
 Number of students: 40 adults: 3

Phone: 9518504715  
 Grade Level: 9-12  
 Destination arrival time: \_\_\_\_\_  
 School return time: \_\_\_\_\_  
 Water activities involved:  YES  NO  
 Admission students: \_\_\_\_\_ adults: \_\_\_\_\_

**Transportation**

Bus requested? (circle one) YES  NO   
 Number of busses requested: n/a  
 Bus company name: n/a  
 Bus company contact name: n/a  
 \*\*\*Bus Passenger information: Number of students: \_\_\_\_\_ adults: \_\_\_\_\_

Private Vehicle Used?\* YES  NO   
 ASB/Club Sponsored? (paid by club) YES  NO   
 Name of Club: \_\_\_\_\_  
 Proper Insurance Coverage?  YES  NO  
 Other Transportation: \_\_\_\_\_

\*Must be on approved driver list, list names below or attach separate sheet with driver names:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Brief Description of Educational Benefit to be derived from this activity:**

CADETS WILL BE LEARNING ADVANCED LEADERSHIP TRAINING IN PREPARATION FOR OPERATION NEW HORIZONS LEADERSHIP CAMP IN MARCH 2024. CADETS WILL BE STAYING OVERNIGHT FOR WAITS SCHEDULED FOR JAN 3-4, 2024.

I have followed the checklist prior to submitting this form:

Teacher Signature

Principal Signature: \_\_\_\_\_

Funding Code: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD APPROVAL REQUIRED FOR OVERNIGHT/OUT-OF-STATE STAYS and WATER ACTIVITIES  
 A DETAILED ITINERARY MUST BE INCLUDED FOR EACH FIELD TRIP  
 THREE MONTHS PRIOR BOARD APPROVAL FOR OUT OF THE COUNTRY TRIPS

There is no finalized WALTERS schedule yet. We are staying here on the campus and the itinerary is still being made. Basically, we are doing marching, drills, exercise, and teamwork building activities.

We will be using all 3 classrooms upstairs in the gym for the lodging arrangements. Approved male and female chaperones will be provided. Do not have their names just yet.

RECEIVED OCT 27 2023





**LEWIS CENTER FOR EDUCATIONAL RESEARCH  
Academy for Academic Excellence**

**FIELD TRIP REQUEST FORM**

<u>Office use only</u>
Date/Time submitted: _____
Initials: _____
Transportation Booked: _____
Initials: _____
Calendared: _____
Initials: _____

Date Submitted: 10/19/23

Requested by: Grade 4

Destination: YMCA Camp Surf (in Imperial Beach)

Date(s) of trip: Week of April 8th or 15th, 2024 (specific dates TBD)

School departure time: Monday, 8:00 AM

Destination departure time: Wednesday, 1:30 PM

Overnight/Out-of-State stay:  YES  NO

Number of students: 105 estimated adults: 20 estimated

Phone: (619) 423-5850

Grade Level: Grade 4

Destination arrival time: 10:00 AM

School return time: 4:00 PM

Water activities involved:  YES  NO

Admission students: \$210 adults: All adults that fall into the 1:8 student ratio pay half price. Additional adults p full price.

**Transportation**

Bus requested? <sup>(circle one)</sup>  YES  NO

Number of busses requested: 2

\*\*\*Bus Passenger information: Number of students: 105 adults: 20

Bus company name: \_\_\_\_\_

Bus company contact name: \_\_\_\_\_

Private Vehicle Used?\*  YES  NO

ASB/Club Sponsored?  YES  NO  
(paid by club)

Name of Club: \_\_\_\_\_

Proper Insurance Coverage?  YES  NO

Other Transportation: \_\_\_\_\_

\*Must be on approved driver list, list names below or attach separate sheet with driver names:

_____	_____
_____	_____
_____	_____
_____	_____

**Brief Description of Educational Benefit to be derived from this activity:**

Students will experience an overnight (3-day) trip of outdoor education and leadership development at the YMCA Camp Surf in the city of Imperial Beach. With outdoor education classes and recreational activities by program instructors and staff, students explore coastal ecosystems, energy, natural resources, adaptations of plants and animals, and safety and ecology guidelines such as the relationship between individuals and the natural environment. This links with Grade 4 science materials from biology, physical science, and earth science standards.

I have followed the checklist prior to submitting this form:

Angela M.

Teacher Signature

Principal Signature: [Signature]

Funding Code: ELOP-source 2600

Date: 10/31/23

BOARD APPROVAL REQUIRED FOR OVERNIGHT/OUT-OF-STATE STAYS and WATER ACTIVITIES  
A DETAILED ITINERARY MUST BE INCLUDED FOR EACH FIELD TRIP  
THREE MONTHS PRIOR BOARD APPROVAL FOR OUT OF THE COUNTRY TRIPS

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

Date of meeting: November 13, 2023, 4:30

Title: YMCA Overnight Camp for Grade 4 NSLA

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

Background:

Grade 4 at NSLA is requesting to attend a 3-day, 2-night science/adventure camp at the YMCA Surf Camp location in Imperial Beach, CA, near San Diego in April 2024. The goal is to build students' confidence, independence, science knowledge and leadership skills. Ms. Mason and other parents at NSLA have attended events at this camp through Scouting in the past and can speak to the high quality of the experiences.

We have many parents who are interested in volunteering depending on the final date selected, in addition to 3 of our 4 teachers. Here is a sample:

Claudia Cerritos

Connie de la Torre

Jaimie Madrid

Cynthia Camper

Wendy Ramirez

Kiasheena Perez

Aleisha Andreasen

Carlos Trujillo

Marcela Nevarez

Erica Guitron

Cathy Lagunas

Lidia Morales

Janet Arroyos

Nertha Arroyo

**Fiscal Implications (if any):**

**Pricing information:**

-3 day trip: \$210/student (includes 8 activities, 7 meals, 2 evening programs, lodging), adult chaperone at 1 to 8 ratio is \$105.

With 100 students we would get 13 chaperones for half price. The ratio is 1 half-price adult for

each 8 students.

Total estimated cost for camp (includes lodging, activities, food, excluding transportation) if about 104 students come) = 21,840 for students and 1,430 for chaperones (including teachers) = \$23,270

**Impact on Mission, Vision or Goals (if any):** Our mission speaks to our under-served population and our commitment to provide science and college/career readiness experiences for them. This YMCA camp is a safe and effective way to boost their confidence and aspirations after the diminished opportunities of the pandemic. Many YMCA staff at this site are bilingual and serve as inspirational college role models. It also provides a unique chance to live in a different ecosystem for 3 days. We will have the opportunity to examine and explore the marine habitat in both the wetlands and the shore. Students will also build individual and team confidence through climbing walls, archery, surfing, arts and crafts.

**Recommendation:** We ask you to approve this please.

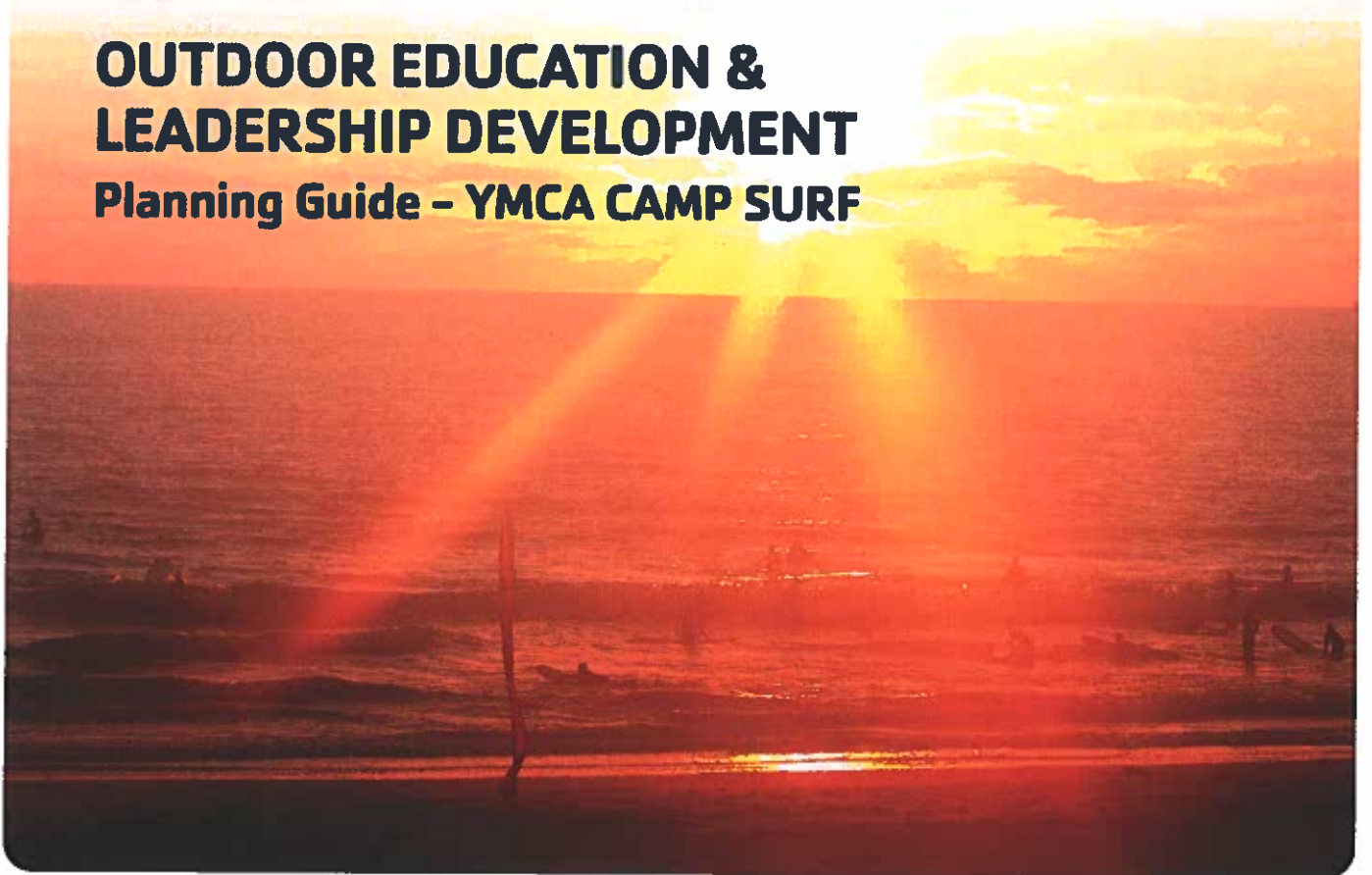
Submitted by: Grade 4 teachers (Mason, Maldonado, Mendoza, Hurtado)



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# EXPLORE OUTDOORS

**OUTDOOR EDUCATION &  
LEADERSHIP DEVELOPMENT**  
Planning Guide - YMCA CAMP SURF



## ALL ABOUT US

Imagine a YMCA youth camp located along one and a half miles of Southern California beach. Just south of Coronado in the city of Imperial Beach, YMCA Camp Surf boasts 45 acres of coastal land devoted to habitat preservation, education, recreation, and the opportunity for all who come to experience the outdoors in a coastal marine environment.

Our unique setting offers students the first-hand opportunity to experience the interrelationships between ocean, tides, land, and both aquatic and terrestrial life.

## OUR PHILOSOPHY

Outdoor experiences reinforce classroom learning and provide students with a solid foundation to develop the knowledge, skills, and awareness needed to make informed decisions that affect our environment. CARING, HONESTY, RESPECT, and RESPONSIBILITY towards each other and all living things are an integral part of what we do everyday.

## SCIENCE CONTENT STANDARDS

The objectives for outdoor education classes at YMCA Camp Surf are aligned to both the Next Generation Science Standards (NGSS) and Common Core State Content Standards (available on our website). Activities emphasize the development of student perceptions, sensitivities, and awareness of the natural environment. They are designed to build a basic understanding of ecological principles and the relationship between individuals and the rest of the natural world.

## IMPORTANCE OF OUTDOOR EXPERIENCES TO EDUCATION

Current research indicates connections with the natural world increase children's ability to learn and improve health and social behavior<sup>1</sup>. Meaningful outdoor experiences are a powerful tool for lifelong impact and learning. Recent studies show the average youth spends more than seven hours in front of an electronic screen<sup>2</sup> and only seven minutes outside daily<sup>3</sup>. For some, this may be their first opportunity to touch tide-pool animals, swim in the ocean, or walk on the beach. These can be experiences that last a lifetime and offer tremendous impact for your students and classroom.

## CURRICULUM

We make it easy for you to choose the classes and we do all the teaching. Our natural environment provides an ideal setting for students to practice investigation skills and allows for discoveries and discussion opportunities. The process of science comes naturally as students interpret their surroundings and our thematic instruction helps to bring concepts together.

1 "Children & Nature Worldwide: An Exploration of Children's Experiences of the Outdoors and Nature with Associated Risks and Benefits," (2012) Children & Nature Network and IUCN's Commission on Education and Communication. Retrieved from <http://www.childrenandnature.org/documents/C118/>

2 Juster, F. Thomas et al. (2004) "Changing Times of American Youth: 1981-2003," Institute for Social Research, University of Michigan. Retrieved from [http://www.umich.edu/news/Releases/2004/Nov04/teen\\_time\\_report.pdf](http://www.umich.edu/news/Releases/2004/Nov04/teen_time_report.pdf)

3 Rideout, Victoria et al. (2010) "Generation M: Media in the Lives of 8-18 Year-Olds," The Henry J. Kaiser Family Foundation. Retrieved from <http://kff.org/other/event/generation-m2-media-in-the-lives-of/>



## ENVIRONMENTAL STEWARDSHIP

YMCA Camp Surf's focus goes beyond caring for the environment and each other. iCARE provides a framework to build knowledge, understand scientific concepts, and empower students to make informed decisions regarding our natural world.

### Sustainable Practices

The iCARE Environmental Stewardship Plan outlines all of our current practices and goals towards sustainability. This plan involves all camp departments including food service, administration, facility, and program. Practices you will see during your visit include:

- Composting food waste
- Solar panels powering one of our villages
- Disposables are not used in food service...ever!
- Energy efficient light bulbs, timers, and more!
- Landscaping with natives to conserve water

## OUR STAFF

We are especially proud of our program instructors. They are adults with backgrounds in education or recreation who show a strong commitment to working with children. All staff undergo extensive screening, including reference checks, interviews, and a national criminal background check before they are eligible for hire. We recruit staff from throughout the United States and internationally. Staff are trained to help children realize their fullest potential in a positive, experiential manner through a comprehensive training program.

### Lifeguard Service

At our beach, safety is the top priority. If requested as an activity our waterfront will be opened for beach recreation time. This is the only opportunity for students to get wet in the ocean. For safety reasons we do not permit guests in the ocean unless lifeguards are on duty. All schools must attend a Waterfront Orientation prior to entering the ocean. Our YMCA Camp Surf lifeguard team is trained and certified under the United States Lifesaving Association (USLA), the same standards our state and local agencies follow. In addition, all lifeguards are trained as First Responders.

### Health Care

YMCA Camp Surf staff are well trained in first-aid and CPR. However, the school/group has the primary responsibility to provide health care for students including first aid and dispensing of all medication. As we are in close proximity to nearby hospitals and urgent cares, we do not have an onsite nurse. Please come prepared with over-the-counter medication and a first-aid kit to care for your students. (Locked either in a vehicle, locked bag/box in your cabin or our Health Center)

### Meet Our Staff

You can get to know our full-time staff by visiting our website at [ymcasd.org](http://ymcasd.org) and looking at the Meet Our Staff section

# I-CARE

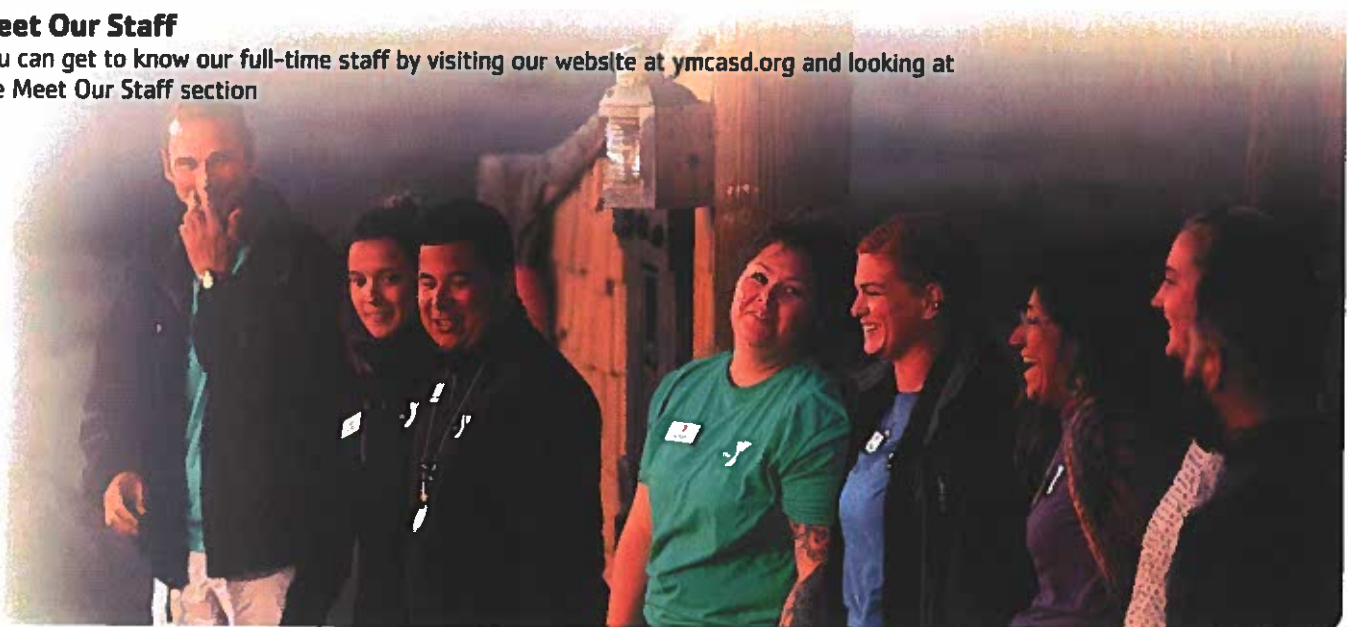
**Interrelationships**  
plants and animals live in communities that meet their special needs, biodiversity is key to the "web of life".

**Cycles** - the building materials of life (carbon, nitrogen, water, soil, etc.) are used and renewed over and over again.

**Awareness** - leads to appreciation, which leads to action. We care about what we understand, and knowledge allows us to make informed decisions which can positively affect our family, our community, and our nation.

**Resources** - the decisions we make every day have everlasting consequences.

**Energy** - the sun is the ultimate source of energy for all living things.



## FACILITIES

YMCA Camp Surf offer campers the chance to experience surf, sand, and sun. Each day, the salty ocean breeze blows the sand into new patterns outside your cabin. In the evening, you'll fall asleep to the pulse of the pounding surf. You'll also share meals in our brand new dining facility, McKinney Hall, with a million dollar view of the Pacific Ocean, Point Loma, and the Coronado Islands.

**Housing** - Traditional cabins which sleep up to 16 people and platform tents which sleep up to 12 are clustered around each of our bathroom and shower facilities. Waterman Village utilizes solar power and is completely off the grid boasting open-air cabins and platform tents which sleep 12 each.

**Program Areas** - Our wetland trails, beach, rock jetty, sand dunes, climbing tower, bouldering wall, crafts, and compost demonstration areas are all used by students in a variety of programs throughout the year!

**Accreditation** - YMCA Camp Surf is accredited by the American Camp Association. We have been serving youth and families since 1969!

## MEALS & FOOD

Meals are served family and buffet style at our indoor/outdoor dining facility. Enjoy a fruit and cereal bar at breakfast and a salad bar at lunch and dinner to supplement a tasty main course. Vegetarian and other options are available by request so please inform us of any dietary restrictions your group may have at least 2-weeks before arrival. Meals begin with lunch on the day of arrival all the way through lunch on departure day. Students have plenty to eat, and refills are always available. We ask that you do not bring any food to camp since it attracts animals and insects into your cabins and possibly into your luggage!

## ACTIVITY SCHEDULING

The number of classes offered depends on your length of stay at camp. Please let us know which classes you prefer, by filling out the OE Goals Questionnaire. If you do not contact us with class choices by Wednesday the week before your visit, classes will be chosen for you. If you are sharing camp with other schools, your choices will be considered with those of the other schools to determine which classes are offered. Please be aware that activities may be modified or completely changed in inclement weather.

## OUTDOOR EDUCATION CLASSES

- Beach Bound
- Kelp Connections
- Jetty Rocks!
- CSI (Critter Skull Investigations)
- Hop into Habitats
- Marshes aren't Mellow
- Estuary Exploration
- Simply Solar
- Orienteering
- Sea Survival



## SAMPLE 3-DAY SCHEDULE

### Day 1

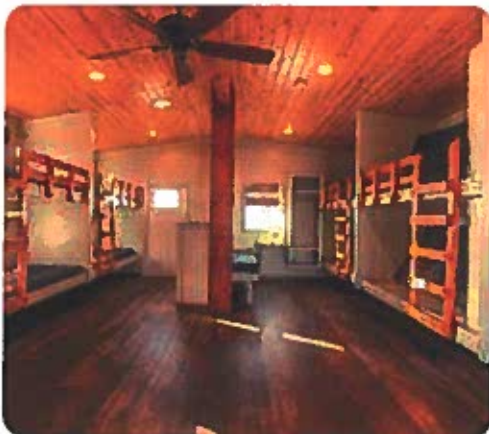
- 11:00 Arrive at camp
- 11:30 Orientation at Pirates Cove
- 12:00 Move into cabins
- 12:30 Lunch
- 1:15 Recess
- 2:00 Group Games
- 3:30 Beach Bound
- 5:30 Dinner
- 7:00 Campfire & S'Mores
- 9:00 Camp quiet hours begin

### Day 2

- 7:45 Breakfast
- 9:00 CSI
- 10:30 Jetty Rocks
- 12:30 Lunch
- 1:15 Recess
- 2:00 Beach Time!
- 3:30 Hop into Habitats
- 5:30 Dinner
- 7:00 Skit Night
- 9:00 Camp quiet hours begin

### Day 3

- 7:15 Cabin clean-up with staff
- 7:45 Breakfast
- 9:00 Estuary
- 10:30 Estuary continued
- 12:30 Lunch
- 1:30 Say goodbye and load buses





## LEADERSHIP DEVELOPMENT

YMCA Camp Surf's Leadership Development Program is designed for peer counseling, student government, sport teams, service clubs, or any other group with a desire to build unity and accept the challenge of developing as individuals and as part of a team. Students build trust, effective communication and confidence by collaborating through fun and challenging experiences in a safe environment.

Our classes can be combined with your training or we can do it all! All groups begin with a series of non-traditional games and icebreakers to set the stage for the rest of the program. From there challenges are introduced to develop communication,

## TEAMBUILDING & RECREATIONAL ACTIVITIES

For many students this may be the only opportunity they have to attend an overnight camp. We offer a variety of teambuilding and recreational opportunities to supplement our educational classes in order to provide a truly unique camp experience for your students.

**Teambuilding** - A series of fun classes (up to 3 class periods) designed to build group cooperation, communication, and trust. Advanced teambuilding is ideal for middle and high school students.

**Climbing Tower** - Set a personal goal and climb a traditional tower with helmet, harness, and belay for safety. Make it to the top and check out the stunning views of the Pacific Ocean, Downtown San Diego, and Mexico!

**Archery** - Learn archery basics and practice safe firing techniques.

**Crafts** - We offer various crafts from lanyards to mask making to bead animals and more!

**Beach Time** - "Play on the beach, swim in the ocean or ride the waves with body boards/surf boards. Typically Tuesday & Thursday afternoons. Note: Students are allowed in the water only when the lifeguards are on duty. The spilling waves are great for learning to body board or surf, we have everything you need from boards to expert instructors.

## EVENING PROGRAMS

**Campfire and S'mores** - Long standing camp traditions to sing songs, make a s'more, hear amusing stories, be creative, and join in the spotlight.

**Skit Night** - Cabins plan skits in their free time with their chaperones. Ask to borrow our skit resource binder to get a few good ideas.

**Leadership Compass** - Students discover their leadership style based on the characteristics of four amazing animals and develop an understanding of how different styles communicate and lead.

**Cabin Challenge** - A cooperative improvisational activity where groups are given different scenarios to act out on stage.

**Twilight Adventure** - Explore camp after sunset and learn about our crepuscular and nocturnal creatures and their unique adaptations.

**Minute-to-Win-it** - Fun quick challenges in our main amphitheater that involve everyone rotating on stage competing against the clock.



# OUTDOOR EDUCATION GOALS QUESTIONNAIRE

Please fax or email form to 619.423.4141 or bwinborne@ymcasd.org two weeks before your scheduled trip.

Dates at camp: \_\_\_\_\_ Group Leader: \_\_\_\_\_

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

# Students attending: \_\_\_\_\_ # Adults attending: \_\_\_\_\_

What classes/activities would you like us do/teach? (✓)

3 days = 8 activity periods & 2 evening programs | 5 days = 16 activity periods & 4 evening programs

## Curriculum

**Group Games** - Participate in fun-filled activities and challenges designed to build self esteem, group cooperation, and trust.

**Beach Bound** - Observe, interpret, and learn about the water cycle, currents, waves, weather, and the cycles of beach formation.

**Jetty Rocks!** - Explore a rock jetty to discover specialized adaptations of plants and animals to survive in the harsh intertidal environment.

**Hop into Habitats** - Diversity, needs for survival, populations, and competition are discovered by comparing coastal communities.

**Marshes aren't Mellow** - Experience the salt marsh and discover why this endangered habitat is vital to many different species.

**CSI (Critter Skull Investigation)** - Measure, estimate, and make predictions about animals by observing and comparing skulls.

**Kelp Connections** - Explore the features of kelp, a kelp forest, and discover how ocean animals and humans use kelp every day!

**Estuary Exploration** - Walk down the beach to learn about tides, zones, and visit the largest coastal estuary in Southern California. (counts as 2 periods)

**Orienteering** - Basic compass skills and an opportunity to practice on a course through camp.

**Sea Survival** - A variety of outdoor survival techniques which may include shelter-building, first aid, cooking, signals, or making a fire.

**Simply Solar** - See how energy from the sun works. Use solar energy to run a motor, a radio, & cook food!

**Teambuilding** - A series of fun classes (up to 3 class periods) designed to build self esteem, group cooperation, communication, and trust. Advanced teambuilding is for junior and senior high school students.

**Climbing Tower** - Offers the chance to set a personal goal and climb a traditional wooden climbing tower with a helmet, harness, and belay for safety.

**Archery or Crafts** - Traditional camp activities. Please circle one.

**Beach Afternoon** - Play on the beach, swim in the ocean or ride the waves with body boards/surf boards. Typically Tuesday & Thursday afternoons. Our lifeguards will review waterfront safety and guidelines. Note: Students are allowed in the water only if our lifeguard service is open. This must be scheduled in advance!

## Evening Programs

**Campfire & S'mores** - Long standing camp traditions to sing songs, make a s'more, hear amusing stories, be creative, and join in the spotlight.

**Skit Night** - Cabins plan skits in their free time with their chaperones. Ask to borrow our skit resource binder to get a few good ideas.

**Leadership Compass** - Discover your leadership style based on four amazing animals and develop an understanding of how different styles communicate and lead.

**Cabin Challenge** - A cooperative improv activity where groups are given different scenarios to act out on stage.

**Twilight Adventure** - Explore camp after sunset and learn about our crepuscular and nocturnal creatures and their unique adaptations.

**Minute to Win it** - Fun quick challenges in our main amphitheater that involve everyone rotating on stage competing against the clock.

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

**Title:** Update Board Policy and Administrative Regulations

**BP 4100 PERSONNEL: Certificated Personnel**

**Present As:** Discussion/Action Item

**Background:** The board policy that is being presented today includes updated language to ensure that individual certificated positions' requirements are clearly defined. These are further defined in the Lewis Center's Employee Handbook and individual positions' job descriptions.

**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

**BP 4100: PERSONNEL  
CERTIFICATED PERSONNEL**

**Adopted: June 5, 2003**

**Revised: November 13, 2023**

The ~~Foundation Board~~ Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) recognizes that teachers and other certificated personnel work closely with students in carrying out the LCER's educational goals. The President/Chief Executive Officer ~~CEO~~ or designee shall ensure that the duties, responsibilities, and LCER expectations for certificated positions are clearly defined and made known to each member of the certificated staff.

In accordance with California Education Code and the individual positions’ requirements, LCER’s teachers and other certificated employees are required to hold minimum education and valid California Commission on Teacher Credentialing certificates, permits and/or other documents in order to meet certain state and federal requirements related to subject matter expertise. Each certificated staff member shall be held accountable for all mandatory certifications and duties assigned to ~~him/her/them~~ and shall undergo regular performance evaluations in accordance with ~~law and negotiated agreements~~ LCER policies and procedures.

The Board strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.

Policies, rules and regulations related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner.

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

**Title:** Update Board Policy and Administrative Regulations

**BP 4112.4 PERSONNEL: Health Examinations**

**Present As:** Discussion/Action Item

**Background:** The board policy that is being presented today includes updated language to ensure that that Lewis Center remains in compliance with California Education Code and California Department of Public Health regarding health-screening requirements for pre and post-employment.

**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

**BP 4112.4: PERSONNEL  
HEALTH EXAMINATIONS**

**Adopted: June 5, 2003**

**Revised: ~~June 8, 2015~~  
November 13, 2023**

### Tuberculosis Tests:

No applicant shall be initially employed by the Lewis Center for Educational Research (“LCER”), in any capacity, unless the individual has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that the applicants is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. If no risk factors are identified, an examination is not required. At their discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

Prior to employment by LCER, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another school district, charter, private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if the applicant produces a certificate showing that the individual was found to be free of infectious tuberculosis within 60 days of initial hire or if their previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, each LCER employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment and an examination whenever risk factors are identified, at least once every four years or more often when required by the LCER Board of Directors (“Board”) or upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, they shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that LCER will reimburse an applicant who is subsequently hired by LCER. The risk assessment shall be provided by the LCER Registered Nurse, at no cost to the employee. In the event the tuberculosis examination is required, LCER shall reimburse the employee for the cost of examinations at a reasonable fee. LCER may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

- An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of their knowledge and belief, they are free from infectious tuberculosis. Such an exemption shall be allowed only if the Board determines, by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is inflicted with infectious tuberculosis, they may be excluded from service until the Board is satisfied that they are not afflicted.
- A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy.
- A private contracted driver who transports students infrequently without prolonged contact with students.

A volunteer in an LCER school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. The cost of the tuberculosis risk assessment and/or examination shall be paid by the volunteer. However, the risk assessment shall be provided by the LCER Registered Nurse, at no cost to the volunteer.

#### New Employees:

~~No person shall be employed unless he/she produces or has on file with Human Resources ("HR") a certificate showing that within the last 60 days the person has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors are identified, has been examined by a physician, nurse practitioner, or local health department and has been found to be free of infectious tuberculosis. In the event of an examination, the individual must present HR with a signed statement from the reviewing physician stating they are free of active tuberculosis.~~

~~If required, the tuberculosis examination shall consist of an approved intra-dermal tuberculin test. An X-ray of the lungs shall only be required if the intra-dermal test is positive. If no risk factors are identified in the risk assessment, an examination is not required. The cost of the initial test upon hiring is to be borne by the applicant. A person who is subject to the requirements of this policy may submit to an examination instead of submitting to the tuberculosis risk assessment.~~

~~Persons who have not complied with provisions of this policy shall not be allowed to work in any capacity with the organization. A person who transfers employment from one school/school district to another school/school district shall be deemed to meet the requirements if that person can produce a certificate that shows he or she was found to be free of infectious tuberculosis within 60 days of initial hire, or the school where they were previously employed verifies that the person has a certificate on file showing that the person is free from infectious tuberculosis.~~

~~Regular Employees:~~

~~All employees who submit a "No Risk" Tuberculosis Risk Assessment or a negative tuberculin skin tests shall be required to undergo a Tuberculosis Risk Assessment or a tuberculosis examination at least once every four years and submit the negative results to HR. The Risk Assessment will be provided by the Lewis Center for Educational Research ("LCER") District Registered Nurse at no cost to the employee. In the event that a Tuberculosis examination is required, the LCER will reimburse the employee the cost of the intra-dermal tuberculosis test, providing the fee is reasonable.~~

~~Once an x-ray of the lungs has been submitted to HR, no further assessments, testing, or x-rays are required, unless the individual who had the x-ray has had a risk of being exposed to TB after the x-ray of the lungs has been performed. In this event, the individual will be required to undergo another chest x-ray to show they are free from active tuberculosis. The Foundation Board shall follow provisions in those cases where an employee's religious belief prevents them from undergoing a physical examination.~~



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

**Title:** Update Board Policy and Administrative Regulations

**BP 4118 PERSONNEL: Suspension/Disciplinary Action**

**Present As:** Discussion/Action Item

**Background:** It is requested that the board policy that is being presented today be deleted. As an at-will employer, the Lewis Center is not required to follow California Education Code requirements of employee permanency and progressive discipline.

**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

~~BP 4118: PERSONNEL  
SUSPENSION/DISCIPLINARY ACTION~~

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

### ~~Suspension Without Pay~~

~~When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct.~~

### ~~Noncompliance with Duties and Responsibilities~~

~~The Foundation Board desires to explain to employees what is considered unacceptable conduct. The CEO or designee shall prepare written guidelines which reflect state law and Board policy and which identify types of misconduct and possible consequences.~~

~~Disciplinary guidelines shall describe progressive disciplinary actions which may be taken, including verbal warning, written warning, transfer, suspension, freezing or reducing of wages, and dismissal. The CEO or designee may take disciplinary action as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.~~

~~The CEO or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.~~

~~Whenever an employee refuses to perform assigned work without an acceptable reason, the CEO shall deduct from his/her wages an amount reasonably related to the time not worked.~~

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

**Title:** Update Board Policy and Administrative Regulations

**BP 4119.21 PERSONNEL: Professional Standards**

**Present As:** Discussion/Action Item

**Background:** The board policy that is being presented today includes updated language to ensure that minimum professional standards for Lewis Center employees are clearly defined. These are further defined in the Lewis Center’s Employee Handbook and individual positions’ job descriptions.

**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

BP 4119.21: PERSONNEL

### CODE OF ETHICS/PROFESSIONAL STANDARDS

Adopted: June 5, 2003

Revised: November 13, 2023

The ~~Foundation~~ Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) expects ~~its~~ employees to maintain the highest ethical standards, behave professionally, follow LCER ~~of~~ ethics and encourages employees to refer to such codes as may be published by professional education associations to which they may belong. An employee's code of ethics should respect the policies and regulations ~~procedures~~, abide by ~~of~~ the LCER and state and national ~~federal~~ laws, and exercise good judgment when interacting with students and other members of the school community. Employees ~~and~~ should ~~enhance~~ engage in conduct that enhances the integrity of the image of the LCER, ~~and~~ advances the goals of ~~LCER's~~ the educational programs, and contributes to a positive school climate.

Employees are expected to acquire the knowledge and skills necessary to fulfill their responsibilities and to contribute to the learning and achievement of LCER students. Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds or school-issued devices, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting LCER or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, LCER employees, or LCER operations to persons not authorized to receive the information.
11. Using LCER equipment or other LCER resources for the employee's own commercial purposes or for political activities.

Commented [MOU1]: add “on school issued devices”

12. Using LCER equipment or communications devices for inappropriate personal purposes. Employees shall be notified that computer files and all electronic communications, including, but not limited to, text messages, email and voice mail, are not private. To ensure proper use, the President/CEO or designee may monitor employee usage of LCER technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the LCER.
14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or President/CEO or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the LCER's child abuse reporting procedures.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action up to release from at-will employment and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The President/CEO or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline up to and including release from at-will employment.

The LCER prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the LCER's complaint process shall be subject to discipline up to and including release from at-will employment.

#### Notifications

The section(s) of the LCER's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or LCER web sites. (Education Code 44050)

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

**Title:** Update Board Policy and Administrative Regulations

**E 4119.21 PERSONNEL: Code of Ethics for Professional Educators**

**Present As:** Discussion/Action Item

**Background:** It is requested that Board Policy E 4119.21, which is being presented today, be deleted. It is being replaced by the revision of BP 4119.21.

**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

### ~~E 4119.21 PERSONNEL CODE OF ETHICS FOR PROFESSIONAL EDUCATORS~~

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

~~\*\*\*Note: To replace its former "Code of Ethics," the California Commission on Teacher Credentialing drafted the following Rules of Conduct, which are found in the Code of Regulations, Title 5, Section 80331-80338. These Rules of Conduct became effective in February 1989 and are sent out with every teacher credential.\*\*\*~~

~~Title 5, Article 3. Rules of Conduct for Professional Educators.~~

~~General Provisions:~~

~~80331 (a) These rules are binding upon every person holding a credential or any license to perform educational services under the jurisdiction of the Commission on Teacher Credentialing, and the consequences of any willful breach may be revocation or suspension of the credential, or license, or private admonition of the holder.~~

~~(b) Nothing in these rules is intended to limit or supersede any provision of law relating to the duties and obligations of certificated persons or to the consequences of the violation of such duties and obligations. The prohibition of certain conduct in these rules is not to be interpreted as approval of conduct not specifically cited.~~

~~(c) These rules may be cited and referred to as "Rules of Conduct for Professional Educators".~~

~~(d) The Commission shall complete a study of the effect of these rules and present its findings to the Governor, the Legislature, and the State Board of Education no later than September 1, 1989.~~

~~(e) As used in these rules:~~

~~(1) "Certificated person" means any person who holds a certificate, permit, credential, or other license authorizing the performance of teaching or education-related service in grades K through 12 in California public schools.~~

~~(2) "Professional employment" means the performance for compensation of teaching or other education-related employment in a position for which certification requirements are set by law.~~

~~(3) "Confidential information" means information made confidential by Section 35301 of the Education Code; or, information which was provided to the certificated person solely for the purpose of facilitating his/her performance of professional services for or on behalf of the person or employer providing such information.~~

~~Professional Candor and Honesty in Letters or Memoranda of Employment Recommendation.~~

~~80332 (a) A certificated person shall not write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true relating to the professional qualifications or personal fitness to perform certificated services of any person whom the writer knows will use the letter or memorandum to obtain professional employment nor shall he/she agree to provide a positive letter of recommendation which misrepresents facts as a condition of resignation or for withdrawing action against the employing agency.~~

~~(b) This rule has no application to statements identified in the letter or memorandum as personal opinions of the writer but does apply to unqualified statements as fact that which the writer does not know to be true or to statements as fact that which the writer knows to be untrue.~~

#### ~~Withdrawal from Professional Employment.~~

~~80333 (a) A certificated person shall not abandon professional employment without good cause.~~

~~(b) "Good cause" includes, but is not necessarily limited to, circumstances not caused by or under the voluntary control of the certificated person.~~

#### ~~Unauthorized Private Gain or Advantage.~~

~~80334 A certificated person shall not:~~

~~(a) Use for his/her own private gain or advantage or to prejudice the rights or benefits of another person any confidential information relating to students or fellow professionals;~~

~~(b) Use for his/her own private gain or advantage the time, facilities, equipment, or supplies which are the property of his/her employer without the express or clearly implied permission of his/her employer;~~

~~(c) Accept any compensation or benefit or thing of value other than his/her regular compensation for the performance of any service which he/she is required to render in the course and scope of his/her certificated employment. This rule shall not restrict performance of any overtime or supplemental services at the request of the school employer; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service.~~

#### ~~Performance of Unauthorized Professional Services.~~

~~80335 A certificated person shall not, after July 1, 1989:~~

~~(a) Knowingly, accept an assignment to perform professional services if he or she does not possess a credential authorizing the service to be performed; unless he or she has first exhausted any existing local remedies to correct the situation, has then notified the county superintendent of schools in writing of the incorrect assignment, and the county superintendent of schools has made a determination, within 45 days of receipt of the notification, that the assignment was caused by extraordinary circumstances which make~~



~~correction impossible, pursuant to the procedures referred to in Education Code Section 44258.9 (g) (2) and (3).~~

~~(b) Knowingly and willfully assign or require a subordinate certificated person to perform any professional service which the subordinate is not authorized to perform by his or her credential or which is not approved by appropriate governing board authorization, unless he or she has made reasonable attempts to correct the situation but has been unsuccessful, and has notified the county superintendent of schools of those attempts, and the county superintendent of schools has determined, within 45 days of being notified of the assignment, that the assignment was caused by extraordinary circumstances which make correction impossible.~~

~~(c) Neither (a) nor (b) shall be applicable in a situation where extraordinary circumstances make the correction of the mis-assignment impossible.~~

~~(d) There shall be no adverse action taken against a certificated person under this rule for actions attributable to circumstances beyond his or her control.~~

#### ~~Performance with Impaired Faculties.~~

~~80336 (a) A certificated person shall not:~~

~~(1) Perform or attempt to perform any duties or services authorized by his or her credential during any period in which he or she knows or is in possession of facts showing that his or her mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.~~

~~(2) Assign or require or permit a subordinate certificated person to perform any duties authorized by his or her credential during any period in which the superior certificated person knows of his or her own knowledge or is in possession of facts showing that the subordinate certificated person's mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.~~

~~(b) For the purpose of this rule, substantial impairment means a visible inability to perform the usual and customary duties of the position in a manner that does not represent a danger to pupils, employees, or school property. It does not include or mean inability attributable to lack of, or inadequate, professional preparation or education.~~

#### ~~80337 Harassment and Retaliation Prohibited.~~

~~No certificated person shall directly or indirectly use or threaten to use any official authority or influence in any manner whatsoever which tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any certificated person who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Foundation board of a school district, the Commission on Teacher Credentialing or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules of professional conduct.~~

**Discrimination Prohibited.**

~~80338 A certificated person shall not, without good cause, in the course and scope of his or her certificated employment and solely because of race, color, creed, gender, national origin, handicapping condition or sexual orientation, refuse or fail to perform certificated services for any person.~~

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

**Title:** Update Board Policy and Administrative Regulations

**BP 4121 PERSONNEL: Certificated Substitutes**

**Present As:** Discussion/Action Item

**Background:** The board policy that is being presented today includes updated language of the need to employ certificated substitutes, as well as the positions' requirements. These are further defined in the Lewis Center's Employee Handbook and individual positions' job descriptions.

**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

BP 4121: PERSONNEL  
CERTIFICATED ~~SUBSTITUTES~~ ~~TEACHERS~~

Adopted: December 5, 2002

Revised: ~~September 10, 2007~~  
November 13, 2023

Certificated ~~S~~substitutes employed for short ~~periods of time~~periods of time, in the absence of regular teachers, shall be fully qualified and shall teach in the capacity designated in their teaching credentials or permits.

Suitable programs for training, assigning, orienting and evaluating the work of certificated substitutes shall be provided by the certificated administrative staff under the Lewis Center for Educational Research's ("LCER") President/Chief Executive Officer ("CEO") or designee's discretion.

The CEO shall make public the rates of compensation for certificated substitutes.

Certificated ~~s~~Substitutes ~~teachers~~ shall not participate in the health plans or other fringe benefits of ~~the Lewis Center~~LCER.

Within the limits prescribed by law, retired teachers may be employed as certificated substitutes, without jeopardizing their retirement ~~salary~~benefits.

~~The Governing Board shall adopt and make public the rates of compensation for substitute certificated staff.~~

The ~~Governing Board~~CEO or designee shall develop a pool of qualified certificated substitutes ~~teachers~~.

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

**Title:** Update Board Policy and Administrative Regulations

**BP 4401 PERSONNEL: At-Will Employer**

**Present As:** Discussion/Action Item

**Background:** The board policy that is being presented today includes updated language to the at-will employment statement to comply with updated language in the Lewis Center's charters, bylaws, and other legal documents (employment agreements, employee handbook, etc.).

**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

**BP 4401 PERSONNEL  
AT-WILL EMPLOYER**

**Adopted: March 14, 2011**  
13, 2023

**Revised: ~~March 9, 2015~~November**

The Lewis Center for Educational Research ("LCER") is an at-will employer. The LCER may terminate ~~e~~Employee's employment at any time with or without cause, with or without advance notice, at the LCER's sole and unreviewable discretion. Either party may immediately terminate the employment relationship upon written notice to the other party. ~~The LCER requests, when feasible, a minimum of thirty (30) days notice of intent to terminate.~~

~~Employee's also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of the LCER. No one individual other than the President/Chief Executive Officer ("CEO") and Foundation LCER Board of Directors ("Board") has the authority to alter the at-will agreement arrangement, or to make enter into any employment agreement, express or implied, other than at-will contrary to the term of this Agreement. Only the Board has the authority to make any such agreement and then only in writing, signed by the Board and by the affected employee and must specifically state the intention to alter the "at-will" relationship. Any such agreement must be in writing and must be signed by the CEO or designee, Foundation Board and by the affected employee and must specifically state the intention to alter this "at-will" relationship.~~

Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of the LCER without altering the at-will nature of employment.

**Lewis Center for Educational Research  
STAFF REPORT**

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

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.

1.1 **Objective:** Both schools will demonstrate continual increases in student mastery in all areas as reported on the annual California School Dashboard.

AAE:

1. Walkthroughs - 201
2. Tutoring has begun for grades 2 - 12
  - a. Focused on filling in gaps and remediation
  - b. Homework support is secondary focus
  - c. 6 students minimum
  - d. Tutors are to reach out to students that are struggling in the grade levels they tutor
3. Principal Cabinet and VP Cabinets meet monthly
  - a. Developing strategies to create student voice on our campus
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

NSLA: October 2023

1. Continued walkthroughs and Admin debriefing every Monday
2. The before school and after school intervention student support program has begun
3. Principal's Cabinet is being selected this week
4. MTSS continues to monitor and create action plans for students that are struggling
5. We are working with the development of Language Learning Targets

1.2 **Objective:** 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.

AAE:

1. AAE administration continues weekly check in with students who are at risk.
2. MTSS teams for both secondary and elementary meet every other week to discuss students and/or staff members who are in need of support.
3. Use of our Go Guardian and StopIt Programs to identify students who are in need of support.
4. Counselors and Psychologist continue to work with their caseloads to provide support to our students and their SEL needs
5. SEL counselor conducting group and individual counseling for secondary
6. School Psychologist continues to support socio-emotional needs at the Tier 3 level
7. Homeroom in Secondary utilizing Josten's Harbor for SEL instruction
8. SEL lessons are being conducted in Elementary classes during homeroom

NSLA: October 2023

- Weekly check-ins with students caseload 80 and increasing.
- Clinical Counseling (APCC#13490) 12 individual students
- Student counseling groups started: 6 Groups Total
  - TK- K and 1: Social Skills
  - Grade 2-5: Friendship
  - Special: Family Group

	<ul style="list-style-type: none"> <li>● School-Wide Character Trait: Courage <ul style="list-style-type: none"> <li>○ Updates and resources provided on <a href="#">Everything Counseling Doc</a>.</li> </ul> </li> <li>● <b>All Staff:</b> Monday Gets Motivated and Wellness Wednesdays- Staff self-care items, counseling updates, character trait videos/lessons, and more.</li> <li>● <b>TK-11</b> <ul style="list-style-type: none"> <li>○ Lunch Bunch- Monthly Incentive for students with improvements in attendance, grades, respect, etc.</li> </ul> </li> <li>● <b>TK-5 Only</b> <ul style="list-style-type: none"> <li>○ Growth Mindset and Goal Setting- Second Step</li> </ul> </li> <li>● <b>MS/HS</b> <ul style="list-style-type: none"> <li>○ Launching Navigate 360- SEL and Interventions Curriculum</li> <li>○ NSLA Take the Wheel</li> </ul> </li> </ul> <p>LCER-Wide Mental Health Supports</p> <ol style="list-style-type: none"> <li>1. Director of Student Support Services working with SELPA and County agencies to improve Mental Health services: <ol style="list-style-type: none"> <li>a. Enhancing collaboration with Norton collaboration</li> <li>b. Increased support for a 40 student caseload at AAE by securing the support of six additional DMCC clinicians</li> </ol> </li> <li>2. Mental Health Teams providing ongoing Suicide Prevention support.</li> <li>3. Mental Health Team (School Psychologists and Counselors) providing ongoing counseling support to students in crisis at both sites (Behavioral and Socioemotional)</li> <li>4. Care Solace referrals continue to be processed in support of staff, students and families.</li> <li>5. GoBeacon alerts continue to be processed as needed for NSLA/AAE (suicidal ideations/planning).</li> <li>6. Ongoing/Weekly case management meetings through MTSS Elementary and Secondary</li> </ol>
<p>1.3 <b>Objective:</b> 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"> <li>1. High school clubs include eSports and Robotics. <ol style="list-style-type: none"> <li>a. Beginning advertising for eSports and getting students into teams</li> <li>b. Ensuring that we have two instructors to meet needs of robotics competitions</li> </ol> </li> <li>2. After school STEM program is still in place</li> <li>3. Engineering mentorship with our High School students mentoring our elementary students in STEM related topics.</li> <li>4. Starting on recruiting of our elementary student teachers for Mineral City and AVCI presenters</li> </ol> <p>NSLA:</p> <ol style="list-style-type: none"> <li>1. 8th Grade Field Trip to Pali- 46 Students attended</li> <li>2. We are partnering with Enchanted to create engineering opportunities for our elementary students during intersessions.</li> <li>3. High school clubs include eSports and Robotics.</li> </ol> <p>LCER:</p> <p>Working together with Tomorrow’s Talent and CSUSB’s Cyber Security Program, both LCER high schools will be the first to launch the new Cyber Defense Corp program which will connect high school students directly with CSUSB’s nationally-ranked program.</p>



	<p>This program will be formatted as an after school club that is supported by staff at Tomorrow's Talent and CSUSB. Ryan Dorcey will be the main point of contact. There will be leads at both campuses as the clubs will meet at the same time and stream together as one group. The goal is to launch in January.</p>
<p>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.</p>	<p>AAE :</p> <ol style="list-style-type: none"> <li>1. Principal Cabinet and VP Cabinets meet monthly <ol style="list-style-type: none"> <li>a. Focus on student voice</li> </ol> </li> <li>2. Use of Friday club days that include: Spanish, KY/Radio, Art, Photography, Sports Fanatics, Comic Book, Tech/Gaming, Hiking, Christian, Interact, Chess, Kitty Hawk, Fashion Pop Music, Nerdvana, Healthy Living Clubs, Flag Football, Musical Theater, Baking Bad, Yoga, True Crime, Puzzle, Disc Golf, Don't Forget About Me, Warhammer Alliance, Senior Leadership, and Grow with Hope</li> <li>3. BYU courses available to our students for remediation and advancing classes</li> <li>4. Concurrent enrollment opportunities with VVC. <ol style="list-style-type: none"> <li>a. Approximately 16 seniors are poised to achieve Associates Degree upon graduation.</li> </ol> </li> </ol> <p>NSLA: October</p> <ol style="list-style-type: none"> <li>1. The Principal's cabinet will begin meeting in November</li> <li>2. Continuing to expand the Ambassador Program</li> <li>3. In the beginning phases of learning how to add Language Learning Targets.</li> <li>4. Preparing for our Dia de los Muertos Community celebration</li> </ol> <p>LCER:</p> <ul style="list-style-type: none"> <li>• LCER is continuing to partner 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. NSLA 5th grade classes have sent their first letters with NanShi Primary School 5th graders. The partnership leaders are planning a visit from San Bernardino County to Taoyuan City.</li> <li>• The GAVRT Team is working with our Chilean partners to further develop and refine our partnership at the university and high school level. NSLA's Chilean Club has begun meeting and fundraising for the trip planned for Fall 2024.</li> </ul>
<p>Goal 2 - Business/Fiscal: Maintain fiscal stability and seek diversified outside funding that allows us to be innovative.</p>	
<p>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%).</p>	<p>The Lewis Center schools continue 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 <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</p>	<p>Finance has now completed all tasks for our Auditors and are expecting to receive a draft copy of the 2023 Audit any day now. Finance is continuing to work with both schools to make sure that we are developing a working practice with a focus around the most restricted dollars first and how we are supporting our students and staff. We are also evaluating additional practices to continue to prioritize our LCAP and how we focus on the communication of how we are meeting our goals with the appropriate use of our funding.</p>

Site Councils.	
2.3 <u>Objective</u> : Prioritize staff compensation (inclusive of salaries and benefits) in a way that is sustainable.	The 2023/2024 LCER budget with the school and management support provided a 5% COLA increase for all regularly hired employees. We also increased additional teacher support compensation to \$70 per hour for all extra duty support they do with students. We look forward to seeing where our enrollment, funding and future trends lead us to continue to keep this objective in our focus for years to come. We are looking forward to reviewing any potential increases possible as we move closer to January and the updated release of the Governor's 2024/2025 Budget Proposal.
2.4 Objective: The Foundation Board will raise funds annually to support the identified needs of LCER schools and programs.	The Foundation is planning the following events: McTeacher's Night - January 24, 2024 Wine Social - April 18, 2024 (location tbd) Annual Gala - September 28, 2024 (location tbd)
Goal 3 - Staffing: Recruit, develop, and retain a highly-qualified, innovative, flexible, and diversified staff.	
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>HR is still wrapping up the majority of the hiring for the 2023-24 school year for both classified and certificated positions. There are still a few positions open which we are actively recruiting for or are in the hiring process. LCER recently processed and onboarded five (5) 11th and 12th grade AAE students to work AVCI STEM nights. LCER is also working with AVID program at NSLA to hire up to five (5) college students to support middle/high school students.</p> <p>HR continues to recruit through Edjoin and social media (LCER and school's Facebook, Instagram), Infinite Campus, Handshake, CAFE, El Dorado Broadcasting, LinkedIn, Edjoin, etc.) for open positions. HR continues to search for additional pathways to hire staff into open positions to include part time - emergency permits, etc.</p> <p>We currently have the following positions open:</p> <ul style="list-style-type: none"> <li>● LCER - 0</li> <li>● AAE - 1 certificated position</li> <li>● NSLA - 3 certificated positions; 13 classified positions</li> <li>● Certificated and Classified Substitutes are open for both NSLA and AAE</li> </ul>
3.2 <u>Objective</u> : Develop a comprehensive succession plan for key positions.	<p>The CEO continues to collaborate with the Executive Team and Board Task Force to develop a succession plan for key positions.</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>
3.3 <u>Objective</u> : Invest in professional development for classified and certificated staff, administration, and board members to align with	LCER has contracted with Frontline Education and is in the data upload phase. Frontline is an automated substitute employee calling system that will meet temporary staffing needs when employees are absent due to short term or long term leave, or to attend professional development activities.

strategic plan and LCAP goals.

LCER general administration continues working with Paycom with the goal to roll out the new HR/Payroll system in January, 2024. We are still in the data upload phase.

NSLA elementary teachers continue to participate in ongoing GLAD training for designated English Language Development.

Both schools continue ongoing Orton Gillingham training for early literacy.

Executive, administrative, counseling and psychology staff attended a Title IX Training for Charter Schools that was offered by charter school firm, Procopio. This workshop prepares key charter school staff to appropriately respond to issues implicating this federal law.

Administrative and management teams received training from IT about how to maximize the student information system (Infinite Campus) and discussed the importance of consistent documentation, such as when to document, where, how, etc.

3.4 Objective: As measured annually, LCER will increase and/or maintain organizational staff retention rates.

**NSLA:**

Position	2021-22 Academic Positions	2022-23 Academic Positions	2023-24 Academic Positions	2023-24 Positions Added	Staff Retained	Retention %
Admin	3	3	3	0	3	100%
Teacher	47	56	62	7	47	84%
Parapro	24	25	35	10	20	80%
Counselor	1	2	2	0	2	100%

**New Secondary Teaching Positions (2023-24):**

MS English	MS Social Sci	MS Science	MS Math	MS Math	MS/HS Music	TOA ELD
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**AAE:**

Position	2021-22 Academic Positions	2022-23 Academic Positions	2023-24 Academic Positions	2023-24 Positions Added	Staff Retained	Retention %
Admin	3	3	3	0	2	66%
Teacher	70	71	73	2	66	93%
Parapro	18	25	28	3	22	88%
Counselor	1	1	2	1	2	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.

Lisa Lamb has supported and attended various events in the region. She also participates in a statewide committee with Charter School Development Center focused on charter school advocacy and legislative affairs and weekly Association of California School Administrators (ACSA) Superintendent calls.

Lisa Lamb, Jisela Corona, Sharon Page, Pat Schlosser, and Marisol Sanchez attended the annual High Desert Education Summit (HDES) at Victor Valley College.

Marcelo Congo attended the Desert Mountain SELPA Steering Committee meeting on 10/20/2023. Marcelo and Lisa Lamb attended the Region 12 ACSA meeting held in Victorville. Attending the meeting were County and District level educational leaders. This is an opportunity to collaborate and network with other districts and LEAs. A presentation on AI in Education was given by Dr. Sonal Patel.

Lisa Lamb and Ryan Dorcey are actively engaged with NASA’s Citizen Science Network team to expand GAVRT’s reach and funding opportunities. The annual Citizen Science Workshop will be held on November 16th.

The Lewis Center Ambassadors have given tours of NSLA to Councilmember Theodore Sanchez, San Bernardino County Charter School Senior Project Manager- Angel Arrington, IE community leader and Director of Lucas Public Affairs, Patrick Dorsey.

After Councilman Sanchez’s tour at NSLA, he highlighted NSLA in his Council Meeting the same day expressing his pride and support of our Rockets.

4.2 Objective: Increase ongoing communication with LCER stakeholders as evidenced by staff, parent and student satisfaction on annual surveys.

Ryan Dorcey has enrolled in and started a month long Data Governance class offered by Future of Privacy Forum, fpf.org. This class is offered to participants with advanced experience in student data privacy in the K-12 setting. The class has an entire component dedicated to involving staff, parent, and student stakeholders in raising awareness of data privacy issues along with access and retention policies via surveys. Input will be used to keep stakeholders aware of current privacy concerns and the steps the Lewis Center takes to safeguard this critical data. The Lewis Center holds quarterly Data Governance meetings with staff where the content will be discussed before extending out to stakeholders.

**Accomplishments and Highlights**

Both AAE and NSLA parent teacher organizations held fall festivals that were heavily attended by students, families, and community members. Each event was highly successful and raised significant funds to support student field trips and other school needs.

Our Lewis Center Foundation held a successful Gala and raised over \$17k to go towards important projects such as: International Science and Cultural Student/Teacher Exchanges with our sister schools in Concepción, Chile, and Taoyuan, Taiwan, STEM Programs and Competitions, Student scholarships, Staff recognition, and Digital marquees for both campuses.

SFJROTC is being highlighted in CSDC’s conference on November 10th for Veteran’s Day. A film crew came out to capture the story of our cadet guardians and the great works they’re

	<p>contributing to our community which will be shown at the Charter School Development Center (CSDC) Conference. The Color Guard will open up the plenary session for charter school leaders across California on that day in Anaheim. Additionally, LCER veterans, George Armstrong, Harold "Sonny" Padua, and Michael Allen, will be featured in a tribute.</p> <p>NSLA's TK/Kinder classes celebrated Career Month and hosted a variety of professionals at NSLA including community partners from the San Bernardino County Sheriff's department, US Bank, and San Bernardino City officials.</p>
<p><b>Facilities Projects</b></p>	<p>AAE:</p> <ol style="list-style-type: none"> <li>1. Soccer Field - Behind our Technology - A Building       <ol style="list-style-type: none"> <li>a. Opened for students on Nov. 1st!!!</li> </ol> </li> <li>2. Baseball Field - North end of campus       <ol style="list-style-type: none"> <li>a. Working on Backstop Engineering to submit to the TOAV. Might need to postpone grass install due to extreme temperatures in the winter.</li> </ol> </li> <li>3. Fencing Exterior - Continuing the fencing to enclose the north end of our campus       <ol style="list-style-type: none"> <li>a. Waiting on County to begin wash project</li> </ol> </li> <li>4. Concrete work for ADA compliance       <ol style="list-style-type: none"> <li>a. Completed and up and running</li> </ol> </li> <li>5. Concrete ADA Ramp and walkway in front of BLDG-M       <ol style="list-style-type: none"> <li>a. Completed and up and running</li> </ol> </li> <li>6. The New Administration BLDG       <ol style="list-style-type: none"> <li>a. Building Permit Approved</li> <li>b. RFP Going Public</li> </ol> </li> <li>7. North Elementary Playground       <ol style="list-style-type: none"> <li>a. Waiting for price quotes on three different structures</li> </ol> </li> <li>8. Looking into adding an exhaust systems into the art room to reduce the risk of silicosis</li> </ol> <p>NSLA:</p> <ol style="list-style-type: none"> <li>1. Shade structure and playground equipment in the Kinder area (Scheduled for Winter Break) We have a building permit, waiting for the structures to be manufactured..</li> <li>2. Getting pricing to add some concrete ramps to provide more options for wheelchair accessibility for emergency evacuations</li> <li>3. New walker path of travel off campus and other designated concrete areas of need       <ol style="list-style-type: none"> <li>a. Completed</li> </ol> </li> <li>4. Landscape improvement       <ol style="list-style-type: none"> <li>a. The planter on the South side of the MPR has been re-landscaped with grass and trees</li> <li>b. Getting a quote to landscape the planter for the new pedestrian walkway (Might need to wait till next year's budget, due to the need to add concrete ramps to make the campus more wheelchair friendly.</li> </ol> </li> </ol>
<p><b>AAE Upcoming Dates</b></p>	<p>Nov 2nd - MS Softball and Baseball Championships</p> <ol style="list-style-type: none"> <li>1. Nov 4th - Winter Formal</li> <li>2. Nov 8th 8 am - AV Mayor's Youth Leadership Summit</li> <li>3. Nov 8th - 10th - CSDC Conference in Anaheim</li> <li>4. Nov 10th - Cross Country CIF Prelims</li> <li>5. Nov 17th - Parents and Pastries</li> <li>6. Nov 18th - SFJROTC Sports Day competition</li> <li>7. Nov 18th - Cross Country CIF Finals</li> <li>8. Nov 18th - 26th Thanksgiving Break</li> </ol>

<b>NSLA Upcoming Dates</b>	<ol style="list-style-type: none"> <li>1. Dia de los Muertos Community Celebration- November 2, 2023 3-5pm</li> <li>2. ASVAB Test for 10th and 11th grade</li> <li>3. End of 1st Trimester for Elementary November 3, 2023</li> <li>4. Staff Appreciation Day- PTO Sponsored</li> <li>5. 6th grade Field trip November 8, 2023 to Garner Holt</li> <li>6. 2nd grade Field Trip to Riley Farm- November 9, 2023</li> <li>7. Elementary Award Assemblies -November 13-16, 2023</li> <li>8. Parent Conferences- November 13-17, 2023</li> <li>9. School Site Council- November 1, 2023 at 4:00pm</li> <li>10. ELAC November 15, 2023 at 8:30am</li> <li>11. Volunteer Workshop on November 15, 2023 at 4:00pm</li> <li>12. Cafecito on Nov 29, 2023 at 8:30am</li> <li>13. Fall Presentation to San Bernardino County Board of Education- Dec 11, 2023</li> </ol>
<b>LCER Upcoming Dates</b>	<ol style="list-style-type: none"> <li>1. Charter School Development Center Conference- November 8-10</li> <li>2. Lewis Center Foundation Meeting- December 1</li> <li>3. "Drug Trends Among the Young" Sheriff Department Presentation- Nov 16th</li> </ol>

### AAE Data

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secondary Attendance	96.4%	95.62%	95.63%					
Elementary Attendance	96.01%	94.77%	94.70%					
Secondary Enrollment	812	810	807					
Elementary Enrollment	683	682	681					
Total Enrollment	1495	1492	1488					
Suspensions	2	2	3					
Walk Thrus (Progressive)	111	177	201					

### NSLA Data

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secondary Attendance	94.08%	93.85%	92.79%					
Elementary Attendance	94.31%	92.93%	92.97%					
Secondary Enrollment	555	558	562					
Elementary Enrollment	652	652	655					
Total Enrollment	1207	1210	1217					
Suspensions	8	14	8					
In School Susp	1	3	3					
Walk Thrus				46				

2023-2024 GRANT TRACKING SHEET							
Grant	Purpose/Description	Amount	Due Date	Date Submitted	Awarded?	Award Date	Grant Manager
US Fish and Wildlife	Rehabilitation of Tui Chub and Habitat	\$15,000.00	9/30/23		TBD		Lisa Lamb
ROSES Solar Patrol Eclipse Proposal	Awarded through JPL (\$15k directly to LCER)	\$148,000.00	NA		Yes		Velusamy Thangasamy
San Manuel GivingTuesday Grant (\$100k)	For VAPA Programs like Mariachi, Folklorico, and Aztc Dance	\$100,000.00	10/20/23	10/22/23	TBD	TBD	Victor Uribe
Time Domain Studies of Supermassive Black Holes	National Science Foundation, partnered through CalTech						Dr. Tony Readhead
Mojave Environmental Education	Grants for 4th Grade CA Science	\$4,380.75			yes		

The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 10/1/2023 Through 10/31/2023

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
10/5/2023	50417	Near-Cal Corp	76,860.32	2200 NSLA GYM SAN BERNARDINO-JULY DRAW 14 & 15
10/13/2023	167		329,172.13	Group: Payroll; Pay Date: 10/13/2023
10/13/2023	168		353,427.60	Group: 11mo Payroll; Pay Date: 10/13/2023
10/17/2023	50447	SchoolsFirst Federal Credit	12,722.91	Employee TSA contributions - October 13, 2023
10/20/2023	50456	SISC	297,861.10	Health Coverage for October 2023
10/23/2023	50458	EdTheory	13,575.48	Services for the period of 8-01-23 to 8-25-23
10/26/2023	50489	American Express	12,106.70	Account #3796-546760-74005
10/27/2023	50537	R & S Flooring Solutions	19,608.00	PO #2223-1322-NSLA
10/30/2023	50542	Bazan Landscape Services	136,254.00	PO 2324-0494-AAE
10/30/2023	50547	CharterSAFE	62,123.00	Insurance premium pymt for November
10/30/2023	50549	Cengage Learning	20,964.47	PO 2324-0798-AAE
10/30/2023	50550	Christensen Brothers	36,970.00	PO 2324-0765-AAE
10/30/2023	50561	Dr. Jose Medina Educationa	14,000.00	PO 2324-0048-NSLA, Invoice 1 of 2
10/31/2023	169		363,602.04	Group: 11mo Payroll; Pay Date: 10/31/2023
10/31/2023	171		297,027.95	Group: Payroll; Pay Date: 10/31/2023
10/31/2023	50573	S.W. Roberts Construction	<u>10,800.00</u>	PO 2324-0609-AAE1
Report Total			<u>2,057,075.70</u>	





**Foundation Savings - 4100005285**

**2022-23**

**As of 9/30/23**

<b>Description</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Interest</b>	<b>Ending Balance</b>
AAE Capital Campaign	\$77,184.71		\$1,119.46	98.32	\$78,402.49
NSLA Capital Campaign	\$1,766.94			0.00	\$1,766.94
Davis Scholarship Endowment	\$13,595.29			15.73	\$13,611.02
Global Exchange Programs	\$13,058.15	\$242.00	\$300.00	15.73	\$13,131.88
HiDAS Endowment	\$62,798.17			78.66	\$62,876.84
Scholarships	\$25,417.75		\$1,239.84	31.47	\$26,689.05
Unrestricted	\$119,310.19	\$3,019.01		153.41	\$116,444.59
<b>TOTAL</b>					<b>\$312,922.82</b>

<b>Restricted Scholarship Funds</b>					
AAE Staff Scholarship	\$0.00		\$19.84		\$19.84
Bud Biggs Memorial Scholarship	(\$7.82)				-\$7.82
Mike Mangold Scholarship	\$2,250.00				\$2,250.00
Rick Piercy Scholarship	\$0.00		\$1,220.00		\$1,220.00
Sandra Perea Scholarship	\$4,535.00				\$4,535.00
<b>Total Unrestricted Scholarship Funds</b>					<b>\$18,672.03</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	\$25,060.39				\$25,060.39
<b>Total Unrestricted AAE Capital Campaign</b>					<b>\$48,692.10</b>

**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
September 1 - September 30, 2023**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$14,749.18</b>
<b>Revenue</b>		
Gala	\$12,101.64	
Online donation to AAE Staff Scholarship	\$9.92	
Donations to Rick Piercy Scholarship	\$436.35	
Donations to Unrestricted	\$49.92	
Interest	\$ 0.41	
<i>Total</i>	\$12,598.24	
<b>Expenditure</b>		
VVC Scholarship	\$ 1,000.00	
Unrestricted	\$ 1,502.77	
HiDAS Club	\$ 34.48	
Gala	\$ 8,479.29	
Chile Exchange	\$ 2,426.90	
<i>Total</i>	\$ 13,443.44	
<b>Ending Balance</b>	<i>Total</i>	<b>\$13,903.98</b>

**(HiDAS Club Balance within Checking: \$1,758.73)**

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		
Restricted Funds - AAE Capital Campaign		\$ 78,370.37
Restricted Funds- NSLA Capital Campaign		\$ 1,766.94
Restricted Funds - Davis Endowment		\$ 13,605.88
Restricted Funds - Global Exchange Programs		\$ 13,126.74
Restricted Funds - HiDAS Endowment		\$ 62,851.13
Restricted Funds - Scholarships		\$ 26,678.77
Unrestricted Funds		\$ 116,394.45
		<b>\$ 312,794.27</b>
<b>Revenue</b>		
Interest	\$ 128.55	
<i>Total</i>	\$128.55	
<b>Expenditure</b>		
<i>Total</i>	\$ -	
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$78,402.51
Restricted Funds - NSLA Capital Campaign		\$1,766.94
Restricted Funds - Davis Endowment		\$13,611.02
Restricted Funds - Global Exchange Programs		\$13,131.88
Restricted Funds - HiDAS Endowment		\$62,876.84
Restricted Funds - Scholarships		\$26,689.05
Unrestricted Funds		\$116,444.58
	<i>Total</i>	<b>\$ 312,922.82</b>
<b>Total Checking and Savings</b>		<b>\$326,826.80</b>

**LCER Board Meetings  
Attendance Log 2023**

	January Regular	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Marisol Sanchez	Present	Present	Present	Present	Present	Present	Present	Present	Absent			89%
Pat Caldwell	Present	Present	Present	Present	Present	Present	Absent	Present	Present			89%
Yolanda Carlos	Present	Present	Present	Present	Present	Absent	Present	Present	Present			89%
Jessica Rodriguez	Present	Present	Present	Present	Absent	Present	Present	Present	Present			89%
Omari Onyango	Present	Absent	Present	Present	Absent	Present	Present	Present	Present			78%
David Rib	Present	Present	Present	Present	Absent	Absent	Present	Present	Present			78%
Pat Schlosser	Absent	Present	Present	Present	Present	Absent	Present	Present	Present			78%
Sharon Page	Present	Absent	Present	Absent	Present	Present	Present	Absent	Present			67%

	Special Meetings		
	June 1	July 26	
David Rib	Present	Present	
Jessica Rodriguez	Absent	Present	
Marisol Sanchez	Present	Present	
Omari Onyango	Absent	Present	
Pat Caldwell	Present	Present	
Pat Schlosser	Absent	Absent	
Sharon Page	Present	Present	
Yolanda Carlos	Absent	Absent	

**LCER Board Give and Get**  
**Fiscal Year 2023/2024 - As of 10/27/23**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
Pat Caldwell	\$ 256	\$ 500		\$ 756
Yolanda Carlos	\$ 51			\$ 51
Omari Onyango	\$ 512			\$ 512
Sharon Page	\$ 500			\$ 500
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 27	\$ 1,000		\$ 1,027
David Rib		\$ 2,500		\$ 2,500
Pat Schlosser				\$ -
<b>Total</b>	<b>\$ 1,346</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 5,346</b>

**Lewis Center Foundation Board Give and Get**  
**Fiscal Year 2020/2021**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
				\$ -
Buck Goodspeed	\$ 1,200			\$ 1,200
Vianey Gonzalez		\$ 200		\$ 200
Ambar Martinez	\$ 512			\$ 512
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 1,750	\$ 1,000		\$ 2,750
Genesis Varags				\$ -
<b>Total</b>	<b>\$ 3,462</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 4,662</b>

<b>Total Combined Boards</b>	<b>\$ 3,058</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 7,258</b>
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# Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2023-24, CMDC Report 2

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 10/24/2023 3:18:14 PM

The data submitted was acknowledged to be true and accurate to the best of my knowledge as supported by accounting records in accordance with applicable government laws, regulations, and program requirements.

**Submitted by:**

David Gruber

Title: Chief Business Officer; E-mail: dgruber@lcer.org

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<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$13,913
Title II, Part A Resource Code: 4035	Cash Balance	-\$6,323
Title IV, Part A Resource Code: 4127	Cash Balance	-\$7,397

**Federal Cash Management Data Submission - CA Dept Of Education**

**Fiscal Year 2023-24, CMDC Report 2**

**Academy for Academic Excellence (CDS Code: 36750773631207)**

Submitted 10/24/2023 3:18:14 PM

# Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2023-24, CMDC Report 2

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 10/24/2023 2:55:46 PM

The data submitted was acknowledged to be true and accurate to the best of my knowledge as supported by accounting records in accordance with applicable government laws, regulations, and program requirements.

**Submitted by:**

David Gruber

Title: Chief Business Officer; E-mail: dgruber@lcer.org

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<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	\$29,872
Title II, Part A Resource Code: 4035	Cash Balance	\$9,613
Title III, LEP Resource Code: 4203	Cash Balance	-\$10,699
Title IV, Part A Resource Code: 4127	Cash Balance	\$18,504



**Federal Cash Management Data Submission - CA Dept Of Education**

**Fiscal Year 2023-24, CMDC Report 2**

**Norton Science and Language Academy (CDS Code: 36103630115808)**

Submitted 10/24/2023 2:55:46 PM