

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  
April 8, 2024 - 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 in Office  
1936 De Anza Drive, Colton Ca 92324, 4110 Berryman Ave, Los Angeles, CA 90066

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

<https://attendee.gotowebinar.com/rt/9033572575669048670>

Dial in using your phone: +1 (562) 247-8422 Passcode: 952-589-972

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 AAE and NSLA School Updates – LCER Ambassadors
  - .02 NSLA Poetry Out Loud Presentation – Advisor David Tellyer and students Max Goodly and Elizabeth Son
  - .03 Destination Imagination Team Recognition:
    - a. AAE Knights Team Managers: Mike and Sabrina Schneider, Janet Schneider, Robert and Amy Blomker and Erica Pagano; AAE Knights Team Members: Benjamin Alvarez, Ethan Guendulain, Emma Pagano, George Schneider, Olivia Schneider
    - b. Technical Drifters Team Managers: Kent and Monica Dickerson; Team Members: Connor Dickerson, Anthony Garcia, Evan Glunt, Andrew Laird, Roger Zhuo
  - .04 NSLA School Update – Victor Uribe, Principal
  - .05 AAE School Update – Chet Richards, Principal
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of March 11, 2024 Regular Meeting – Pg 3
  - .02 Approve Lewis Center for Educational Research and Victor Valley College Memorandum of Understanding: College and Careers Access Pathways (CCAP) Partnership Agreement July 1, 2024- June 30, 2027 – Pg 5
  - .03 Approve AAE Agreement for School-Based Medi-Cal Administrative Activities (SMAA) – Pg 23
  - .04 Approve NSLA Agreement for School-Based Medi-Cal Administrative Activities (SMAA) – Pg 25
  - .05 Approve AAE 2<sup>nd</sup> Interim Report – Pg 27
  - .06 Approve NSLA 2<sup>nd</sup> Interim Report – Pg 46
6. **ACTION ITEM**
  - .01 Approve Revision of AR 3311 – Bids – David Gruber – Pg 64

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- .02 Approve Revision of AR 3350 (a) Reimbursements, Travel & Other Expenses - David Gruber – Pg 74
- .03 Approve Deletion of BP 6159 – Individualized Education Program – Marcelo Congo – Pg 79
- .04 Approve Deletion of AR 6159.1 – Procedural Safeguards and Complaints for Special Education Due Process Hearing Procedures – Marcelo Congo – Pg 88

**7. DISCUSSION ITEMS:**

- .01 Discuss Proposed Change to 3<sup>rd</sup> Mondays for 2024-25 Board Meeting Dates – Pat Caldwell – Pg 93
- .02 Lewis Center Foundation Board Update – Lisa Lamb
  - Lewis Center Foundation Social - April 18, 2024 at Escape Craft Brewery: Downtown Oasis
  - Annual Gala - September 28, 2024 at Fox Banquet & Events

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

- .01 President/CEO Report – Pg 94
- .02 Grant Tracking Report – Pg 101
- .03 LCER Board Attendance Log – Pg 102
- .04 LCER Board/Lewis Center Foundation Give and Get – Pg 103

**9. BOARD/STAFF COMMENTS:**

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

**10. CLOSED SESSION:**

- .01 Conference with Legal Counsel, Existing Litigation: Juan Lasso vs. Lewis Center for Educational Research et. al.

**11. ADJOURNMENT: Chairman Caldwell**

3 **Minutes for Regular Meeting of the Lewis Center for Educational Research Board**  
**March 11, 2024**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Treasurer Sharon Page called the meeting to order at 4:32 p.m.
2. **ROLL CALL:** LCER Board Members Pat Caldwell (arrived at 4:39 p.m.), Steve Levin, David Rib, Jessica Rodriguez and Marisol Sanchez were present. Members Yolanda Carlos, Omari Onyango and Pat Schlosser were absent.
3. **PUBLIC COMMENTS:** None
4. **CONSENT AGENDA:**
  - .01 Approve Minutes of February 12, 2024 Regular Meeting - On a motion by David Rib, seconded by Steven Levin, vote 5-0, the LCER Board of Directors approved Consent Agenda Item 4.01 by roll call vote.
5. **ACTION ITEM**
  - .01 Approve Revision of AR 6164.4 – Identification of Individuals with Exceptional Needs – Marcelo Congo reported that we are going to table this item and bring it back to the Board after doing additional research.
6. **SPECIAL PRESENTATIONS:**
  - .01 NSLA School Update – Victor Uribe, Principal, reported that Read Across America week was March 4 - 8, on March 5 guest speakers read to students, bedtime stories were held online and the students really enjoyed that, Family Voices had about 120 parents show up to discuss LCAP goals, Cafecito continues to have a great turnout, PTO continues their fundraising efforts and just held a book fair, NSLA is having a college fair on Friday, parent conferences are this week, master planning has begun for next year, and interviews have begun for the new Principal.
  - .02 AAE School Update – Chet Richards, Principal, reported that attendance dipped a little bit for February and we are following up with parents, enrollment is at 1,481 and we would like to get it back up to 1,500, we took first place at the Destination Imagination regionals and are going to State, Read Across America was last week and guest speakers read to classes and students dressed up as book characters, baseball construction is ongoing, and Building B is scheduled to be complete by May. AAE's Town Hall had a small turnout but we got good input from the group. We have hired a new VP, Varteni Krikorian, who was introduced and told a little about herself.
7. **DISCUSSION ITEMS:**
  - .01 Review AAE WASC Visit Committee Report – Chet Richards reported that WASC went very well. The visiting team all had charter experience and they were very impressed with every AAE group they encountered. Their recommendation to WASC is going to be a 6-year accreditation, which is the best we can get. They had a few recommendations. Chet thanked Heather Muir for her work organizing everything, and Yesenia Galaviz for all her help. Lisa emphasized that when the team reported out to staff they commended the Board. Lisa thanked the Board for their support.
  - .02 Discuss NSLA Principal Recruitment and Interviews – Lisa Lamb reported that we have interviewed five candidates, and will be interviewing a few more round one candidates. There is a second round of interviews scheduled for April 10 and we should have a decision soon after that.
  - .03 LCER 2024-25 Budget Development Update – David Gruber reported that the Exec Team has been meeting regarding the budget development. NSLA will have additional teaching positions, as they will be TK-12 as of next year. LCAP goals will be transferred into the budget. We will make any adjustments after the May revision by the Governor.
  - .04 Lewis Center Foundation Board Update – Marisol Sanchez reported that the Foundation has scheduled the locations for our upcoming events.
    - Lewis Center Foundation Social - April 18, 2024 at Escape Craft Brewery: Downton Oasis -

- 4 Jisela will email flyers to the Board.
  - Annual Gala - September 28, 2024 at Fox Banquet and Events – it will be a Vintage Hollywood theme.

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

- .01 President/CEO Report
- .02 Advanced Placement (AP) and Dual Enrollment Data
- .03 Grant Tracking Report
- .04 LCER Financial Reports
  - Checks Over \$10K
  - Budget Comparisons
  - Lewis Center Foundation Financial Reports
- .05 LCER Board Attendance Log
- .06 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 - Steve Levin reported that AAE SFJROTC students are visiting JPL tomorrow.
- .03 Future agenda items

**10. CLOSED SESSION:** The LCER Board adjourned into closed session at 5:10 p.m. The LCER Board reconvened into open session at 7:26 p.m. Chairman Caldwell reported that:

- .01 No action was taken during Conference with Legal Counsel, Existing Litigation: Cassandra Barnhart, vs. “The High Desert “Partnership in Academic Excellence” Foundation, Inc.
- .02 No action was taken during Conference with Legal Counsel, Existing Litigation: Juan Lasso vs. Lewis Center for Educational Research et. al.
- .03 The LCER Board unanimously approved the Pupil Personnel Administrative Hearing Panel Recommendation on NSLA Expulsion Case # 28637 to expel for the remainder of the semester and next semester by roll call vote.

**11. ADJOURNMENT:** Chairman Caldwell adjourned the meeting at 7:28 p.m.

**The Lewis Center for Educational Research AND Victor Valley College**

**Memorandum of Understanding: College and Careers Access Pathways (CCAP) Partnership Agreement**  
**July 1, 2024-June 30, 2027**

This is a College and Career Pathways Partnership Agreement (CCAP) hereinafter known as "Agreement" between Victor Valley Community College District (VVC) hereinafter known as "COLLEGE" and The Lewis Center for Educational Research known as "SCHOOL DISTRICT".

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities with the Victor Valley Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, enroll in community colleges and four-year colleges, attend postsecondary education on a full-time basis, and complete degrees in those institutions than students without these experiences, and

WHEREAS, COLLEGE AND SCHOOL DISTRICT desire to enter into this CCAP Agreement to offer or expand dual enrollment opportunities, consistent with the provisions of AB 288, AB 30, and AB 368, for high school students "who may not already be college bound or who are underrepresented in higher education, to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improve high school graduation rates, or helping high school pupils achieve college and career readiness." Sec.2 (a) AB 288

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE, and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the Agreement using the Appendix for purposes addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy cases, joint facilities use, and parental consent for high school pupils to enroll in community college courses and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW, THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

1.1 This CCAP Agreement shall be for three years, beginning on July 1, 2024, and ending on June 30, 2027, unless otherwise terminated.

1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the COLLEGE for those students; the scope, nature, time, location, and listing of community college course to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership. Sec. 2 (c) (1)

1.2 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. (c)(2)

1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS' DEFINITIONS**

2.1 CCAP Agreement Courses – Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved.

2.2 Consistent with AB 288, this CCAP Agreement may include "underachieving students, those from groups underrepresented in postsecondary education, those seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

2.3 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee prohibited by Section 49011.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility – students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and

"underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

- 3.2 Student Selection and Enrollment – Enrollment shall be open to all eligible students who have been admitted to the COLLEGE and meet all applicable prerequisites as part of the CCAP Agreement. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall comply with applicable law and COLLEGE standards and policies.
- 3.3 College Admission and Registration – Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall comply with the admissions and registration guidelines set forth in applicable law and V.V.C. policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment – A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course required for the pupil's CCAP partnership program.
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 CCAP units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program in the Agreement designed to award students a high school diploma and an associate degree, certificate, or credential.
- 3.8 Minimum School Day – The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day according to Education Code §§ 46141 and 46142.
- 3.9 The district will provide a two-year proposal for courses it desires to offer each semester during the four semesters. District may ask for additional courses, but it must do so in writing to the Dual Enrollment Coordinator no later than ninety days before the start of the semester.
- 3.10 Minimum Course Enrollment - The SCHOOL DISTRICT shall enroll a minimum of 25 students per course. The COLLEGE shall reserve the right to allow lower course enrollment due to special circumstances.

#### **4. COLLEGE APPLICATION PROCEDURE**

4.1 The COLLEGE will be responsible for processing student applications.

4.2 The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in admitting and registering SCHOOL DISTRICT students as necessary and required by COLLEGE.

#### **5. PARTICIPATING STUDENTS**

5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The governing board of a community district participating in a CCAP partnership agreement established according to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76104, 76223, 76300, 76350, and 79121.

5.2 The COLLEGE will work with book provider(s) to lower costs and give students quicker access to a course's textbook and materials. The SCHOOL DISTRICT will pay a set fee of \$70 per textbook. The COLLEGE will invoice the districts for the total number of books the SCHOOL DISTRICT uses per semester. The COLLEGE will work with the instructors to obtain their text and materials requests. The COLLEGE will also order and deliver the instructor's requested text and materials to the school. If a textbook is unavailable through an online provider, COLLEGE will be responsible for obtaining hardback or paperback versions of the requested book and other materials. The SCHOOL DISTRICT will be charged \$70 per textbook. The COLLEGE will cover any additional cost beyond the \$70.

5.3 Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are provided for students (e.g., Counseling and Guidance, Placement Assistance, Assessment, and Tutoring.)

5.4 According to a CCAP Agreement, units completed by a pupil may count toward determining a pupil's registration priority for enrollment and course registration at the COLLEGE.

#### **6. CCAP AGREEMENT COURSES**

6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if offered at a high school campus during the regular school day, and the community college course is offered according to a CCAP Agreement. Sec. 2 (o) (1).

6.2 The COLLEGE is responsible for all courses and educational programs offered as part of the CCAP Agreement, regardless of whether the course and academic program are provided on-site at the SCHOOL DISTRICT or the COLLEGE.

6.3 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement—Sec. 2 (c) (1).

- 6.4 Course offered as part of a CCAP Agreement at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on the COLLEGE campus and shall comply with V.V.C. academic standards and the Course Outline of Record (C.O.R.).
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designation, course descriptions, numbers, titles, and credits. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.7 Instructors teaching courses offered by SCHOOL DISTRICT as part of this CCAP Agreement are/ will be considered college employees while teaching college courses and must complete an approved Instructional Services Agreement as required by V.V.C. Business Procedure.
- 6.8 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE and any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course-related regulations, policies, procedures, prerequisites, and standards and that of SCHOOL DISTRICT policies, practices, and requirements, the COLLEGE regulations, procedures, prerequisites, and standards shall prevail.
- 6.9 A student's withdrawal before completing a course offered as part of this Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.10 Classroom management and evaluation of students enrolled in courses offered as part of this Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.11 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.12 This CCAP Agreement certifies that any remedial course taught by community college faculty at a participating high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Any new courses must be approved in accordance with COLLEGE requirements, including approval by the COLLEGE Curriculum Committee.
- 6.13 Degree and certificate programs included in the CCAP agreement must have been approved by the California Community College Chancellor's Office, and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to approve those courses locally separately.

## 7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California Community College as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for assignment monitoring and reporting to the county office of education. Sec. 2 (m)(2)
- 7.3 This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting responsibilities under applicable federal teacher quality mandates. Sec. 2(m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of students' health and safety and not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person convicted of a violent or severe felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Before teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record keeping, and other instructional responsibilities. The said training shall be approved and provided by the college.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional activities sponsored by the COLLEGE as required by the terms and conditions of the contract. They shall be encouraged to participate in ongoing collegial interaction to include, but not be limited to, the following: address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of V.V.C.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel chosen to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of V.V.C., specifically concerning their duties as instructors.

7.10 The SCHOOL DISTRICT shall certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same achievement standards as students in classes taught on the COLLEGE campus.

8.2 Students enrolled in COLLEGE courses offered, as part of this CCAP Agreement at the SCHOOL DISTRICT, shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE Campus.

8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

9.1 The COLLEGE shall appoint an educational administrator, specified in the Appendix to this CCAP Agreement, who will be the point of contact to facilitate coordination and cooperation between the COLLEGE and SCHOOL DISTRICT in conformity with V.V.C. policies and standards. Sec. 2 (c)(2)

9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as the point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c) (2).

9.3 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of the SCHOOL DISTRICT. Still, they will also be subject to the direction of COLLEGE, specifically concerning their duties pertaining to the COLLEGE courses.

9.4 This CCAP Agreement requires an annual report, as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Section. 2 (t)(1)(A-D)

- The total number of high school students by high school site enrolled in each partnership, aggregated by gender and ethnicity, was reported in compliance with all applicable state and federal laws. Sec 2 (t)(1)(A)
- The total number of community college courses by course category, type, and school site enrolled in by CCAP partnership participants. Sec. 2(t)(1)(B)

- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2(t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 V.V.C shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) to receive state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
- 10.2 For allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. (o)(2)
- 10.3 V.V.C. shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance for apportionment. Sec. (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed in accordance with Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs. and Title 5.

## **11. COMPLIANCE**

- 11.1 The SCHOOL DISTRICT agrees to provide a district administrator to participate in the Victor Valley College CCAP Advisory Committee and to provide the college with a yearly report providing detailed information on compliance with the requirements of this Agreement.
- 11.2 The SCHOOL DISTRICT agrees that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through sources.
- 11.3 V.V.C. agrees that it has not received full compensation from other sources for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement.
- 11.4 The SCHOOL DISTRICT agrees and acknowledges that V.V.C. will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under the CCAP Agreement.
- 11.5 This CCAP Agreement requires that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.6 This CCAP Agreement requires that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing

community college faculty member teaching the same course at the partnering community college campus. Sec. 2(j)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors to inform practice, make adjustments, and improve the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades, and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. COLLEGE shall maintain permanent records of student enrollment, grades, and achievements for COLLEGE students.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

14.1 COLLEGE and SCHOOL DISTRICT shall ensure that operation protocols are consistent with the collection of participating student data and timely submission.

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community College.

## **15. PRIVACY OF STUDENT RECORDS**

15.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course(s) and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy A.C.T. (FERPA) 20 U.S.C. § 1232g; 34 C.F.R Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076. COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing the maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and Education Code § 49064 as applicable.

## **16. FACILITIES**

16.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard its premises. SCHOOL DISTRICT warrants that its facilities comply with all applicable building, fire, and safety codes.

16.2 AT ITS OWN EXPENSE, the SCHOOL DISTRICT will furnish all course materials, specialized equipment, books, and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books, and materials for each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

## **17. INDEMNIFICATION**

17.1 The SCHOOL DISTRICT agrees to and shall indemnify, save, and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents, and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents, and other representatives.

17.2 The COLLEGE agrees to and shall indemnify, save, and hold harmless the SCHOOL DISTRICT and its governing board, officer, employee, administrators, independent contractors, subcontractors, agents, and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of COLLEGE, its officers, employees, independent contractors, subcontractors, subcontractors agents, and other representatives.

## **18. INSURANCE**

18.1 The SCHOOL DISTRICT, in order to protect COLLEGE, its agents, employees, and officers against claims and liability for death, injury, loss, and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure and maintain in force during the entire term of this Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in

the state of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through public entity risk management J.P.A., or program of self-insurance shall expressly name the COLLEGE, its agents, employees, and officers as an additional insured for the purpose of this Agreement. A certificate of insurance, including such endorsement, shall be furnished to the COLLEGE.

18.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims made by their respective SCHOOL DISTRICT personnel in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **19. NON-DISCRIMINATION**

19.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **20. TERMINATION**

20.1 Either party may terminate this Agreement by giving written notice specifying the effective date and the scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the person responsible for it listed in the CCAP Agreement.

20.2 This CCAP Agreement sets forth the entire Agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **21. MODIFICATION AND AMENDMENT**

21.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **22. GOVERNING LAWS**

22.1 This Agreement shall be interpreted according to the laws of the state of California.

**23. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 5300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**24. SEVERABILITY**

24.1 This CCAP Agreement shall be considered severable. If any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law. All other provisions or parts shall remain in full force and effect.

**25. COUNTERPARTS**

25.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which, when so executed and delivered, shall be an original, but all such counterparts shall together constitute one and the same instrument.

Signed: \_\_\_\_\_  
Superintendent, School District

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Superintendent/President, Victor Valley College

Date: \_\_\_\_\_

## APPENDIX: COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT

### 1.0 COLLEGE AND SCHOOL DISTRICT INFORMATION

#### 1.1 COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

<u>College/District</u>	<u>Name</u>	<u>Telephone</u>	<u>Email</u>
Victor Valley College	Chris Piercy	760-559-6991	<a href="mailto:Chris.Piercy@vvc.edu">Chris.Piercy@vvc.edu</a>
LCER	Lisa Lamb	(760) 946-5414	<a href="mailto:LLamb@LCER.org">LLamb@LCER.org</a>

**PROGRAM YEAR: 2024-2025**

**COLLEGE: Victor Valley College**

#### 1.2 APPROVED CCAP COURSES

The COLLEGE and the SCHOOL DISTRICT agree to the following courses being approved and available to participating schools as part of their CCAP offering. Availability may be limited due to the ability of the COLLEGE to staff the requested course. **No course that is not on this approved list will be offered during the duration of this M.O.U.**

VVC APPROVED CCAP COURSES 2024-2027				
	<b>SUBJECT</b>	<b>COURSE</b>	<b>UNIT</b>	<b>DESCRIPTION</b>
1	AGNR	60	1	HORTICULTURE LABORATORY
2	AGNR	74A	1	SUSTAINABLE COMMUNITY LEADERSHIP
3	AGNR	74B	1	BIODIVERSITY MANAGEMENT & TECHNOLOGY
4	AGNR	74D	1	HABITAT RESTORATION
5	AGNR	100	3	GENERAL ANIMAL SCIENCE
6	AGNR	102	4	EQUINE SCIENCE
7	AGNR	105	3	EQUINE HEALTH
8	AGNR	106	3	VETERINARY TERMINOLOGY & TECHNOLOGY
9	AGNR	107	3	LIVESTOCK SELECTION & EVALUATION
10	AGNR	108	3	ANIMAL HEALTH & SANITATION
11	AGNR	120	3	INTEGRATED PEST MANAGEMENT
12	AGNR	121	3	INTRODUCTION TO ENVIRONMENTAL HORTICULTURE
13	AGNR	122	3	PLANT PROPAGATION & GREENHOUSE PRODUCTION
14	AGNR	123	4	INTRODUCTION TO PLANT SCIENCE
15	AGNR	131	3	INTRODUCTION TO SOIL SCIENCE
16	AGNR	140	3	PLANT MATERIAL AND USAGE I
17	AGNR	141	4	PLANT MATERIAL AND USAGE II
18	AGNR	170	4	ENVIRONMENTAL SCIENCE & SUSTAINABILITY
19	AGNR	150	3	LANDSCAPE DESIGN
20	AGNR	153	3	NATURAL LANDSCAPE MAINTENANCE
21	AGNR	172	3	NAT RES REMOTE SENSING & GEOGRAPHIC INF SYST (G.I.S.)
22	AGNR	173	3	WATERSHED MANAGEMENT & RESTORATION
23	AGNR	175	3	SUSTAINABLE AGRICULTURE, ENVIRONMENT, AND SOCIE
24	AGNR	177	3	PRINCIPLES OF WILDLIFE MANAGEMENT

25	AGNR	178	3	AGRICULTURE ECONOMICS
26	ANIM	160	3	3D MAX FUNDAMENTALS
27	ANTH	101	3	INTRODUCTION TO PHYSICAL ANTHROPOLOGY
28	ANTH	101L	1	PHYSICAL ANTHROPOLOGY LAN
29	ART	101	3	SURVEY OF ART HISTORY-PREHISTORIC TO MEDIEVAL
30	ART	102	3	SURVEY OF ART HISTORY-RENAISSANCE TO CONTEMPORARY
31	ART	104	3	FILM AS AN ART FORM
32	ART	105	3	INTRODUCTION TO ART
33	ART	125	3	DRAWING 1
34	ASL	122	4	AMERICAN SIGN LANGUAGE 1
35	ASL	123	4	AMERICAN SIGN LANGUAGE 2
36	ASL	124	4	AMERICAN SIGN LANGUAGE 3
37	ASL	125	4	AMERICAN SIGN LANGUAGE 4
38	ASTR	101	3	DESCRIPTIVE ASTRONOMY
39	AUTO	50.4	0	AUTO 911
40	AUTO	50.5	0	AUTO 911 LAB
41	AUTO	58	2	LUBRICATION TECHNICIAN
42	AUTO	59	3	AUTOMOTIVE TIRE TECHNICIAN
43	AUTO	77.3	2	AUTOMOTIVE WORKPLACE PROFESSIONALISM
44	AUTO	89.3	4	INTRO TO HYBRID, ELECTRIC VEHIC, AND PROPULSION VEH
45	A.V.A.	50	4	AVIATION TECHNOLOGY SURVEY
46	A.V.A.	50B	4	AIRCRAFT METALLIC FABRICATION
47	BADM	100	2	INTRODUCTIONS TO BUSINESS ORGANIZATIONS
48	BADM	109	3	HUMAN RESOURCE MANAGEMENT
49	BADM	112	3	INTRODUCTION TO MARKETING
50	BADM	118	3	BUSINESS LAW
51	BIOL	100	4	GENERAL BIOLOGY
52	BIOL	107	4	INTRODUCTION TO HUMAN BIOLOGY
53	CHDV	100	3	CHILD GROWTH AND DEVELOPMENT
54	CHDV	106	3	CHILD, FAMILY, AND COMMUNITY
55	CHDV	133	3	ART EXPERIENCES FOR YOUNG CHILDREN
56	CHDV	134	3	LANGUAGE AND EARLY LITERARY DEVELOPMENT
57	CHDV	144	2	MATH AND SCIENCE EXPERIENCES FOR YOUNG CHILDREN
58	CHDV	145	2	MUSIC AND MOVEMENT EXPERIENCES FOR YOUNG CHILD
59	CHEM	100	4	INTRODUCTORY CHEMISTRY
60	CIS	101	4	COMPUTER LITERACY
61	C.J.	92	3	WRITING FOR CRIMINAL JUSTICE
62	CJ	101	3	INTRODUCTION TO CRIMINAL JUSTICE
63	CJ	103	3	CRIMINAL LAW
64	CJ	104	3	LEGAL ASPECTS OF EVIDENCE
65	CJ	135	3	JUVENILE LAW AND PROCEDURES
66	CMST	105	3	INTERCULTURAL COMMUNICATION

67	CMST	106	3	INTERPERSONAL COMMUNICATION
68	CMST	109	3	PUBLIC SPEAKING
69	CMST	107	3	FAMILY COMMUNICATION
70	CT	130	3	RESIDENTIAL REMODELING
71	CTMF	121A	3	WOODWORKING
72	CTMF	121B	3	INTERMEDIATE WOODWORKING
73	CTMF	120	4	RESIDENTIAL MAINTENANCE AND REPAIR
74	ECON	101	3	PRINCIPALS OF ECONOMICS: MACRO
75	ECON	100	3	INTRODUCTION OF ECONOMICS
76	EDUC	101	3	INTRODUCTION TO TEACHING
77	E.M.S.	50	2.5	EMERGENCY MEDICAL RESPONDER
78	E.M.S.	60	9.5	EMERGENCY MEDICAL TECHNICIAN
79	ENGD	101	3	INTRODUCTION TO DRAFTING
80	ENGD	103	3	BLUEPRINT READING FOR CONSTRUCTION
81	ENGD	110	3	INTRODUCTION TO 2-D AUTOCAD
82	ENGL	81	2	COREQUISITE SUPPORT FOR ENGLISH 101
83	ENGL	101	4	ENGLISH COMPOSITION AND READING
84	ENGL	102	3	COMPOSITION AND LITERATURE
85	ENGL	104	3	CRITICAL THINKING AND COMPOSITION
86	ENGL	109	3	CREATIVE WRITING
87	ETH	101	3	INTRODUCTION TO CHICANA/O STUDIES
88	ETH	102	3	INTRODUCTION TO AFRICAN AMERICAN STUDIES
89	FIRE	100	3	PRINCIPLES OF EMERGENCY SERVICES
90	FIRE	101	3	FUNDAMENTALS OF FIRE SERVICE OPERATIONS
91	FIRE	102	3	FIRE PREVENTION TECHNOLOGY
92	FIRE	109	3	WILDLAND FIRE CONTROL
93	FIRE	110	3	PRINC OF FIRE AND EMER SERVICES SAFETY AND SURVIVAL
94	GEOG	101	3	INTRODUCTION TO PHYSICAL GEOGRAPHY
95	GEOG	101L	1	GEOGRAPHY 1 LABORATORY
96	GEOG	104	3	WORLD REGIONAL GEOGRAPHY
97	GEOL	101	4	PHYSICAL GEOLOGY
98	GUID	50	1	COLLEGE SUCCESS
99	GUID	51	1	ORIENTATION TO COLLEGE
100	GUID	81	1	CAREER PLANNING: STAGE II
101	GUID	82	1	CAREER PLANNING: STAGE II
102	HIST	103	3	WORLD HISTORY TO 1500
103	HIST	104	3	WORLD HISTORY SINCE 1500
104	HIST	115	3	HISTORY OF CALIFORNIA
105	HIST	117	3	HISTORY OF THE UNITED STATES TO 1876
106	HIST	118	3	HISTORY OF THE UNITED STATES FROM 1876
107	HIST	130	3	LATIN AMERICAN HISTORY TO 1822
108	HIST	131	3	LATIN AMERICAN HISTORY FROM 1822

109	LIBR	110	3	INFO LITERACY IN DIGITAL AGE
110	MATH	104	4	TRIGONOMETRY
111	MATH	105	4	COLLEGE ALGEBRA
112	MATH	85	2	COREQUISITE SUPPORT FOR COLLEGE ALGEBRA
113	MATH	120	4	INTRODUCTION TO STATISTICS
114	MATH	132	3	THE IDEAS OF MATH
115	MATH	80	2	COREQUISITE SUPPORT FOR INTRODUCTORY STATISTICS
116	MUSC	100	3	INTRODUCTION TO MUSIC
117	MUSC	101	3	THE FUNDAMENTALS OF MUSIC
118	MUSC	116	3	MUSIC IN AMERICA
119	MUSC	117	3	HISTORY OF JAZZ
120	MUSC	118	3	SURVEY OF ROCK AND ROLL
121	OCEA	101	3	OCEANOGRAPHY
122	PAL	100	3	INTRODUCTION TO PARALEGAL STUDIES
123	PAL	102	3	BEGINNING LEGAL RESEARCH FOR PARALEGALS
124	PAL	103	3	BEGINNING LEGAL WRITING
125	PAL	104	3	LEGAL ETHICS FOR PARALEGALS
126	PHIL	101	3	INTRODUCTION TO PHILOSOPHY
127	PHOT	101	3	INTERMEDIATE PHOTOGRAPHY
128	PHOT	111	3	BEGINNING DIGITAL PHOTOGRAPHY
129	PHYS	100	4	INTRODUCTORY PHYSICS
130	POLS	101	3	INTRODUCTION TO POLITICAL SCIENCE
131	POLS	102	3	INTRODUCTION TO AMERICAN GOVERNMENT AND POLITI
132	POLS	114	3	POLITICAL PHILOSOPHY
133	PSCI	101	3	PRINCIPLES OF PHYSICAL SCIENCE
134	PSYC	101	3	INTRODUCTION TO PSYCHOLOGY
135	PSYC	110	3	DEVELOPMENTAL PSYCHOLOGY
136	RLST	101	3	INTRODUCTION TO RELIGIOUS STUDIES
137	RLST	113	3	RELIGION AND SOCIETY
138	RMGT	2	4.5	PREP/LINE COOK
139	RMGT	7	4.5	BAKERY/PASTRY TRAINING
140	SOC	101	3	INTRODUCTION TO SOCIOLOGY
141	SOC	102	3	SOCIAL PROBLEMS
142	SPAN	101	5	ELEMENTARY SPANISH
143	SPAN	102	5	ELEMENTARY SPANISH
144	TA	101	3	INTRODUCTION TO THEATRE
145	TA	106	3	BEGINNING ACTING

### 1.3 DATE, TIME, AND LOCATION OF ALL CCAP COURSES

All VVC CCAP courses will be taught on the school site designated for each course. Classrooms will be assigned by the site administrator and will possess all required equipment. CCAP classes will be taught

during the official school day, Monday through Friday. CCAP courses can be taught on Saturday if the SCHOOL DISTRICT designates it as an official school day and part of their overall instructional plan.

#### **1.4 BEGINNING AND ENDING DATES FOR ALL CCAP COURSES IN THE SCHOOL DISTRICT(S)**

Fall 2024 classes will begin the week of August 12, 2024, and run through the week of December 9, 2024. Spring 2024 classes will start the week of January 13, 2024, and run through the week of May 8, 2024. Starting and ending dates for Fall and Spring 2025, 2026, and 2027 will be determined 120 days prior to the start of the Fall semester for each school year.

#### **1.5 CCAP 2024-2027 COURSE TIMES**

The Academy for Academic Excellence (A.A.E.) courses will begin at 8 AM and end by 2:00 PM.

**1.6 COURSES REQUESTED** Fall 2024: The A.A.E. requested ASTR 101 and PSYC 101. In Spring 2025, A.A.E. requested ART 105 and ANTH 101L.

#### **1.7 FTES 2024-2025 ESTIMATE**

Based on the number of requested courses for 2024-2025 and estimating an average of 25 students per class (taking into consideration potential special circumstances, see 3.10), approximately 4 CCAP courses will be offered annually at A.A.E., with an estimated 100 students enrolled. This number does not reflect students taking multiple courses; it is just an estimated total enrollment in the courses provided. A.A.E.'s total annual FTES estimate is 10.

## **2. PROGRAM SCOPE/GOAL**

SCHOOL DISTRICT will provide both C.T.E. and transfer courses to students who may not be college-bound and who are underrepresented in higher education through this CCAP agreement. The goal of the program will be to develop seamless pathways that prepare students for transfer to COLLEGE and CSU/UC, as well as C.T.E. pathways that are aligned with the particular high school programs. C.T.E. pathways at the high schools include Computer Science, Manufacturing/Construction Tech, Engineering, Information and Communication Technologies, Family and Consumer Science, Automotive, Healthcare, and Environmental Studies.

## **3. BOOKS AND INSTRUCTIONAL MATERIALS**

The COLLEGE will work with book provider(s) to lower costs and give students quicker access to a course's textbook and materials. The SCHOOL DISTRICT will pay a set fee of \$70 per textbook. The COLLEGE will invoice the districts for the total number of books the SCHOOL DISTRICT uses per semester. The COLLEGE will work with the instructors to obtain their text and materials requests. The COLLEGE will also order and deliver the instructor's requested text and materials to the school.

If a textbook is unavailable through an online provider, COLLEGE will be responsible for obtaining hardback or paperback versions of the requested book and other materials. The SCHOOL DISTRICT will be charged \$70 per textbook. The COLLEGE will cover any additional cost beyond the \$70.

## **4. ASSESSMENT OF BENEFIT TO STUDENTS**

The COLLEGE is responsible for the tracking of students from the SCHOOL DISTRICT to the college in order to assess the benefit gained from the courses in this Agreement. Criteria will include, but are not limited to, the number of high school students enrolled in partnership, number of college courses offered, number

and percentage of successful course completions, and number of FTES generated.

**5. EMPLOYER OF RECORD**

COLLEGE will be the employer of record for purposes of assignment monitoring.

**6. EDUCATIONAL PROGRAMS(S) AND COURSE(S)**

COLLEGE is responsible for all educational programs(s) and course(s) offered as part of this CCAP Agreement, whether the academic programs(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE. The School District is responsible for providing COLLEGE with a two-year course plan 150 days before the start of the first semester of this Agreement. Requests for additional courses must be made no later than 90 days prior to the start of the semester. It is understood that COLLEGE has the option of filling or not filling requested courses based on the availability of instructors.



**AGREEMENT FOR SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES  
AGREEMENT NO. 23/24-0112  
AMENDMENT No. 1**

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2023, by and between the Office of the San Bernardino County Superintendent of Schools, hereinafter referred to as “**SUPERINTENDENT/LEC**”, and the Lewis Center – Academy for Academic Excellence, hereinafter referred to as “**DISTRICT/LEA**”, **is hereby amended this 22<sup>nd</sup> day of February 2024 to read as follows:**

1. Services to Be Provided by the **SUPERINTENDENT/LEC**

- a. Certify to the **DHCS** the amount of **DISTRICT/LEA’S** general funds or any other funds allowed under federal law and regulation expended on the allowable "Program" activities.
- b. Submit an Operational Plan in conformance with **DHCS** prescribed regulations.
- c. Represent **DISTRICT/LEA’S** issues, concerns and questions at scheduled statewide **SUPERINTENDENT/LEC** meetings.
- d. Certify to the **DHCS**:
  - 1) The availability and expenditure of one hundred percent (100%) of the non-federal share of the cost of performing program activities.
  - 2) For each fiscal year that **DISTRICT/LEA** expenditures represent costs that are eligible for federal financial participation for that fiscal year.
- e. Provide **DHCS** approved training materials and updates to **DISTRICT/LEA**.
- f. Provide program technical assistance training to **DISTRICT/LEA’S** staff.
- g. Review **DISTRICT/LEA’S** quarterly forms for accuracy and completeness and request corrections or support documentation if necessary.
- h. Submit the detailed quarterly invoices to the **DHCS** on behalf of the **DISTRICT/LEA** and convey to the **DISTRICT/LEA** by warrant or cash transfer all funds received on behalf of **DISTRICT/LEA** from the **DHCS** less any amount due the **SUPERINTENDENT/LEC** as determined in Section 3. **SUPERINTENDENT/LEC’S Fees and Payment Thereof**. No funds will be conveyed to **DISTRICT/LEA** for invoices that have been disallowed by the **DHCS**.
- i. Monitor compliance of **DISTRICT/LEA** with all Federal, State and **DHCS** Program requirements.
- j. Conduct quarterly Region 10 Program Information Meetings as needed.
- k. Perform a review of the **DISTRICT/LEA’S** Operational Plan once every three (3) years.
- l. **SUPERINTENDENT/LEC** shall be responsible for supporting the processing of all Random Moment Time Study (RMTS) claims for services rendered by **DISTRICT/LEA** and its employees or agents including the following:
  - (1) Coordinate, schedule and provide necessary training to representatives of **DISTRICT/LEA** according to **DHCS** RMTS requirements.
  - (2) Review and code all RMTS “moments”, reviewing the moments to ensure they are complete and assist **DISTRICT/LEA** in certifying the “moments”.
  - (3) Provide assistance in the required SMAA documents for operational plans and give direction to **DISTRICT/LEA** for gathering necessary audit materials for each claiming unit for each quarter. **SUPERINTENDENT/LEC** shall review operational plan for quality assurance and compliance.
  - (4) Assist **DISTRICT/LEA** with preparing for Center for Medicaid Services (CMS) and **DHCS** site reviews and audits.
  - (5) Perform all aspects of the methodology processing and provide all necessary support, programs and processes for **DISTRICT/LEA** participation.
  - (6) **SUPERINTENDENT/LEC** reserves the right to not certify invoices that do not comply with **SUPERINTENDENT/LEC**, State and Federal SMAA requirements.
  - (7) Certify to **DHCS** the amount of **DISTRICT/LEA** general funds or other funds allowed under federal law and regulation expended on the allowable SMAA activities.
  - (8) Serve as the exclusive service provider for all SMAA Claiming Activities within the Region 10 **SUPERINTENDENT/LEC** Service Region 10, including but not limited to the administration of the State approved RMTS methodology, participant training, program monitoring and audit compliance.
  - (9) As mandated, provide a software platform through a third-party vendor, through which the **DISTRICT/LEA** shall utilize the Random Moment Time Survey (RMTS) process. Although the **SUPERINTENDENT/LEC** will make every

reasonable effort to facilitate the use of the software platform, the **SUPERINTENDENT/LEC** is not responsible for problems resulting from software platform or system errors. Code all RMTS moments and make available to the **DISTRICT/LEA** and STATE its RMTS results. Coding is based on the presumption that the responses received from the **DISTRICT** are accurate and all necessary documentation exists to support it. The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing or verifying documentation for any coded moment.

- (10) Monitor RMTS compliance of **DISTRICT/LEA** with all Federal, STATE, and **SUPERINTENDENT/LEC's** Program requirements.
- (11) The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing, or verifying documentation for any coded moment. The **SUPERINTENDENT/LEC** shall not be liable for any audit exception or federal disallowance related to direct service documentation and shall not be responsible for recouping any amount of funds paid to an **DISTRICT/LEA** for participation in the **DISTRICT/LEA** Billing Option Program.
- (12) **SUPERINTENDENT/LEC** shall certify to **DHCS**:
  - a. The availability and expenditure of funds for all non-Federal share costs of performing program activities.
  - b. The expenditures of **DISTRICT/LEA** that represent costs eligible for federal financial participation in the fiscal year.
- (13) Process **DHCS** invoice reimbursements and issue reimbursement to **DISTRICT/LEA** on claims approved and paid by **DHCS** within thirty (30) days of receipt.
- (14) Maintain **SUPERINTENDENT/LEC** SMAA Audit Binder, pursuant to the State-approved SMAA Claiming Plan.
- (15) Act as the liaison between **DISTRICT/LEA** and **DHCS**.
- (16) Assess **DISTRICT/LEA** program and ensure appropriate participation.
- (17) Identify and support **DISTRICT/LEA** SMAA participants and activities.
- (18) Provide **DISTRICT/LEA** access to a web-based RMTS Software System Platform (SSP) for RMTS moment completion.
- (19) Certify **DISTRICT/LEA** calendar in SSP.
- (20) **SUPERINTENDENT/LEC** is responsible for processing the Medical Eligibility Rate (MER %/Tape Match) two times a year (October and April). The **DISTRICT/LEA** will be responsible to upload personal student data to a secure platform made by **SUPERINTENDENT/LEC**. The **SUPERINTENDENT/LEC** will process the student data in conjunction with **DHCS** to produce the MER% which is used on SMAA invoices only. The **SUPERINTENDENT/LEC** will ensure the student data is always kept secure. The **SUPERINTENDENT/LEC** will work with the RMTS Coordinator to receive this data and will give the percentage to the coordinator once received.
- (21) **SUPERINTENDENT/LEC** is responsible for sharing the Alternative Format request information (extracted from MER) for the purpose of relaying information about the Alternative Format requests involving **DISTRICT's** students/parents and guardians. The **SUPERINTENDENT/LEC** will upload the data received from **DHCS** four (4) times a year via the SMAA website and **DISTRICT** will follow the steps outlined in their Alternative Format plan if applicable.
- m. The **SUPERINTENDENT/LEC** will oversee RMTS for the **DISTRICT/LEA** Billing Option Program due to the **DHCS** required integration; The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing, or verifying documentation for any coded moment. The **SUPERINTENDENT/LEC** shall not be liable for any audit exception or federal disallowance related to direct service documentation and shall not be responsible for recouping any amount of funds paid to a **DISTRICT/LEA** for participation in the **DISTRICT/LEA** Billing Option Program.

All other terms and conditions of the original agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOLS**

**LEWIS CENTER**  
**ACADEMY FOR ACADEMIC EXCELLENCE**

\_\_\_\_\_  
Amber L. Arias, Manager  
Procurement Services

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**AGREEMENT FOR SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES  
AGREEMENT NO. 23/24-0113  
AMENDMENT No. 1**

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2023, by and between the Office of the San Bernardino County Superintendent of Schools, hereinafter referred to as “**SUPERINTENDENT/LEC**”, and the Lewis Center –Norton Science & Language Academy, hereinafter referred to as “**DISTRICT/LEA**”, is hereby amended this 22<sup>nd</sup> day of February 2024 to read as follows:

1. Services to Be Provided by the **SUPERINTENDENT/LEC**
  - a. Certify to the **DHCS** the amount of **DISTRICT/LEA’S** general funds or any other funds allowed under federal law and regulation expended on the allowable "Program" activities.
  - b. Submit an Operational Plan in conformance with **DHCS** prescribed regulations.
  - c. Represent **DISTRICT/LEA’S** issues, concerns and questions at scheduled statewide **SUPERINTENDENT/LEC** meetings.
  - d. Certify to the **DHCS**:
    - 1) The availability and expenditure of one hundred percent (100%) of the non-federal share of the cost of performing program activities.
    - 2) For each fiscal year that **DISTRICT/LEA** expenditures represent costs that are eligible for federal financial participation for that fiscal year.
  - e. Provide **DHCS** approved training materials and updates to **DISTRICT/LEA**.
  - f. Provide program technical assistance training to **DISTRICT/LEA’S** staff.
  - g. Review **DISTRICT/LEA’S** quarterly forms for accuracy and completeness and request corrections or support documentation if necessary.
  - h. Submit the detailed quarterly invoices to the **DHCS** on behalf of the **DISTRICT/LEA** and convey to the **DISTRICT/LEA** by warrant or cash transfer all funds received on behalf of **DISTRICT/LEA** from the **DHCS** less any amount due the **SUPERINTENDENT/LEC** as determined in Section 3. **SUPERINTENDENT/LEC’S Fees and Payment Thereof**. No funds will be conveyed to **DISTRICT/LEA** for invoices that have been disallowed by the **DHCS**.
  - i. Monitor compliance of **DISTRICT/LEA** with all Federal, State and **DHCS** Program requirements.
  - j. Conduct quarterly Region 10 Program Information Meetings as needed.
  - k. Perform a review of the **DISTRICT/LEA’S** Operational Plan once every three (3) years.
  - l. **SUPERINTENDENT/LEC** shall be responsible for supporting the processing of all Random Moment Time Study (RMTS) claims for services rendered by **DISTRICT/LEA** and its employees or agents including the following:
    - (1) Coordinate, schedule and provide necessary training to representatives of **DISTRICT/LEA** according to **DHCS** RMTS requirements.
    - (2) Review and code all RMTS “moments”, reviewing the moments to ensure they are complete and assist **DISTRICT/LEA** in certifying the “moments”.
    - (3) Provide assistance in the required SMAA documents for operational plans and give direction to **DISTRICT/LEA** for gathering necessary audit materials for each claiming unit for each quarter. **SUPERINTENDENT/LEC** shall review operational plan for quality assurance and compliance.
    - (4) Assist **DISTRICT/LEA** with preparing for Center for Medicaid Services (CMS) and **DHCS** site reviews and audits.
    - (5) Perform all aspects of the methodology processing and provide all necessary support, programs and processes for **DISTRICT/LEA** participation.
    - (6) **SUPERINTENDENT/LEC** reserves the right to not certify invoices that do not comply with **SUPERINTENDENT/LEC**, State and Federal SMAA requirements.
    - (7) Certify to **DHCS** the amount of **DISTRICT/LEA** general funds or other funds allowed under federal law and regulation expended on the allowable SMAA activities.
    - (8) Serve as the exclusive service provider for all SMAA Claiming Activities within the Region 10 **SUPERINTENDENT/LEC** Service Region 10, including but not limited to the administration of the State approved RMTS methodology, participant training, program monitoring and audit compliance.
    - (9) As mandated, provide a software platform through a third-party vendor, through which the **DISTRICT/LEA** shall utilize the Random Moment Time Survey (RMTS) process. Although the **SUPERINTENDENT/LEC** will make every

reasonable effort to facilitate the use of the software platform, the **SUPERINTENDENT/LEC** is not responsible for problems resulting from software platform or system errors. Code all RMTS moments and make available to the **DISTRICT/LEA** and STATE its RMTS results. Coding is based on the presumption that the responses received from the **DISTRICT** are accurate and all necessary documentation exists to support it. The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing or verifying documentation for any coded moment.

- (10) Monitor RMTS compliance of **DISTRICT/LEA** with all Federal, STATE, and **SUPERINTENDENT/LEC's** Program requirements.
- (11) The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing, or verifying documentation for any coded moment. The **SUPERINTENDENT/LEC** shall not be liable for any audit exception or federal disallowance related to direct service documentation and shall not be responsible for recouping any amount of funds paid to an **DISTRICT/LEA** for participation in the **DISTRICT/LEA** Billing Option Program.
- (12) **SUPERINTENDENT/LEC** shall certify to **DHCS**:
  - a. The availability and expenditure of funds for all non-Federal share costs of performing program activities.
  - b. The expenditures of **DISTRICT/LEA** that represent costs eligible for federal financial participation in the fiscal year.
- (13) Process **DHCS** invoice reimbursements and issue reimbursement to **DISTRICT/LEA** on claims approved and paid by **DHCS** within thirty (30) days of receipt.
- (14) Maintain **SUPERINTENDENT/LEC** SMAA Audit Binder, pursuant to the State-approved SMAA Claiming Plan.
- (15) Act as the liaison between **DISTRICT/LEA** and **DHCS**.
- (16) Assess **DISTRICT/LEA** program and ensure appropriate participation.
- (17) Identify and support **DISTRICT/LEA** SMAA participants and activities.
- (18) Provide **DISTRICT/LEA** access to a web-based RMTS Software System Platform (SSP) for RMTS moment completion.
- (19) Certify **DISTRICT/LEA** calendar in SSP.
- (20) **SUPERINTENDENT/LEC** is responsible for processing the Medical Eligibility Rate (MER %/Tape Match) two times a year (October and April). The **DISTRICT/LEA** will be responsible to upload personal student data to a secure platform made by **SUPERINTENDENT/LEC**. The **SUPERINTENDENT/LEC** will process the student data in conjunction with **DHCS** to produce the MER% which is used on SMAA invoices only. The **SUPERINTENDENT/LEC** will ensure the student data is always kept secure. The **SUPERINTENDENT/LEC** will work with the RMTS Coordinator to receive this data and will give the percentage to the coordinator once received.
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- m. The **SUPERINTENDENT/LEC** will oversee RMTS for the **DISTRICT/LEA** Billing Option Program due to the **DHCS** required integration; The **SUPERINTENDENT/LEC** shall not be responsible for monitoring, reviewing, or verifying documentation for any coded moment. The **SUPERINTENDENT/LEC** shall not be liable for any audit exception or federal disallowance related to direct service documentation and shall not be responsible for recouping any amount of funds paid to a **DISTRICT/LEA** for participation in the **DISTRICT/LEA** Billing Option Program.

All other terms and conditions of the original agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOLS**

**LEWIS CENTER**  
**NORTON SCIENCE & LANGUAGE ACADEMY**

\_\_\_\_\_  
Amber L. Arias, Manager  
Procurement Services

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date of meeting: April 8, 2024

Title: 2023/2024 2<sup>nd</sup> Interim Reports for AAE & NSLA

Presentation:      Consent:      Action:      Discussion: X Information:     

**Background:**

The 2<sup>nd</sup> Interim Reports provide detailed information about the 2023/2024 Fiscal Year as of January 31, 2024. This will allow the Board of Directors, the opportunity to review and interpret organizational growth in funding and how our operating costs are at the current time and anticipated throughout the 2023/2024 Fiscal Year for Academy for Academic Excellence and Norton Science and Language Academy.

**Fiscal Implications (if any):**

N/A

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

**Recommendation:**

Submitted by: David Gruber  
Chief Business Officer, LCER

Charter School Attendance		CHARTER NAME: Academy for Academic Excellence CHARTER #: 968													
		Fiscal Year 2023-24 Second Interim Report Projected ADA as of January 31, 2024													
Charter Authorizer: Apple Valley Unified School District		2022-23		2023-24 Adopted Budget			2023-24 Second Interim			2024-25 Second Interim			2025-26 Second Interim		
Line		Actual ADA P-2	Funded ADA *	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Period	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Year
Non Classroom Funding Determination Rate*		100%													
TK/K-3:															
Regular ADA	A-1	-	-	436.85	-	-	426.95	-	-2.27%	435.97	-	2.11%	437.62	-	0.38%
Classroom-based ADA included in A-1	A-2	-	-	436.85	-	-	426.95	-	-2.27%	435.97	-	2.11%	437.62	-	0.38%
Extended Year Special Ed	A-3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-3	A-4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - NPS	A-5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-5	A-6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Extended Year Special Ed - NPS	A-7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-7	A-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADA Totals (A-1, A3, A5, A7)	A-9	-	-	436.85	-	-	426.95	-	-2.27%	435.97	-	2.11%	437.62	-	0.38%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	-	-	436.85	436.85	-	426.95	426.95	-2.27%	435.97	435.97	2.11%	437.62	437.62	0.38%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADA for Students in Transitional Kindergarten (Lines A-1, A-3, A-5, and A-7, TK/K-3 Column, First Year ADA Only)	B-1	-	-	42.46	-	-	43.69	-	2.90%	43.85	-	0.37%	43.70	-	-0.34%
Grades 4-6															
Regular ADA	A-1	-	-	331.50	-	-	330.62	-	-0.27%	335.90	-	1.60%	336.01	-	0.03%
Classroom-based ADA included in A-1	A-2	-	-	331.50	-	-	330.62	-	-0.27%	335.90	-	1.60%	336.01	-	0.03%
Extended Year Special Ed	A-3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-3	A-4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - NPS	A-5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-5	A-6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Extended Year Special Ed - NPS	A-7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-7	A-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADA Totals (A-1, A3, A5, A7)	A-9	-	-	331.50	-	-	330.62	-	-0.27%	335.90	-	1.60%	336.01	-	0.03%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	-	-	331.50	331.50	-	330.62	330.62	-0.27%	335.90	335.90	1.60%	336.01	336.01	0.03%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grades 7-8															
Regular ADA	A-1	-	-	240.49	-	-	238.82	-	-0.69%	244.37	-	2.32%	243.85	-	-0.21%
Classroom-based ADA included in A-1	A-2	-	-	240.49	-	-	238.82	-	-0.69%	244.37	-	2.32%	243.85	-	-0.21%
Extended Year Special Ed	A-3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-3	A-4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - NPS	A-5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-5	A-6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Extended Year Special Ed - NPS	A-7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom-based ADA included in A-7	A-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADA Totals (A-1, A3, A5, A7)	A-9	-	-	240.49	-	-	238.82	-	-0.69%	244.37	-	2.32%	243.85	-	-0.21%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	-	-	240.49	240.49	-	238.82	238.82	-0.69%	244.37	244.37	2.32%	243.85	243.85	-0.21%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Charter School Attendance		CHARTER NAME: Academy for Academic Excellence CHARTER #: 968													
Fiscal Year 2023-24 Second Interim Report Projected ADA as of January 31, 2024															
Form Revised 4/25/2023															
Charter Authorizer: Apple Valley Unified School District		2022-23		2023-24 Adopted Budget			2023-24 Second Interim			2024-25 Second Interim			2025-26 Second Interim		
		Actual ADA	Funded ADA *	Projected ADA	Funded ADA *	% Change over	Projected ADA	Funded ADA *	% Change over	Projected ADA	Funded ADA *	% Change over	Projected ADA	Funded ADA *	% Change over
Line		P-2		P-2		Prior Year	P-2		Prior Period	P-2		Prior Year	P-2		Prior Year
Grades 9-12															
Regular ADA	A-1	-		402.35			420.74		4.57%	407.09		-3.24%	407.35		0.06%
Classroom-based ADA included in A-1	A-2	-		402.35			420.74		4.57%	407.09		-3.24%	407.35		0.06%
Extended Year Special Ed	A-3	-		-											
Classroom-based ADA included in A-3	A-4	-		-											
Special Ed - NPS	A-5	-		-											
Classroom-based ADA included in A-5	A-6	-		-											
Extended Year Special Ed - NPS	A-7	-		-											
Classroom-based ADA included in A-7	A-8	-		-											
ADA Totals (A-1, A3, A5, A7)	A-9	-	-	402.35	-		420.74		4.57%	407.09		-3.24%	407.35		0.06%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	-	-	402.35	402.35		420.74	420.74	4.57%	407.09	407.09	-3.24%	407.35	407.35	0.06%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
Totals															
Regular ADA	A-1	-		1,411.19			1,417.13		0.42%	1,423.33		0.44%	1,424.83		0.11%
Classroom-based ADA included in A-1	A-2	-		1,411.19			1,417.13		0.42%	1,423.33		0.44%	1,424.83		0.11%
Extended Year Special Ed	A-3	-		-			-			-			-		
Classroom-based ADA included in A-3	A-4	-		-			-			-			-		
Special Ed - NPS	A-5	-		-			-			-			-		
Classroom-based ADA included in A-5	A-6	-		-			-			-			-		
Extended Year Special Ed - NPS	A-7	-		-			-			-			-		
Classroom-based ADA included in A-7	A-8	-		-			-			-			-		
ADA Totals (A-1, A3, A5, A7)	A-9	-	-	1,411.19	-		1,417.13		0.42%	1,423.33		0.44%	1,424.83		0.11%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	-	-	1,411.19	1,411.19		1,417.13	1,417.13	0.42%	1,423.33	1,423.33	0.44%	1,424.83	1,424.83	0.11%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
<b>Total Funded ADA</b>		-	-	-	1,411.19		-	1,417.13		-	1,423.33		-	1,424.83	

\* For non-classroom, P-2 ADA multiplied by Funding Determination %. Use this amount in the LCFF calculator and any other ADA based revenue calculations.

CHARTER NAME: Academy for Academic Excellence  
 CDS #: 36750773631207  
 CHARTER #: 968

Fiscal Year 2023-24 Second Interim Report

Form Revised 4/25/2023

ASSUMPTIONS:	2023-24	2024-25	Change	2025-26	Change
<b>Local Control Funding (LCFF) - BAS/FCMAT Calculator:</b>					
COLA (on Base)	8.22%	0.76%	-7.46%	3.29%	2.53%
Total Phase-In Entitlement (FCMAT calculator, Summary Tab)	\$ 17,098,635	\$ 17,312,770	1.25%	\$ 17,949,217	3.68%
<b>Lottery Allocation Amount Per ADA:</b>					
Unrestricted	\$ 177	\$ 177	\$ -	\$ 177	\$ -
Restricted	\$ 72	\$ 72	\$ -	\$ 72	\$ -
<b>ADA/Enrollment:</b>					
Total Non-Classroom Based (Independent Study) ADA	-	-	0.00	-	0.00
Total Funded Non-Classroom Based (Independent Study) ADA	-	-	0.00	-	0.00
Total Classroom Based ADA	1,417.13	1,423.33	6.20	1,424.83	1.50
Total Funded P-2 Attendance	1,417.13	1,423.33	6.20	1,424.83	1.50
Estimated Enrollment PY CBEDS Certified Enrollment	1,484	1,492	1,506	1,504	-2.00
Enrollment Growth Over Prior Year	0.54%	0.94%		-0.13%	
ADA to Enrollment Ratio 2022-23	0.00%	94.98%	94.51%	94.74%	
Unduplicated Count PY CBEDS Certified Unduplicated Count	590	658	665	664	-1.00
Unduplicated Pupil % (FCMAT LCFF Calc, Summary Tab, Rolling %) 2022-23	40.10%	41.45%	42.68%	44.14%	
<b>Certificated Salaries and Benefits:</b>					
Number of Teachers (FTE)	68.60	68.60	0.00	68.60	0.00
Number of Certificated Management FTEs	3.00	3.00	0.00	3.00	0.00
Number of Other Certificated FTEs	6.00	6.00	0.00	6.00	0.00
Classroom Staffing Ratio - Students per FTE	21.75	21.95	0.20	21.92	-0.03
Teachers Increased/(Decreased) for projected Enrollment change over PY	0.00	0.00	0.00	0.00	0.00
Average Teacher FTE Salary	\$ 90,510	\$ 94,583	4.50%	\$ 98,839	4.50%
Average Certificated Management FTE Salary	\$ 154,350	\$ 154,350	0.00%	\$ 154,350	0.00%
Average Other Certificated FTE Salary	\$ 93,152	\$ 97,344	4.50%	\$ 101,724	4.50%
Cert Step and Column Increase (Total Annual Cost)	\$ 250,000	\$ 250,000	0.00%	\$ 250,000	0.00%
Other Pay, Stipends, Extra Pay	\$ 130,375	\$ 130,375	0.00%	\$ 130,375	0.00%
Health and Welfare Cost per Employee	\$ 15,038	\$ 15,865	5.50%	\$ 16,738	5.50%
Retirement Cost per Cert Employee	\$ 18,481	\$ 19,313	4.50%	\$ 20,182	4.50%
STRS Rate	19.10%	19.10%	0.00%	19.10%	0.00%
Optional - Additional information/explanation of Certificated S&B Assumptions above (calculation methodology, inclusions/exclusions, etc...):					
Explain any year over year changes (+/- positions, budgeted salary increases (ongoing or one-time), health and welfare contribution changes, etc...):					
Increases to salaries are based on the traditional step advancement by our certificated team.					
<b>Classified Salaries and Benefits:</b>					
Number of Classified (Non-Mgmt) FTEs	40.53	40.53	0.00	40.53	0.00
Number of Classified Management FTEs	1.00	1.00	0.00	1.00	0.00
Average Salary per Classified Non-Mgmt FTE	\$ 26,619	\$ 27,883	4.75%	\$ 29,208	4.75%
Average Salary per Classified Mgmt FTE	\$ 76,876	\$ 80,720	5.00%	\$ 84,756	5.00%
Class Step and Column Increase (Total Annual Cost)	\$ 60,000	\$ 60,000	0.00%	\$ 60,000	0.00%
Other Pay, Stipends, Extra Pay	\$ 65,750	\$ 65,750	0.00%	\$ 65,750	0.00%
Health and Welfare Cost per Class Employee	\$ 2,687	\$ 2,835	5.51%	\$ 2,991	5.50%
Retirement Cost per Class Employee	\$ 7,619	\$ 8,109	6.43%	\$ 8,631	6.44%
PERS Rate	26.68%	27.70%	1.02%	28.80%	1.10%
Optional - Additional information/explanation of Certificated S&B Assumptions above (calculation methodology, inclusions/exclusions, etc...):					
Explain any year over year changes (+/- positions, budgeted salary increases (ongoing or one-time), health and welfare contribution changes, etc...):					
Increases to salaries are based on the traditional step advancement by our classified team.					

CHARTER NAME: Academy for Academic Excellence  
 CDS #: 36750773631207  
 CHARTER #: 968

Fiscal Year 2023-24 Second Interim Report

Form Revised 4/25/2023

<b>ASSUMPTIONS:</b>	2023-24	2024-25	Change	2025-26	Change
<b>Statutory Benefits</b>					
FICA (Social Security)	6.20%	6.20%	0.00%	6.20%	0.00%
Medicare Tax	1.45%	1.45%	0.00%	1.45%	0.00%
Unemployment	0.05%	0.05%	0.00%	0.05%	0.00%
Workers Comp	0.99300%	0.99300%	0.00%	0.99300%	0.00%
<b>Facilities:</b>					
Rent	\$ 580,625	\$ 580,000	-0.11%	\$ 579,150	-0.15%
Electricity	\$ 220,000	\$ 220,000	0.00%	\$ 220,000	0.00%
Heating (gas)	\$ 20,000	\$ 20,000	0.00%	\$ 20,000	0.00%
Other	\$ 35,000	\$ 35,000	0.00%	\$ 35,000	0.00%
Explain "Other" facility costs: Water, Trash and Sewer costs complete the total utilities paid for the facilities.					
<b>Administrative Service Agreements:</b>					
0.10% Oversight Fees to Sponsor	\$ 17,690	\$ 18,005	1.78%	\$ 18,667	3.68%
Administrative Service Contract	\$ 2,175,835	\$ 2,202,725	1.24%	\$ 2,276,578	3.35%
Other Contracted Costs					
<b>List Noteworthy Assumptions for other 1st Interim line items: (Books, Supplies, Services, Capital Outlay, Debt, etc.)</b>					

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011	10,881,447	10,686,883	4,780,136	10,674,373	-1.90%	10,820,411	1.37%	11,305,200	4.48%
EPA	8012	4,368,166	4,640,855	2,256,902	4,641,608	6.26%	4,697,343	1.20%	4,857,001	3.40%
State Aid - Prior Year	8019	-	-	(88,812)	(88,812)					
In Lieu Property Taxes	8096	1,789,459	1,782,654	726,356	1,782,654	-0.38%	1,795,016	0.69%	1,787,016	-0.45%
Federal	8100-8299	85,000	85,000	79,455	100,000	17.65%	100,000	0.00%	100,000	0.00%
State										
Lottery - Unrestricted	8560	250,568	261,941	145,183	261,984	4.56%	263,130	0.44%	263,407	0.11%
Lottery - Prop 20 - Restricted	8560									
Other State Revenue	8300-8599	61,546	61,389	44,943	61,389	-0.26%	63,317	3.14%	64,133	1.29%
Local										
Interest	8660	36,000	44,000	25,269	43,000	19.44%	44,000	2.33%	45,000	2.27%
AB602 Local Special Education Transfer	8792									
Other Local Revenues	8600-8799	-	110,368	32,784	110,368		-		-	
<b>Total Revenues</b>		\$ 17,472,186	\$ 17,673,091	\$ 8,002,216	\$ 17,586,564	0.65%	\$ 17,783,217	1.12%	\$ 18,421,757	3.59%
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	6,794,103	6,763,965	3,606,736	6,763,965	-0.44%	6,808,481	0.66%	7,063,799	3.75%
Classified Salaries	2000-2999	1,539,384	1,528,409	947,660	1,528,409	-0.71%	1,662,564	8.78%	1,733,223	4.25%
Benefits	3000-3999	3,276,794	3,276,744	1,752,115	3,276,744	0.00%	3,360,889	2.57%	3,562,542	6.00%
Books & Supplies	4000-4999	671,092	667,849	651,791	867,849	29.32%	675,671	-22.14%	760,139	12.50%
Contracts & Services	5000-5999	1,230,456	1,224,888	874,987	1,224,888	-0.45%	1,225,250	0.03%	1,300,000	6.10%
Capital Outlay	6000-6599	325,000	1,250,000	621,192	1,000,000	207.69%	450,000	-55.00%	250,000	-44.44%
Other Outgo	7100-7299	2,459,872	2,470,209	-	2,468,739	0.36%	2,496,442	1.12%	2,570,295	2.96%
Debt Service (see Debt Form)	7400-7499	580,625	580,625	338,362	580,625	0.00%	580,000	-0.11%	579,150	-0.15%
<b>Total Expenditures</b>		\$ 16,877,326	\$ 17,762,689	\$ 8,792,842	\$ 17,711,219	4.94%	\$ 17,259,297	-2.55%	\$ 17,819,148	3.24%
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>										
		\$ 594,860	\$ (89,598)	\$ (790,626)	\$ (124,655)		\$ 523,920		\$ 602,609	15.02%
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	(369,550)	(300,874)				(239,820)		(272,609)	
Other Uses	7600	-	-							
<b>Net Sources &amp; Uses</b>		\$ (369,550)	\$ (300,874)	\$ -	\$ -		\$ (239,820)		\$ (272,609)	
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>										
		\$ 225,310	\$ (390,472)	\$ (790,626)	\$ (124,655)		\$ 284,100		\$ 330,000	16.16%

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>FUND BALANCE, RESERVES</b>										
Beginning Balance at Adopted Budget	9791	10,206,599	10,206,599	10,206,599						
Adjustments for Unaudited Actuals	9792		(148,622)	(148,622)						
Beg Fund Balance at Unaudited Actuals			10,057,977	10,057,977						
Adjustments for Audit	9793		-	(558,448)						
Adjustments for Restatements	9795		-	-						
Beginning Fund Balance as per Audit Report +/- Restatements			10,057,977	9,499,529		9,374,874		9,658,974		
Ending Balance	9790	\$ 10,431,909	\$ 9,667,505	\$ 8,708,903	\$ 9,374,874	-10.13%	\$ 9,658,974	3.03%	\$ 9,988,974	3.42%
<b>Components of Ending Fund Balance (Budget):</b>										
<b>a. Nonspendable</b>										
Revolving Cash	9711	-	-							
Stores	9712	-	-							
Prepaid Expenditures	9713	-	-							
All Others	9719	-	-							
<b>b. Restricted</b>										
<b>c. Committed</b>										
Committed - Stabilization Arrangements	9750	-	-							
Committed - Other	9760	-	-							
<b>d. Assignments</b>										
<b>e. Unassigned</b>										
Reserve for Economic Uncertainties	9789	2,150,000	-							
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790	8,281,909	9,667,505	8,708,903	9,374,874	13.20%	9,658,974	3.03%	9,988,974	3.42%

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>ASSUMPTIONS FOR UNRESTRICTED PROGRAMS:</b>									
LIST FEDERAL UNRESTRICTED REVENUES (MOST FEDERAL PROGRAM REVENUES ARE RESTRICTED AND SHOULD BE ON RESTRICTED SHEET)									
1 Ex. Erate	-	-	-	-		-		-	
2 ROTC	85,000	85,000	79,455	100,000	17.65%	100,000	0.00%	100,000	0.00%
3	-	-	-	-		-		-	
4	-	-	-	-		-		-	
5	-	-	-	-		-		-	
6	-	-	-	-		-		-	
7	-	-	-	-		-		-	
8	-	-	-	-		-		-	
9	-	-	-	-		-		-	
<b>Total Federal Awards Budgeted:</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 79,455</b>	<b>\$ 100,000</b>	<b>17.65%</b>	<b>\$ 100,000</b>	<b>0.00%</b>	<b>\$ 100,000</b>	<b>0.00%</b>
Lottery Unrestricted Allocation per ADA	\$ 170.00	\$ 177.00		\$ 177.00		\$ 177.00		\$ 177.00	
Lottery Unrestricted Estimated Award	\$ 250,568	\$ 261,941		\$ 261,984	4.56%	\$ 263,130	0.44%	\$ 263,407	0.11%
LIST UNRESTRICTED STATE FUNDS BUDGETED IN OTHER STATE									
1	-	-	-	-		-		-	
2 Mandated Cost	41,546	41,389	41,389	41,389	-0.38%	43,317	4.66%	44,133	1.88%
3 SMAA	20,000	20,000	3,554	20,000	0.00%	20,000	0.00%	20,000	0.00%
4 Prop 39 Reimbursement	-	-	-	-		-		-	
5	-	-	-	-		-		-	
6	-	-	-	-		-		-	
7	-	-	-	-		-		-	
8	-	-	-	-		-		-	
9	-	-	-	-		-		-	
10	-	-	-	-		-		-	
11	-	-	-	-		-		-	
12	-	-	-	-		-		-	
13	-	-	-	-		-		-	
14	-	-	-	-		-		-	
15	-	-	-	-		-		-	
16	-	-	-	-		-		-	
17	-	-	-	-		-		-	
18	-	-	-	-		-		-	
<b>Total Other State Revenue Funds Budgeted:</b>	<b>\$ 61,546</b>	<b>\$ 61,389</b>	<b>\$ 44,943</b>	<b>\$ 61,389</b>	<b>-0.26%</b>	<b>\$ 63,317</b>	<b>3.14%</b>	<b>\$ 64,133</b>	<b>1.29%</b>
LIST OTHER UNRESTRICTED LOCAL REVENUES BUDGETED in "Other Local Revenues"									
1 Ex. Services Reimbursed by District	-	-	-	-		-		-	
2 Donations, Refunds and Reimbursements	-	110,368	32,784	110,368		-		-	
3	-	-	-	-		-		-	
4	-	-	-	-		-		-	
5	-	-	-	-		-		-	
6	-	-	-	-		-		-	
<b>Total Other Local Revenue Funds Budgeted:</b>	<b>\$ -</b>	<b>\$ 110,368</b>	<b>\$ 32,784</b>	<b>\$ 110,368</b>		<b>\$ -</b>		<b>\$ -</b>	

CHARTER NAME: Academy for Academic Excellence  
 CDS #: 36750773631207  
 CHARTER #: 968

Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011									
EPA	8012									
State Aid - Prior Year	8019									
In Lieu Property Taxes	8096									
Federal	8100-8299	821,106	1,597,374	549,437	1,577,395	92.11%	731,518	-53.62%	766,550	4.79%
State										
Lottery - Unrestricted	8560									
Lottery - Prop 20 - Restricted	8560	98,753	106,552	20,943	106,570	7.92%	107,036	0.44%	107,149	0.11%
Other State Revenue	8300-8599	983,392	1,170,770	445,123	1,170,770	19.05%	1,198,380	2.36%	1,245,770	3.95%
Local										
Interest	8660	-	-	-	-		-		-	
AB602 Local Special Education Transfer	8792	1,087,680	1,087,680	662,218	1,057,595	-2.77%	1,057,595	0.00%	1,057,595	0.00%
Other Local Revenues	8600-8799	-	-	-	-		-		-	
<b>Total Revenues</b>		<b>\$ 2,990,931</b>	<b>\$ 3,962,376</b>	<b>\$ 1,677,720</b>	<b>\$ 3,912,330</b>	<b>30.81%</b>	<b>\$ 3,094,529</b>	<b>-20.90%</b>	<b>\$ 3,177,064</b>	<b>2.67%</b>
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	1,174,536	1,121,943	619,255	1,050,755	-10.54%	1,206,817	14.85%	1,252,073	3.75%
Classified Salaries	2000-2999	548,964	601,371	243,257	601,371	9.55%	578,300	-3.84%	601,432	4.00%
Benefits	3000-3999	602,642	596,046	283,759	611,317	1.44%	611,702	0.06%	651,463	6.50%
Books & Supplies	4000-4999	541,805	1,178,635	524,301	746,512	37.78%	543,955	-27.13%	550,000	1.11%
Contracts & Services	5000-5999	376,534	649,255	52,050	674,526	79.14%	338,470	-49.82%	350,000	3.41%
Capital Outlay	6000-6599	-	-	69,476	75,000		-		-	
Other Outgo	7100-7299	328,551	328,551	-	328,551	0.00%	286,202	-12.89%	286,202	0.00%
Debt Service (see Debt Form)	7400-7499	-	-	-	-		-		-	
<b>Total Expenditures</b>		<b>\$ 3,573,032</b>	<b>\$ 4,475,801</b>	<b>\$ 1,792,097</b>	<b>\$ 4,088,032</b>	<b>14.41%</b>	<b>\$ 3,565,446</b>	<b>-12.78%</b>	<b>\$ 3,691,170</b>	<b>3.53%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>										
		<b>\$ (582,101)</b>	<b>\$ (513,425)</b>	<b>\$ (114,377)</b>	<b>\$ (175,702)</b>		<b>\$ (470,917)</b>		<b>\$ (514,106)</b>	
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	369,550	300,874		-		239,820		272,609	13.67%
Other Uses	7600	-	-							
<b>Net Sources &amp; Uses</b>		<b>\$ 369,550</b>	<b>\$ 300,874</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 239,820</b>		<b>\$ 272,609</b>	<b>13.67%</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>										
		<b>\$ (212,551)</b>	<b>\$ (212,551)</b>	<b>\$ (114,377)</b>	<b>\$ (175,702)</b>		<b>\$ (231,097)</b>		<b>\$ (241,497)</b>	

CHARTER NAME: Academy for Academic Excellence  
 CDS #: 36750773631207  
 CHARTER #: 968

Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>FUND BALANCE, RESERVES</b>									
Beginning Balance at Adopted Budget	9791	2,431,517	2,431,517	2,431,517					
Adjustments for Unaudited Actuals	9792		2,394,546	2,394,546					
Beg Fund Balance at Unaudited Actuals			4,826,063	4,826,063					
Adjustments for Audit	9793		-	(241,266)					
Adjustments for Restatements	9795		-	-					
Beginning Fund Balance as per Audit Report +/- Restatements			4,826,063	4,584,797		4,409,095		4,177,998	
Ending Balance		\$ 2,218,966	\$ 4,613,512	\$ 4,470,420	98.70%	\$ 4,177,998	-5.24%	\$ 3,936,501	-5.78%
<b>Components of Ending Fund Balance (Budget):</b>									
<b>a. Nonspendable</b>									
Revolving Cash	9711								
Stores	9712								
Prepaid Expenditures	9713								
All Others	9719								
<b>b. Restricted</b>	9740	2,218,966	4,613,512	4,470,420	98.70%	4,177,998	-5.24%	3,936,501	-5.78%
<b>c. Committed</b>									
Committed - Stabilization Arrangements	9750								
Committed - Other	9760								
<b>d. Assignments</b>	9780								
<b>e. Unassigned</b>									
Reserve for Economic Uncertainties	9789								
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790								

CHARTER NAME: Academy for Academic Excellence  
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Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
If Restricted Fund Balances Exist, Identify Balance by Program:									
1 EX. AB602 - Special Education	-	-							
2 Restricted Lottery	-	-							
3 Child Nutrition	242,546	368,750		368,750		368,750		368,750	
4 ELOP	685,640	665,959		665,959		665,959		665,959	
5 Educator Effectiveness	217,164	215,042		215,042		215,042		215,042	
6 UPK	14,301	-		-		-		-	
7 Learning Recovery Block Grant	1,059,315	1,059,315		877,262		646,165		404,668	
8 A-G Completion	-	3,885		3,885		3,885		3,885	
9 Art & Music Block Grant	-	879,933		879,933		879,933		879,933	
10 Kitchen Improvement Funds	-	96,615		96,615		96,615		96,615	
11	-	1,324,013		1,087,477		1,087,477		1,087,477	
12 Arts & Music in Schools	-	-		214,172		214,172		214,172	
13	-	-							
14	-	-							
15	-	-							
Ending Restricted Fund Balance	2,218,966	4,613,512		4,409,095		4,177,998		3,936,501	

ASSUMPTIONS RESTRICTED PROGRAMS:

LIST FEDERAL RESTRICTED REVENUES

1 Title I	184,326	242,201	100,442	242,201		187,736	-22.49%	182,732	-2.67%
2 Title II	35,518	48,424	-	48,424		34,991	-27.74%	35,027	0.10%
3 Title IV	14,515	17,088	11,042	17,088		14,578	-14.69%	14,578	0.00%
4 SPED IDEA	214,213	214,213	-	214,213		214,213	0.00%	214,213	0.00%
5 Child Nutrition	275,000	275,000	129,387	275,000		280,000	1.82%	320,000	14.29%
6 ESSER III	61,000	413,378	240,356	413,378		-		-	
7 ESSER III Learning Loss	36,534	155,544	-	155,544		-		-	
8 ELO-ESSER II	-	19,979	-	-		-		-	
9 ELO-ESSER III	-	62,984	31,068	62,984		-		-	
10 ELO-ESSER III Learning Loss	-	148,563	37,141	148,563		-		-	
11	-	-							
12	-	-							
13	-	-							
14	-	-							
15	-	-							
16	-	-							
17	-	-							
18	-	-							
19	-	-							
20	-	-							
<b>Total Federal Awards Budgeted:</b>	<b>\$ 821,106</b>	<b>\$ 1,597,374</b>	<b>\$ 549,437</b>	<b>\$ 1,577,395</b>		<b>\$ 731,518</b>	<b>-53.62%</b>	<b>\$ 766,550</b>	<b>4.79%</b>

CHARTER NAME: Academy for Academic Excellence  
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Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
Form Revised 4/25/2023									
Lottery Prop 20 Restricted Allocation per ADA	\$ 67.00	\$ 72.00		\$ 72.00		\$ 72.00		\$ 72.00	
Lottery Estimated Prop 20 Restricted Award	\$ 98,753.41	\$ 106,552		\$ 106,570	0.02%	\$ 107,036	0.44%	\$ 107,149	0.11%
LIST RESTRICTED STATE FUNDS BUDGETED IN "Other State Revenue"									
1 Child Nutrition	400,000	400,000	244,747	400,000		400,816	0.20%	475,000	18.51%
2 ELOP	583,392	556,598	200,376	556,598		583,392	4.81%	556,598	-4.59%
3 Learning Recovery Emergency Block Grant	-	-	-	-		-		-	
4 SPED Learning Recovery	-	-	-	-		-		-	
5 Arts & Music in Schools	-	214,172	-	214,172		214,172	0.00%	214,172	0.00%
6	-	-							
7	-	-							
8	-	-							
9	-	-							
10	-	-							
11	-	-							
12	-	-							
13	-	-							
14	-	-							
15	-	-							
16	-	-							
17	-	-							
18	-	-							
<b>Total Other State Revenue Funds Budgeted:</b>	<b>\$ 983,392</b>	<b>\$ 1,170,770</b>	<b>\$ 445,123</b>	<b>\$ 1,170,770</b>		<b>\$ 1,198,380</b>	<b>2.36%</b>	<b>\$ 1,245,770</b>	<b>3.95%</b>
LIST OTHER RESTRICTED LOCAL REVENUES BUDGETED in "Other Local Revenues"									
1	-	-							
2	-	-							
3	-	-							
4	-	-							
5	-	-							
6	-	-							
<b>Total Other Local Revenue Funds Budgeted:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
<b>SPECIAL EDUCATION DETAILS:</b>									
What % of student population is Special Ed	11.22%	10.86%	10.59%	10.59%	-5.61%	10.59%	0.00%	10.59%	0.00%
For SELPA services, is the Charter under School District, or a member LEA?	Desert Mountain SELPA								
AB602 Revenue	1,087,680	1,087,680	662,218	1,057,595	-2.77%	1,057,595	0.00%	1,057,595	0.00%
Other Special Ed Revenue	214,213	214,213	-	214,213	0.00%	214,213	0.00%	214,213	0.00%
Unrestricted Contribution to Special Ed	446,920	137,827	-	167,912	-62.43%	323,787	92.83%	417,423	28.92%
<b>Total Special Ed Funding</b>	<b>1,748,813</b>	<b>1,439,720</b>	<b>662,218</b>	<b>1,439,720</b>	<b>-17.67%</b>	<b>1,595,595</b>	<b>10.83%</b>	<b>1,689,231</b>	<b>5.87%</b>
Special Ed Expenditures	1,748,813	1,439,720	920,884	1,439,720	-17.67%	1,595,595	10.83%	1,688,931	5.85%

Fiscal Year 2023-24 Second Interim Report  
 Summary MYP

DESCRIPTION	Adopted Budget 2023-24	Latest Revised Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011	10,881,447	10,686,883	4,780,136	10,674,373	-1.90%	10,820,411	1.37%	11,305,200	4.48%
EPA	8012	4,368,166	4,640,855	2,256,902	4,641,608	6.26%	4,697,343	1.20%	4,857,001	3.40%
State Aid - Prior Year	8019	-	-	(88,812)	(88,812)		-		-	
In Lieu Property Taxes	8096	1,789,459	1,782,654	726,356	1,782,654	-0.38%	1,795,016	0.69%	1,787,016	-0.45%
Federal	8100-8299	906,106	1,682,374	628,892	1,677,395	85.12%	831,518	-50.43%	866,550	4.21%
State										
Lottery - Unrestricted	8560	250,568	261,941	145,183	261,984	4.56%	263,130	0.44%	263,407	0.11%
Lottery - Prop 20 - Restricted	8560	98,753	106,552	20,943	106,570	7.92%	107,036	0.44%	107,149	0.11%
Other State Revenue	8300-8599	1,044,938	1,232,159	490,066	1,232,159	17.92%	1,261,697	2.40%	1,309,903	3.82%
Local										
Interest	8660	36,000	44,000	25,269	43,000	19.44%	44,000	2.33%	45,000	2.27%
AB602 Local Special Education Transfer	8792	1,087,680	1,087,680	662,218	1,057,595	-2.77%	1,057,595	0.00%	1,057,595	0.00%
Other Local Revenues	8600-8799	-	110,368	32,784	110,368		-		-	
<b>Total Revenues</b>		<b>20,463,118</b>	<b>21,635,467</b>	<b>9,679,937</b>	<b>21,498,894</b>	<b>5.06%</b>	<b>20,877,746</b>	<b>-2.89%</b>	<b>21,598,821</b>	<b>3.45%</b>
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	7,968,639	7,885,908	4,225,990	7,814,720	-1.93%	8,015,298	2.57%	8,315,872	3.75%
Classified Salaries	2000-2999	2,088,348	2,129,780	1,190,916	2,129,780	1.98%	2,240,864	5.22%	2,334,655	4.19%
Benefits	3000-3999	3,879,436	3,872,790	2,035,874	3,888,061	0.22%	3,972,591	2.17%	4,214,005	6.08%
Books & Supplies	4000-4999	1,212,897	1,846,484	1,176,093	1,614,361	33.10%	1,219,626	-24.45%	1,310,139	7.42%
Contracts & Services	5000-5999	1,606,990	1,874,143	927,037	1,899,414	18.20%	1,563,720	-17.67%	1,650,000	5.52%
Capital Outlay	6000-6599	325,000	1,250,000	690,667	1,075,000	230.77%	450,000	-58.14%	250,000	-44.44%
Other Outgo	7100-7299	2,788,423	2,798,760	-	2,797,290	0.32%	2,782,644	-0.52%	2,856,497	2.65%
Debt Service (see Debt Form)	7400-7499	580,625	580,625	338,362	580,625	0.00%	580,000	-0.11%	579,150	-0.15%
<b>Total Expenditures</b>		<b>\$ 20,450,358</b>	<b>\$ 22,238,490</b>	<b>\$ 10,584,939</b>	<b>\$ 21,799,251</b>	<b>6.60%</b>	<b>\$ 20,824,743</b>	<b>-4.47%</b>	<b>\$ 21,510,318</b>	<b>3.29%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>										
		<b>\$ 12,760</b>	<b>\$ (603,023)</b>	<b>\$ (905,002)</b>	<b>\$ (300,357)</b>		<b>\$ 53,003</b>		<b>\$ 88,503</b>	<b>66.98%</b>
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	-	-	-	-		-		-	
Other Uses	7600	-	-	-	-		-		-	
<b>Net Sources &amp; Uses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>										
		<b>\$ 12,760</b>	<b>\$ (603,023)</b>	<b>\$ (905,002)</b>	<b>\$ (300,357)</b>		<b>\$ 53,003</b>		<b>\$ 88,503</b>	<b>66.98%</b>

Fiscal Year 2023-24 Second Interim Report  
 Summary MYP

DESCRIPTION	Adopted Budget 2023-24	Latest Revised Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>FUND BALANCE, RESERVES</b>									
Beginning Balance at Adopted Budget	9791	12,638,116	12,638,116	12,638,116	0.00%				
Adjustments for Unaudited Actuals	9792		2,245,924	2,245,924					
Beg Fund Balance at Unaudited Actuals			14,884,040	14,884,040					
Adjustments for Audit	9793		-	(799,714)					
Adjustments for Restatements	9795		-	-					
Beginning Fund Balance as per Audit Report +/- Restatements		-	14,884,040	14,084,326		13,783,969		13,836,972	0.38%
Ending Balance	9790	\$ 12,650,876	\$ 14,281,017	\$ 13,179,323	8.96%	\$ 13,836,972	0.38%	\$ 13,925,476	0.64%
<b>Components of Ending Fund Balance (Budget):</b>									
<b>a. Nonspendable</b>									
Revolving Cash	9711	-	-	-	-	-	-	-	-
Stores	9712	-	-	-	-	-	-	-	-
Prepaid Expenditures	9713	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-
<b>b. Restricted</b>	9740	2,218,966	4,613,512	4,470,420	98.70%	4,177,998	-5.24%	3,936,501	-5.78%
<b>c. Committed</b>									
Committed - Stabilization Arrangements	9750	-	-	-	-	-	-	-	-
Committed - Other	9760	-	-	-	-	-	-	-	-
<b>d. Assignments</b>	9780	-	-	-	-	-	-	-	-
<b>e. Unassigned</b>									
Reserve for Economic Uncertainties	9789	2,150,000	-	-	-	-	-	-	-
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790	8,281,909	9,667,505	8,708,903	13.20%	9,658,974	3.03%	9,988,974	3.42%
Economic Uncertainty and Unappropriated Reserve Percentage (9789+9790)/(Total Expenditures + Other Uses)		51.01%	43.47%	82.28%	43.01%	46.38%		46.44%	

Reserve Standard (unless different standard identified in MOU)

If MOU contains a Reserve Standard other than above, enter here

Reserve Standard Met/Not Met

3%	3%	3%	3%	3%	3%
Met	Met	Met	Met	Met	Met

If not meeting standards, discuss fiscal recovery plan:

Unrestricted Deficit Spending Percentage

Unrestricted Deficit Spending Standard

Unrestricted Deficit Spending Standard Met/Not Met

0.0%	0.0%	9.0%	0.7%	0.0%	0.0%
17.0%	0.0%	27.4%	14.3%	15.5%	15.5%
Met		Met	Met	Met	Met

If deficit spending, explain cause and if one-time or on-going. If for on-going, what is the Charter's plan to eliminatethe deficit?

### DEBT - Multiyear Commitments

Fiscal Year 2023-24 Second Interim Report

CHARTER NAME: Academy for Academic Excellence

Form Revised 4/25/2023

Complete the following table for all significant multiyear commitments for the budget year and the following two years. Clearly identify the number of years remaining and the total remaining principal amount of the commitment, the amount of principal and interest budgeted for the current fiscal year and the following two years.

Under the Comment Section, provide a brief statement identifying the funding source for repayment of each obligation.

NO DEBT (if no debt, X)

Type of Commitment	# of Years Remaining	July 1, 2023 Principal Balance	2023-24 Payment		2024-25 Payment		2025-26 Payment		Object Code(s)
			Principle	Interest	Principle	Interest	Principle	Interest	
State School Building Loans									
Charter School Start-up Loans									
Other Post Employment Benefits									
Compensated Absences									
Bank Line of Credit Loans									
Municipal Lease									
Capital Lease	32	9,020,000	125,000	447,625	130,000	442,000	135,000	436,150	
Capital Lease									
Capital Lease									
Inter-Agency Borrowing									
Other									
<b>Total</b>		<b>9,020,000</b>	<b>125,000</b>	<b>447,625</b>	<b>130,000</b>	<b>442,000</b>	<b>135,000</b>	<b>436,150</b>	

Other Commitments:


Comments:

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CHARTER NAME: Academy for Academic Excellence

2023-24 Second Interim Cash Flow

DATE PREPARED: 2/26/2024

Form Revised 4/25/2023

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Estimated	Bud
<b>Beginning Cash Balance</b>	July 1 Cash =		10,534,493		11,752,531		10,505,543		9,416,651		10,895,330		10,908,328		11,013,018	
<b>Actuals - Actuals - Actuals</b>																
<b>REVENUE</b>																
<b>LCFF Sources</b>																
LCFF	8011		-		519,580	4.87%	519,580	4.87%	935,244	8.76%	935,244	8.76%	935,244	8.76%	935,244	8.76%
EPA	8012		-		-		-		1,128,451	24.31%	-		-		1,128,451	24.31%
State Aid - Prior Year	8019		-		-		-		-		(88,812)		-		-	
In Lieu Property Taxes	8096		-		-		-		161,180	9.04%	439,581	24.66%	125,595	7.05%	-	
Federal	8100-8299		2,956	0.18%	44,025	2.62%	8,124	0.48%	114,471	6.82%	61,013	3.64%	48,697	2.90%	142,866	8.52%
<b>State</b>																
Lottery - Unrestricted	8560		-		-		-		8,109	3.10%	-		-		137,074	52.32%
Lottery - Prop 20 - Restricted	8560		-		-		-		15,495	14.54%	-		-		5,448	5.11%
Other State Revenue	8300-8599		-		-		-		38,777	3.15%	1,096	0.09%	159,050	12.91%	153,477	12.46%
<b>Local</b>																
Interest	8660		3,702	8.61%	3,707	8.62%	3,592	8.35%	3,643	8.47%	3,463	8.05%	3,583	8.33%	3,578	8.32%
AB602 Local Special Education Transfer	8792		-		5,576	0.53%	60,944	5.76%	64,370	6.09%	10,036	0.95%	205,638	19.44%	107,837	10.20%
Other Local Revenues	8600-8799		-		5,711	5.17%	18,450	16.72%	845	0.77%	14,015	12.70%	11,383	10.31%	170	0.15%
<b>Total Revenues</b>			\$ 6,658	0.03%	\$ 578,599	2.69%	\$ 610,690	2.84%	\$ 2,470,586	11.49%	\$ 1,375,637	6.40%	\$ 1,489,190	6.93%	\$ 2,614,144	12.16%
<b>EXPENDITURES</b>																
Certificated Salaries	1000-1999		95,935	1.23%	674,890	8.64%	700,913	8.97%	691,906	8.85%	699,682	8.95%	683,202	8.74%	679,462	8.69%
Classified Salaries	2000-2999		66,018	3.10%	192,245	9.03%	209,530	9.84%	195,870	9.20%	197,806	9.29%	172,098	8.08%	157,349	7.39%
Benefits	3000-3999		69,534	1.79%	321,865	8.28%	333,732	8.58%	330,711	8.51%	335,195	8.62%	325,378	8.37%	319,459	8.22%
Books & Supplies	4000-4999		63,181	3.91%	376,518	23.32%	172,222	10.67%	38,569	2.39%	273,628	16.95%	159,572	9.88%	92,339	5.72%
Contracts & Services	5000-5999		49,892	2.63%	126,070	6.64%	235,128	12.38%	137,808	7.26%	111,801	5.89%	137,435	7.24%	129,215	6.80%
Capital Outlay	6000-6599		12,783	1.19%	281,140	26.15%	169,907	15.81%	193,415	17.99%	4,785	0.45%	4,886	0.45%	13,951	1.30%
Other Outgo	7100-7299		-		-		-		-		-		-		-	
Debt Service (see Debt Form)	7400-7499		48,302	8.32%	48,302	8.32%	48,302	8.32%	48,302	8.32%	48,302	8.32%	48,302	8.32%	48,302	8.32%
<b>Total Expenditures</b>			\$ 405,646	1.86%	\$ 2,021,030	9.27%	\$ 1,869,733	8.58%	\$ 1,636,581	7.51%	\$ 1,671,199	7.67%	\$ 1,530,874	7.02%	\$ 1,440,077	6.61%
<b>OTHER SOURCES/USES</b>																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
<b>Net Sources &amp; Uses</b>			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>PRIOR YEAR TRANSACTIONS</b>																
		July 1 -		%		%		%		%		%		%		%
		Beginning		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal
Accounts Receivable	9210	3,681,990	2,169,171	58.91%	195,443	5.31%	170,151	4.62%	644,673	17.51%	308,561	8.38%	77,143	2.10%	2,866	0.08%
Prepaid Expenditures	9330	70,817	1,587	2.24%	-		-		-		-		69,231	97.76%	-	
(Accounts Payable)	9510	375,146	375,146	100.00%	-		-		-		-		-		-	
(Line of Credit Payments)	9640	-	-		-		-		-		-		-		-	
(Deferred Revenue)	9650	178,586	178,586	100.00%	-		-		-		-		-		-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ 3,199,076	\$ 1,617,025		\$ 195,443		\$ 170,151		\$ 644,673		\$ 308,561		\$ 146,374		\$ 2,866	
<b>OTHER ADJUSTMENTS (LIST)</b>																
Capital Assets (Not included in Expenditures above)																
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>NET REVENUES LESS EXPENDITURES</b>		\$ 1,218,038	\$ (1,246,988)		\$ (1,088,892)		\$ 1,478,678		\$ 12,998		\$ 104,690		\$ 1,176,933			
<b>ENDING CASH BALANCE</b>		\$ 11,752,531	\$ 10,505,543		\$ 9,416,651		\$ 10,895,330		\$ 10,908,328		\$ 11,013,018		\$ 12,189,951			

CHARTER NAME: Academy for Academic Excellence

2023-24 Second Interim Cash Flow

DATE PREPARED: 2/26/2024

Form Revised 4/25/2023

		February	%	March	%	April	%	May	%	June	%	Estimated	Total	Projected	Difference
		Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Accrual		Budget	
<b>Beginning Cash Balance</b>		12,189,951		12,290,292		12,292,163		13,628,705		13,719,718		10,928,414			
<b>REVENUE</b>															
<b>LCFF Sources</b>															
LCFF	8011	935,244	8.76%	1,145,697	10.73%	964,839	9.04%	964,839	9.04%	964,839	9.04%	918,779	10,674,373	10,674,373	-
EPA	8012	-		-		1,224,304	26.38%	-		-		1,160,402	4,641,608	4,641,608	-
State Aid - Prior Year	8019	-		-		-		-		-		-	(88,812)	(88,812)	-
In Lieu Property Taxes	8096	176,048	9.88%	176,050	9.88%	176,050	9.88%	176,050	9.88%	176,050	9.88%	176,050	1,782,654	1,782,654	-
Federal	8100-8299	250,000	14.90%	65,000	3.88%	65,000	3.88%	250,000	14.90%	65,000	3.88%	560,243	1,677,395	1,677,395	-
<b>State</b>															
Lottery - Unrestricted	8560	-		-		38,934	14.86%	-		-		77,867	261,984	261,984	-
Lottery - Prop 20 - Restricted	8560	-		-		28,542	26.78%	-		-		57,085	106,570	106,570	-
Other State Revenue	8300-8599	150,000	12.17%	150,000	12.17%	125,000	10.14%	125,000	10.14%	125,000	10.14%	204,759	1,232,159	1,232,159	-
<b>Local</b>															
Interest	8660	3,497	8.13%	3,572	8.31%	3,545	8.24%	3,572	8.31%	3,545	8.24%	-	43,000	43,000	-
AB602 Local Special Education Transfer	8792	100,532	9.51%	100,532	9.51%	100,532	9.51%	100,532	9.51%	100,532	9.51%	100,534	1,057,595	1,057,595	-
Other Local Revenues	8600-8799	15,000	13.59%	15,000	13.59%	9,794	8.87%	10,000	9.06%	10,000	9.06%	-	110,368	110,368	-
<b>Total Revenues</b>		<b>\$ 1,630,321</b>	<b>7.58%</b>	<b>\$ 1,655,851</b>	<b>7.70%</b>	<b>\$ 2,736,540</b>	<b>12.73%</b>	<b>\$ 1,629,993</b>	<b>7.58%</b>	<b>\$ 1,444,966</b>	<b>6.72%</b>	<b>\$ 3,255,719</b>	<b>\$ 21,498,894</b>	<b>\$ 21,498,894</b>	<b>\$ -</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1000-1999	683,202	8.74%	683,202	8.74%	683,202	8.74%	683,202	8.74%	683,202	8.74%	172,719	7,814,720	7,814,720	-
Classified Salaries	2000-2999	172,098	8.08%	172,098	8.08%	172,098	8.08%	172,098	8.08%	172,098	8.08%	78,376	2,129,780	2,129,780	-
Benefits	3000-3999	325,378	8.37%	325,378	8.37%	325,378	8.37%	325,378	8.37%	325,378	8.37%	225,296	3,888,061	3,888,061	-
Books & Supplies	4000-4999	75,000	4.65%	75,000	4.65%	60,000	3.72%	60,000	3.72%	60,000	3.72%	108,332	1,614,361	1,614,361	-
Contracts & Services	5000-5999	125,000	6.58%	250,000	13.16%	150,000	7.90%	150,000	7.90%	150,000	7.90%	147,066	1,899,414	1,899,414	-
Capital Outlay	6000-6599	100,000	9.30%	100,000	9.30%	75,000	6.98%	100,000	9.30%	-		19,133	1,075,000	1,075,000	-
Other Outgo	7100-7299	-		-		-		-		2,797,290	100.00%	-	2,797,290	2,797,290	-
Debt Service (see Debt Form)	7400-7499	49,303	8.49%	48,302	8.32%	48,302	8.32%	48,302	8.32%	48,302	8.32%	-	580,625	580,625	-
<b>Total Expenditures</b>		<b>\$ 1,529,981</b>	<b>7.02%</b>	<b>\$ 1,653,980</b>	<b>7.59%</b>	<b>\$ 1,513,980</b>	<b>6.95%</b>	<b>\$ 1,538,980</b>	<b>7.06%</b>	<b>\$ 4,236,270</b>	<b>19.43%</b>	<b>\$ 750,921</b>	<b>\$ 21,799,251</b>	<b>\$ 21,799,251</b>	<b>\$ -</b>
<b>OTHER SOURCES/USES</b>															
Other Sources/Contributions to Restricted Programs	8900	-		-		-		-		-		-	-	-	-
Other Uses	7600	-		-		-		-		-		-	-	-	-
<b>Net Sources &amp; Uses</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PRIOR YEAR TRANSACTIONS</b>															
			% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal			Remaining Balance	
Accounts Receivable	9210	-		-		113,982	3.10%	-		-		-	3,681,990	-	
Prepaid Expenditures	9330	-		-		-		-		-		-	70,817	-	
(Accounts Payable)	9510	-		-		-		-		-		-	375,146	-	
(Line of Credit Payments)	9640	-		-		-		-		-		-	-	-	
(Deferred Revenue)	9650	-		-		-		-		-		-	178,586	-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 113,982</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ 3,199,076</b>	<b>\$ -</b>	
<b>OTHER ADJUSTMENTS (LIST)</b>															
Capital Assets (Not included in Expenditures above)															
<b>TOTAL MISC. ADJUSTMENTS</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET REVENUES LESS EXPENDITURES</b>		<b>\$ 100,340</b>		<b>\$ 1,871</b>		<b>\$ 1,336,542</b>		<b>\$ 91,013</b>		<b>\$ (2,791,304)</b>		<b>\$ 2,504,797</b>	<b>\$ 2,898,718</b>		
<b>ENDING CASH BALANCE</b>		<b>\$ 12,290,292</b>		<b>\$ 12,292,163</b>		<b>\$ 13,628,705</b>		<b>\$ 13,719,718</b>		<b>\$ 10,928,414</b>		<b>\$ 13,433,212</b>			

CHARTER NAME: Academy for Academic Excellence

2024-25 Second Interim Cash Flow

DATE PREPARED: **2/26/2024**  
Form Revised 4/25/2023

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud
<b>Beginning Cash Balance</b>			July 1 Cash =	10,928,414		12,826,711		11,610,213		10,693,686		12,097,756		11,889,983		11,897,241
<b>REVENUE</b>																
LCFF Sources																
LCFF	8011		-		543,315	5.02%	543,315	5.02%	977,968	9.04%	977,968	9.04%	977,968	9.04%	977,968	9.04%
EPA	8012		-		-		-		1,174,336	25.00%	-		-		1,174,336	25.00%
State Aid - Prior Year	8019		-		-		-		-		-		-		-	
In Lieu Property Taxes	8096		-		89,753	5.00%	89,753	5.00%	161,551	9.00%	161,551	9.00%	161,551	9.00%	161,551	9.00%
Federal	8100-8299		-		-		75,000	9.02%	-		60,000	7.22%	35,000	4.21%	150,000	18.04%
State																
Lottery - Unrestricted	8560		-		-		-		-		-		-		65,782	25.00%
Lottery - Prop 20 - Restricted	8560		-		-		-		-		-		-		26,759	25.00%
Other State Revenue	8300-8599		-		-		-		50,000	3.96%	85,000	6.74%	150,000	11.89%	175,000	13.87%
Local																
Interest	8660		3,680	8.36%	3,680	8.36%	3,650	8.30%	3,680	8.36%	3,650	8.30%	3,680	8.36%	3,680	8.36%
AB602 Local Special Education Transfer	8792		-		52,880	5.00%	52,880	5.00%	95,184	9.00%	95,184	9.00%	95,184	9.00%	95,184	9.00%
Other Local Revenues	8600-8799		-		-		-		-		-		-		-	
<b>Total Revenues</b>			\$ 3,680	0.02%	\$ 689,628	3.30%	\$ 764,598	3.66%	\$ 2,462,719	11.80%	\$ 1,383,353	6.63%	\$ 1,423,383	6.82%	\$ 2,830,260	13.56%
<b>EXPENDITURES</b>																
Certificated Salaries	1000-1999		100,191	1.25%	701,377	8.75%	701,377	8.75%	701,377	8.75%	701,377	8.75%	701,377	8.75%	701,377	8.75%
Classified Salaries	2000-2999		71,708	3.20%	190,882	8.52%	190,882	8.52%	190,882	8.52%	190,882	8.52%	190,882	8.52%	190,882	8.52%
Benefits	3000-3999		79,452	2.00%	340,533	8.57%	340,533	8.57%	340,533	8.57%	340,533	8.57%	340,533	8.57%	340,533	8.57%
Books & Supplies	4000-4999		60,000	4.92%	325,000	26.65%	150,000	12.30%	60,000	4.92%	60,000	4.92%	60,000	4.92%	60,000	4.92%
Contracts & Services	5000-5999		50,000	3.20%	150,000	9.59%	250,000	15.99%	85,000	5.44%	125,000	7.99%	75,000	4.80%	50,000	3.20%
Capital Outlay	6000-6599		-		150,000	33.33%	-		-		125,000	27.78%	-		50,000	11.11%
Other Outgo	7100-7299		-		-		-		-		-		-		-	
Debt Service (see Debt Form)	7400-7499		48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%
<b>Total Expenditures</b>			\$ 409,684	1.97%	\$ 1,906,125	9.15%	\$ 1,681,125	8.07%	\$ 1,426,125	6.85%	\$ 1,591,125	7.64%	\$ 1,416,125	6.80%	\$ 1,441,125	6.92%
<b>OTHER SOURCES/USES</b>																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
<b>Net Sources &amp; Uses</b>					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>PRIOR YEAR TRANSACTIONS</b>																
		July 1 -		%		%		%		%		%		%		%
		Beginning		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal
		Balances														
Accounts Receivable	9210	3,301,779	2,469,301	74.79%					367,476	11.13%					465,002	14.08%
Prepaid Expenditures	9330	75,000	75,000	100.00%												
(Accounts Payable)	9510	240,000	240,000	100.00%												
(Line of Credit Payments)	9640															
(Deferred Revenue)	9650															
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ 3,136,779	\$ 2,304,301		\$ -		\$ -		\$ 367,476		\$ -		\$ -		\$ 465,002	
<b>OTHER ADJUSTMENTS (LIST)</b>																
Capital Assets (Not included in Expenditures above)																
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>NET REVENUES LESS EXPENDITURES</b>			\$ 1,898,297		\$ (1,216,497)		\$ (916,527)		\$ 1,404,070		\$ (207,772)		\$ 7,258		\$ 1,854,137	
<b>ENDING CASH BALANCE</b>			\$ 12,826,711		\$ 11,610,213		\$ 10,693,686		\$ 12,097,756		\$ 11,889,983		\$ 11,897,241		\$ 13,751,378	

CHARTER NAME: Academy for Academic Excellence

2024-25 Second Interim Cash Flow

DATE PREPARED:

2/26/2024

Form Revised 4/25/2023

	February Estimated	% Bud	March Estimated	% Bud	April Estimated	% Bud	May Estimated	% Bud	June Estimated	% Bud	Estimated Accrual	Total	Projected Budget	Difference	
<b>Beginning Cash Balance</b>	13,751,378		13,648,596		13,580,853		14,704,958		14,637,215		11,786,799				
<b>REVENUE</b>															
LCFF Sources															
LCFF	8011	977,968	9.04%	977,968	9.04%	977,968	9.04%	977,968	9.04%	977,968	9.04%	932,069	10,820,411	10,820,411	-
EPA	8012	-		-		1,174,336	25.00%	-		-		1,174,335	4,697,343	4,697,343	-
State Aid - Prior Year	8019	-		-		-		-		-		-	-	-	-
In Lieu Property Taxes	8096	161,551	9.00%	161,551	9.00%	161,551	9.00%	161,551	9.00%	161,551	9.00%	161,551	1,795,016	1,795,016	-
Federal	8100-8299	35,000	4.21%	35,000	4.21%	85,000	10.22%	35,000	4.21%	35,000	4.21%	286,518	831,518	831,518	-
State															
Lottery - Unrestricted	8560	-		-		65,782	25.00%	-		-		131,566	263,130	263,130	-
Lottery - Prop 20 - Restricted	8560	-		-		26,759	25.00%	-		-		53,518	107,036	107,036	-
Other State Revenue	8300-8599	50,000	3.96%	125,000	9.91%	175,000	13.87%	125,000	9.91%	125,000	9.91%	201,697	1,261,697	1,261,697	-
Local															
Interest	8660	3,640	8.27%	3,680	8.36%	3,650	8.30%	3,680	8.36%	3,650	8.30%	-	44,000	44,000	-
AB602 Local Special Education Transfer	8792	95,184	9.00%	95,184	9.00%	95,184	9.00%	95,184	9.00%	95,184	9.00%	95,179	1,057,595	1,057,595	-
Other Local Revenues	8600-8799	-		-		-		-		-		-	-	-	-
<b>Total Revenues</b>		\$ 1,323,343	6.34%	\$ 1,398,383	6.70%	\$ 2,765,230	13.24%	\$ 1,398,383	6.70%	\$ 1,398,353	6.70%	\$ 3,036,433	\$ 20,877,746	\$ 20,877,746	\$ -
<b>EXPENDITURES</b>															
Certificated Salaries	1000-1999	701,377	8.75%	701,377	8.75%	701,377	8.75%	701,377	8.75%	701,377	8.75%	199,960	8,015,298	8,015,298	-
Classified Salaries	2000-2999	190,882	8.52%	190,882	8.52%	190,882	8.52%	190,882	8.52%	190,882	8.52%	69,454	2,240,864	2,240,864	-
Benefits	3000-3999	340,533	8.57%	340,533	8.57%	340,533	8.57%	340,533	8.57%	340,533	8.57%	147,276	3,972,591	3,972,591	-
Books & Supplies	4000-4999	60,000	4.92%	60,000	4.92%	60,000	4.92%	60,000	4.92%	60,000	4.92%	144,626	1,219,626	1,219,626	-
Contracts & Services	5000-5999	85,000	5.44%	125,000	7.99%	175,000	11.19%	125,000	7.99%	125,000	7.99%	143,720	1,563,720	1,563,720	-
Capital Outlay	6000-6599	-		-		125,000	27.78%	-		-		-	450,000	450,000	-
Other Outgo	7100-7299	-		-		-		-		2,782,644	100.00%	-	2,782,644	2,782,644	-
Debt Service (see Debt Form)	7400-7499	48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%	48,333	8.33%	-	580,000	580,000	-
<b>Total Expenditures</b>		\$ 1,426,125	6.85%	\$ 1,466,125	7.04%	\$ 1,641,125	7.88%	\$ 1,466,125	7.04%	\$ 4,248,769	20.40%	\$ 705,036	\$ 20,824,743	\$ 20,824,743	\$ -
<b>OTHER SOURCES/USES</b>															
Other Sources/Contributions to Restricted Programs	8900	-		-		-		-		-		-	-	-	-
Other Uses	7600	-		-		-		-		-		-	-	-	-
<b>Net Sources &amp; Uses</b>		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
<b>PRIOR YEAR TRANSACTIONS</b>															
			% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal			Remaining Balance	
Accounts Receivable	9210												3,301,779	-	
Prepaid Expenditures	9330												75,000	-	
(Accounts Payable)	9510												240,000	-	
(Line of Credit Payments)	9640												-	-	
(Deferred Revenue)	9650												-	-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 3,136,779	\$ -	
<b>OTHER ADJUSTMENTS (LIST)</b>															
Capital Assets (Not included in Expenditures above)														-	
														-	
														-	
														-	
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	-	
<b>NET REVENUES LESS EXPENDITURES</b>		\$ (102,782)		\$ (67,742)		\$ 1,124,105		\$ (67,742)		\$ (2,850,416)		\$ 2,331,397	\$ 3,189,782		
<b>ENDING CASH BALANCE</b>		\$ 13,648,596		\$ 13,580,853		\$ 14,704,958		\$ 14,637,215		\$ 11,786,799		\$ 14,118,196			

Charter School Attendance		CHARTER NAME: Norton Science & Language Academy CHARTER #: 903													
		Fiscal Year 2023-24 Second Interim Report Projected ADA as of January 31, 2024													
Charter Authorizer: San Bernardino County Superintendent of Schools		2022-23		2023-24 Adopted Budget			2023-24 Second Interim			2024-25 Second Interim			2025-26 Second Interim		
Line		Actual ADA P-2	Funded ADA *	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Period	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Year
Non Classroom Funding Determination Rate* <span style="background-color: #d4edda;">100%</span>															
TK/K-3:															
Regular ADA	A-1	449.30		421.59		-6.17%	412.57		-2.14%	418.88		1.53%	417.54		-0.32%
Classroom-based ADA included in A-1	A-2	449.30		421.59		-6.17%	412.57		-2.14%	418.88		1.53%	417.54		-0.32%
Extended Year Special Ed	A-3	-		-											
Classroom-based ADA included in A-3	A-4	-		-											
Special Ed - NPS	A-5	-		-											
Classroom-based ADA included in A-5	A-6	-		-											
Extended Year Special Ed - NPS	A-7	-		-											
Classroom-based ADA included in A-7	A-8	-		-											
ADA Totals (A-1, A3, A5, A7)	A-9	449.30	-	421.59	-	-6.17%	412.57		-2.14%	418.88		1.53%	417.54		-0.32%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	449.30	449.30	421.59	421.59	-6.17%	412.57	412.57	-2.14%	418.88	418.88	1.53%	417.54	417.54	-0.32%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
ADA for Students in Transitional Kindergarten (Lines A-1, A-3, A-5, and A-7, TK/K-3 Column, First Year ADA Only)	B-1	44.12		44.09		-0.07%	43.80		-0.66%	43.85		0.11%	43.70		-0.34%
Grades 4-6															
Regular ADA	A-1	291.03		302.19		3.83%	304.27		0.69%	303.88		-0.13%	302.90		-0.32%
Classroom-based ADA included in A-1	A-2	291.03		302.19		3.83%	304.27		0.69%	303.88		-0.13%	302.90		-0.32%
Extended Year Special Ed	A-3	-		-											
Classroom-based ADA included in A-3	A-4	-		-											
Special Ed - NPS	A-5	-		-											
Classroom-based ADA included in A-5	A-6	-		-											
Extended Year Special Ed - NPS	A-7	-		-											
Classroom-based ADA included in A-7	A-8	-		-											
ADA Totals (A-1, A3, A5, A7)	A-9	291.03	-	302.19	-	3.83%	304.27		0.69%	303.88		-0.13%	302.90		-0.32%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	291.03	291.03	302.19	302.19	3.83%	304.27	304.27	0.69%	303.88	303.88	-0.13%	302.90	302.90	-0.32%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
Grades 7-8															
Regular ADA	A-1	196.68		224.11		13.95%	232.96		3.95%	233.75		0.34%	233.00		-0.32%
Classroom-based ADA included in A-1	A-2	196.68		224.11		13.95%	232.96		3.95%	233.75		0.34%	233.00		-0.32%
Extended Year Special Ed	A-3	-		-											
Classroom-based ADA included in A-3	A-4	-		-											
Special Ed - NPS	A-5	-		-											
Classroom-based ADA included in A-5	A-6	-		-											
Extended Year Special Ed - NPS	A-7	-		-											
Classroom-based ADA included in A-7	A-8	-		-											
ADA Totals (A-1, A3, A5, A7)	A-9	196.68	-	224.11	-	13.95%	232.96		3.95%	233.75		0.34%	233.00		-0.32%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	196.68	196.68	224.11	224.11	13.95%	232.96	232.96	3.95%	233.75	233.75	0.34%	233.00	233.00	-0.32%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	

Charter School Attendance		CHARTER NAME: Norton Science & Language Academy CHARTER #: 903													
		Fiscal Year 2023-24 Second Interim Report Projected ADA as of January 31, 2024													
Charter Authorizer: San Bernardino County Superintendent of Schools		2022-23		2023-24 Adopted Budget			2023-24 Second Interim			2024-25 Second Interim			2025-26 Second Interim		
Line		Actual ADA P-2	Funded ADA *	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Period	Projected ADA P-2	Funded ADA *	% Change over Prior Year	Projected ADA P-2	Funded ADA *	% Change over Prior Year
Grades 9-12															
Regular ADA	A-1	99.52		169.65		70.47%	167.18		-1.46%	246.84		47.65%	291.72		18.18%
Classroom-based ADA included in A-1	A-2	99.52		169.65		70.47%	167.18		-1.46%	246.84		47.65%	291.72		18.18%
Extended Year Special Ed	A-3	-		-											
Classroom-based ADA included in A-3	A-4	-		-											
Special Ed - NPS	A-5	-		-											
Classroom-based ADA included in A-5	A-6	-		-											
Extended Year Special Ed - NPS	A-7	-		-											
Classroom-based ADA included in A-7	A-8	-		-											
ADA Totals (A-1, A3, A5, A7)	A-9	99.52	-	169.65	-	70.47%	167.18		-1.46%	246.84		47.65%	291.72		18.18%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	99.52	99.52	169.65	169.65	70.47%	167.18	167.18	-1.46%	246.84	246.84	47.65%	291.72	291.72	18.18%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
Totals															
Regular ADA	A-1	1,036.53		1,117.54		7.82%	1,116.98		-0.05%	1,203.35		7.73%	1,245.16		3.47%
Classroom-based ADA included in A-1	A-2	1,036.53		1,117.54		7.82%	1,116.98		-0.05%	1,203.35		7.73%	1,245.16		3.47%
Extended Year Special Ed	A-3	-		-			-			-			-		
Classroom-based ADA included in A-3	A-4	-		-			-			-			-		
Special Ed - NPS	A-5	-		-			-			-			-		
Classroom-based ADA included in A-5	A-6	-		-			-			-			-		
Extended Year Special Ed - NPS	A-7	-		-			-			-			-		
Classroom-based ADA included in A-7	A-8	-		-			-			-			-		
ADA Totals (A-1, A3, A5, A7)	A-9	1,036.53	-	1,117.54	-	7.82%	1,116.98		-0.05%	1,203.35		7.73%	1,245.16		3.47%
Classroom-based ADA Totals (A-2, A-4, A-6, A-8)	A-10	1,036.53	1,036.53	1,117.54	1,117.54	7.82%	1,116.98	1,116.98	-0.05%	1,203.35	1,203.35	7.73%	1,245.16	1,245.16	3.47%
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	-	-	-	-		-	-		-	-		-	-	
<b>Total Funded ADA</b>		-	1,036.53	-	1,117.54		-	1,116.98		-	1,203.35		-	1,245.16	

\* For non-classroom, P-2 ADA multiplied by Funding Determination %. Use this amount in the LCFF calculator and any other ADA based revenue calculations.

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report

Form Revised 4/25/2023

ASSUMPTIONS:	2023-24	2024-25	Change	2025-26	Change
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Local Control Funding (LCFF) - BAS/FCMAT Calculator:

COLA (on Base)	8.22%	0.76%	-7.46%	2.73%	1.97%
Total Phase-In Entitlement (FCMAT calculator, Summary Tab)	\$ 16,125,729	\$ 17,723,606	9.91%	\$ 18,928,400	6.80%

Lottery Allocation Amount Per ADA:

Unrestricted	\$ 177	\$ 177	\$ -	\$ 177	\$ -
Restricted	\$ 72	\$ 72	\$ -	\$ 72	\$ -

ADA/Enrollment:

Total Non-Classroom Based (Independent Study) ADA	-	-	0.00	-	0.00
Total Funded Non-Classroom Based (Independent Study) ADA	-	-	0.00	-	0.00
Total Classroom Based ADA	1,116.98	1,203.35	86.37	1,245.16	41.81
Total Funded P-2 Attendance	1,116.98	1,203.35	86.37	1,245.16	41.81
Estimated Enrollment	PY CBEDS Certified Enrollment 1,199	1,199	1,287	1,336	49.00
Enrollment Growth Over Prior Year	0.00%	7.34%		3.81%	
ADA to Enrollment Ratio	2022-23 86.45%	93.16%	93.50%	93.20%	
Unduplicated Count	PY CBEDS Certified Unduplicated Count 980	980	1,052	1,092	40.00
Unduplicated Pupil % (FCMAT LCFF Calc, Summary Tab, Rolling %)	2022-23 79.13%	80.69%	81.51%	81.74%	

Certificated Salaries and Benefits:

Number of Teachers (FTE)	59.00	62.00	3.00	64.00	2.00
Number of Certificated Management FTEs	4.00	4.00	0.00	4.00	0.00
Number of Other Certificated FTEs	6.00	6.00	0.00	6.00	0.00
Classroom Staffing Ratio - Students per FTE	20.32	20.76	0.44	20.88	0.12
Teachers Increased/(Decreased) for projected Enrollment change over PY	6.00	3.00	-3.00	2.00	-1.00
Average Teacher FTE Salary	\$ 94,569	\$ 98,824	4.50%	\$ 103,272	4.50%
Average Certificated Management FTE Salary	\$ 148,943	\$ 151,177	1.50%	\$ 153,445	1.50%
Average Other Certificated FTE Salary	\$ 102,349	\$ 106,955	4.50%	\$ 111,768	4.50%
Cert Step and Column Increase (Total Annual Cost)	\$ 250,000	\$ 250,000	0.00%	\$ 250,000	0.00%
Other Pay, Stipends, Extra Pay	\$ 76,500	\$ 76,500	0.00%	\$ 76,500	0.00%
Health and Welfare Cost per Employee	\$ 15,605	\$ 16,463	5.50%	\$ 17,369	5.50%
Retirement Cost per Cert Employee	\$ 19,122	\$ 19,982	4.50%	\$ 20,881	4.50%
STRS Rate	19.10%	19.10%	0.00%	19.10%	0.00%

Optional - Additional information/explanation of Certificated S&B Assumptions above (calculation methodology, inclusions/exclusions, etc...):

Explain any year over year changes (+/- positions, budgeted salary increases (ongoing or one-time), health and welfare contribution changes, etc...):

Norton Science and Language Academy (NSLA) is growing 1 grade level per year until our first graduating class of 2025, resulting in the need for additional teaching staff to support the growing student enrollment and programs being offered at NSLA.

Classified Salaries and Benefits:

Number of Classified (Non-Mgmt) FTEs	33.90	36.33	2.43	38.25	1.92
Number of Classified Management FTEs	0.00	0.00	0.00	0.00	0.00
Average Salary per Classified Non-Mgmt FTE	\$ 30,217	\$ 31,652	4.75%	\$ 33,156	4.75%
Average Salary per Classified Mgmt FTE	\$ -	\$ -		\$ -	
Class Step and Column Increase (Total Annual Cost)	\$ 52,000	\$ 54,470	4.75%	\$ 57,000	4.64%
Other Pay, Stipends, Extra Pay	\$ 46,750	\$ 51,750	10.70%	\$ 55,250	6.76%
Health and Welfare Cost per Class Employee	\$ 3,102	\$ 3,272	5.48%	\$ 3,452	5.50%
Retirement Cost per Class Employee	\$ 8,015	\$ 8,711	8.68%	\$ 9,360	7.45%
PERS Rate	26.68%	27.70%	1.02%	28.80%	1.10%

Optional - Additional information/explanation of Certificated S&B Assumptions above (calculation methodology, inclusions/exclusions, etc...):

Explain any year over year changes (+/- positions, budgeted salary increases (ongoing or one-time), health and welfare contribution changes, etc...):

Norton Science and Language Academy (NSLA) is growing 1 grade level per year until our first graduating class of 2025, resulting in the need for additional support staff to assist the teachers and admin with the growing student enrollment and programs being offered at NSLA.

Statutory Benefits

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report

Form Revised 4/25/2023

ASSUMPTIONS:	2023-24	2024-25	Change	2025-26	Change
FICA (Social Security)	6.20%	6.20%	0.00%	6.20%	0.00%
Medicare Tax	1.45%	1.45%	0.00%	1.45%	0.00%
Unemployment	0.05%	0.05%	0.00%	0.05%	0.00%
Workers Comp	0.99300%	0.99300%	0.00%	0.99300%	0.00%

Facilities:

Rent	\$ 3,076,875	\$ 3,076,875	0.00%	\$ 3,080,625	0.12%
Electricity	\$ 187,500	\$ 200,000	6.67%	\$ 210,000	5.00%
Heating (gas)	\$ 12,500	\$ 13,000	4.00%	\$ 13,750	5.77%
Other	\$ -	\$ -		\$ -	

Explain "Other" facility costs:

Administrative Service Agreements:

1.00% Oversight Fees to Sponsor	\$ 158,674	\$ 177,236	11.70%	\$ 189,284	6.80%
Administrative Service Contract	\$ 2,044,603	\$ 2,249,997	10.05%	\$ 2,405,020	6.89%
Other Contracted Costs	\$ -	\$ -		\$ -	

List Noteworthy Assumptions for other 1st Interim line items: (Books, Supplies, Services, Capital Outlay, Debt, etc.)


CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION		Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011	12,590,277	12,959,338	5,375,478	12,712,076	0.97%	13,957,444	9.80%	14,893,848	6.71%
EPA	8012	3,465,898	3,458,151	1,593,520	3,413,653	-1.51%	3,766,162	10.33%	4,034,552	7.13%
State Aid - Prior Year	8019	-	-	-	(258,283)					
In Lieu Property Taxes	8096	-	-	-	-					
Federal	8100-8299	-	-	-	-					
State										
Lottery - Unrestricted	8560	198,428	209,206	106,580	206,495	4.07%	222,463	7.73%	230,192	3.47%
Lottery - Prop 20 - Restricted	8560									
Other State Revenue	8300-8599	1,414,265	1,414,173	447,066	1,404,173	-0.71%	1,567,065	11.60%	1,625,020	3.70%
Local										
Interest	8660	36,000	44,000	25,269	43,000	19.44%	45,000	4.65%	45,000	0.00%
AB602 Local Special Education Transfer	8792									
Other Local Revenues	8600-8799	-	423	108,409	110,000		-		-	
<b>Total Revenues</b>		<b>\$ 17,704,868</b>	<b>\$ 18,085,291</b>	<b>\$ 7,656,321</b>	<b>\$ 17,631,114</b>	<b>-0.42%</b>	<b>\$ 19,558,134</b>	<b>10.93%</b>	<b>\$ 20,828,612</b>	<b>6.50%</b>
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	6,097,908	6,021,839	3,185,579	6,021,839	-1.25%	6,492,549	7.82%	6,898,557	6.25%
Classified Salaries	2000-2999	1,094,890	1,179,199	679,973	1,181,699	7.93%	1,288,967	9.08%	1,343,748	4.25%
Benefits	3000-3999	2,820,462	2,796,334	1,382,346	2,791,903	-1.01%	3,037,539	8.80%	3,223,634	6.13%
Books & Supplies	4000-4999	504,124	513,734	402,487	497,907	-1.23%	650,000	30.55%	725,000	11.54%
Contracts & Services	5000-5999	1,156,618	1,160,217	499,387	1,160,217	0.31%	1,300,000	12.05%	1,400,000	7.69%
Capital Outlay	6000-6599	25,000	235,000	238,378	250,000	900.00%	150,000	-40.00%	125,000	-16.67%
Other Outgo	7100-7299	2,249,129	2,295,468	-	2,078,164	-7.60%	2,249,997	8.27%	2,405,020	6.89%
Debt Service (see Debt Form)	7400-7499	3,076,875	3,118,880	1,811,849	3,076,875	0.00%	3,076,875	0.00%	3,080,625	0.12%
<b>Total Expenditures</b>		<b>\$ 17,025,006</b>	<b>\$ 17,320,671</b>	<b>\$ 8,199,999</b>	<b>\$ 17,058,604</b>	<b>0.20%</b>	<b>\$ 18,245,927</b>	<b>6.96%</b>	<b>\$ 19,201,584</b>	<b>5.24%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>		<b>\$ 679,862</b>	<b>\$ 764,620</b>	<b>\$ (543,678)</b>	<b>\$ 572,510</b>	<b>-15.79%</b>	<b>\$ 1,312,207</b>	<b>129.20%</b>	<b>\$ 1,627,028</b>	<b>23.99%</b>
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	(470,244)	(228,053)		(92,396)		(172,515)		(203,647)	
Other Uses	7600	-	-							
<b>Net Sources &amp; Uses</b>		<b>\$ (470,244)</b>	<b>\$ (228,053)</b>	<b>\$ -</b>	<b>\$ (92,396)</b>		<b>\$ (172,515)</b>		<b>\$ (203,647)</b>	
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$ 209,618</b>	<b>\$ 536,567</b>	<b>\$ (543,678)</b>	<b>\$ 480,114</b>	<b>129.04%</b>	<b>\$ 1,139,692</b>	<b>137.38%</b>	<b>\$ 1,423,381</b>	<b>24.89%</b>

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>FUND BALANCE, RESERVES</b>										
Beginning Balance at Adopted Budget	9791	7,818,217	7,818,217	7,818,217						
Adjustments for Unaudited Actuals	9792		1,680,341	1,680,341						
Beg Fund Balance at Unaudited Actuals			9,498,558	9,498,558						
Adjustments for Audit	9793		-	(622,869)						
Adjustments for Restatements	9795		-	(3,437,414)						
Beginning Fund Balance as per Audit Report +/- Restatements			9,498,558	5,438,275		5,918,389		7,058,081		
Ending Balance	9790	\$ 8,027,835	\$ 10,035,125	\$ 4,894,597	\$ 5,918,389	-26.28%	\$ 7,058,081	19.26%	\$ 8,481,462	20.17%

Components of Ending Fund Balance (Budget):

<b>a. Nonspendable</b>										
Revolving Cash	9711	-	-							
Stores	9712	-	-							
Prepaid Expenditures	9713	-	-							
All Others	9719	-	-							
<b>b. Restricted</b>										
9740										
<b>c. Committed</b>										
Committed - Stabilization Arrangements	9750	-	-							
Committed - Other	9760	-	-							
<b>d. Assignments</b>										
9780		-	-							
<b>e. Unassigned</b>										
Reserve for Economic Uncertainties	9789	-	-							
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790	8,027,835	10,035,125	4,894,597	5,918,389	-26.28%	7,058,081	19.26%	8,481,462	20.17%

CHARTER NAME: Norton Science & Language Academy  
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 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Unrestricted MYP

Form Revised 4/25/2023

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>ASSUMPTIONS FOR UNRESTRICTED PROGRAMS:</b>									
LIST FEDERAL UNRESTRICTED REVENUES (MOST FEDERAL PROGRAM REVENUES ARE RESTRICTED AND SHOULD BE ON RESTRICTED SHEET)									
1 Ex. Erate	-	-							
2	-	-							
3	-	-							
4	-	-							
5	-	-							
6	-	-							
7	-	-							
8	-	-							
9	-	-							
<b>Total Federal Awards Budgeted:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
Lottery Unrestricted Allocation per ADA	\$ 170.00	\$ 177.00		\$ 177.00		\$ 177.00		\$ 177.00	
Lottery Unrestricted Estimated Award	\$ 198,428	\$ 209,206		\$ 206,495	4.07%	\$ 222,463	7.73%	\$ 230,192	3.47%
LIST UNRESTRICTED STATE FUNDS BUDGETED IN OTHER STATE									
1	-	-							
2 Mandated Cost	24,265	24,173	24,173	24,173	-0.38%	32,065	32.65%	35,020	9.22%
3 SMAA	40,000	40,000	4,285	30,000	-25.00%	35,000	16.67%	40,000	14.29%
4 SB740	1,350,000	1,350,000	418,607	1,350,000	0.00%	1,500,000	11.11%	1,550,000	3.33%
5	-	-							
6	-	-							
7	-	-							
8	-	-							
9	-	-							
10	-	-							
11	-	-							
12	-	-							
13	-	-							
14	-	-							
15	-	-							
16	-	-							
17	-	-							
18	-	-							
<b>Total Other State Revenue Funds Budgeted:</b>	\$ 1,414,265	\$ 1,414,173	\$ 447,066	\$ 1,404,173	-0.71%	\$ 1,567,065	11.60%	\$ 1,625,020	3.70%
LIST OTHER UNRESTRICTED LOCAL REVENUES BUDGETED in "Other Local Revenues"									
1 Ex. Services Reimbursed by District	-	-							
2 Donations/Refunds	-	423	8,409	10,000		-		-	
3 San Manuel VPA Donation	-	-	100,000	100,000		-		-	
4	-	-							
5	-	-							
6	-	-							
<b>Total Other Local Revenue Funds Budgeted:</b>	\$ -	\$ 423	\$ 108,409	\$ 110,000		\$ -		\$ -	

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION		Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011									
EPA	8012									
State Aid - Prior Year	8019									
In Lieu Property Taxes	8096									
Federal	8100-8299	1,423,984	3,209,350	848,065	3,209,350	125.38%	1,322,535	-58.79%	1,327,386	0.37%
State										
Lottery - Unrestricted	8560									
Lottery - Prop 20 - Restricted	8560	78,204	85,101	27,781	83,998	7.41%	90,493	7.73%	93,637	3.47%
Other State Revenue	8300-8599	2,044,529	2,101,926	325,985	2,106,904	3.05%	2,101,837	-0.24%	2,101,837	0.00%
Local										
Interest	8660	-	-	-	-		-		-	
AB602 Local Special Education Transfer	8792	798,068	798,068	326,930	798,068	0.00%	798,068	0.00%	798,068	0.00%
Other Local Revenues	8600-8799	-	-	-	-		-		-	
<b>Total Revenues</b>		<b>\$ 4,344,785</b>	<b>\$ 6,194,445</b>	<b>\$ 1,528,760</b>	<b>\$ 6,198,320</b>	<b>42.66%</b>	<b>\$ 4,312,933</b>	<b>-30.42%</b>	<b>\$ 4,320,928</b>	<b>0.19%</b>
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	1,185,226	1,235,303	585,804	1,291,543	8.97%	1,199,360	-7.14%	1,241,338	3.50%
Classified Salaries	2000-2999	602,299	1,046,533	411,282	1,106,378	83.69%	561,827	-49.22%	585,705	4.25%
Benefits	3000-3999	659,535	826,517	355,691	854,721	29.59%	659,620	-22.83%	685,141	3.87%
Books & Supplies	4000-4999	910,351	1,645,041	643,731	1,972,690	116.70%	868,638	-55.97%	875,000	0.73%
Contracts & Services	5000-5999	1,403,858	1,212,157	260,491	791,990	-43.58%	1,614,049	103.80%	1,625,000	0.68%
Capital Outlay	6000-6599	-	30,000	24,302	50,000		-		-	
Other Outgo	7100-7299	328,551	328,551	-	328,551	0.00%	284,371	-13.45%	295,746	4.00%
Debt Service (see Debt Form)	7400-7499	-	-	-	-		-		-	
<b>Total Expenditures</b>		<b>\$ 5,089,820</b>	<b>\$ 6,324,102</b>	<b>\$ 2,281,302</b>	<b>\$ 6,395,873</b>	<b>25.66%</b>	<b>\$ 5,187,865</b>	<b>-18.89%</b>	<b>\$ 5,307,930</b>	<b>2.31%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>		<b>\$ (745,035)</b>	<b>\$ (129,657)</b>	<b>\$ (752,541)</b>	<b>\$ (197,553)</b>		<b>\$ (874,932)</b>		<b>\$ (987,002)</b>	
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	470,244	228,053	-	92,396	-80.35%	172,515	86.71%	203,647	18.05%
Other Uses	7600	-	-	-	-		-		-	
<b>Net Sources &amp; Uses</b>		<b>\$ 470,244</b>	<b>\$ 228,053</b>	<b>\$ -</b>	<b>\$ 92,396</b>	<b>-80.35%</b>	<b>\$ 172,515</b>	<b>86.71%</b>	<b>\$ 203,647</b>	<b>18.05%</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$ (274,791)</b>	<b>\$ 98,396</b>	<b>\$ (752,541)</b>	<b>\$ (105,157)</b>		<b>\$ (702,417)</b>		<b>\$ (783,355)</b>	

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION		Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
<b>FUND BALANCE, RESERVES</b>										
Beginning Balance at Adopted Budget	9791	4,518,477	4,518,477	4,518,477	4,518,477					
Adjustments for Unaudited Actuals	9792		(362,902)	(362,902)	(362,902)					
Beg Fund Balance at Unaudited Actuals			4,155,575	4,155,575	4,155,575					
Adjustments for Audit	9793		-	212,433	212,433					
Adjustments for Restatements	9795		-	(302,274)	(302,274)					
Beginning Fund Balance as per Audit Report +/- Restatements			4,155,575	4,065,734	4,065,734		3,960,577		3,258,160	
Ending Balance		\$ 4,243,686	\$ 4,253,971	\$ 3,313,193	\$ 3,960,577	-6.67%	\$ 3,258,160	-17.74%	\$ 2,474,805	-24.04%
<b>Components of Ending Fund Balance (Budget):</b>										
<b>a. Nonspendable</b>										
Revolving Cash	9711									
Stores	9712									
Prepaid Expenditures	9713									
All Others	9719									
<b>b. Restricted</b>										
	9740	4,243,686	4,253,971	3,313,193	3,960,577	-6.67%	3,258,160	-17.74%	2,474,805	-24.04%
<b>c. Committed</b>										
Committed - Stabilization Arrangements	9750									
Committed - Other	9760									
<b>d. Assignments</b>										
	9780									
<b>e. Unassigned</b>										
Reserve for Economic Uncertainties	9789									
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790									

Form Revised 4/25/2023

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
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Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
If Restricted Fund Balances Exist, Identify Balance by Program:									
1 EX. AB602 - Special Education	-	-	-	-		-		-	
2 Lottery	-	85,101	-	-		-		-	
3 Child Nutrition	412,294	636,540	-	725,543		763,795		802,463	
4 ELOP Grant	1,802,704	1,620,892	-	1,620,892		1,226,123		873,458	
5 Educator Effectiveness	153,497	153,497	-	153,497		153,497		153,497	
6 UPK Planning & Implementation	67,145	-	-	-		-		-	
7 Classified PD	4,623	3,393	-	3,393		3,393		3,393	
8 Learning Recovery Emergency Block Grant	1,481,924	1,433,049	-	1,178,191		883,870		569,189	
9 Arts, Music, and Instructional Materials Discretionary Grant	321,499	321,499	-	279,061		227,482		72,805	
10	-	-	-	-		-		-	
11	-	-	-	-		-		-	
12	-	-	-	-		-		-	
13	-	-	-	-		-		-	
14	-	-	-	-		-		-	
15	-	-	-	-		-		-	
Ending Restricted Fund Balance	4,243,686	4,253,971	-	3,960,577		3,258,160		2,474,805	

ASSUMPTIONS RESTRICTED PROGRAMS:

LIST FEDERAL RESTRICTED REVENUES

1 Title I	312,915	379,086	149,853	379,086		288,371	-23.93%	288,371	0.00%
2 Title II	45,380	66,903	14,531	66,903		40,899	-38.87%	40,899	0.00%
3 Title III	44,369	43,595	10,899	43,595		43,595	0.00%	43,595	0.00%
4 Title IV	22,678	41,510	18,691	41,510		23,006	-44.58%	23,006	0.00%
5 SPED IDEA	198,821	198,821	-	198,821		198,821	0.00%	198,821	0.00%
6 Child Nutrition	674,692	722,692	268,260	722,692		727,843	0.71%	732,694	0.67%
7 ESSER III	125,129	1,184,468	253,804	1,184,468		-		-	
8 ESSER III Learning Loss	-	239,071	-	239,071		-		-	
9 ESSER II	-	75,398	-	75,398		-		-	
10 ELO-ESSER II	-	87,500	87,500	87,500		-		-	
11 ELO-GEER II	-	14,550	5,033	14,550		-		-	
12 ELO-ESSER III	-	57,183	14,851	57,183		-		-	
13 ELO-ESSER III Learning Loss	-	98,573	24,643	98,573		-		-	
14	-	-	-	-		-		-	
15	-	-	-	-		-		-	
16	-	-	-	-		-		-	
17	-	-	-	-		-		-	
18	-	-	-	-		-		-	
19	-	-	-	-		-		-	
20	-	-	-	-		-		-	
<b>Total Federal Awards Budgeted:</b>	<b>\$ 1,423,984</b>	<b>\$ 3,209,350</b>	<b>\$ 848,065</b>	<b>\$ 3,209,350</b>		<b>\$ 1,322,535</b>	<b>-58.79%</b>	<b>\$ 1,327,386</b>	<b>0.37%</b>

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Restricted MYP

DESCRIPTION	Adopted Budget 2023-24	First Interim Projected Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change
Lottery Prop 20 Restricted Allocation per ADA	\$ 67.00	\$ 72.00		\$ 72.00		\$ 72.00		\$ 72.00	
Lottery Estimated Prop 20 Restricted Award	\$ 78,204.13	\$ 85,101		\$ 83,998	-1.30%	\$ 90,493	7.73%	\$ 93,637	3.47%
LIST RESTRICTED STATE FUNDS BUDGETED IN "Other State Revenue"									
1 Child Nutrition	261,403	291,692	111,915	291,692		291,603	-0.03%	291,603	0.00%
2 ELOP	1,579,223	1,620,892	459,780	1,620,892		1,620,892	0.00%	1,620,892	0.00%
3 Learning Recovery Emergency Block Grant	-	-	(258,283)	-		-		-	
4 Proposition 28	203,903	189,342	-	189,342		189,342	0.00%	189,342	0.00%
5 SPED Dispute	-	-	7,595	-		-		-	
6 SPED Learning Recovery	-	-	-	-		-		-	
7 Assessment Apportionment	-	-	4,978	4,978		-		-	
8	-	-							
9	-	-							
10	-	-							
11	-	-							
12	-	-							
13	-	-							
14	-	-							
15	-	-							
16	-	-							
17	-	-							
18	-	-							
<b>Total Other State Revenue Funds Budgeted:</b>	<b>\$ 2,044,529</b>	<b>\$ 2,101,926</b>	<b>\$ 325,985</b>	<b>\$ 2,106,904</b>		<b>\$ 2,101,837</b>	<b>-0.24%</b>	<b>\$ 2,101,837</b>	<b>0.00%</b>
LIST OTHER RESTRICTED LOCAL REVENUES BUDGETED in "Other Local Revenues"									
1	-	-							
2	-	-							
3	-	-							
4	-	-							
5	-	-							
6	-	-							
<b>Total Other Local Revenue Funds Budgeted:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
<b>SPECIAL EDUCATION DETAILS:</b>									
What % of student population is Special Ed	0.00%	15.10%	15.78%	15.78%		15.78%	0.00%	15.78%	0.00%
For SELPA services, is the Charter under School District, or a member LEA?	Desert Mountain SELPA								
AB602 Revenue	798,068	798,068	326,930	798,068	0.00%	798,068	0.00%	798,068	0.00%
Other Special Ed Revenue	214,213	198,821	-	198,821	-7.19%	198,821	0.00%	198,821	0.00%
Unrestricted Contribution to Special Ed	526,113	228,053	-	228,053	-56.65%	349,780	53.38%	403,647	15.40%
Total Special Ed Funding	1,538,394	1,224,942	326,930	1,224,942	-20.38%	1,346,669	9.94%	1,400,536	4.00%
Special Ed Expenditures	1,538,394	1,224,942	684,435	1,224,942	-20.38%	1,346,669	9.94%	1,400,536	4.00%

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Summary MYP

DESCRIPTION	Adopted Budget 2023-24	Latest Revised Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>REVENUES</b>										
LCFF Sources										
LCFF	8011	12,590,277	12,959,338	5,375,478	12,712,076	0.97%	13,957,444	9.80%	14,893,848	6.71%
EPA	8012	3,465,898	3,458,151	1,593,520	3,413,653	-1.51%	3,766,162	10.33%	4,034,552	7.13%
State Aid - Prior Year	8019	-	-	-	(258,283)		-		-	
In Lieu Property Taxes	8096	-	-	-	-		-		-	
Federal	8100-8299	1,423,984	3,209,350	848,065	3,209,350	125.38%	1,322,535	-58.79%	1,327,386	0.37%
State										
Lottery - Unrestricted	8560	198,428	209,206	106,580	206,495	4.07%	222,463	7.73%	230,192	3.47%
Lottery - Prop 20 - Restricted	8560	78,204	85,101	27,781	83,998	7.41%	90,493	7.73%	93,637	3.47%
Other State Revenue	8300-8599	3,458,794	3,516,099	773,050	3,511,077	1.51%	3,668,902	4.50%	3,726,857	1.58%
Local										
Interest	8660	36,000	44,000	25,269	43,000	19.44%	45,000	4.65%	45,000	0.00%
AB602 Local Special Education Transfer	8792	798,068	798,068	326,930	798,068	0.00%	798,068	0.00%	798,068	0.00%
Other Local Revenues	8600-8799	-	423	108,409	110,000		-		-	
<b>Total Revenues</b>		<b>22,049,654</b>	<b>24,279,735</b>	<b>9,185,082</b>	<b>23,829,434</b>	<b>8.07%</b>	<b>23,871,067</b>	<b>0.17%</b>	<b>25,149,540</b>	<b>5.36%</b>
<b>EXPENDITURES</b>										
Certificated Salaries	1000-1999	7,283,134	7,257,142	3,771,383	7,313,382	0.42%	7,691,909	5.18%	8,139,895	5.82%
Classified Salaries	2000-2999	1,697,189	2,225,732	1,091,255	2,288,077	34.82%	1,850,794	-19.11%	1,929,453	4.25%
Benefits	3000-3999	3,479,997	3,622,851	1,738,037	3,646,624	4.79%	3,697,159	1.39%	3,908,775	5.72%
Books & Supplies	4000-4999	1,414,475	2,158,775	1,046,218	2,470,597	74.67%	1,518,638	-38.53%	1,600,000	5.36%
Contracts & Services	5000-5999	2,560,476	2,372,374	759,879	1,952,207	-23.76%	2,914,049	49.27%	3,025,000	3.81%
Capital Outlay	6000-6599	25,000	265,000	262,680	300,000	1100.00%	150,000	-50.00%	125,000	-16.67%
Other Outgo	7100-7299	2,577,680	2,624,019	-	2,406,715	-6.63%	2,534,368	5.30%	2,700,766	6.57%
Debt Service (see Debt Form)	7400-7499	3,076,875	3,118,880	1,811,849	3,076,875	0.00%	3,076,875	0.00%	3,080,625	0.12%
<b>Total Expenditures</b>		<b>\$ 22,114,826</b>	<b>\$ 23,644,773</b>	<b>\$ 10,481,301</b>	<b>\$ 23,454,477</b>	<b>6.06%</b>	<b>\$ 23,433,792</b>	<b>-0.09%</b>	<b>\$ 24,509,514</b>	<b>4.59%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>										
		<b>\$ (65,172)</b>	<b>\$ 634,962</b>	<b>\$ (1,296,219)</b>	<b>\$ 374,957</b>		<b>\$ 437,275</b>	<b>16.62%</b>	<b>\$ 640,026</b>	<b>46.37%</b>
<b>OTHER SOURCES &amp; USES</b>										
Other Sources/Contributions to Restricted Programs	8900	-	-	-	-		-		-	
Other Uses	7600	-	-	-	-		-		-	
<b>Net Sources &amp; Uses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>										
		<b>\$ (65,172)</b>	<b>\$ 634,962</b>	<b>\$ (1,296,219)</b>	<b>\$ 374,957</b>		<b>\$ 437,275</b>	<b>16.62%</b>	<b>\$ 640,026</b>	<b>46.37%</b>

CHARTER NAME: Norton Science & Language Academy  
 CDS #: 361036301155808  
 CHARTER #: 903

Fiscal Year 2023-24 Second Interim Report  
 Summary MYP

DESCRIPTION	Adopted Budget 2023-24	Latest Revised Budget 2023-24	Second Interim Actual thru January 31, 2024	Second Interim Projected Budget 2023-24	Percent Change	Second Interim Projected Budget 2024-25	Percent Change	Second Interim Projected Budget 2025-26	Percent Change	
<b>FUND BALANCE, RESERVES</b>										
Beginning Balance at Adopted Budget	9791	12,336,694	12,336,694	12,336,694	0.00%					
Adjustments for Unaudited Actuals	9792		1,317,439	1,317,439						
Beg Fund Balance at Unaudited Actuals			13,654,133	13,654,133						
Adjustments for Audit	9793		-	(410,436)						
Adjustments for Restatements	9795		-	(3,739,688)						
Beginning Fund Balance as per Audit Report +/- Restatements		-	13,654,133	9,504,009		9,878,966		10,316,241	4.43%	
Ending Balance	9790	\$ 12,271,522	\$ 14,289,096	\$ 8,207,790	\$ 9,878,966	-19.50%	\$ 10,316,241	4.43%	\$ 10,956,267	6.20%

Components of Ending Fund Balance (Budget):

<b>a. Nonspendable</b>										
Revolving Cash	9711	-	-	-	-	-	-	-	-	
Stores	9712	-	-	-	-	-	-	-	-	
Prepaid Expenditures	9713	-	-	-	-	-	-	-	-	
All Others	9719	-	-	-	-	-	-	-	-	
<b>b. Restricted</b>										
	9740	4,243,686	4,253,971	3,313,193	3,960,577	-6.67%	3,258,160	-17.74%	2,474,805	-24.04%
<b>c. Committed</b>										
Committed - Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	
Committed - Other	9760	-	-	-	-	-	-	-	-	
<b>d. Assignments</b>										
	9780	-	-	-	-	-	-	-	-	
<b>e. Unassigned</b>										
Reserve for Economic Uncertainties	9789	-	-	-	-	-	-	-	-	
Undesignated / Unappropriated Amount / Unrestricted Net Position	9790	8,027,835	10,035,125	4,894,597	5,918,389	-26.28%	7,058,081	19.26%	8,481,462	20.17%
Economic Uncertainty and Unappropriated Reserve Percentage (9789+9790)/(Total Expenditures + Other Uses)		36.30%	42.44%	46.70%	25.23%		30.12%		34.60%	

Reserve Standard (unless different standard identified in MOU)  
 If MOU contains a Reserve Standard other than above, enter here  
**Reserve Standard Met/Not Met**

3%	3%	3%	3%	3%	3%
Met	Met	Met	Met	Met	Met

If not meeting standards, discuss fiscal recovery plan:

Unrestricted Deficit Spending Percentage  
**Unrestricted Deficit Spending Standard**  
**Unrestricted Deficit Spending Standard Met/Not Met**

0.0%	0.0%	6.6%	0.0%	0.0%	0.0%
12.1%	0.0%	15.6%	8.4%	10.0%	11.5%
Met		Met	Met	Met	Met

If deficit spending, explain cause and if one-time or on-going. If for on-going, what is the Charter's plan to eliminate the deficit?

## DEBT - Multiyear Commitments

Fiscal Year 2023-24 Second Interim Report

CHARTER NAME: Norton Science & Language Academy

Form Revised 4/25/2023

Complete the following table for all significant multiyear commitments for the budget year and the following two years. Clearly identify the number of years remaining and the total remaining principal amount of the commitment, the amount of principal and interest budgeted for the current fiscal year and the following two years.

**Under the Comment Section, provide a brief statement identifying the funding source for repayment of each obligation.**

**NO DEBT** (if no debt, X)

Type of Commitment	# of Years Remaining	July 1, 2023 Principal Balance	2023-24 Payment		2024-25 Payment		2025-26 Payment		Object Code(s)
			Principle	Interest	Principle	Interest	Principle	Interest	
State School Building Loans									
Charter School Start-up Loans									
Other Post Employment Benefits									
Compensated Absences									
Bank Line of Credit Loans									
Municipal Lease									
Capital Lease	35	40,590,000	320,000	2,536,875	340,000	2,516,875	365,000	2,495,625	
Capital Lease	39	5,500,000	-	220,000	-	220,000	-	220,000	
Capital Lease									
Inter-Agency Borrowing									
Other									
<b>Total</b>		<b>46,090,000</b>	<b>320,000</b>	<b>2,756,875</b>	<b>340,000</b>	<b>2,736,875</b>	<b>365,000</b>	<b>2,715,625</b>	

Other Commitments:

In June 2020, 230 S. Waterman LLC took out a tax-exempt bond in the amount of \$40,895,000 to build a new campus in San Bernardino to house approximately 1,500 students in grades TK-12. Fiscal Year 2020-2021 we compounded interest and had no payments and starting the 2021-2022 Fiscal Year payments were interest only to help grow funding with the growth of HS. In December 2021, 230 S. Waterman LLC is planning to take out a second tax-exempt bond in the amount of \$5,500,000 to build a gym for NSLA.

Comments:

CHARTER NAME: Norton Science & Language Academy

2023-24 Second Interim Cash Flow

DATE PREPARED: 2/21/2024

Form Revised 4/25/2023

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Estimated	Bud
<b>Beginning Cash Balance</b>	July 1 Cash =		9,825,328		11,022,605		10,266,876		9,344,616		10,501,881		10,083,376		10,069,745	
<b>Actuals - Actuals - Actuals</b>																
<b>REVENUE</b>																
<b>LCFF Sources</b>																
LCFF	8011		-		584,291	4.60%	584,291	4.60%	1,051,724	8.27%	1,051,724	8.27%	1,051,724	8.27%	1,051,724	8.27%
EPA	8012		-		-		-		796,760	23.34%	-		-		796,760	23.34%
State Aid - Prior Year	8019		-		-		-		-		(258,283)		-		-	
In Lieu Property Taxes	8096		-		-		-		-		-		-		-	
Federal	8100-8299		10,898	0.34%	51,937	1.62%	-		264,617	8.25%	-		72,322	2.25%	252,981	7.88%
<b>State</b>																
Lottery - Unrestricted	8560		-		-		-		-		-		-		109,707	53.13%
Lottery - Prop 20 - Restricted	8560		9,073	10.80%	-		-		8,236	9.80%	-		-		7,345	8.74%
Other State Revenue	8300-8599		-		-		4,285	0.12%	51,351	1.46%	200,815	5.72%	214,834	6.12%	614,983	17.52%
<b>Local</b>																
Interest	8660		3,702	8.61%	3,707	8.62%	3,592	8.35%	3,643	8.47%	3,463	8.05%	3,583	8.33%	3,578	8.32%
AB602 Local Special Education Transfer	8792		-		-		48,381	6.06%	39,943	5.00%	206,546	25.88%	151,389	18.97%	79,492	9.96%
Other Local Revenues	8600-8799		-		-		280	0.25%	143	0.13%	102	0.09%	7,779	7.07%	100,105	91.00%
<b>Total Revenues</b>			\$ 23,674	0.10%	\$ 639,935	2.69%	\$ 640,830	2.69%	\$ 2,216,417	9.30%	\$ 1,204,367	5.05%	\$ 1,501,632	6.30%	\$ 3,016,674	12.66%
<b>EXPENDITURES</b>																
Certificated Salaries	1000-1999		96,224	1.32%	594,791	8.13%	611,924	8.37%	612,247	8.37%	632,269	8.65%	619,248	8.47%	604,678	8.27%
Classified Salaries	2000-2999		55,461	2.42%	184,026	8.04%	189,937	8.30%	184,936	8.08%	178,742	7.81%	149,318	6.53%	148,835	6.50%
Benefits	3000-3999		61,101	1.68%	276,695	7.59%	279,227	7.66%	283,938	7.79%	288,911	7.92%	276,323	7.58%	271,843	7.45%
Books & Supplies	4000-4999		49,622	2.01%	147,109	5.95%	235,022	9.51%	31,855	1.29%	382,027	15.46%	115,677	4.68%	81,743	3.31%
Contracts & Services	5000-5999		43,169	2.21%	133,206	6.82%	105,803	5.42%	88,087	4.51%	112,553	5.77%	89,817	4.60%	190,407	9.75%
Capital Outlay	6000-6599		-		3,613	1.20%	43,343	14.45%	98,463	32.82%	20,720	6.91%	3,472	1.16%	25,125	8.37%
Other Outgo	7100-7299		-		-		-		-		-		-		-	
Debt Service (see Debt Form)	7400-7499		243,411	7.91%	261,406	8.50%	261,406	8.50%	261,406	8.50%	261,406	8.50%	261,406	8.50%	261,406	8.50%
<b>Total Expenditures</b>			\$ 548,988	2.34%	\$ 1,600,846	6.83%	\$ 1,726,663	7.36%	\$ 1,560,932	6.66%	\$ 1,876,629	8.00%	\$ 1,515,262	6.46%	\$ 1,584,037	6.75%
<b>OTHER SOURCES/USES</b>																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
<b>Net Sources &amp; Uses</b>			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>PRIOR YEAR TRANSACTIONS</b>																
		July 1 - Beginning Balances		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal
Accounts Receivable	9210	3,575,772	2,196,791	61.44%	205,182	5.74%	163,573	4.57%	501,781	14.03%	253,756	7.10%	-		10,699	0.30%
Prepaid Expenditures	9330	70,092	1,285	1.83%	-		-		-		-		-		68,807	98.17%
(Accounts Payable)	9510	269,475	269,475	100.00%	-		-		-		-		-		-	
(Line of Credit Payments)	9640	-	-		-		-		-		-		-		-	
(Deferred Revenue)	9650	206,009	206,009	100.00%	-		-		-		-		-		-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ 3,170,380	\$ 1,722,592		\$ 205,182		\$ 163,573		\$ 501,781		\$ 253,756		\$ -		\$ 79,506	
<b>OTHER ADJUSTMENTS (LIST)</b>																
Capital Assets (Not included in Expenditures above)																
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>NET REVENUES LESS EXPENDITURES</b>			\$ 1,197,277		\$ (755,730)		\$ (922,260)		\$ 1,157,266		\$ (418,506)		\$ (13,631)		\$ 1,512,142	
<b>ENDING CASH BALANCE</b>			\$ 11,022,605		\$ 10,266,876		\$ 9,344,616		\$ 10,501,881		\$ 10,083,376		\$ 10,069,745		\$ 11,581,888	

CHARTER NAME: Norton Science & Language Academy

2023-24 Second Interim Cash Flow

DATE PREPARED: 2/21/2024

Form Revised 4/25/2023

		February Estimated	% Bud	March Estimated	% Bud	April Estimated	% Bud	May Estimated	% Bud	June Estimated	% Bud	Estimated Accrual	Total	Projected Budget	Difference
<b>Beginning Cash Balance</b>		11,581,888		11,322,323		11,892,299		13,894,736		14,073,816		11,600,108			
<b>REVENUE</b>															
<b>LCFF Sources</b>															
LCFF	8011	1,051,724	8.27%	1,708,326	13.44%	1,144,087	9.00%	1,144,087	9.00%	1,144,187	9.00%	1,144,187	12,712,076	12,712,076	-
EPA	8012	-		-		966,720	28.32%	-		-		853,413	3,413,653	3,413,653	-
State Aid - Prior Year	8019	-		-		-		-		-		-	(258,283)	(258,283)	-
In Lieu Property Taxes	8096	-		-		-		-		-		-	-	-	-
Federal	8100-8299	125,000	3.89%	275,000	8.57%	450,000	14.02%	300,000	9.35%	200,000	6.23%	1,206,595	3,209,350	3,209,350	-
<b>State</b>															
Lottery - Unrestricted	8560	-		-		48,394	23.44%	-		-		48,394	206,495	206,495	-
Lottery - Prop 20 - Restricted	8560	-		-		29,672	35.32%	-		-		29,672	83,998	83,998	-
Other State Revenue	8300-8599	175,880	5.01%	175,880	5.01%	985,880	28.08%	175,880	5.01%	175,880	5.01%	735,409	3,511,077	3,511,077	-
<b>Local</b>															
Interest	8660	3,473	8.08%	3,579	8.32%	3,550	8.26%	3,579	8.32%	3,550	8.26%	-	43,000	43,000	-
AB602 Local Special Education Transfer	8792	45,386	5.69%	45,386	5.69%	45,386	5.69%	45,386	5.69%	45,386	5.69%	45,387	798,068	798,068	-
Other Local Revenues	8600-8799	300	0.27%	300	0.27%	300	0.27%	300	0.27%	391	0.36%	-	110,000	110,000	-
<b>Total Revenues</b>		\$ 1,401,763	5.88%	\$ 2,208,471	9.27%	\$ 3,673,989	15.42%	\$ 1,669,232	7.00%	\$ 1,569,394	6.59%	\$ 4,063,057	\$ 23,829,434	\$ 23,829,434	\$ -
<b>EXPENDITURES</b>															
Certificated Salaries	1000-1999	632,269	8.65%	632,269	8.65%	632,269	8.65%	632,269	8.65%	632,269	8.65%	380,652	7,313,382	7,313,382	-
Classified Salaries	2000-2999	178,742	7.81%	178,742	7.81%	178,742	7.81%	178,742	7.81%	178,742	7.81%	303,113	2,288,077	2,288,077	-
Benefits	3000-3999	288,911	7.92%	288,911	7.92%	288,911	7.92%	288,911	7.92%	288,911	7.92%	464,032	3,646,624	3,646,624	-
Books & Supplies	4000-4999	125,000	5.06%	125,000	5.06%	125,000	5.06%	125,000	5.06%	125,000	5.06%	802,542	2,470,597	2,470,597	-
Contracts & Services	5000-5999	175,000	8.96%	175,000	8.96%	175,000	8.96%	175,000	8.96%	175,000	8.96%	314,165	1,952,207	1,952,207	-
Capital Outlay	6000-6599	-		-		35,263	11.75%	-		-		70,000	300,000	300,000	-
Other Outgo	7100-7299	-		-		-		-		2,406,715	100.00%	-	2,406,715	2,406,715	-
Debt Service (see Debt Form)	7400-7499	261,406	8.50%	261,406	8.50%	261,406	8.50%	261,406	8.50%	261,406	8.50%	(42,005)	3,076,875	3,076,875	-
<b>Total Expenditures</b>		\$ 1,661,328	7.08%	\$ 1,661,328	7.08%	\$ 1,696,591	7.23%	\$ 1,661,328	7.08%	\$ 4,068,043	17.34%	\$ 2,292,500	\$ 23,454,477	\$ 23,454,477	\$ -
<b>OTHER SOURCES/USES</b>															
Other Sources/Contributions to Restricted Programs	8900	-		-		-		-		-		-	-	-	-
Other Uses	7600	-		-		-		-		-		-	-	-	-
<b>Net Sources &amp; Uses</b>		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
<b>PRIOR YEAR TRANSACTIONS</b>															
			% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal			Remaining Balance	
Accounts Receivable	9210	-		22,834	0.64%	25,039	0.70%	171,176	4.79%	24,941	0.70%	-	3,575,772	-	
Prepaid Expenditures	9330	-		-		-		-		-		-	70,092	-	
(Accounts Payable)	9510	-		-		-		-		-		-	269,475	-	
(Line of Credit Payments)	9640	-		-		-		-		-		-	-	-	
(Deferred Revenue)	9650	-		-		-		-		-		-	206,009	-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ -		\$ 22,834		\$ 25,039		\$ 171,176		\$ 24,941		\$ -	\$ 3,170,380	\$ -	
<b>OTHER ADJUSTMENTS (LIST)</b>															
Capital Assets (Not included in Expenditures above)															
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -		
<b>NET REVENUES LESS EXPENDITURES</b>		\$ (259,565)		\$ 569,977		\$ 2,002,437		\$ 179,080		\$ (2,473,708)		\$ 1,770,558	\$ 3,545,338		
<b>ENDING CASH BALANCE</b>		\$ 11,322,323		\$ 11,892,299		\$ 13,894,736		\$ 14,073,816		\$ 11,600,108		\$ 13,370,666			

Ending Cash plus Accruals should equal Ending Fund Balance \$ 9,878,966  
\$ 3,491,700

CHARTER NAME: Norton Science & Language Academy

2024-25 Second Interim Cash Flow

DATE PREPARED:

2/21/2024

Form Revised 4/25/2023

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud
<b>Beginning Cash Balance</b>	July 1 Cash =		11,600,108		11,176,170		10,600,828		9,841,655		11,307,320		11,019,445		10,773,569	
<b>REVENUE</b>																
LCFF Sources																
LCFF	8011		-		697,872	5.00%	697,872	5.00%	1,256,170	9.00%	1,256,170	9.00%	1,256,170	9.00%	1,256,170	9.00%
EPA	8012		-		-		-		941,540	25.00%	-		-		941,540	25.00%
State Aid - Prior Year	8019		-		-		-		-		-		-		-	
In Lieu Property Taxes	8096		-		-		-		-		-		-		-	
Federal	8100-8299		-		20,000	1.51%	66,168	5.00%	86,168	6.52%	66,168	5.00%	66,168	5.00%	158,538	11.99%
State																
Lottery - Unrestricted	8560		-		-		-		-		-		-		55,616	25.00%
Lottery - Prop 20 - Restricted	8560		-		-		-		-		-		-		22,623	25.00%
Other State Revenue	8300-8599		-		177,370	4.83%	177,370	4.83%	177,370	4.83%	185,370	5.05%	177,370	4.83%	177,370	4.83%
Local																
Interest	8660		3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%
AB602 Local Special Education Transfer	8792		-		66,505	8.33%	66,505	8.33%	66,505	8.33%	66,505	8.33%	66,505	8.33%	66,505	8.33%
Other Local Revenues	8600-8799		-		-		-		-		-		-		-	
<b>Total Revenues</b>			\$ 3,750	0.02%	\$ 965,497	4.04%	\$ 1,011,665	4.24%	\$ 2,531,503	10.60%	\$ 1,577,963	6.61%	\$ 1,569,963	6.58%	\$ 2,682,112	11.24%
<b>EXPENDITURES</b>																
Certificated Salaries	1000-1999		103,834	1.35%	689,825	8.97%	689,825	8.97%	689,825	8.97%	689,825	8.97%	689,825	8.97%	689,825	8.97%
Classified Salaries	2000-2999		44,418	2.40%	164,216	8.87%	164,216	8.87%	164,216	8.87%	164,216	8.87%	164,216	8.87%	164,216	8.87%
Benefits	3000-3999		62,858	1.70%	330,391	8.94%	330,391	8.94%	330,391	8.94%	330,391	8.94%	330,391	8.94%	330,391	8.94%
Books & Supplies	4000-4999		143,638	9.46%	125,000	8.23%	125,000	8.23%	125,000	8.23%	125,000	8.23%	125,000	8.23%	125,000	8.23%
Contracts & Services	5000-5999		89,049	3.06%	225,000	7.72%	225,000	7.72%	250,000	8.58%	250,000	8.58%	250,000	8.58%	275,000	9.44%
Capital Outlay	6000-6599		25,000	16.67%	-		-		-		50,000	33.33%	-		25,000	16.67%
Other Outgo	7100-7299		-		-		-		-		-		-		-	
Debt Service (see Debt Form)	7400-7499		256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%
<b>Total Expenditures</b>			\$ 725,203	3.09%	\$ 1,790,838	7.64%	\$ 1,790,838	7.64%	\$ 1,815,838	7.75%	\$ 1,865,838	7.96%	\$ 1,815,838	7.75%	\$ 1,865,838	7.96%
<b>OTHER SOURCES/USES</b>																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
<b>Net Sources &amp; Uses</b>					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>PRIOR YEAR TRANSACTIONS</b>																
		July 1 -		%		%		%		%		%		%		%
		Beginning		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal		Beg Bal
		Balances														
Accounts Receivable	9210	4,191,961	2,632,020	62.79%	250,000	5.96%	20,000	0.48%	750,000	17.89%					539,941	12.88%
Prepaid Expenditures	9330															
(Accounts Payable)	9510	2,334,505	2,334,505	100.00%												
(Line of Credit Payments)	9640															
(Deferred Revenue)	9650															
<b>NET PRIOR YEAR TRANSACTIONS</b>		\$ 1,857,456	\$ 297,515		\$ 250,000		\$ 20,000		\$ 750,000		\$ -		\$ -		\$ 539,941	
<b>OTHER ADJUSTMENTS (LIST)</b>																
Capital Assets (Not included in Expenditures above)																
<b>TOTAL MISC. ADJUSTMENTS</b>		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>NET REVENUES LESS EXPENDITURES</b>			\$ (423,938)		\$ (575,341)		\$ (759,173)		\$ 1,465,665		\$ (287,875)		\$ (245,875)		\$ 1,356,215	
<b>ENDING CASH BALANCE</b>			\$ 11,176,170		\$ 10,600,828		\$ 9,841,655		\$ 11,307,320		\$ 11,019,445		\$ 10,773,569		\$ 12,129,784	

CHARTER NAME: Norton Science & Language Academy

2024-25 Second Interim Cash Flow

DATE PREPARED:

2/21/2024

Form Revised 4/25/2023

		February Estimated	% Bud	March Estimated	% Bud	April Estimated	% Bud	May Estimated	% Bud	June Estimated	% Bud	Estimated Accrual	Total	Projected Budget	Difference
<b>Beginning Cash Balance</b>		12,129,784		11,891,909		11,646,034		13,387,307		13,099,432		10,244,189			
<b>REVENUE</b>															
LCFF Sources															
LCFF	8011	1,256,170	9.00%	1,256,170	9.00%	1,256,170	9.00%	1,256,170	9.00%	1,256,170	9.00%	1,256,170	13,957,444	13,957,444	-
EPA	8012	-		-		941,540	25.00%	-		-		941,542	3,766,162	3,766,162	-
State Aid - Prior Year	8019	-		-		-		-		-		-	-	-	-
In Lieu Property Taxes	8096	-		-		-		-		-		-	-	-	-
Federal	8100-8299	66,168	5.00%	66,168	5.00%	158,538	11.99%	66,168	5.00%	66,168	5.00%	436,115	1,322,535	1,322,535	-
State															
Lottery - Unrestricted	8560	-		-		55,616	25.00%	-		-		111,231	222,463	222,463	-
Lottery - Prop 20 - Restricted	8560	-		-		22,623	25.00%	-		-		45,247	90,493	90,493	-
Other State Revenue	8300-8599	185,370	5.05%	177,370	4.83%	1,077,370	29.36%	185,370	5.05%	177,370	4.83%	793,832	3,668,902	3,668,902	-
Local															
Interest	8660	3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%	3,750	8.33%	-	45,000	45,000	-
AB602 Local Special Education Transfer	8792	66,505	8.33%	66,505	8.33%	66,505	8.33%	66,505	8.33%	66,505	8.33%	66,513	798,068	798,068	-
Other Local Revenues	8600-8799	-		-		-		-		-		-	-	-	-
<b>Total Revenues</b>		<b>\$ 1,577,963</b>	<b>6.61%</b>	<b>\$ 1,569,963</b>	<b>6.58%</b>	<b>\$ 3,582,112</b>	<b>15.01%</b>	<b>\$ 1,577,963</b>	<b>6.61%</b>	<b>\$ 1,569,963</b>	<b>6.58%</b>	<b>\$ 3,650,650</b>	<b>\$ 23,871,067</b>	<b>\$ 23,871,067</b>	<b>\$ -</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1000-1999	689,825	8.97%	689,825	8.97%	689,825	8.97%	689,825	8.97%	689,825	8.97%	-	7,691,909	7,691,909	-
Classified Salaries	2000-2999	164,216	8.87%	164,216	8.87%	164,216	8.87%	164,216	8.87%	164,216	8.87%	-	1,850,794	1,850,794	-
Benefits	3000-3999	330,391	8.94%	330,391	8.94%	330,391	8.94%	330,391	8.94%	330,391	8.94%	-	3,697,159	3,697,159	-
Books & Supplies	4000-4999	125,000	8.23%	125,000	8.23%	125,000	8.23%	125,000	8.23%	125,000	8.23%	-	1,518,638	1,518,638	-
Contracts & Services	5000-5999	250,000	8.58%	250,000	8.58%	250,000	8.58%	300,000	10.29%	300,000	10.29%	-	2,914,049	2,914,049	-
Capital Outlay	6000-6599	-		-		25,000	16.67%	-		25,000	16.67%	-	150,000	150,000	-
Other Outgo	7100-7299	-		-		-		-		2,534,368	100.00%	-	2,534,368	2,534,368	-
Debt Service (see Debt Form)	7400-7499	256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%	256,406	8.33%	-	3,076,875	3,076,875	-
<b>Total Expenditures</b>		<b>\$ 1,815,838</b>	<b>7.75%</b>	<b>\$ 1,815,838</b>	<b>7.75%</b>	<b>\$ 1,840,838</b>	<b>7.86%</b>	<b>\$ 1,865,838</b>	<b>7.96%</b>	<b>\$ 4,425,206</b>	<b>18.88%</b>	<b>\$ -</b>	<b>\$ 23,433,792</b>	<b>\$ 23,433,792</b>	<b>\$ -</b>
<b>OTHER SOURCES/USES</b>															
Other Sources/Contributions to Restricted Programs	8900	-		-		-		-		-		-	-	-	-
Other Uses	7600	-		-		-		-		-		-	-	-	-
<b>Net Sources &amp; Uses</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PRIOR YEAR TRANSACTIONS</b>															
			% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal			Remaining Balance	
Accounts Receivable	9210												4,191,961	-	
Prepaid Expenditures	9330												-	-	
(Accounts Payable)	9510												2,334,505	-	
(Line of Credit Payments)	9640												-	-	
(Deferred Revenue)	9650												-	-	
<b>NET PRIOR YEAR TRANSACTIONS</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>			<b>\$ 1,857,456</b>	<b>\$ -</b>	
<b>OTHER ADJUSTMENTS (LIST)</b>															
Capital Assets (Not included in Expenditures above)															
<b>TOTAL MISC. ADJUSTMENTS</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET REVENUES LESS EXPENDITURES</b>		<b>\$ (237,875)</b>		<b>\$ (245,875)</b>		<b>\$ 1,741,274</b>		<b>\$ (287,875)</b>		<b>\$ (2,855,243)</b>		<b>\$ 3,650,650</b>	<b>\$ 2,294,731</b>		
<b>ENDING CASH BALANCE</b>		<b>\$ 11,891,909</b>		<b>\$ 11,646,034</b>		<b>\$ 13,387,307</b>		<b>\$ 13,099,432</b>		<b>\$ 10,244,189</b>		<b>\$ 13,894,839</b>			

Ending Fund Balance \$ 10,316,241  
 Ending Cash plus Accruals should equal Ending Fund Balance \$ 3,578,598

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

Date of meeting: April 8, 2024

Title: **Administrative Regulation – AR 3311 Bids**

Presentation:  Consent:  Action:  Discussion:  Information:

**Background:**

This Administrative Regulation is being submitted for approval to update our practices in accordance with the organization's procurement procedures. This regulation complies with state, local and Federal statutes identified in 2CFR part 200. This revision is updating the limit amounts for our informal bidding from \$50,001-\$200,000, to the proposed \$50,000-\$250,000 creating the new beginning limit for formal bids to begin at \$250,001. This is reflective of the growing costs of doing business in California and staying compliant with the recommended levels from CSDC.

**Fiscal Implications (if any):**

None

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

**Recommendation:**

The staff recommendation is to approve Administrative Regulation 3311.

Submitted by: David Gruber

Chief Business Officer, LCER

## Lewis Center for Educational Research

**AR 3311      BUSINESS - NON-INSTRUCTIONAL OPERATIONS  
BIDS**

**Adopted:      May 10, 2021**

**Revised:      April 8, 2024**

### Guidelines for Selecting Contractors/Vendors

#### A. Avoiding Waste and Reducing Costs

The Lewis Center for Educational Research (LCER) will conduct appropriate oversight of vendors, ensuring that vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The LCER will participate in state and local intergovernmental agreements or inter-entity agreements for procurement of goods and services, such as statewide contracts administered by the Department of General Services when available and appropriate.

#### B. Prequalification Procedures

The LCER may, but is not required to, establish prequalification procedures for any contract for which bids are required.

#### C. Unlicensed, Suspended and Debarred Contractors/Subcontractors

The LCER may not consider any contractor or subcontractor that does not possess a license in good standing, or is listed as debarred, suspended or otherwise excluded from bidding on, accepting, or performing any public works contracts, by the Division of Labor Standards Enforcement (“DLSE”) of the California Department of Industrial Relations (“DIR”).

The LCER is required to vet any potential contractor or subcontractor for suspension or debarment before a contract may be awarded. A list of suspended and debarred contractors and subcontractors may be accessed through the DLSE Debarments Web Site at <http://www.dir.ca.gov/dlse/debar.html>.

### Informal Bidding and Contract Approval – Contracts up to ~~\$200,000~~ \$250,000

All purchases of more than \$50,001 but less than ~~\$200,000~~ \$250,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services of similar value. The CEO or designee shall not approve invoices, purchase orders, or check requests lacking such documentation. Documentation shall be attached to all invoices, purchase orders, and check requests indicating that at least three (3) contractors/vendors were contacted, and such documentation shall be maintained for three (3) years. Informal quotes or proposals for goods and/or services may be requested and received in writing by mail, email, facsimile, and/or verbally, such as by telephone, as long as properly documented.

Before releasing a bid solicitation, the CEO or designee will adopt a written method for conducting technical evaluations of the proposals received and for selecting recipients.

Contracts must be awarded to the responsible firm whose proposal is most advantageous to the school, with price and other factors considered.

The LCER may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation (i.e., request for qualifications).

Contracts for purchases of up to ~~\$200,000~~ \$250,000 may be executed by the CEO or designee without prior Board approval.

### **Formal Bidding and Contract Approval – Contracts Over ~~\$200,001~~\$250,001**

Contracts for the purchase of more than ~~\$200,001~~ \$250,001 worth of equipment, materials or supplies to be furnished, sold, or leased to the LCER, or contracts for more than ~~\$200,001~~ \$250,001 worth of services or construction (excluding those professional services agreements described in Guidelines for Selecting Contractors/Vendors), shall be subject to the formal bidding requirements set forth herein below. Use of formal bidding presumes that the following three factors are present (i) a complete, adequate, and realistic specification or purchase description is available; (ii) two or more responsible bidders are willing and able to compete effectively for the business; and (iii) the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price is not required. When any one or more of these three factors is not present, the LCER may find that formal bidding is not feasible and may use informal bidding (above) or noncompetitive proposal(s).

If formal bidding is required, the LCER shall utilize the following procedures:

#### A. Seeking Bids

The LCER shall seek bids from those sources able to offer the best prices, consistent with quality, quantity, delivery, and service. To ensure that good value is received for funds expended, the request for bids shall be carefully designed to clearly and completely describe in detail the quality, delivery, and service required, and shall include the criteria that will be used to evaluate the offers and the relative weights given to the criteria. Further, the request for bids shall specify the date by which all bids must be received by the LCER. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.

The request for bids must include a clear and accurate description of the technical requirements for the request, which defines the items or services with enough specificity to allow bidders to properly respond. These details can be provided in specifications and attachments included with the bid invitation. The bid request shall identify all requirements which the bidders must fulfill and all factors to be used in evaluating bids or proposals. Notice of the request for bids may be provided in one or more of the following ways:

- (1) Publishing the request for bids in at least one newspaper of general circulation within the boundaries of San Bernardino County, once a week for at least two (2) weeks before the deadline for receiving bids;
- (2) Posting the request for bids on the LCER's website or other electronic portal for at least two (2) weeks before the deadline for receiving bids; and/or
- (3) Directly submitting notice of the request for bids to an adequate number of qualified sources to permit reasonable competition consistent with the nature and purpose of this policy. Any list of potential contractors/vendors that is generated must be current and include enough qualified sources to ensure reasonable open and free competition.

#### B. Opening Bids

Bids may be opened only at the time and place prescribed by the CEO or designee. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. However, bidders retain the right to withdraw a bid due to a material mistake in the bid. After bids have been opened, they shall be available for inspection or copy by any interested party. The LCER must maintain the bid document(s) for the duration of the contract and for [Insert Number] (#) years beyond the completion of the contract.

#### C. Contract Award

The Board, or any employee of the LCER to whom responsibility has been delegated, shall award a competitively-bid contract at the bid amount to the bidder offering the best value to the LCER according to its selection criteria. The contract need not necessarily be awarded to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. The selection criteria may include the following factors:

- (1) Purchase price;
- (2) Reputation of the contractor/vendor and of the contractor's/vendor's goods and/or services;
- (3) Quality of the contractor's/vendor's goods and/or services;
- (4) Extent to which the goods and/or services meet the LCER's needs;
- (5) Contractor's/vendor's record of past performance;
- (6) Contractor's/vendor's financial standing and capacity;
- (7) Contractor's/vendor's past relationship with the LCER; and
- (8) Total long-term cost to the LCER to acquire the goods and/or services.

All contracts must be approved by the CEO or designee.

Any and all bids may be rejected if there is a sound, documented reason for doing so.

#### D. Protest by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with this policy, the bid's specifications, or was not in compliance with law.

A protest must be filed in writing with the CEO or designee within five (5) business days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The CEO or designee shall review the documents submitted with the bidder's claims and render a decision in writing within thirty (30) business days. The CEO or designee may also convene a meeting with the bidder to attempt to resolve the problem.

The bidder may appeal the CEO or designee's decision to the Board. The CEO or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

#### **Noncompetitive Proposals**

A noncompetitive procurement proposal is the solicitation of a proposal from only one (1) source. Noncompetitive procurement proposals may only be used when one or more of the following circumstances apply: (i) the item is available only from a single source; (ii) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (iii) after solicitation of a number of sources, competition is determined inadequate. When procuring goods or services using Federal funds, if none of these circumstances are present, written authorization from the Federal awarding agency or CDE must be granted.

#### **Construction Contracts**

Procurement of construction and/or construction related services must be made in accordance with the bidding procedures described herein. Additionally, the LCER must comply with the prevailing wage laws applicable to certain construction and/or services that constitute a "public works" project as defined under the Labor Code. (Labor Code §§ 1720, 1720.2, and 1720.3.)

A "public works" project is defined as "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds" and includes "work performed during the design and preconstruction phases of construction" (e.g., surveying) as well as "post construction" work (i.e., cleanup). (Labor Code § 1720(a)(1).)

An outline of the additional requirements applicable to public works projects are further described in Public Works Projects and Prevailing Wage Requirements.

#### **Public Works Projects and Prevailing Wage Requirements**

#### A. Mandatory Public Works Project Request for Bids Terms and Specifications

A Public Works Project, in definition of this regulation, is identified as a project funded by a Tax-Exempt Bond issued in expectation for new capital improvements in accordance with AB 2765. All requests for bids (or the “call for bids”) and bid specifications for construction and/or services, which constitute a “public works” project (i.e., a “Project”), issued and published by the LCER, must contain the following terms and specifications when applicable:

- (1) **General Project Description as Public Work:** In the call for bids, the LCER must provide a general description of the work required for the Project and state that “the Project is classified as a ‘public work,’ as defined in Labor Code Section 1720, to which not less than the general prevailing rate of per diem wages for work of a similar character and the rates for overtime and holiday work in the locality in which the work is to be performed for each craft, classification or type of worker needed to execute the contract shall be paid to all workers employed on the Project in accordance with Labor Code Section 1771.”
  - (2) **Bid Closing Date:** The LCER must also specify in the call for bids the place the contractor’s bids are to be received, and the time by which they shall be received.
  - (3) **Prevailing Wage Rate:** The LCER is required to specify in the call for bids and in the bid specifications the general rate of per diem wages as described in Section (A)(1) above. (Labor Code § 1773.2.) The general prevailing wage rate must be obtained from the Director of the DIR. The applicable general prevailing wage rates for any such public works project are available on the DIR website at <http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>.
- In lieu of specifying the rate of wages, the LCER may include a statement in the call for bids and in the bid specifications that “copies of the prevailing rate of per diem wages are on file at its principal office and shall be made available to any interested part on request.” (Labor Code § 1773.2.)
- (4) **Notice of DIR Enforcement:** The LCER shall specify in the call for bids that the Project is “subject to compliance monitoring and enforcement by the Department of Industrial Relations.” (Labor Code § 1771.4(a)(1).)
  - (5) **Registered Contractor Notice:** The LCER shall provide notice in the call for bids that “a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5.” The LCER shall not accept a bid or enter into a contract or subcontract without proof of the contractor or subcontractor’s current registration to perform public work pursuant to Section 1725.5. (Labor Code § 1771.1.)
  - (6) **Contractor/Vendor Bids:** The LCER shall require all contractor/vendor bids to expressly state that the contractor/vendor “will pay its workers the applicable prevailing wage rate in accordance with Labor Code Sections 1771 and 1774.”

#### B. Mandatory Public Works Project Contract Terms

All contracts for construction and/or services that constitute a “public works” project (“Project”) entered into with the LCER must contain the following terms and provisions when applicable:

- (1) **General Project Description as Public Work:** The LCER must provide a general description of the work required for the Project and specify in the Project Contract that “the Project is classified as a ‘public work,’ as defined in Labor Code Section 1720, to which not less than the general prevailing rate of per diem wages for work of a similar character and the rates for overtime and holiday work in the locality in which the work is to be performed for each craft, classification or type of worker needed to execute the contract shall be paid to all workers employed on the Project in accordance with Labor Code Section 1771.”
- (2) **Prevailing Wage Rate:** The LCER is required to specify in the Project Contract the general rate of per diem wages as described in Section (B)(1) above. (Labor Code § 1773.2.) The general prevailing wage rate must be obtained from the Director of the DIR. The applicable general prevailing wage rates for any such public works project are available on the DIR Wage Determination website at <http://www.dir.ca.gov/OPRL/dprevagedetermination.htm>. In lieu of specifying the rate of wages, the LCER may include a statement in the Project Contract that “copies of the prevailing rate of per diem wages are on file at its principal office and shall be made available to any interested party on request.” (Labor Code § 1773.2.)
- (3) **Compensation Provision:** The LCER shall include a clause in the Project Contract that states, “In accordance with the provisions of Section 3700 of the Labor Code, every contractor will be required to secure the payment of compensation to his or her employees.” (Labor Code § 1860.)
- (4) **Penalty Stipulation:** The LCER shall also include a stipulation in the Project Contract that notifies the contractor that the contractor or subcontractor will be subject to a penalty of twenty-five dollars (\$25) for each calendar day a worker employed in the execution of the Contract is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week without payment of the applicable overtime rate of pay. (Labor Code § 1813.)
- (5) **Underpayment of Prevailing Wage:** The Project Contract must include a stipulation that states, “The difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the contractor or subcontractor in accordance with Section 1775 of the Labor Code.” (Labor Code § 1775(a)(2)(E).)
- (6) **Apprenticeship Requirement:** The LCER must also include a provision in the Project Contract that effectuates Labor Code Section 1777.5, which requires the contractor to employ properly registered apprentices for the Project. Specifically, the contractual provision must fix the responsibility of compliance with the apprenticeship requirements under Section 1777.5 for all apprenticeable occupations with the prime contractor on the Project. (Labor Code § 1777.5(n).)
- (7) **8-Hour Work Day:** The Project Contract shall also include a clause establishing that “Eight hours’ labor constitutes a legal day’s work.” (Labor Code § 1810.)

(8) Payroll Record Contract Provisions: The LCER shall include a stipulation in the Project Contract effectuating Labor Code Section 1776, which requires the contractor to maintain accurate certified payroll records that include the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each apprentice, worker, or other employee of the contractor in connection with the public work, and a written declaration of the employee verifying the truth of the payroll record. (Labor Code § 1776.)

The LCER must designate the times the contractor and subcontractor are required to furnish the payroll records to the Compliance Monitoring Unit (“CMU”) of the DIR. (8 CCR § 16461(b).) The Project Contract shall specify that “the contractor and each subcontractor shall furnish the payroll record of wages paid as specified in Section 1776 directly to the Compliance Monitoring Unit (“CMU”) of the DIR on a monthly basis until the completion of the Project, or within 10 days of any separate request by the CMU.” (8 CCR § 16461(b).)

Further, the Project Contract must include a provision stating, “Contract payments shall not be made when payroll records are delinquent or inadequate.” (8 CCR § 16421(a)(6).)

### **Mandatory Contract Terms**

All contracts entered into with the LCER must contain the following terms when applicable:

- (1) A ceiling price that the contractor/vendor exceeds at its own risk.
- (2) Retention of all required records by the contractor/vendor for three (3) years after the LCER makes final payments and all other pending matters are closed.
- (3) Access by the LCER or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (4) Administrative, contractual, or legal remedies in instances where contractors/vendors violate or breach contract terms, and the sanctions and penalties that are appropriate.
- (5) Termination for cause and for convenience by the LCER, including the manner by which it will be effected and the basis for settlement.

### **Conflict of Interest**

No Board member or LCER employee shall be financially interested in any contract made by the Board or in any contract made in their capacity as a Board member or LCER employee.

No Board member or LCER employee shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Board member or LCER employee, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ the Board member or LCER employee, has a financial or other interest in the firm selected for an award. The Board member or LCER employee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

To the extent permitted by law, any Board member or LCER employee who violates this section may be subject to penalties, sanctions, and other disciplinary actions.

### **Reservation**

The LCER Procurement and Contract Bidding Policy shall be amended and updated if necessary to comply with changes in acceptable procurement practices.

### **Federal Grants or Programs**

In addition to complying with all conditions herein, all contracts involving federal grants or other federal programs shall also fully comply with all applicable federal procurement guidelines related to such programs and the Uniform Guidance of the Office of Management and Budget (2 CFR §§ 200.218-200.226). In the event there is a conflict between this policy and the applicable federal procurement guidelines, the federal guidelines shall prevail.

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

Date of meeting: April 8, 2024

Title: Board Policy – AR 3350 Reimbursements, Travel & Other Expenses

Presentation:  Consent:  Action:  Discussion:  Information:

**Background:**

This Administrative Regulation is to support the understanding of the travel policy with the Lewis Center for Educational Research and the appropriate reimbursement practices for when an employee travels for school business. This regulation provides clarity to our practices, appropriate and acceptable expenses (including the daily limits) that will be reviewed and reimbursed to employees while they are on travel for organizational purposes to include but not limited to workshops, seminars, conventions, conferences.

**Fiscal Implications (if any):**

None

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

**Recommendation:**

The staff recommendation is to approve revised Administrative Regulation 3350.

Submitted by: David Gruber, Director of Finance, LCER

## Lewis Center for Educational Research

### AR 3350 (a) BUSINESS - NON-INSTRUCTIONAL OPERATIONS TRAVEL REIMBURSEMENT

**Adopted:** ~~September 10, 2007~~  
November 13, 2023

**Revised:** ~~November 13, 2023~~  
April 8, 2024

#### Travel Reimbursement

The Lewis Center for Educational Research will pay authorized travel and business expenses of employees. Travel expenses, including airfare, may be paid for non-employees representing LCER on official business. All travel expenses for non-employees must be approved, in advance, by the President/CEO of LCER.

Expenses will be reimbursed based on actual, necessary and reasonable expenses. Mileage reimbursement will be in an amount equal to the reimbursement rate established by LCER and any change in the reimbursement rate will coincide with the verified and approved rate by the IRS.

#### Actual and Necessary Expenses for Meals and Lodging

All travel claims will be paid on an actual and necessary basis.

Meal reimbursement ~~up to \$66 per day including tax and tip is~~

authorized for the following purposes:

##### Meals

- Breakfast – if travel assignment begins more than one (1) hour prior to the start of the employee’s normal workday. ~~Not to exceed \$13.00 including tax and tip.~~
- Lunch – if travel assignment begins before 11:00 and/or ends after 2:00. ~~Not to exceed \$18.00 including tax and tip.~~
- Dinner – if travel assignment extends more than two hours beyond the end of the employee’s regular workday. ~~Not to exceed \$35.00 including tax and tip.~~
- ~~– Itemized receipts, credit card or hotel receipts are required as documentation of expense to be reimbursed.~~ Restaurant check stubs are not acceptable for meeting the receipt requirement. A maximum acceptable tip is 20%. Alcoholic beverages ~~and snack items~~ will not be reimbursed.

##### Non-Employee Reimbursement

- Non-employees acting as representatives of LCER may also claim meal expenses following the same criteria listed above. Only the President/CEO is authorized to designate a non-employee to act as a representative of LCER.

#### Other Receipt Requirements

When claiming actual and necessary expenses, itemized receipts are required. Only the single room rate can be claimed by an employee. If the room is shared with another LCER employee, each employee may claim half of the double rate or either employee may claim the full double rate with a written acknowledgement from the other.

Registration fees require a receipt. The registration form and/or brochure are also required when fees exceed \$50 to verify what is included in the fee. If a registration form or brochure is not available, a statement on the expense claim is acceptable indicating if the fee is for registration only or if it includes meals. Receipts must be submitted for parking for each occurrence. Receipts for car rental charges are required.

### **Non-Reimbursable Expenses**

Non-reimbursable expenses shall include, but are not be limited to, non-business related travel, registration or tuition fees for which units of credit are given, snack items, internet charges, movies, any other charges for activities which are non-business related and non-business related phone ~~calls~~-calls. Personal out-of-state and international calls will not be reimbursed. When making business related calls other than to the office of the LCER, a record of the calls shall be kept which includes the name of the person called, their place of business and the nature of the call.

Employees will not be paid for mileage from home to the base of the operation and the subsequent trip home. This mileage will be subtracted from the total mileage driven on any given day. Exceptions may be made if approved by President/CEO of LCER.

It is encouraged that expense claims be turned in within 30 days of return from conference.

### **Travel Advance**

Travel advances may be issued unless the traveling employee has been assigned an organizational credit card. When a travel advance is approved, it shall be issued for 100% of the “out of pocket expenses” requested based upon the calculation from conference back-up (flyers, etc). Travel advance requests shall be submitted three weeks prior to the travel advance being issued whenever possible. An employee may have only one advance outstanding at any given time unless special consideration is given due to the nature and timing of travel. This special consideration must be approved by the President/CEO. Travel advances are NOT transferable.

### **Mileage Expenses**

It is preferred that an employee or groups of employees carpool. If a group is carpooling and an employee chooses not to travel with the group for personal reasons, only the vehicle used for carpooling will be reimbursed for mileage. Employees who use their personal vehicle for business travel must have documented proof of liability insurance and a valid California driver’s license. Mileage reimbursement will be in the amount equal to the reimbursement rate established by LCER and any change in the reimbursement rate will coincide with the fluctuations in market fuel prices. The allowable distances to be charged for destinations need to be supported by a Mapquest or like document showing mileage to destination.

If an employee is required to attend a meeting or activity on a non-work day or after regular work hours, he/she shall be reimbursed for mileage from home or the regular work site to the meeting/activity site, whichever is closer.

If an employee makes business-related stops on their way to work or on their way home, only that portion of mileage in excess of their regular home/work mileage is reimbursable.

Itinerant employees will only be reimbursed for mileage accrued beginning at their first work location through

their last work location each day. They will not receive mileage reimbursement from home to their first work site or from their last work site back home.

When an employee requests to use his/her vehicle as a means of travel to an established destination in lieu of airfare and the request is approved by the supervisor, the reimbursement will be the lesser of:

1. The actual mileage times the LCER rate per mile, or
2. The air fare, ground transportation and parking.

Travel times to the destination will be that time necessary to travel from the office to the destination by air; however, it must be no more than one day in length. Travel time in excess of one day will be treated as vacation. Workers' Compensation laws do not apply to vacation time.

After flying to a destination, choice of ground transportation (public or private shuttle or rental vehicle) shall be at the discretion of the supervisor or in the case of the organizational credit card, the designated approving official.

When two or more employees are traveling, the following are preferred methods of transportation:

1. Carpool in a personal vehicle.
2. Reserve and drive an organizational vehicle.
3. If multiple employees are traveling to the same destination, consider the total cost of travel for all (mileage vs. air fare, parking, etc.) when determining type of transportation to be used.

With supervisor approval on Employee Reimbursement Claim, parking and toll road costs will be reimbursed.

### **Personal Vacations and Traveling with a Companion**

Employees will be reimbursed only for the legitimate costs of traveling on business of the Lewis Center for Educational Research. If an employee schedules personal vacation before or after the sanctioned business travel, or if the employee travels with a companion who is not an employee of this organization, the employee's expenses will be reimbursed only for the time during which the sanctioned business travel occurs and the following shall apply:

- The employee must obtain the prior written approval of his/her supervisor for vacation in conjunction with business travel or for travel with a non-employee companion.
- Meal costs shall be reimbursed only for the employee and only under the same standards included elsewhere in this procedure.
- Lodging will be reimbursed at the single room rate of hotel/motel at which the employee stays.
- Airfare costs will be reimbursed for the employee only and at the rate which this office would have paid if the employee traveled alone at the fare structure normally available to this office for a 14-day advance purchase round-trip flight to the destination at which the approved meeting/conference occurred.

### **Airline Travel Arrangements**

All out-of-state and non-employee travel must be pre-approved by the President/CEO.

When possible, airline arrangements should be made well in advance so as to get best rates.

**CAUTION:** Non-refundable, non-changeable tickets are not always recommended; however, they are allowed. Non-airline websites offering travel tickets are generally limited to restricted ticket purchases and making future changes are difficult or unavailable. Credits pose a tracking problem for the client. LCER/AAE strongly urges that these sites not be used.

### Flight Cancellations

Cardholders are responsible for tracking canceled flight reservations that have been credited for future use.

### Car Rental Insurance

Rental car companies offer both comprehensive/collision coverages and liability insurance when renting a vehicle. It is appropriate to purchase these coverages and they will be reimbursed.

When necessary, travel authorization procedures may be clarified by the President/CEO or the Purchasing Agent.

### Overnight Parameters

The following parameters should be considered when determining if/when employee overnight travel is in the best interest of the organization, including employee safety, or for the sole convenience of the employee. The CEO or designee will make the decision and approval for a specified number of nights that will be approved prior to the commencement of the trip.

1. Driving: The beginning time of the event (meeting, conference, presentation, etc.) is such that the employee would be required to leave the routine duty station or home (whichever is closer) more than two hours prior to the employee's normal work shift or the event is more than 60 miles one way from the routine duty station or home (whichever is closer). Southern California traffic conditions should be taken into consideration but not used as sole justification.
2. Flying: The beginning time of the event is such that no available flights coupled with standard ground transportation would allow the employee to arrive more than 15 minutes after the start of the scheduled event.
3. In either instance, the employee's safety must always be a primary consideration. If any combination of event and travel time exceeds 10 hours, it is permissible for the employee to stay one night.

The organization will not reimburse lodging costs when it is determined that the only factor was employee convenience.

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

Date of meeting: April 8, 2024

Title:

Approve Revisions to BP 6159: Instruction Individualized Education Program

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

Background: The existing board policy will be deleted. Language found in this board policy is mentioned on AR 6164.4, and is also detailed in our charter, pages 24 – 31.

Fiscal Implications (if any): N/A

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

Recommendation: Approve the proposed changes.

Submitted by: Marcelo Congo, Director of Special Needs

## Lewis Center for Educational Research

**BP 6159: INSTRUCTION  
INDIVIDUALIZED EDUCATION PROGRAM**

**Adopted: October 3, 2002**

**Revised:**

~~At the beginning of each school year, the AAE shall have an individualized education program (IEP) in effect for each student with a disability within LCER's jurisdiction.~~

### ~~Members of the IEP Team~~

~~The IEP team for any student shall include at least the following members:~~

- ~~1. The parents/guardians of the student with a disability~~
- ~~2. If the student is or may be participating in the regular education program, at least one regular education teacher~~
- ~~3. At least one special education teacher, or where appropriate, at least one special education provider for the student~~
- ~~4. A representative of the LCER who is:
 
  - ~~a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities~~
  - ~~b. Knowledgeable of the general curriculum~~
  - ~~c. Knowledgeable about the availability of the LCER's and/or Special Education Local Plan Area (SELPA) resources~~~~
- ~~5. An individual who can interpret the instructional implication of evaluation results, who may already be a member of the team as described above~~  
~~A member of the evaluation team shall be present or at least one of the persons present shall be knowledgeable about the evaluation (assessment) procedures, familiar with the results of the student's previous assessment, if any, and qualified to interpret the results of the assessment which are significant to development of the student's IEP.~~
- ~~6. At the discretion of the parent/guardian or LCER, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate~~
- ~~7. Whenever appropriate, the student with the disability~~
- ~~8. For transition service participants pursuant to 34 CFR 300.347:
 
  - ~~a. The student, of any age, with the disability~~  
~~If the student does not attend the IEP team meeting, the LCER shall take other steps to ensure that the student's preferences and interests are considered.~~
  - ~~b. A representative of any other agency that is likely to be responsible for providing or paying for transition services~~  
~~If a representative does not attend the meeting, the LCER shall take other steps to obtain participation of the agency in the planning of any transition services.~~~~

~~9. For students with suspected learning disabilities, a person other than the student's regular education teacher who has observed the student's educational performance in an appropriate setting~~

~~If the child is younger than five years or not enrolled in school, a team member shall observe the child in an appropriate environment.~~

~~In addition, any of the following may participate, as appropriate:~~

- ~~1. The program specialist, school psychologist, school nurse, school social worker, counselor, or other student services worker who has conducted an assessment of the student, when the assessment is significant to the development of the IEP~~
  - ~~2. Any other person whose competence is needed because of the nature and extent of the student's disability~~
  - ~~3. A public agency representative fluent in the student's primary language~~
- ~~IEP Meetings~~

~~The IEP team shall meet:~~

- ~~1. Whenever a student has received an initial formal assessment. The team may meet when a student receives any subsequent formal assessment.~~
- ~~2. Whenever the student demonstrates a lack of anticipated progress.~~
- ~~3. Whenever the parent/guardian or teacher requests a meeting to develop, review or revise the IEP.~~
- ~~4. At least annually to:
 
  - ~~a. Review the student's progress and to determine whether the student's annual goals are being achieved~~
  - ~~b. Review the IEP and the appropriateness of placement~~
  - ~~c. Make any necessary revisions to the IEP~~~~

~~The IEP team shall conduct this review. Others may participate if they have essential expertise or knowledge.~~

~~If a participating agency, other than the LCER, fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service needs for the student set out in the IEP.~~

~~When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days in July and August.~~

~~An IEP required as a result of an assessment of the student shall be developed within 50 days, not counting days between the student's regular school sessions, terms or days of school vacation in excess of five school days, from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. However, an IEP shall be developed within 30 days after the~~

~~commencement of the subsequent regular school year for each student for whom a referral has been made 20 days or less prior to the 50-day time limit shall recommence on the date that student school days reconvene.~~

~~A regular education or special education teacher may request a review of the classroom assignment of a special education student by submitting a written request to the President/CEO or designee. The President/CEO or designee shall consider the request within 20 days of receiving it, not counting days in July and August or when school is off track. If the review indicates a need for change in the student's placement, instruction and/or related services, the President/CEO or designee shall convene an IEP meeting, which shall be held within 30 days of the President/CEO or designee's review, not counting days in July or August or days when school is off track, unless the student's parent/guardian consents to an extension of time.~~

~~At each IEP meeting convened by the LCER, the LCER administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321.~~

#### ~~Procedural Safeguards and Complaints for Special Education~~

~~The President/CEO or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting (as specified below) and scheduling the meeting at a mutually agreed upon time and place.~~

~~An IEP meeting may be conducted without a parent/guardian in attendance if the LCER is unable to convince the parent/guardian that he/she should attend. In this case, the LCER shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including:~~

- ~~1. Detailed records of telephone calls made or attempted and the results of those calls~~
- ~~2. Copies of correspondence sent to the parent/guardian and any response received~~
- ~~3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits~~

~~Parents/guardians and the LCER shall have the right to audiotape the proceedings of IEP meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the LCER gives notice of intent to audiotape a meeting, and if the parent/guardian objects or refuses to attend because the meeting would be audio-taped, the meeting shall not be audio-taped. Parents/guardians also have the right to:~~

- ~~1. Inspect and review the audiotapes~~
- ~~2. Request that the audiotapes be amended if the parent/guardian believes they contain information that is inaccurate, misleading or in violation of the student's privacy rights or other rights~~

~~3. Challenge, in a hearing, information that the parent/guardian believes is inaccurate, misleading, or in violation of the student's privacy rights or other rights  
Contents of the IEP~~

~~The IEP shall be a written statement determined in a meeting of the IEP team. It shall include, but not be limited to, all of the following:~~

~~1. A statement of the present levels of the student's educational performance, including one of the following:~~

- ~~a. How the student's disability affects his/her involvement and progress in the general curriculum (i.e., the same curriculum as for non-disabled students)~~
- ~~b. For the preschool child, as appropriate, how the disability affects his/her participation in appropriate activities~~

~~2. A statement of measurable annual goals, including benchmarks or short-term objectives related to:~~

- ~~a. Meeting the student's needs that result from his/her disability in order to enable the student to be involved in and progress in the general curriculum  
For a preschool child, as appropriate, meeting the child's needs that result from his/her disability to enable the child to participate in appropriate activities~~
- ~~b. Meeting each of the student's other educational needs that result from the student's disability~~

~~3. A statement of the special education, related services and supplementary aids and services to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided for the student to:~~

- ~~a. Advance appropriately toward attaining the annual goals~~
- ~~b. Be involved and progress in the general curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities~~
- ~~c. Be educated and participate with other students with disabilities and non-disabled students in the activities in this item~~

~~4. An explanation of the extent, if any, to which the student will not participate with non-disabled students in the regular class and in the activities described in item #3 above~~

~~5. A statement of any individual modifications in the administration of state or school-wide assessments of student achievement that are needed in order for the student to participate in such assessment~~

~~a. If the IEP team determines that the student will not participate in the administration of the state or school-wide assessment of student achievement (or part of such an assessment), a statement of:~~

- ~~(1) Why that assessment is not appropriate for the student~~
- ~~(2) How the student will be assessed~~

~~6. The projected date for the beginning of the services and modifications described in item #3 above and the anticipated frequency, location and duration of those services and modifications~~

~~7. A statement of transition service needs, as defined in Education Code 56345.1, as follows:~~

- a. Beginning at age 14 (or younger if determined appropriate by the IEP team), and updated annually, a statement of transition service needs of the student under the applicable components of the IEP that focus on the student's courses of study (such as participation in advanced placement courses or a vocational education program)
- b. Beginning at age 16 (or younger if determined appropriate by the IEP team), and annually thereafter, a statement of needed transition services for the student, including, when appropriate, a statement of the interagency responsibilities or any needed linkages
- c. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of his/her rights, if any, pursuant to IDEA that will transfer to the student upon reaching age 18 pursuant to 20 USC 1415(m)
- 8. Appropriate objective criteria, evaluation procedures, and schedules for determining, on at least an annual basis, whether the annual goals are being achieved
- 9. A statement of:
  - a. How the student's progress toward the annual goals described in item #2 above will be measured
  - b. How the student's parents/guardians will be regularly informed (by such means as periodic report cards), at least as often as parent/guardians of non-disabled students, of:
    - (1) Their child's progress towards the annual goals described in item #2 above
    - (2) The extent to which that progress is sufficient to enable the student to achieve the goals by the end of the year
- 10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of his/her rights, if any, pursuant to 34 CFR 300.110-300.284 that will transfer to the student upon reaching age 18
- 11. A determination as to whether differential proficiency standards shall be developed for the student pursuant to Education Code 51215 and, if so, a copy of those standards

Where appropriate, the IEP shall also include:

- 1. For students in grades 7-12, any alternative means and modes necessary for the student to complete the LCER's prescribed course of study and to meet or exceed proficiency standards required for graduation
  - 2. Linguistically appropriate goals, objectives, programs and services for students whose primary language is not English
  - 3. Extended school year services when needed, as determined by the IEP team
  - 4. Provision for transition into the regular education program if the student is to be transferred from a special class or center, or nonpublic, nonsectarian school, into a regular education program in a public school for any part of the school day
- The IEP shall include descriptions of activities intended to:
- a. Integrate the student into the regular education program, including indications of the nature of each activity and the time spent on the activity each day or week
  - b. Support the transition of the student from the special education program into the regular education program
- (cf. 6176—Weekend/Saturday Classes)  
 (cf. 6177—Summer School)  
 (cf. 6178—Vocational Education)  
 (cf. 6181—Alternative Schools)

~~5. Specialized services, materials and equipment for students with low incidence disabilities, consistent with the guidelines of Education Code 56136~~

#### ~~Development, Review and Revision of the IEP~~

~~In developing or revising the IEP, the IEP team shall consider the following:~~

- ~~1. The strengths of the student and the concerns of the parents/guardians for enhancing the education of their child~~
- ~~2. The results of the initial evaluation or most recent evaluation of the student~~
- ~~3. As appropriate, the results of the student's performance on any general state or school-wide assessment programs~~
- ~~4. In the case of a student whose behavior impedes his/her learning or that of others, if appropriate, positive behavioral interventions, strategies and supports to address that behavior~~
- ~~5. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP~~
- ~~6. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and the use of Braille unless the IEP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media, that instruction in Braille or the use of Braille is not appropriate for the student~~
- ~~7. The communication needs of the student, and in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode~~

~~The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, including the following:~~

- ~~a. The student's primary language mode and language, which may include the use of spoken language with or without visual cues, and/or the use of sign language~~
- ~~b. The availability of a sufficient number of age, cognitive and language peers of similar abilities~~
- ~~c. Appropriate, direct and ongoing language access to special education teachers and other specialists who are proficient in the student's primary language mode and language~~
- ~~d. Services necessary to ensure communication accessible academic instructions, school services and extracurricular activities~~

~~8. Whether the student requires assistive technology devices and services~~

~~If, in considering the special factors in items #1-8 above, the IEP team determines that a student needs a particular device or service in order to receive a free and appropriate public education (FAPE), the IEP team must include a statement to that effect in the student's IEP. (34 CFR 300.346)~~

~~The IEP may be revised, as appropriate, to address: (20 USC 1414(d); Education Code 56343, 56345.1)~~

- ~~1. Any lack of expected progress toward the annual goals and in the general curriculum~~
- ~~2. The results of any reevaluation conducted~~
- ~~3. Information about the student provided to or by the parents/ guardians regarding review of evaluation data pursuant to 20 USC 1414(e)(1)(B)~~
- ~~4. The student's anticipated needs~~
- ~~5. Other matters~~

~~As a member of the IEP team, the regular education teacher shall, to the extent appropriate, participate in the development, review and revision of the student's IEP, including assisting in the determination of: (34 CFR 300.346)~~

- ~~1. Appropriate positive behavioral interventions and strategies for the student (cf. 6159.4—Behavioral Interventions for Special Education)~~
- ~~2. Supplementary aids and services, program modifications or supports for school personnel that will be provided for the student, consistent with 34 CFR 300.347(a)(3)~~

#### ~~Due Process/Mediation~~

~~A student shall not be required to participate in all or part of any special education program unless the parent/guardian is first informed of, in writing, the facts that make participation in the program necessary or desirable, the contents of the IEP and the parent/guardian consents, in writing to all or part of the IEP after receiving this notice. If the parent/guardian does not consent to all of the components of the IEP, then those components of the IEP to which the parent/guardian has consent shall be implemented so as not to delay providing instruction and services to the student. If the President/CEO or designee determines that a part of the proposed IEP to which the parent/guardian does not consent is necessary in order to provide a free and appropriate public education to the student, he/she shall either initiate a due process hearing or a pre-hearing mediation conference with the state pursuant to Education Code 56500.3. While the due process hearing or pre-hearing mediation conference is pending, the student shall remain in his/her current placement unless the parent/guardian and the President/CEO or designee agree otherwise.~~

~~While a due process hearing is pending, the President/CEO or designee may choose to meet informally with the parent/guardian pursuant to Education Code 56502 or may hold a mediation conference pursuant to Education Code 56503. If a due process hearing is held, the hearing decision shall be the final administrative determination and shall be binding upon the parties.~~

#### ~~Parent/Guardian Notice~~

~~The President/CEO or designee shall send parents/guardians notice of the IEP team meetings early enough to ensure that they will have an opportunity to attend. This notice shall:~~

- ~~1. Indicate the purpose, time and location of the meeting~~

- ~~2. Indicate who will be in attendance at the meeting~~
- ~~3. Inform the parents/guardians of the provisions of 34 CFR 300.344(a)(6) and (c), relating to the participation of other individuals on the IEP team who have knowledge or special expertise about the student~~
- ~~4. For students age 14, or younger if appropriate:
  - ~~a. Indicate that a purpose of the meeting will be the development of a statement of the transition service needs of the student pursuant to 34 CFR 300.347(b)(1)~~
  - ~~b. Indicate that the LCER will invite the student to the IEP meeting~~~~
- ~~5. For students age 16, or younger if appropriate:
  - ~~a. Indicate that the purpose of the meeting is the consideration of needed transition services for the student as required by 34 CFR 300.347(b)(2)~~
  - ~~b. Indicate that the LCER will invite the student to the IEP meeting~~
  - ~~c. Identify any other agency that will be invited to send a representative~~~~

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

Date of meeting: April 8, 2024

Title: Approve Revisions to AR 6159.1 Instruction Procedural Safeguards and Complaints for Special Education Due Process Hearing Procedures

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

Background: The existing Administrative Regulation will be deleted. Language contained in this AR is already included on pages 24 – 31 of our charter, mentioned on existing AR 6164.4, and extensively explained and clarified on the DM SELPA’s procedural safeguards (see attached).

Fiscal Implications (if any): N/A

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

Recommendation: Approve the proposed changes.

Submitted by: Marcelo Congo, Director of Special Needs

## Lewis Center for Educational Research

**AR 6159.1    INSTRUCTION  
PROCEDURAL SAFEGUARDS AND COMPLAINTS FOR SPECIAL  
EDUCATION DUE PROCESS HEARING PROCEDURES**

**Adopted:    3-28-07**

**Revised:**

~~A parent/guardian, the Foundation, and/or a student who is emancipated or a ward or dependent of the court may initiate due process hearing procedures whenever:~~

- ~~1. There is a proposal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student.~~
- ~~2. There is a refusal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student.~~
- ~~3. The parent/guardian refuses to consent to an assessment of his/her child.~~

~~Upon requesting a due process hearing, the parent/guardian or attorney representing the child shall provide notice, which shall remain confidential, to the Foundation specifying:~~

- ~~1. The child's name~~
- ~~2. The child's address~~
- ~~3. The name of the school the child attends~~
- ~~4. A description of the nature of the child's problem relating to the proposed or refused initiation or change, including facts relating to the problem~~
- ~~5. A proposed resolution to the problem to the extent known and available to the parents/guardians at the time~~

~~Before requesting a state mediation conference or due process hearing, parties may ask to meet informally to resolve the issue(s). The Lewis Center President/CEO or designee shall conduct this informal meeting and shall have the authority to resolve the problem(s).~~

~~Attorneys may participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing.~~

~~This conference shall be scheduled if both parties agree to mediate and are willing to extend the 45-day limit for issuing a hearing decision for a period equal to the length of the mediation process.~~

~~Parties requesting a due process hearing shall file their request with the President/CEO of the Lewis Center for Educational Research or designated contracted agency and give a copy of the request, at the same time, to the other party.~~

~~At least five business days prior to a due process hearing, each party shall disclose to all other parties all evaluations completed by that date and recommendations based on the offering party's evaluations that the party intends to use at the hearing.~~

## Due Process Hearing Rights

Due process hearing rights include:

1. The right to a state pre-hearing mediation conference pursuant to Education Code 56500.3
2. The right to request a mediation conference at any point during the hearing process
3. The right to examine student records and receive copies within five days of request
4. The right to a fair and impartial administrative hearing at the state level before a person knowledgeable and under contract in accordance with law
5. The right to have the student who is the subject of the state hearing present at the hearing
6. The right to open the state hearing to the public
7. The right to initiate referral of a child for special education pursuant to Education Code 56303
8. The right to obtain an independent educational assessment pursuant to Education Code 56329
9. The right to participate in the development of the individualized education program (IEP) and be informed of the availability under state and federal law of free and appropriate public education (FAPE) and of all available alternative programs, both public and nonpublic
10. The right to obtain written parental consent pursuant to Education Code 56321 before any assessment of the student is conducted unless the Foundation or SELPA prevails in a due process hearing relating to such assessment  
Informed parental consent need not be obtained in the case of a reassessment of the student if the Foundation can demonstrate that reasonable measures have been taken to obtain consent and that the student's parent/guardian has failed to respond.
11. The right to obtain written parental consent pursuant to Education Code 56321 before the student is placed in a special education program

The parties shall also have the following rights:

1. The right to call witnesses, including adverse witnesses, and to cross-examine witnesses
2. The right to compel the attendance of witnesses, including the right to issue subpoenas
3. The right to have witnesses excluded from the hearing
4. Because hearings are conducted in English, the right to an interpreter, when the primary language of a party to a hearing is other than English, or other mode of communication
5. The right of parents/guardians to determine whether the due process hearing will be open or closed to the public
6. If the hearing officer conducts all or part of a hearing by electronic means, the right of each participant in the hearing to participate in and hear the entire proceeding while it is taking place and to observe exhibits

At the hearing, the parent/guardian shall have the right to be accompanied and advised by counsel individuals with special knowledge or training with respect to the problems of children with disabilities.

~~The parent/guardian shall have the right to obtain a written or, at his/her option, electronic verbatim recording of the hearing. In addition, the parent/guardian shall have the right to obtain written or, at his/her option, electronic findings of facts and decisions. The Foundation shall provide this record and findings of fact to the parent/guardian at no cost.~~

#### ~~Prior Written Notice~~

~~The President/CEO or designee shall send parents/guardians a prior written notice whenever there is a proposal or refusal to initiate or change the identification, evaluation or educational placement of the student or the provision of a free and appropriate public education. This notice shall include:~~

- ~~1. A description of the action proposed or refused by the Foundation~~
- ~~2. An explanation as to why the Foundation proposes or refuses to take the action~~
- ~~3. A description of any other options that the Foundation considered and why those options were rejected~~
- ~~4. A description of each evaluation procedure, test, record or report the Foundation used as a basis for the proposed or refused action~~
- ~~5. A description of any other factors that are relevant to the Foundation's proposal or refusal~~
- ~~6. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for evaluation, the means by which a copy of the description of procedural safeguards can be obtained~~
- ~~7. Sources for parents/guardians to obtain assistance in understanding these provisions~~

~~Students with disabilities and their parents/guardians shall be provided written notice of their rights in language easily understood by the general public and in the primary language of the parent/guardian or other mode of communication used by the parent/guardian, unless to do so is clearly not feasible. The notice shall include, but not be limited to, those rights prescribed by Education Code 56341.~~

~~If the native language or other mode of communication of the parent/guardian is not a written language, the Foundation shall take steps to ensure that:~~

- ~~1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication~~
- ~~2. The parent/guardian understands the contents of the notice~~
- ~~3. There is written evidence that items #1 and #2 have been satisfied~~

#### ~~Procedural Safeguards Notice~~

~~A procedural safeguards notice shall be made available to parents/ guardians of students with a disability upon:~~

- ~~1. Initial referral for evaluation~~
- ~~2. Each notification of an IEP meeting~~
- ~~3. Reevaluation of the student~~
- ~~4. Registration of a complaint~~

~~This notice shall include information on the procedures for requesting an informal meeting, pre-hearing mediation conference, mediation conference, or due process hearing; the~~

~~timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; and the right of the parent/guardian and/or the Foundation to electronically record the proceedings of IEP meetings in accordance with Education Code 56341. A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting.~~

~~In addition, this notice shall include a full explanation of the procedural safeguards relating to: independent educational evaluation; prior written notice; parental consent; access to educational records; opportunity to present complaints; the student's placement while due process proceedings are pending; procedures for students who are subject to placement in an interim alternative educational setting; requirements for unilateral placement by parent/guardians of students in private schools at public expense; mediation; due process hearings; state level appeals; civil action; and attorney's fees.~~

**Lewis Center for Educational Research  
Board of Directors  
DRAFT Meeting Dates 2024-25  
4:30 p.m.**

<b>Date (current)</b>	<b>Agenda Items Due by Staff</b>	<b>Date (if changed to 3<sup>rd</sup> Monday)</b>	<b>Agenda Items Due by Staff</b>
August 12, 2024	July 31	August 19	August 7
September 9, 2024	August 28	September 16	September 4
October 21, 2024 (3 <sup>rd</sup> )	October 4	October 21	October 4
November 18, 2024 (3 <sup>rd</sup> )	November 6	November 18	November 6
December 16, 2024 (3 <sup>rd</sup> )	December 4	December 16	December 4
January 27, 2025 (4 <sup>th</sup> )	January 15	January 27 (4 <sup>th</sup> )	January 15
February 10, 2025	January 29	February 24 (4 <sup>th</sup> )	February 12
March 10, 2025	February 26	March 17	March 5
April 14, 2025	March 21	April 21	April 9
May 12, 2025	April 30	May 19	May 7
June 9, 2025	May 28	June 9 (2nd)	May 28

**Lewis Center for Educational Research  
STAFF REPORT**

Date: April 8, 2024  
 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 - 417
2. Grading discussions in ALT
3. Tutoring for grades 2 - 12
  - a. Focused on filling in gaps and remediation
  - b. Homework support is a secondary focus
  - c. 6 students minimum
  - d. Tutors are to reach out to students who 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: March 2024**

1. Grading discussion with secondary
2. Principal's Advisory Committee Meeting
  - a. Focusing on attendance issues
3. Discussion about middle school electives

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: March 2024**

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 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. School Psychologist continues to support socio-emotional needs at the Tier 3 level
6. Small Groups:
  - a. Second Round of Kinder Groups
  - b. Middle School Social Skills Groups
  - c. 2nd and 3rd: Social Skills Group
  - d. 4th, 5th: Social Skills Group
7. Second Step Curriculum implementation
8. High School is currently utilizing Josten Harbor SEL Videos
9. Counselors provide slides and videos to guide discussions in the classroom

**NSLA: March 2024**

	<ol style="list-style-type: none"> <li>1. Crisis Interventions Total: 2 ( 1- Elemnetary, 1-High School)</li> <li>2. Weekly check-ins with students <u>caseload 98</u> and holding.</li> <li>3. Clinical Counseling (APCC#13490) <u>7 individual students</u> <ul style="list-style-type: none"> <li>● School-Wide Character Trait:           <ul style="list-style-type: none"> <li>○ Updates and resources provided on <a href="#">Everything Counseling Doc.</a></li> </ul> </li> <li>● Read Across America- Thursday Night Read Aloud with Counselor</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>○ Second Step</li> <li>○ <a href="#">College and Career Week Activities</a></li> </ul> </li> <li>● <b>MS/HS</b> <ul style="list-style-type: none"> <li>○ Suite 360- one lesson per week per homeroom</li> <li>○ NSLA Take the Wheel</li> <li>○ <a href="#">College and Career Week Activities</a></li> </ul> </li> </ul> </li> </ol> <p>Other LCER Supports:</p> <ul style="list-style-type: none"> <li>● A total of 10 additional mental health clinicians bring support to both schools weekly:       <ul style="list-style-type: none"> <li>○ Clinical counseling for SPED students</li> <li>○ Clinical counseling for at-risk students in GENED</li> </ul> </li> </ul>
<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. Esports is competing</li> <li>b. Robotics competitions coming up soon</li> </ol> </li> <li>2. After-school STEM program is still in place</li> <li>3. Destination Imagination teams competed and placed first in regionals</li> <li>4. Engineering mentorship with our High School students mentoring our elementary students in STEM-related topics.</li> <li>5. Students are now teaching for field trips in Mineral City</li> <li>6. Working towards CTE pathways with Computer Science and Video Production</li> </ol> <p>NSLA: March 2024</p> <ol style="list-style-type: none"> <li>1. Developing a partnership with Enchanted to develop and implement STEM sessions during our After School Program.</li> <li>2. Last e-Sports competition</li> <li>3. Developing partnerships with UCR</li> <li>4. Hosting the Destination Imagination Event</li> </ol>
<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. Destination Imagination teams competed and placed first in regionals</li> <li>3. 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>4. BYU courses are available to our students for remediation and advancing classes</li> <li>5. Concurrent enrollment opportunities with VVC.       <ol style="list-style-type: none"> <li>a. Approximately 16 seniors are poised to achieve associate degrees upon graduation.</li> </ol> </li> </ol>

	<p>NSLA: March 2024</p> <ol style="list-style-type: none"> <li>1. Creation and growth of our Black Student Union.</li> <li>2. Monthly Principals Advisory Panel meetings.</li> <li>3. Career Day for high school students</li> <li>4. Working on Dual Enrollment for 2024-2025 with Valley College</li> </ol>
<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 according to funding requirements and as approved by the School Site Councils.</p>	
<p>2.3 <u>Objective:</u> Prioritize staff compensation (inclusive of salaries and benefits) in a way that is sustainable.</p>	<p>With the update of the Governor's 2024/2025 Budget Proposal. The Governor is currently reporting a 0.76% COLA, but recommendations from many other organizations are recommending to plan on a 0% COLA. As such, we are looking to budget and support staff and continue to provide staff with the highest compensation package possible while maintaining the sustainability our organizational goals expect.</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>● Lewis Center Foundation Social - April 18, 2024 (Escape Downtown Oasis, Redlands)</li> <li>● Annual Gala - September 28, 2024 (Fox Theater, Redlands)</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. In addition, we began recruitment for the 2024-25 hiring season. HR is collecting intent-to-return letters for all regular staff to determine anticipated vacancies for the 2024-25 school year.</p> <p>HR and school admin attended the Cal State Riverside Recruitment event on February 23. HR has posted job pools for both sites on Edjoin and is actively recruiting through social media (LCER and school's Facebook, Instagram), Infinite Campus, Handshake, CAFE, El Dorado Broadcasting, LinkedIn, Edjoin, etc.). HR continues to search for additional pathways to hire staff into open positions to include part-time - emergency permits, etc.</p> <p>HR and PR Coordinator, Jisela Corona worked with Charter Safe to create a recruitment video to use on social media, recruitment events, and the like.</p>

	<p>We currently have the following positions open for the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>● LCER - None</li> <li>● AAE - 1 Certificated, 0 Classified</li> <li>● NSLA - 9 Certificated, 10 Classified</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 build 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 for classified and certificated staff, administration, and board members to align with strategic plan and LCAP goals.</p>	<p>Human Resources team has attended various webinars through Charter Safe and others including Charter SAFE Webinar: State of the Market and Credentialing Workshops through the County and CTC.</p> <p>NSLA has been participating in ongoing dual language immersion professional development with Dr. Jose Medina. Twenty-five teachers participated in an intensive 2-day training that was followed up with individual coaching sessions. A DLI Team led by Toni Preciado including NSLA Admin, teachers, and the CEO, is engaging in follow-up sessions with Dr. Medina to plan changes to the current TK-12 DLI program.</p> <p>Thirteen NSLA teachers attended the CAFE Conference in Anaheim on February 21-24. The conference title was <i>Strength in Unity: Embracing the Tapestry of Our Diversity, Cultivating Our Heritage, and Celebrating Our Multilingualism</i>.</p>																																										
<p>3.4 <u>Objective</u>: As measured annually, LCER will increase and/or maintain organizational staff retention rates.</p>	<p><b>NSLA:</b></p> <table border="1" data-bbox="412 1272 1482 1732"> <thead> <tr> <th>Position</th> <th>2021-22 Academic Positions</th> <th>2022-23 Academic Positions</th> <th>2023-24 Academic Positions</th> <th>2023-24 Positions Added</th> <th>Staff Retained</th> <th>Retention %</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> <td>3</td> <td>3</td> <td>0</td> <td>3</td> <td>100%</td> </tr> <tr> <td>Teacher</td> <td>47</td> <td>56</td> <td>62</td> <td>7</td> <td>47</td> <td>84%</td> </tr> <tr> <td>Parapro</td> <td>24</td> <td>25</td> <td>35</td> <td>10</td> <td>20</td> <td>80%</td> </tr> <tr> <td>Counselor</td> <td>1</td> <td>2</td> <td>2</td> <td>0</td> <td>2</td> <td>100%</td> </tr> </tbody> </table> <p><b>New Secondary Teaching Positions (2023-24):</b></p> <table border="1" data-bbox="412 1816 1516 1908"> <tbody> <tr> <td>MS English</td> <td>MS Social Sci</td> <td>MS Science</td> <td>MS Math</td> <td>MS Math</td> <td>MS/HS Music</td> <td>TOA ELD</td> </tr> </tbody> </table>	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%	MS English	MS Social Sci	MS Science	MS Math	MS Math	MS/HS Music	TOA ELD
Position	2021-22 Academic Positions	2022-23 Academic Positions	2023-24 Academic Positions	2023-24 Positions Added	Staff Retained	Retention %																																					
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	<b>AAE:</b>						
	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.

Lewis Center staff presented NSLA's annual report to the San Bernardino County Board of Education. The annual report presentation included a demographics overview, a review of NSLA's 2023 School Dashboard for applicable state indicators and California Assessment of Student Performance and Progress (CAASPP) results for all students and qualifying student groups, current financial standing, and program highlights. Comparison data to state, county, local districts, and nearby schools was also provided

AAE completed its WASC self-study. This study was led by Heather Muir and the writing team (Varteni Krikorian, Tracy Goulet, Mary Dumont, Chet Richards, and Lisa Lamb. The information for the study was supported by AAE/LCER classified and certificated staff. The visit was incredibly positive with a recommendation for a 6-year accreditation.

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

Both schools hosted their LCAP Community Partner engagement events. The staff, student, and family climate survey results and the feedback from these events will be shared with the Board during strategic planning.

**Accomplishments and Highlights**

On February 28th, NSLA hosted an engaging Career Day, bringing together a diverse group of community leaders and professionals. They generously shared their expertise, guiding our high school students through the intricacies of their respective fields and offering insights on how to carve a successful path in their chosen careers.

	<p>AAE senior Zoe Theodoropoulos made history as the first female winner of the annual Knight of the Night! Previously known as “Mr. Knight”, this competition has only had male winners until this year.</p> <p>Earlier this month, NSLA 2nd grader in Mrs. Funaki’s class, Victoria Tzintzun, took the stage as a STEM student speaker at the San Diego Festival of Science &amp; Engineering! Victoria shared her passion for STEM and her ambitious goals for a future in science.</p> <p>AAE students Natalie Ritter, Mosiah Gonzalez, and Nareg Krikorian have been selected to represent AAE at Boys &amp; Girls State this year in Sacramento! Alternate candidates include Benjamin Tran, Sophia Martin, and Shelby Oleneck.</p> <p>Two AAE elementary teams competed in the Destination Imagination Regional Tournament hosted at NSLA last month in February. This was their first year competing, and BOTH teams brought home 1st place in their respective challenges!</p> <p>AAE sophomore, Ward Halwani earned 1st place in the Spring Valley Lake Lions Club’s annual student speaker contest! This recognition offers up to \$21k in prizes.</p> <p>NSLA and our students are highlighted, not once, but twice in Superintendent Alejandro’s latest newsletter. He celebrated the Poetry Out Loud participants, specifically mentioning Max Goodly who took first place and will represent San Bernardino County at the State competition. He also highlighted Global Connections, a program that the Lewis Center has assisted with launching with SBCSS. This program supports NSLA’s mission of “Creating Global Citizens.” This is a video about the partnership: <a href="https://www.youtube.com/watch?v=VPf3rkvpj84">https://www.youtube.com/watch?v=VPf3rkvpj84</a></p> <p>Dr. Caldwell, Dr. Lamb, Mrs. Cook, Mrs. Crosswhite, and six LCER Ambassadors participated in a Drug Overdose Coalition hosted by the Town of Apple Valley. This coalition consisted of invited community leaders and interested citizens who will be giving their perspectives and expertise to combat the drug epidemic in our region.</p>
<p><b>Facilities Projects</b></p>	<p>AAE:</p> <ol style="list-style-type: none"> <li>1. Baseball Field - Fencing is built . Start on irrigation on March 18th.</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 the County to begin wash project</li> </ol> </li> <li>3. The New Administration BLDG       <ol style="list-style-type: none"> <li>a. B Building is making great progress. In line with being completed in April</li> <li>b. Projected to be completed before Summer</li> </ol> </li> <li>4. North Elementary Playground       <ol style="list-style-type: none"> <li>a. We have quotes</li> <li>b. Waiting till other construction decisions settle</li> </ol> </li> <li>5. Storage containers are purchased and delivered for Baseball/Soccer Fields and for ASB</li> </ol>
<p><b>AAE Upcoming Dates</b></p>	<ol style="list-style-type: none"> <li>1. 4/11 Knights in Training</li> <li>2. 4/12 Parents and Pastries</li> <li>3. 4/17 Fire Drill</li> <li>4. 4/18 Foundation Social</li> <li>5. 4/20 MS Evening of Elegance</li> </ol>

<b>NSLA Upcoming Dates</b>	
<b>LCER Upcoming Dates</b>	1. 4/8 GAVRT: Partial Solar Eclipse and webinar

**AAE Data**

	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Secondary Attendance	96.4%	95.62%	95.63%	93.63%	94.66%	95.18%	93.92%	95.01%
Elementary Attendance	96.01%	94.77%	94.70%	94.08%	93.85%	94.30%	93.07%	94.45%
Secondary Enrollment	812	810	807	806	803	810	804	804
Elementary Enrollment	683	682	681	679	679	681	677	677
Total Enrollment	1495	1492	1488	1485	1482	1491	1481	1481
ALC's	0	9	11	24	7	4	34	17
Suspensions	2	2	3	6	3	4	5	1
Walk Thrus (Progressive)	111	177	201	278	306	351	409	417

**NSLA Data**

	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Secondary Attendance	94.08%	93.85%	92.79%	91.08%	92.61%	91.84%	90.04%	92.75%
Elementary Attendance	94.31%	92.93%	92.97%	91.23%	91.27%	91.69%	91.87%	93.48%
Secondary Enrollment	555	558	562	559	545	546	539	533
Elementary Enrollment	652	652	655	654	649	646	642	643
Total Enrollment	1207	1210	1217	1213	1194	1192	1181	1176
Suspensions	8	14	8	7	5	14	6	
In School Susp	1	3	3	3	0	2	0	
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		
American Academy of Dermatology	Shade Structures for NSLA	\$8,000.00	12/15/23	12/15/23			

**LCER Board Meetings  
Attendance Log 2024**

	January Regular	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Steve Levin	Present	Present	Present									100%
Sharon Page	Present	Present	Present									100%
David Rib	Present	Present	Present									100%
Marisol Sanchez	Present	Present	Present									100%
Pat Caldwell	Present	Absent	Present									67%
Yolanda Carlos	Present	Present	Absent									67%
Omari Onyango	Present	Present	Absent									67%
Jessica Rodriguez	Present	Absent	Present									67%
Pat Schlosser	Present	Present	Absent									67%

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

**LCER Board Give and Get**  
**Fiscal Year 2023/2024 - As of 1/31/24**

<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	\$ 5,629	\$ 1,200		\$ 6,829
David Rib		\$ 2,500		\$ 2,500
Pat Schlosser				\$ -
<b>Total</b>	<b>\$ 6,948</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 11,148</b>

**Lewis Center Foundation Board Give and Get**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
				\$ -
Buck Goodspeed	\$ 1,200			\$ 1,200
Vianey Gonzalez		\$ 2,850		\$ 2,850
Ambar Martinez	\$ 512			\$ 512
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 5,629	\$ 1,200		\$ 6,829
Genesis Varags				\$ -
<b>Total</b>	<b>\$ 7,341</b>	<b>\$ 4,050</b>	<b>\$ -</b>	<b>\$ 11,391</b>

<b>Total Combined Boards</b>	<b>\$ 8,660</b>	<b>\$ 7,050</b>	<b>\$ -</b>	<b>\$ 15,710</b>
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