

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  
December 11, 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**

**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 ALLEGIENCE:** Chairman Caldwell
2. **ROLL CALL:** Chairman Caldwell
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes and/or 250 words per person and 15 minutes per topic shall be observed. If more than one person wishes to speak on the same topic, subsequent speakers should limit their remarks to new information only. If you are attending virtually and wish to send in a public comment to be read at this meeting, please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at [lcerboard@lcer.org](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
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of November 13, 2023 Regular Meeting – Pg 3
  - .02 Approve AAE Senior Grad Nite Field Trip to Disneyland May 31-June 1 2024 – Pg 6
  - .03 Approve AVCI Lead Explainer Field Trip to Exploratorium in San Francisco, CA April 12-14, 2024 – Pg 11
6. **ACTION ITEMS:**
  - .01 Approve Nominating Committee Recommendation of Dr. Steven Levin as a Member of the LCER Board of Directors – Chairman Caldwell – Pg 14
  - .01 Approve Nominating Committee Recommendation of Slate of LCER Board Officers for 2024
    - Chairman - Patricia Caldwell
    - Vice Chairman - Jessica Rodriguez
    - Secretary - Yolanda Carlos
    - Treasurer - Sharon Page
  - .02 Approve Deletion of BP 4118 – Suspension/Disciplinary Action – Stacy Newman – Pg 16
  - .03 Approve Revision of BP 4401 – At Will Employer – Stacy Newman – Pg 18
  - .04 Approve BP 6153 - School Sponsored Trips - Lisa Lamb – Pg 20
  - .05 Approve AR 6153 - School Sponsored Trips - Lisa Lamb – Pg 22

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**7. DISCUSSION ITEMS:**

- .01 Next LCER Board Meeting is January 29, 2024 - Lisa Lamb
- .02 Banking Update - David Gruber
- .03 Lewis Center Foundation Board Update – Marisol Sanchez
  - Mc Teacher’s Night - January 24, 2024 from 4:00 - 7:00 p.m. - 19200 Bear Valley Rd., Apple Valley and 1575 E. Highland Ave., San Bernardino

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

- .01 President/CEO Report – Pg 24
- .02 Grant Tracking Report – Pg 32
- .03 LCER Financial Reports
  - Checks Over \$10K – Pg 33
  - Budget Comparisons – Pg 34
  - Lewis Center Foundation Financial Reports – Pg 35
- .04 LCER Board Attendance Log – Pg 37
- .05 LCER Board/Lewis Center Foundation Give and Get – Pg 38
- .06 AAE and NSLA Milestone Anniversary List – Pg 39

**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 #32189

**11. ADJOURNMENT: Chairman Caldwell**

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

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Vice Chairman Rodriguez called the meeting to order at 4:31 p.m.
2. **ROLL CALL:** LCER Board Members Jessica Rodriguez, Omari Onyango, David Rib, Sharon Page, Marisol Sanchez and Pat Schlosser were present. LCER Board Members Pat Caldwell and Yolanda Carlos were absent.
3. **PUBLIC COMMENTS:**
4. **SPECIAL PRESENTATIONS:**
  - .01 LCER Student Updates – LCER Ambassadors CJ Jeffs and Kyriacos Philippou presented AAE student updates. Last week ASB held Winter Formal. The haunted house at fall festival made more than any previous year. ASB is planning a school clean up on December 1. The Ambassadors are fundraising for Sacramento. Band is preparing for the Christmas Parade and winter concerts. AAE and NSLA will have a soccer game and a basketball game in December. ROTC is holding a joint military ball at Sultana HS. Mock Trial is going well and they won their first round. Students Run LA ran a 15K yesterday. LCER Ambassador Kasey Medina presented NSLA student updates. On November 2 there was a Dia de los Muertos celebration. A canned food drive is being held for the holidays. National Honor Society has started and is planning university tours. Cross Country girls qualified for CIF. Soccer and MS baseball have started.
  - .02 AAE School Update – Chet Richards, Principal reported that we are working on increasing attendance. The CSDC conference provided some ideas on this. SART meetings are being held per our attendance policy. We will fill open spots in January. The CSDC conference was great this year and the team divided up to attend as many sessions as possible. Fall Festival raised over \$34K. A drug trend presentation is happening on Thursday online. We are reviewing data to see what is working, what is not, and what reading levels students are at.
  - .03 NSLA School Update – Victor Uribe, Principal reported that the CSDC conference was great. NSLA had their first 2 athletes in school history to be named all-league. They also received the CIF sportsmanship award. NSLA is working on attendance as well. Parent conferences are this week for TK-5. The October dances went well. The 8<sup>th</sup> grade PALI trip was a great trip. The 6<sup>th</sup> graders enjoyed Garner Holt and 2<sup>nd</sup> grade went to Riley’s Farms.
  - .04 SEL/MTSS/Special Education Presentation - Marcelo Congo, Director of Student Support Services presented a LCER MTSS Mission to best support and collaborate with teachers to meet the needs of all students. School counseling services have been strengthened at both sites. The MTSS tiered support system was reviewed as well as the team approach to decision making. The parents are always involved. Legislative updates were also discussed. We are using new curriculum and programs to help support students. The counseling team has set up many support groups for various age groups and grade levels. He commended his staff for being so responsive and professional when interacting with outside agencies. The fall SEL survey results were shared. We continue to use GoBeacon software for suicide prevention. It alerts staff if students are searching actions online and we follow up as necessary. Care Solace is another online resource to assist families in finding local mental health related programs and counseling services. We are supporting 342 students with disabilities in Special Ed. The population at AAE is staying around 10-11%, and the population at NSLA is increasing each year and is at 15%. We have many allied services and partnerships as well. Marcelo thanked his team for their hard work. He commended his assistant Sam for all the coordination of services.
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of October 16, 2023 Regular Meeting

- .02 AAE SFJROTC WALTS Overnight Camp January 3 - 4, 2024
- .03 NSLA 4<sup>th</sup> Grade Field Trip to YMCA Camp Surf Week of April 8 or April 15, 2024

On a motion by Pat Schlosser, seconded by David Rib, vote 6-0, the LCER Board of Directors approved Consent Agenda items 5.01-5.03 by roll call vote. WALTS is Winter Advanced Leadership Training School.

**6. ACTION ITEMS:**

- .01 Approve Revision of BP 4100 – Certificated Personnel – Lisa Lamb reported this policy was updated to align with the employee handbook and updated job descriptions. On a motion by David Rib, seconded by Omari Onyango, vote 6-0, the LCER Board of directors approved the revision of BP 4100 by roll call vote.
- .02 Approve Revision of BP 4112.4 – Health Examinations – Lisa Lamb reported that this policy was updated to align with California Ed Code and California Department of Public Health. On a motion by Omari Onyango, seconded by Pat Schlosser, vote 6-0, the LCER Board of Directors approved the revision of BP 4112.4 by roll call vote.
- .03 Approve Deletion of BP 4118 – Suspension/Disciplinary Action – Lisa Lamb reported that this policy was adopted in early years when we followed District policies. We are at will so do not need to follow this policy. The employee handbook states what constitutes disciplinary actions. Our legal counsel advises not to have this policy. It was asked if we are bound by labor code. Yes we are as we do not have a bargaining agreement. It was asked who the final authority is for employee terminations. It is the President/CEO. The Board’s jurisdiction is only over the President/CEO. Lisa will share the handbook language with the Board. If there is any legal action, it is shared with the Board. This agenda item was tabled to the next meeting for additional review.
- .04 Approve Revision of BP 4119.21 – Code of Ethics – Lisa Lamb reported that this policy was updated to align with the employee handbook. Professional standards were updated. It was asked what defines inappropriate attire. If it disrupts the learning environment it would not be allowed. On a motion by Pat Schlosser, seconded by Marisol Sanchez, vote 6-0, the LCER Board of Directors approved the revision of BP 4119.21 by roll call vote.
- .05 Approve Deletion of E 4119.21 – Code of Ethics – Lisa Lamb reported that the information included in this policy previously was included in the revised BP 4119.21. The E is usually an exhibit. On a motion by Sharon Page, seconded by Marisol Sanchez, vote 6-0, the LCER Board of Directors approved deleting E 4119.21 by roll call vote.
- .06 Approve Revision of BP 4121 – Substitute Teachers – Lisa Lamb reported that this language was updated to include requirements for certificated substitutes. On a motion by David Rib, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved the revision of BP 4121 by roll call vote. It was asked if classified substitutes were mentioned in a different policy. Lisa will provide this information to the Board.
- .07 Approve Revision of BP 4401 – At Will Employer – Lisa Lamb reported that this revision is aligning language to our charters, bylaws and employee handbook. As this policy is similar to the other policy being tabled, this item will be tabled to the next meeting and we will bring back more information to the Board.

**7. DISCUSSION ITEMS:**

- .01 AAE Projects Update – Chet Richards updated the Board that we are moving forward on the baseball field, but it may not be ready by spring due to the grass needing additional time.
- .02 Lewis Center Foundation Board Update – Marisol Sanchez updated the Board that McTeacher’s night is on January 24, 2024 in Apple Valley and San Bernardino, the wine social is being planned for April 18, 2024 and the gala is being planned for September 28, 2024.

**8. INFORMATION INCLUDED IN PACKET:**

- .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
- .06 AAE and NSLA Federal Cash Management Data Collection Reports

**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:** The LCER Board of Directors convened into closed session at 6:01 p.m. The LCER Board of Directors reconvened into open session at 6:43 p.m. Vice Chairman Rodriguez that the LCER Board approved the Pupil Personnel Administrative Hearing Panel Recommendation on AAE Stipulated Expulsion Case #7859 by unanimous roll call vote, and the Pupil Personnel Administrative Hearing Panel Recommendation on NSLA Expulsion Case #33500 by unanimous roll call vote.

**11. ADJOURNMENT:** Vice Chairman Rodriguez adjourned the meeting at 6:45 p.m.

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

Date of meeting: December 11, 2023

Title: Senior Class Disneyland Grad Nite 2024

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

Background:

Fiscal Implications (if any):

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

Recommendation:

Submitted by: Cynthia Allen



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

**FIELD TRIP REQUEST FORM**

**Date Submitted:** November 27, 2023\_\_\_\_\_

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

Requested by: Cynthia Allen  
 Destination: Disneyland 2024 Grad Nite at Disneyland Resort  
 1313 Harbor Dr. Anaheim, CA.  
 Date(s) of trip: Friday, May 31, 2024 Saturday, June 1st, 2024  
 School departure time: Friday, May 31, 2024 10:00am  
 Destination departure time: Saturday June 1, 2024 2:30am  
 Overnight/Out-of-State stay:  YES  NO  
 Number of students: 120\_\_\_\_\_ adults: 10\_\_\_\_\_

Phone: \_\_\_\_\_  
 Grade Level: 12th \_\_\_\_\_  
 Destination arrival time: 11:30am \_\_\_\_\_  
 School return time: 4:30am \_\_\_\_\_  
 Water activities involved: YES  NO   
 Admission students: \$296.\_\_\_\_\_ adults: \$296.\_\_\_\_\_

**Transportation**

Bus requested? <sup>(circle one)</sup>  YES  NO Bus company name: Ebmyer Charter  
 Number of busses requested: 3\_\_\_\_\_ Bus company contact name: Terry Bryant \_\_\_\_\_  
 \*\*\*Bus Passenger information: Number of students: 120\_\_\_\_\_ adults: 10\_\_\_\_\_

Private Vehicle Used?\* YES  NO   
 ASB/Club Sponsored? YES  NO  Name of Club: \_\_\_\_\_  
 (paid by 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:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have followed the checklist prior to submitting this form: \_\_\_\_\_  
 Principal Signature: \_\_\_\_\_  
 Teacher Signature: Cynthia Allen

Funding Code: \_\_\_\_\_ Date: 11-28-23

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



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 Office: 760-247-8727  
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 After Hours Dispatch 760-523-9135  
[www.ebmeyercharter.com](http://www.ebmeyercharter.com)

**Booking ID: 2914-0**

**Booking Total**

**\$8,609.25**

**Gradnight 2024**

**Customer Information**

Academy for Academic Excellence  
 Kristen Dolan  
 kdolan@lcer.org  
 760-946-5414

**Vehicle Price**

**\$7,485.00**

**Addon Price**

**\$1,124.25**

**Salesperson**

**Monique Murchie**

**Contact**

**Deposit**

**No Deposit Due**

**Remaining Balance**

**To Be Invoiced**

**Anaheim, CA**

**Passengers**

**Total Capacity**

**Total Miles**

**168**

**178.78**

**Vehicles**

**Vehicle Type**

**Seats**

**Vehicle Price**

**Tax**

**56 Pax Full Size Luxury Coach**

**56**

**\$2,495.00**

**\$0.00**

**56 Pax Full Size Luxury Coach**

**56**

**\$2,495.00**

**\$0.00**

**56 Pax Full Size Luxury Coach**

**56**

**\$2,495.00**

**\$0.00**

**Addons**

**Addons**

**Calculation**

**Price**

**5% Fuel Surcharge**

**5% of Total Vehicle Price**

**\$374.25**

**Hotel Room**

**\$250.00 Per Day/Per Vehicle**

**\$750.00**

**Trip Details 05/31 - 06/01**

**05-31-2024 09:45 am - Vehicle Onsite at Lewis Center for Educational Research, 17500 Mana Rd, Apple Valley, CA 92307, USA**

**05-31-2024 10:00 am - Depart from Lewis Center for Educational Research, 17500 Mana Rd, Apple Valley, CA 92307, USA**

**05-31-2024 11:45 am - Arrive at Disneyland Toy Story Parking, Anaheim, CA 92802, USA**

**06-01-2024 03:00 am - Depart from Disneyland Toy Story Parking, Anaheim, CA 92802, USA**

**06-01-2024 04:35 am - Arrive at Lewis Center for Educational Research, 17500 Mana Rd, Apple Valley, CA 92307, USA**



By signing I agree that the information on this booking is true and correct. All Quotes and Bookings are subject to our terms and conditions.

Signature

Printed Name

Date

*Kristen Dolan*

Kristen Dolan

11-27-2023

**The price of this trip is based on the information given at the time of booking. A deposit of \$250 per bus, per day, is due within 10 days of booking. The balance is due two weeks prior to departure unless otherwise noted. By signing, you agree that you have reviewed the booking details and that they are correct. Additional hours not agreed upon in this booking can usually be accommodated for an additional \$175 per hour. All quotes and bookings are subject to our terms and conditions.**

**Disneyland Grad Nite 2024**

**Senior field trip to the Disneyland Resort 1313 Harbor Blvd. Anaheim CA.**

**Itinerary: Leave AAE 10:00am and arrive at Disneyland Resort approx. 11:30am**

**Students will be able to visit both parks, Disneyland and California Adventure, from arrival until 9:30pm.**

**All students will check in with chaperones at California Adventure starting at 9:30pm and remain in California Adventure until 2:00am when the Grad Nite event ends. Board buses between 2:30am - 3:00am. Return to school by 4:30am.**

**Chaperones: Cynthia Allen, Genie Cook, Melissa Brinson, Heather Juarez, Charlotte Wilmeth Street, John Blinsom, Ally Kasbon. Additional chaperones to be determined.**

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

Date of meeting: December 11, 2023 \_\_\_\_\_

Title: AVCI Lead Explainer Field Trip to the Exploratorium in San Francisco, CA

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

Background: AAE & AVUSD partner together to run the Apple Valley Center for Innovation which was inspired by the Exploratorium in San Francisco. We are planning to take our Lead Explainers from both AAE & AVUSD to visit and tour the Exploratorium. We will also visit the CA Academy of Science. April 12-14, 2024 (Friday-Sunday)

Fiscal Implications (if any): Van rental of approx. \$1000 and \$500 gas using ELO funds. AVUSD is covering the cost of travel, hotel, some food, and admission. Students will cover some food, trolley fare, and spending money.

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

Our goal by taking the Lead explainers to our inspiration museum is to improve our practices and be inspired to take AVCI to the next level. Our Leads will cross-train the remainder of our Explainers and lead them in planning future improvements to our program.

Recommendation:

Approve the San Francisco field trip for our Lead Explainers

Submitted by: Amy Ritter, STEM Education Coordinator

# Apple Valley Center for Innovation Explainer Leadership Conference (AVCI - ELC) April 12-14, 2024

**Team Competitions**  
1) Lightest bags  
2) Best playlist

## Schedule of Events

### Friday - April 12, 2024

3:00pm Depart Apple Valley from AVCI  
7:30pm Dinner - Harris Ranch, CA (fast food)  
11:00pm Arrive in SF

### Saturday - April 13, 2024

7:00am Breakfast  
9:00am Exploratorium  
12:00noon Pizza Lunch  
6:00pm Trolley Ride to Dinner  
7:00pm Dinner  
10:00pm Bedtime

#### Saturday Dinner

Mason Diner  
320 Mason St, San Francisco (415) 544 0320

### Sunday - April 14, 2024

7:00am Breakfast  
9:00am CA Academy of Science  
12:00noon Planetarium Show  
1:00pm Pizza Lunch  
2:00pm Depart SF  
5:00pm Dinner - Harris Ranch, CA  
9:00pm Arrive in Apple Valley

#### What to bring:

- 1) Phone
- 2) \$25.00 (Fri dinner, Sat trolley, Sun dinner)
- 3) Extra spending money
- 4) SMALL soft sided bag
- 5) Jacket/sweatshirt
- 6) pants/shorts
- 7) hat/shoes/socks/under stuff
- 8) toiletries

#### Where we're staying:

Holiday Inn Express SF-Fisherman's Wharf  
550 North Point St, SF, CA 94133  
(415) 409-4600

#### Where we're visiting

Exploratorium  
Pier 15, The Embarcadero, SF, CA 94111  
CA Academy of Science  
55 Music Concourse Dr, SF, CA 94118

Contact information: Sean Gillette sean\_gillette@avusd.org 760-792-1037





**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: 11/14/23

Requested by: Amy Ritter  
 Destination: San Francisco  
 Date(s) of trip: April 12-14  
 School departure time: 4/12 @ 3pm @AVCI  
 Destination departure time: 4/14 @ 2pm  
 Overnight/Out-of-State stay:  YES  NO  
 Number of students: \_\_\_\_\_ adults: 3

Phone: (760)553-0320  
 Grade Level: HS  
 Destination arrival time: 4/12 11pm  
 School return time: 4/14 9pm @ AVCI  
 Water activities involved: YES   NO  
 Admission students: 0 adults: 0

**Transportation**

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

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

\*Must be on approved driver list, list names below or attach separate sheet with driver names:  
Amy Ritter  
AVUSD drivers (approved w/AVUSD)  
Sean Gillette  
Pam Gillette

**Brief Description of Educational Benefit to be derived from this activity:** Our goal by taking the Lead Explainers to our inspiration museum is to improve our practices and be inspired to take AVCI to the next level. Our leads will cross-train the remainder of the Explainers and lead them in planning future improvements to our program.

I have followed the checklist prior to submitting this form: Amy Ritter  
 Teacher Signature

Principal Signature: [Signature]

Funding Code: \_\_\_\_\_ Date: 12-1-23

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

11-27-23

Lisa Lamb  
President/CEO  
Lewis Center for Educational Research  
17500 Mana Road  
Apple Valley, CA 92307

Dear Lisa,

I thank you and Ryan Dorcey for suggesting the possibility that I join the LCER board of directors. I would be pleased and honored to be considered for the opportunity to serve on the board of directors of the Lewis Center. I've been involved with the GAVRT project for decades, and during that time I've seen some of the impact the LCER has had on students and learning. I've been proud to be associated with the partnership between JPL and LCER for GAVRT, and would love to deepen my personal involvement with LCER. Education has always been important to me, and I believe that my experience as a scientist, on the Culver City Unified School District Board of Education, and as the parent of 3 children will help me to make a meaningful contribution.

I understand that the process and any potential decision by the LCER board may take weeks or months. Because of the working relationship between LCER and JPL, I also need to seek agreement from management at JPL that this potential personal relationship would not pose any conflict of interest. I've already informed JPL of the possibility, and my intention is to seek approval from JPL at the same time as the process is unfolding on the LCER side, with the hope and expectation of a positive result from both, on a similar time frame. Regardless of the result, I look forward to our continuing work on GAVRT and to further accomplishments on behalf of educating children.

Sincerely,



Steven M. Levin, PhD.

## STEVEN M. LEVIN

Steve Levin has worked at the Jet Propulsion Laboratory since 1990. During that time, his research interests have included the Cosmic Microwave Background, the search for extraterrestrial intelligence (SETI), measuring magnetic fields in star-forming regions, looking for near-Earth asteroids, modeling radio emission from Jupiter's radiation belts, and microwave observations of Jupiter. He has done radio astronomy from large radio telescopes, mountain top research stations, the South Pole, high-altitude balloons, and spacecraft. He is currently the Project Scientist for Juno, Lead Co-I for the Juno Microwave Radiometer, and Lead Scientist for the Goldstone Apple Valley Radio Telescope project (GAVRT). He has co-authored over 200 peer-reviewed scientific papers. He was also an elected member of the board of education of Culver City Unified School District from 2013-2022, and is a frequent speaker on science topics at schools and public venues.

### Education

Ph.D., Physics, University of California at Berkeley (1987)  
A.B., Physics, University of California at Berkeley (1981)

### Professional Experience

#### *Jet Propulsion Laboratory*

2008-present      Project Scientist – Juno  
2018-present      Lead Co-I for Microwave Radiometer experiment on Juno  
2011-present      Lead Scientist for GAVRT  
2005-2008          Deputy Project Scientist – Juno  
1994-2007          Research Scientist, Astrophysics  
1990-1994          Member of Technical Staff

#### *University of California at Berkeley*

1989-1990          Research Physicist, Space Sciences Lab  
1987-1989          Post-Doctoral Researcher, Astrophysics

#### *Pomona College*

2000                  Guest Lecturer, Astronomy

#### *University of Southern California*

1996-1998          Guest Lecturer, Astronomy

#### *Culver City Unified School District*

2013-2022          Board of Education

### Selected Awards

NASA Exceptional Public Service Medal (2022)  
JPL Magellan Award (2019)  
NASA Exceptional Achievement Medal (2012)  
NASA Group Achievement Award (30+ times)

**Lewis Center for Educational Research  
Board Packet Agenda Items  
Meeting Date: December 11, 2023**

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

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

**Present As:** Action Item

**Background:** It is requested that the board policy that is being brought back 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: December 11, 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 brought back 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**  
11, 2023

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

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**

**BP 6153      INSTRUCTION  
SCHOOL SPONSORED TRIPS**

**Adopted:      December 11, 2023**

**Revised:**

The Lewis Center for Educational Research (“LCER”) Board of Directors recognizes that school-sponsored trips are an important component that can supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the LCER's course of study or school-related social, educational, cultural, athletic, school performance group activities, military science, or other extracurricular or co-curricular activities.

Most enrichment opportunities can be offered without requiring extended trips to distant locations. However, there may arise occasions when exceptional educational and/or experiential opportunities may arise that would require an extended trip (including overnight accommodations, several days, distant locations, etc.). In such cases, an extended school-sponsored trip may be authorized contingent upon funding, student safety and other requirements outlined in this policy.

**1. Specific Learning Objectives**

The need for any school-sponsored trip shall be evaluated based on the impact the time students will spend out of class and its relationship to the schools’ LCAP Goals. All school-sponsored trips authorized by the Board or the President/CEO must be designed to serve educational purposes. It is the responsibility of the school principal to assure the President/CEO or designee that field trips will be approved only after specific learning objectives for trips are explicitly stated. Time and effort expended on school-sponsored trips should be commensurate with the educational values anticipated.

**2. Approval of Field Trips**

Requests for field trips shall follow the LCER Field Trip Standing Operating Procedure, be made on fully completed proper forms, and shall be approved by the school principal.

Staff members must provide information regarding anticipated activities, chaperones, travel arrangements, lodging arrangements and funding source for the trip to be approved. All accommodations must be where students are in gender specific rooms.

All overnight, out of state and trips involving water activities shall also require the approval of the Board. This includes overnight activities on campus and trips returning the following day (past midnight). The President/CEO, however, is authorized to approve these trips when circumstances prevent a timely request to the Board. Administrative discretion will be used when determining the circumstances and presenting the request to the President/CEO.

Overnight and out of state field trips shall allow no more than two days out of class for nonacademic trips (i.e., athletics, band, choir, etc.). Attempts should be made by all groups to schedule their two days out of school with a school break (i.e., winter, spring, President's Day, etc.).

**3. Signed Parent/Guardian Permission Forms**

It is the responsibility of the staff member to have signed parent/guardian permission forms for all participating students prior to the trip. If a student will need to take medication on the trip, the medication

required shall be identified on the permission slip. Staff will need to take the required medication in an appropriate carrying case and administer the medication to the student as prescribed. The medication shall remain in their custody at all times.

The staff member should retain the forms in their possession for the duration of the trip. A copy of all permission forms must be left with the school administration and must be kept at the school site for one year from the date of the trip.

### 3. Funding

Staff may ask for donations for field trips, but students shall not be required to pay their own expenses. No student shall be prevented from participating in a school-sponsored field trip because of lack of sufficient funds.

### 4. Transportation

When transportation is required students may be transported in accordance with LCER BP 3540 and AR 3543. Parents cannot ride on the bus or van with students unless they are approved and designated chaperones. However, parents/guardians may transport their own children, but not other students, with prior written notification to the principal/designee. When LCER sponsored transportation is not available, the President/CEO or designee may arrange for the transportation of students by private automobile. Students are not permitted to transport themselves or other students on field trips.

### 5. Conduct and Discipline

All LCER and regulations for behavior shall be maintained when a student is traveling with a school group. Violation of such regulations shall result in appropriate disciplinary action, up to and including expulsion.

### 6. Non-LCER Sponsored Student Trips

The Board does not endorse, support or assume liability for any trips not approved by the Board, President/CEO, Principal or designee.

Staff are limited from using their influence or position to enlist students for non-LCER sponsored field trips. No LCER employee shall falsely represent to students or parents that the trip is a LCER approved and/or sanctioned trip. Staff are prohibited from soliciting student or parent participation on campus during school hours or within one hour before or after school.

A staff member's communication with students and parents regarding unofficial trips must be independent of the school and of the staff's employment with the LCER. Trips organized by individual staff members must be clearly identified as non-school-sponsored activities on all communications in order to avoid LCER liability. School letter head and/or logos should not be used for communications.

The Board is aware that commercial opportunities for school-aged children to travel out-of-state and to other distant locations for educational purposes are available. This policy is not designed to encourage nor to discourage students or employees from involvement in travel, tours, or trips for educational purposes. However, this type of excursion/trip shall not be supported by LCER resources and shall be completely outside the purview of the Board. LCER personnel shall not engage in any activities to manage, promote or participate in such trips during work hours nor represent the LCER as agents to arrange or provide the program.

**Lewis Center for Educational Research**

**AR 6153      INSTRUCTION  
SCHOOL SPONSORED TRIPS**

**Adopted:      December 11, 2023**

**Revised:**

When planning field trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, expense, transportation, and supervision requirements. Principals shall not approve activities on a school-sponsored trip that they consider to be inherently dangerous to students or that pose unacceptable, unmitigated risks. International travel will be approved based on U.S. Department of State Travel advisories. The LCER reserves the right to cancel travel at any moment prior to the trip due to safety concerns.

Field Trip Request Forms shall be submitted for approval a minimum of eight (8) weeks before the intended trip, or twelve (12) weeks if LCER Board approval is required. If the trip is not approved it will not move forward.

All students participating in school-sponsored trips must be enrolled in a Lewis Center School and a member of the participating class or club. Additional siblings or friends are restricted from participating in field trips. Exceptions may be made by Administrative approval.

Students shall not be required to participate in fundraising as a stipulation to be eligible to participate in the field trip. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips which are deemed a part of the instructional program.

If students will be off campus during the lunch hour, a procedure for all students to buy/receive lunch to take on the trip must be in place. Students have the option to bring food from home. Students on free or reduced meal programs must be provided with an appropriate lunch. Staff must communicate with their school's food service staff regarding trip needs at least one (1) week prior to the school-sponsored trip.

Principals shall plan for field trip participation by students with disabilities. If a student with a disability needs an accommodation or related aids and services to participate in a field trip, those services must be provided. If there are concerns that a student's participation may be unsafe or a risk to the student or others, the school should consider providing accommodations and related services to support the student's participation.

Principals may exclude from a school-sponsored trip any student whose presence on the trip would pose a safety or disciplinary risk.

The school shall provide an alternative educational experience and appropriate supervision for students whose parents/guardians do not wish their student(s) to participate in a school-sponsored trip or for those students who do not have a signed field trip permission form on file for the trip.

A staff member must accompany students on all school-sponsored trips and shall assume responsibility for their proper conduct. They shall make provision for adequate supervision of students. Other staff and approved chaperones may be asked to participate in trip supervision and may be asked to attend preparation training sessions and/or other meetings. The Principal or designee shall verify that all chaperones are on the approved volunteer list. Volunteers must complete a chaperone waiver form that shall be kept with the student waivers.

The ratio of adults to students on a school-sponsored trip is at least one (1) adult to ten (10) students or at least one (1) adult to eight (8) students for overnight, out-of-state or trips involving water activities. A higher ratio may be required depending upon the nature of the trip. This ratio may be revised to ensure closer supervision of students appropriate to their ages and skills. For overnight and out-of-state field trips, male and female chaperones are required if male and female students are in attendance.

LCER or school site funds may be used for expenses of teachers, administrators, chaperones or other staff participating in overnight or out-of-state trips as sponsors or chaperones; the payment of these expenses shall follow the LCER's administrative regulation for travel.

LCER or school-sponsored international trips must have an administrator present for student safety and oversight. Funding for the administrator who will accompany the group on an international trip must be provided by LCER or the school site, not through student fundraising.

While on a school-sponsored field trip, staff, students and volunteers shall not consume alcoholic beverages, use tobacco products or non-prescription controlled substances including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products for the duration of the school-sponsored trip.

When students return to school from a school-sponsored trip after the school day, a staff member shall remain with the students until every student has left the premises

**Lewis Center for Educational Research  
STAFF REPORT**

Date: December 11, 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 - 278
2. PLC discussions about utilizing data
3. Tutoring 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
4. Principal's Cabinet and VP Cabinets meet monthly
  - a. Developing strategies to create student voice on our campus
5. 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: November 2023

1. Continued walkthroughs and Admin debriefing every Monday
2. Beginning iReady assessment #2
3. Presenting state dashboard data to discuss improvement ideas
4. With the assistance of our new ELD TOA we are focusing more attentions and services for our English Learners.

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: November 2023

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 need support.
3. Use of our Go Guardian and StopIt Programs to identify students who need 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
  - a. AAE SEL Team exploring onboarding of Navigate 360 as an alternative for Secondary
8. SEL lessons are being conducted in Elementary classes during homeroom

NSLA: November 2023

- Weekly check-ins with students caseload 90 and increasing.
- Clinical Counseling (APCC#13490) 13 individual students
- Student counseling groups started: 6 Groups Total
  - TK- K and 1: Social Skills



	<ul style="list-style-type: none"> <li>○ Grade 2-5: Friendship</li> <li>○ Special: Family Group</li> <li>● School-Wide Character Trait: Caring <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-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 provide 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 <u>Objective:</u> Both schools will develop a more robust STEM strand that builds upon itself in grades TK-12.</p>	<p>AAE :</p> <ol style="list-style-type: none"> <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 the 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. Several grades have attended field trips to Garner Holt</li> <li>2. We continue to meet with Enchanted Education LLC to create engineering opportunities for our elementary students during intersessions.</li> <li>3. Mrs. Ritter has worked with Mr. Tellyer to present the Mars Project</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: November</p> <ol style="list-style-type: none"> <li>1. The Principal's cabinet will be focusing on providing students with an opportunity to express their ideas and concerns.</li> <li>2. Continuing to expand the Ambassador Program</li> <li>3. Classroom Environment protocol will include Content and Language Learning Targets.</li> <li>4. Preparing for our Winter Performances</li> <li>5. Dr. Morris is in the process of opening a Black Student Union</li> <li>6. We are in the beginning phases of developing a Mariachi group</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. Finance has begun to discuss new accounts to help increase our interest rate from our savings accounts to seek a greater return on our savings.</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</p>	<p>Finance has completed the 1st Interim reports for both schools and look forward to sharing these with the board in January. Through the process of the 1st Interim, we dive into the current spending trends and meet with the principals to make sure that we are continuing to work with a focus around spending the most restricted dollars first. Now that the Interim is complete, we are quickly looking at revising the budgets for the principals and directors to better support their planning and goals for their schools. This is the final year of the Covid related funding that is continuing to support both schools with tutoring support for our students and additional supplies and services to help. I am also excited to speak of a new program that</p>

<p>according to funding requirements and as approved by the School Site Councils.</p>	<p>NSLA is bringing to our after school program for ELOP, that will result in bringing a VAPA program to our students. As a result of this new program, we are planning to use ELOP funds to improve the MPR stage for the groups to be able to support elementary performances. We are looking to add curtains, lighting (Front of House and on stage), sound system, and sound dampening in the MPR to improve the sound quality for our elementary performances.</p>
<p>2.3 <u>Objective</u>: Prioritize staff compensation (inclusive of salaries and benefits) in a way that is sustainable.</p>	<p>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.</p>
<p>2.4 <u>Objective</u>: The Foundation Board will raise funds annually to support the identified needs of LCER schools and programs.</p>	<p>The Foundation is planning the following events:</p> <ul style="list-style-type: none"> <li>● McTeacher's Night - January 24, 2024</li> <li>● Wine Social - April 18, 2024 (location tbd)</li> <li>● Annual Gala - September 28, 2024 (location tbd)</li> </ul>
<p>Goal 3 - Staffing: Recruit, develop, and retain a highly-qualified, innovative, flexible, and diversified staff.</p>	
<p>3.1 <u>Objective</u>: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</p>	<p>HR continues to hire 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, CABE, 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; 1 classified position</li> <li>● NSLA - 3 certificated positions; 13 classified positions</li> <li>● Certificated and Classified Substitutes are open for NSLA</li> </ul>
<p>3.2 <u>Objective</u>: Develop a comprehensive succession plan for key positions.</p>	<p>The CEO continues to collaborate with the Executive Team and Board Task Force to develop a 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>
<p>3.3 <u>Objective</u>: Invest in professional development</p>	<p>LCER has contracted with Frontline Education and is in the final stages before rolling out to staff. Frontline is an automated substitute employee calling system that will meet temporary</p>

for classified and certificated staff, administration, and board members to align with strategic plan and LCAP goals.

staffing needs when employees are absent due to short term or long term leave, or to attend professional development activities.

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 as well as training phase for district/administrative level users.

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, management and Chairperson, Dr. Pat Caldwell attended the Charter Schools Development Center's (CSDC) California Charter Schools Leadership Conference that was held November 8 - 10. The CSDC Conference offers unparalleled professional development, networking opportunities, and critical resources to California's charter school leaders.

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%

<p>Goal 4 - Organizational Effectiveness: Communicate and engage students, staff, families, and community partners to drive a shared commitment to our common vision, mission, and goals.</p>	
<p>4.1 <u>Objective</u>: Board and Executive Team will actively communicate LCER’s mission to the community partners that we serve.</p>	<p>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.</p> <p>Marcelo Congo attended the Desert Mountain SELPA Steering Committee meeting on 11/17/2023. Marcelo also attended a three-day CSDC Conference in Anaheim along with the rest of the Executive Team.</p> <p>Lisa Lamb and Ryan Dorcey are actively engaged with NASA’s Citizen Science Network team to expand GAVRT’s reach and funding opportunities. Currently, they are working on a collaboration with GLEE ( <a href="https://www.ilee2023.org/">https://www.ilee2023.org/</a>). As a first step, LCER high school students will receive LunaSat kits. The longer term goal will be to use the GAVRT antenna to receive data once the LunaSats are launched in 2026.</p> <p>The Lewis Center Ambassadors have given tours of NSLA to members of the Tribal Council from San Manuel Band of Mission Indians and AAE to the Barstow City Assistant Manager and HUSD Principal and Education Director of World Savvy.</p>
<p>4.2 <u>Objective</u>: Increase ongoing communication with LCER stakeholders as evidenced by staff, parent and student satisfaction on annual surveys.</p>	<p>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.</p> <p>The principals continue to hold monthly open forums for parents.</p> <p>A staff climate survey will be part of the check out procedure for Winter Break. The Executive Team will analyze and report the results upon return.</p>
<p><b>Accomplishments and Highlights</b></p>	
	<p>NSLA has been awarded a \$100,000 grant from San Manuel Band of Mission Indians to develop a Mariachi group and enhance visual and performing arts program offerings.</p> <p>International Pen Pal Program: NSLA has received the first shipment from their friends at Nan Shi Primary School. The SBCSS videographer came on November 29th at 9:30 to capture the students’ excitement as the Nan Shi package was opened.</p>

<p><b>Facilities Projects</b></p>	<p>AAE:</p> <ol style="list-style-type: none"> <li>1. 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>2. 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>3. The New Administration BLDG <ol style="list-style-type: none"> <li>a. Building Permit Approved</li> <li>b. Bids have come in and we are evaluating them to be able to award the project.</li> </ol> </li> <li>4. North Elementary Playground <ol style="list-style-type: none"> <li>a. Waiting for price quotes on three different structures</li> </ol> </li> <li>5. Evaluating the quotes received for a new exhaust systems in the art room to reduce the risk of silicosis</li> <li>6. Purchasing 2 storage containers for ASB &amp; Athletics</li> <li>7. Received pricing to remodel the Kitchen Service Line in the MPR. Scheduled to be completed during Spring Break.</li> </ol> <p>NSLA:</p> <ol style="list-style-type: none"> <li>1. Re-roofing of the Gym completed under warranty during Thanksgiving break.</li> <li>2. 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>3. Concrete ramps were installed during Thanksgiving break to provide more options for wheelchair accessibility for emergency evacuations</li> <li>4. Landscape improvement <ol style="list-style-type: none"> <li>a. 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> <li>5. Improved space previously utilized as PTO storage in E building to support Special Education Services with our continued student needs.</li> <li>6. Seeking pricing quotes from 3 vendors to install curtain, lighting, sound dampening equipment and sound improvement in the MPR to support new ELOP VAPA programs</li> <li>7. Seeking bids for outside fitness exercise equipment for an after school fitness program in our ELOP program</li> </ol> <p>LCER:</p> <ol style="list-style-type: none"> <li>1. Hired a full-time Groundskeeper starting January 8, 2024 to support the maintenance of both schools to help improve the daily attention necessary to keeping our facilities looking great.</li> </ol>
<p><b>AAE Upcoming Dates</b></p>	<ol style="list-style-type: none"> <li>1. Nov 4th - Winter Formal</li> <li>2. Dec 5th and 7th - Elementary Awards</li> <li>3. Dec 8th - Parent and Pastries</li> <li>4. Dec 8th - MS Winter Wonderland Dance</li> <li>5. Dec 9th - SFJROTC Dine In</li> <li>6. Dec 14th SSC/ELAC</li> <li>7. Dec 15th - No School</li> <li>8. Winter Break Dec 16th - Jan 7th</li> </ol>
<p><b>NSLA Upcoming Dates</b></p>	<ol style="list-style-type: none"> <li>1. 12/4 7th grade field trip</li> <li>2. 12/7 Lottery</li> <li>3. 12/7 NSLA Poetry Outload Competition at 5:00pm</li> <li>4. 12-11 Winter Performance TK/K at 8:30am</li> </ol>

	5. 12/11 LCER Board Meeting at 4:30pm 6. 12/12 Winter Performance 1st/2nd at 8:30am 7. 12/13 Winter Performance 3th/4th at 8:30am 8. 12/14 Winter Performance 5th and Wagenhoffer at 8:30am 9. 12/15 No School 10. 12/18 Winter Break
<b>LCER Upcoming Dates</b>	1. Dec 14th- Psyche Mission Team Presentation

### AAE Data

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secondary Attendance	96.4%	95.62%	95.63%	93.63%				
Elementary Attendance	96.01%	94.77%	94.70%	94.08%				
Secondary Enrollment	812	810	807	806				
Elementary Enrollment	683	682	681	679				
Total Enrollment	1495	1492	1488	1485				
ALC's	0	9	11	24				
Suspensions	2	2	3					
Walk Thrus (Progressive)	111	177	201	278				

### NSLA Data

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secondary Attendance	94.08%	93.85%	92.79%	91.08%				
Elementary Attendance	94.31%	92.93%	92.97%	91.23%				
Secondary Enrollment	555	558	562	559				
Elementary Enrollment	652	652	655	654				
Total Enrollment	1207	1210	1217	1213				
Suspensions	8	14	8	7				
In School Susp	1	3	3	3				
Walk Thrus								

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	postponed				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	10/22/23	10/22/23	Yes	11/27/23	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 11/1/2023 Through 11/30/2023

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
11/1/2023	50595	Pizza Factory Apple Valley	11,124.00	Lunch Program - Pizza & Sandwiches
11/1/2023	50597	Top Notch Lunches	102,263.45	Breakfast, Lunch & Snack Program - October 2023
11/1/2023		Top Notch Lunches	114,248.25	Breakfast, Lunch, Snack Program - September 2023
11/2/2023	50603	SBCSS	133,792.34	LCER/AE - PERS contributions for October 2023
11/2/2023	50604	SchoolsFirst Federal Credit	12,745.63	Employee TSA contributions - October 31, 2023
11/2/2023	50608	SBCSS	207,570.40	LCER/AE - STRS contributions for October
11/2/2023	50609	SBCSS	77,946.06	NSAA PERS contributions for October 2023
11/2/2023	50610	SBCSS	160,540.25	NSAA STRS contributions for October
11/6/2023	50620	Nigro & Nigro, PC	12,060.00	Legal Services, Progress Billing 2022/23 Audit Services
11/7/2023	50640	Southern California Edison	15,406.32	Account #700119778270
11/7/2023	50642	Sidepath	71,302.84	PO 2324-0735-NSLA
11/7/2023	50647	Town of Apple Valley	12,353.76	Account #06-AC 196653
11/8/2023	50688	Cengage Learning	20,964.47	PO 2324-0829-NSLA
11/8/2023	50693	Data Recognition Corp.	26,820.65	PO 2223-1276-NSLA
11/8/2023	50718	Staples Advantage	17,742.62	PO 2223-1570-NSLA
11/8/2023	50719	Swun Math, LLC	25,691.38	PO 2324-0809-NSLA
11/8/2023	50733	Vista Higher Learning	37,305.83	PO 2324-0042-NSLA
11/8/2023	50735	Wells Fargo Vendor Fin Serv	11,076.48	Contract #450-0004712-000
11/15/2023	172		363,035.40	Group: 11mo Payroll; Pay Date: 11/15/2023
11/15/2023	173		346,359.15	Group: Payroll; Pay Date: 11/15/2023
11/15/2023	50744	CABE	22,100.00	PO 2324-0763-NSLA
11/15/2023	50745	CharterSAFE	62,123.00	Insurance Premium Payment for December 2023
11/15/2023	50760	SchoolsFirst Federal Credit	13,058.13	Employee TSA contributions - November 15, 2023
11/15/2023	50761	SISC	299,488.05	Health Coverage for October 2023
11/28/2023	50834	Conco Construction	10,859.43	PO 2324-0955-NSLA
11/28/2023	50846	Wells Fargo Vendor Fin Serv	10,608.27	Contract #450-0004712-000
11/30/2023	174		361,412.35	Group: 11mo Payroll; Pay Date: 11/30/2023
11/30/2023	175		<u>282,643.98</u>	Group: Payroll; Pay Date: 11/30/2023
Report Total			<u>2,842,642.49</u>	



**Foundation Savings - 4100005285**

**2023-24**

**As of 10/31/23**

<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	131.53	\$ 78,435.70
NSLA Capital Campaign	\$1,766.94			0.00	\$ 1,766.94
Davis Scholarship Endowment	\$13,595.29			21.04	\$ 13,616.33
Global Exchange Programs	\$13,058.15	\$2,863.90	\$300.00	21.04	\$ 10,515.29
HiDAS Endowment	\$62,798.17			105.22	\$ 62,903.39
Scholarships	\$25,417.75		\$2,289.84	42.09	\$ 27,749.68
Unrestricted	\$119,310.19	\$3,019.01		205.18	\$ 116,496.37
<b>TOTAL</b>					<b>\$ 311,483.70</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		\$2,270.00		\$2,270.00
Sandra Perea Scholarship	\$4,535.00				\$4,535.00
<b>Total Unrestricted Scholarship Funds</b>					<b>\$18,682.66</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>\$48,725.31</b>

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

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$13,903.98</b>
<b>Revenue</b>		
Gala	\$7,052.55	
Online donation to AAE Staff Scholarship	\$9.92	
Online donation to Ambassadors	\$74.46	
Donations to Unrestricted	\$49.92	
HiDAS Club Dues	\$220.00	
Transfer from Savings - Chile Exchange	\$2,621.90	
Interest	\$ 0.50	
<i>Total</i>	\$10,029.25	
<b>Expenditure</b>		
LCER - Ambassadors Donation	\$ 75.00	
LCER - Reimbursement	\$ 147.33	
Transfer to Savings - Rick Piercy Scholarship Donations Unrestricted	\$ 1,050.00	
Gala	\$ 144.52	
Chile Exchange	\$ 1,196.07	
	\$ 195.00	
<i>Total</i>	\$ 2,807.92	
<b>Ending Balance</b>	<i>Total</i>	<b>\$21,125.31</b>

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning 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
		<b>\$ 312,922.82</b>
<b>Revenue</b>		
Transfer from Checking - Rick Piercy Scholarship	\$1,050.00	
Interest	\$ 132.78	
<i>Total</i>	\$1,182.78	
<b>Expenditure</b>		
Transfer to Checking - Chile Exchange	\$ 2,621.90	
<i>Total</i>	\$ 2,621.90	
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$78,435.70
Restricted Funds - NSLA Capital Campaign		\$1,766.94
Restricted Funds - Davis Endowment		\$13,616.33
Restricted Funds - Global Exchange Programs		\$10,515.29
Restricted Funds - HiDAS Endowment		\$62,903.39
Restricted Funds - Scholarships		\$27,749.68
Unrestricted Funds		\$116,496.37
	<i>Total</i>	<b>\$ 311,483.70</b>
<b><i>Total Checking and Savings</i></b>		<b>\$332,609.01</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	Present		90%
Jessica Rodriguez	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present		90%
Pat Caldwell	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Absent		80%
Yolanda Carlos	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent		80%
Omari Onyango	Present	Absent	Present	Present	Absent	Present	Present	Present	Present	Present		80%
David Rib	Present	Present	Present	Present	Absent	Absent	Present	Present	Present	Present		80%
Pat Schlosser	Absent	Present	Present	Present	Present	Absent	Present	Present	Present	Present		80%
Sharon Page	Present	Absent	Present	Absent	Present	Present	Present	Absent	Present	Present		70%

	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	\$ 1,200		\$ 1,227
David Rib		\$ 2,500		\$ 2,500
Pat Schlosser				\$ -
<b>Total</b>	<b>\$ 1,346</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 5,546</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		\$ 2,550		\$ 2,550
Ambar Martinez	\$ 512			\$ 512
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 1,750	\$ 1,200		\$ 2,950
Genesis Varags				\$ -
<b>Total</b>	<b>\$ 3,462</b>	<b>\$ 3,750</b>	<b>\$ -</b>	<b>\$ 7,212</b>

<b>Total Combined Boards</b>	<b>\$ 3,058</b>	<b>\$ 6,750</b>	<b>\$ -</b>	<b>\$ 9,808</b>
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## 2023 Milestone Anniversaries

First Name	Last Name	Campus	Years
Erin	Atkisson	AAE	5
Victoria	Carlton	AAE	5
Genevieve	Cook	AAE	5
Nancy	De La Cruz	NSLA	5
Kristen	Dolan	AAE	5
Maria	Funaki	NSLA	5
David	Gruber	LCER	5
Letisia	Hurtado	NSLA	5
Mary	LaRocque	AAE	5
Roxanne	Mendoza	NSLA	5
Sonny	Militante	AAE	5
Rachel	Sagastume	NSLA	5
Mandy	Solis	AAE	5
Darryl	Stoudemire	AAE	5
Taryn	Tejeda	AAE	5
Charles	Whittenburg	AAE	5
Stacy	Barnett	LCER	10
Erin	Bostick Mason	NSLA	10
Anita	Gesson	AAE	10
Carolina	Torres	NSLA	10
Katherine	Gomez	NSLA	15
Tracy	Goulet	AAE	15
Lisa	Lamb	LCER	15
Corbin	Lee	LCER	15
Daisy	Mejia	NSLA	15
Toni	Preciado	LCER	15
Angelica	Ramos	NSLA	15
Silvia	Villagrana	NSLA	15
Thomas	Atkisson	LCER	20
Melissa	Brinson	AAE	20
Julie	Merrell	AAE	20
Dianne	Moore	AAE	20
Heather	Muir	LCER	20
Teresa	Dowd	LCER	25
Donna	Hackney	AAE	25
Steven	Orsinelli	AAE	25