

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

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

**Agenda for Regular Meeting of the Lewis Center for Educational Research Board  
August 14, 2023 - Public Meeting – 4:30 p.m.**

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

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

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

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

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE**: Chairman Caldwell
2. **ROLL CALL**: Chairman Caldwell
3. **PUBLIC COMMENTS**: Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes and/or 250 words per person and 15 minutes per topic shall be observed. If more than one person wishes to speak on the same topic, subsequent speakers should limit their remarks to new information only. If you are attending virtually and wish to send in a public comment to be read at this meeting, please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at [lcerboard@lcer.org](mailto:lcerboard@lcer.org). Your comment will be read at the meeting during public comments or as the agenda item is heard.
4. **SPECIAL PRESENTATIONS**:
  - .01 AAE School Update – Chet Richards, Principal
  - .02 NSLA School Update – Victor Uribe, Principal
5. **CONSENT AGENDA**:
  - .01 Approve Updated AAE and NSLA 2023-2024 School Calendars to denote October 9 and June 19 as Holidays
  - .02 Approve Disposal of Broken/Damaged Electronic Waste Assets
6. **ACTION ITEMS**:
  - .01 LCER Board Chairman to Appoint Marisol Sanchez as the Lewis Center Foundation Board Chair as Nominated by Lewis Center Foundation Board – Pat Caldwell
  - .02 Approve BP 5141 – Health Care and Emergencies – Stacy Newman
  - .03 Approve HR 5141 – Health Care and Emergencies – Stacy Newman
  - .04 Approve BP 5125 – Student Records – Ryan Dorcey
  - .05 Approve AR 5125 – Student Records – Ryan Dorcey
  - .06 Approve Deletion of AR 5144 – Discipline, Expulsion, Readmittance
  - .07 Approve Revision of AR 5125.1 – Release of Directory Information – Ryan Dorcey
  - .08 Approve Jose Manuel Hernandez to serve as a Full Time Elementary Teacher (5th grade) for the Norton Science and Language during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP) – Stacy Newman
  - .09 Approve Angela Evelyn Maldonado-Espino to serve as a Full Time Elementary Teacher ( 4th Grade) for Norton Science and Language Academy during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP) – Stacy Newman
7. **DISCUSSION ITEMS**:
  - .01 AAE Projects Update – David Gruber, Chet Richards
  - .02 Lewis Center Foundation Board Update – Marisol Sanchez

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

.01 LCER Financial Reports

- Checks Over \$10K – Pg 459
- Budget Comparisons – Pg 460
- Lewis Center Foundation Financial Reports – Pg 461

.02 LCER Board Attendance Log – Pg 463

.03 LCER Board/Lewis Center Foundation Give and Get – Pg 464

**9. BOARD/STAFF COMMENTS:**

.01 Ask a question for clarification

.02 Make a brief announcement or a brief report on his or her own activities

.03 Future agenda items

**10. ADJOURNMENT:** Chairman Caldwell

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board  
June 12, 2023**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Caldwell called the meeting to order at 4:32 p.m.
2. **ROLL CALL:** LCER Board Members Pat Caldwell, Omari Onyango, Sharon Page, Jessica Rodriguez and Marisol Sanchez were in attendance. Members Yolanda Carlos, David Rib and Pat Schlosser were absent.
3. **PUBLIC COMMENTS:** None.
4. **SPECIAL PRESENTATIONS:**
  - .01 AAE School Update – Chet Richards, Principal reported that his first graduation was amazing, Dr. Longoria started a Watch Dogs program that has male role models that volunteer to help out on campus.
  - .02 NSLA School Update – Victor Uribe, Principal reported that Summer Academy started today, plans are underway for next year, and all promotions were well attended. It was great to have the celebrations in the new gym.
5. **DISCUSSION ITEMS:**
  - .01 Discuss Revision of LCER Attendance Policy in Parent/Student Handbook – Lisa Lamb reported that this item was brought back after contacting the DA’s office in Victorville. They felt the wording was appropriate regarding SART agreements. Charters are in a little bit of a gray area but our approach is consistent.
  - .02 Discuss LCER Secondary Grading Policy to be included in Parent/Student Handbook – Lisa Lamb reported that the Steering Committee met many times and further refined this policy. Footnotes were added for where research came from. More information was added on missing assignments. Open office hours were held and it was sent to staff. Credits vs. grades was discussed.
  - .03 NSLA Gym Construction Update – David Gruber reported that the gym is finished! It is being used for many functions already. The first games will be girls’ volleyball. Lisa thanked David for all his work to make it happen.
  - .04 AAE Future Projects – Chet Richards updated the Board on future facility projects. Some of the new fencing has been installed and baseball and soccer fields will added, with a track. Additional fencing will allow a grass play area for TK-2 and plans include a future playground and shade structures. There will only be 2 entrances to the school with additional interior fencing. The new portable addition has begun construction and should be done by the end of summer. Future office changes were discussed as well.
  - .05 Lewis Center Foundation Board Update – Lisa Lamb reported that the Foundation is actively working on the gala at the Hilton Garden Inn on September 30 at 6:00 p.m. We are looking for sponsors. Distinguished Service Awards were selected and awarded. They will be honored at the gala.
6. **CONSENT AGENDA:**
  - .01 Approve Minutes of the May 8, 2023 Regular LCER Board Meeting
  - .02 Approve 2023-24 College and Careers Access Pathways Amendment with Victor Valley College
  - .03 Approve Instructional Service Agreement with Victor Valley College
  - .04 Approve Update of AAE 2023-2024 and 2024-2025 School Calendars
  - .05 Approve Resolution 2023-02 Regarding AAE Education Protection Account
  - .06 Approve Resolution 2023-03 Regarding NSLA Education Protection Account
  - .07 Approve AAE ASB Leadership Lock-in August 25-26, 2023

On a motion by Sharon Page, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the Consent Agenda by roll call vote.

## **7. ACTION ITEMS:**

- .01 Chet Richards and Heather Juarez shared that the LCAP has been reviewed and we have received input from our communities. The 3 goals that direct our spending were shared. On a motion by Jessica Rodriguez, seconded by Omari Onyango, vote 5-0, the LCER Board of Directors approved the AAE Local Control and Accountability Plan (LCAP), Local Control Funding Formula (LCFF) Budget Overview for Parents and Local Indicators by roll call vote.
- .02 Victor Uribe and Heather Juarez shared the 3 goals that direct spending at NSLA. On a motion by Jessica Rodriguez, seconded by Sharon Page, vote 5-0, the LCER Board of Directors approved the NSLA Local Control and Accountability Plan (LCAP), Local Control Funding Formula (LCFF) Budget Overview for Parents and Local Indicators by roll call vote.
- .03 David Gruber shared that the budget was reviewed at the workshop on June 1 and includes items such as a 5% cola and additional teachers at NSLA for 11<sup>th</sup> grade. On a motion by Marisol Sanchez, seconded by Omari Onyango, vote 5-0, the LCER Board of Directors approved the 2023-24 LCER Budget by roll call vote.
- .04 Lisa Lamb reported that we are preparing for NSLA charter renewal and updating our parent/student handbooks, so we are making sure our policies are consistent. On a motion by Sharon Page, seconded by Pat Caldwell, vote 5-0, the LCER Board of Directors approve the revision of BP 5144 - Suspension and Expulsion by roll call vote.
- .05 Approve AR 5145.7 – Sexual Harassment – Stacy Newman reported that this policy brings more attention to the types of sexual harassment. On a motion by Marisol Sanchez, seconded by Pat Caldwell, vote 5-0, the LCER Board of Directors approved AR 5145.7 – Sexual Harassment by roll call vote.
- .06 Approve BP 5145.7 – Sexual Harassment - On a motion by Jessica Rodriguez, seconded by Omari Onyango, vote 5-0, the LCER Board of Directors approved BP 5145.7 – Sexual Harassment by roll call vote.
- .07 Approve Revision of BP 6020 – Parent Involvement – Lisa Lamb reported that new language was added and the title changed to be Title I compliant. On a motion by Omari Onyango, seconded by Sharon Page, vote 5-0, the LCER Board of Directors approved the revision of BP 6020 – Parent Involvement by roll call vote.
- .08 Approve BP 6161.2 – Damaged or Lost Instructional Materials – Lisa discussed the need to add this policy to request reimbursement for damaged materials and it includes an option to work off the debt. On a motion by Marisol Sanchez, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved BP 6161.2 – Damaged or Lost Instructional Materials by roll call vote.
- .09 Approve Revision of AR 6164.4 – Identification of Individuals with Exceptional Needs – Second Reading – Marcelo Congo reported that additional information was added on case load, more clarification on identification of students, and clarification of parent and student rights. On a motion by Sharon Page, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the revision of AR 6164.4 – Identification of Individuals with Exceptional Needs by roll call vote.
- .10 Approve Revision of AR 6164.6 – Identification and Education Under Section 504 – Second Reading – Marcelo Congo reported that this revision includes the liaisons, making sure meetings are conducted appropriately, and additional suspension procedures. More training is needed to keep up with Section 504 changes. Our forms will be updated as well. On a motion by Marisol Sanchez, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the revision of AR 6164.6 – Identification and Education Under Section 504 by roll call vote.
- .11 Approve Revision of BP 6164.6 – Identification and Education Under Section 504 – Second Reading - Marcelo Congo reported that there were only minor revisions. On a motion by Jessica Rodriguez, seconded by Omari Onyango, vote 5-0, the LCER Board of Directors approved the revision of BP 6164.6 – Identification and Education Under Section 504 by roll call vote.
- .12 Approve Revision of BP 6173 – Education for Homeless Children and Youth – Second Reading - Marcelo Congo reported that there were housing questionnaire updates and we are adding more information on the website. On a motion by Omari Onyango, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the revision of BP 6173 – Education for Homeless Children and Youth by roll call vote.

- .13 Approve BP 6173.1 – Education for Foster Youth – Marcelo Congo reported that this is a new policy that includes training for staff and liaisons to provide support in a timely manner. On a motion by Jessica Rodriguez, seconded by Sharon Page, vote 5-0, the LCER Board of Directors approved BP 6173.1 – Education for Foster Youth by roll call vote.
- .14 Approve AAE 2023-2024 CL-500: Declaration of Need – Stacy Newman reported that we have tried to recruit teachers but do not have fully qualified candidates. This declaration shows our due diligence. On a motion by Marisol Sanchez, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the AAE 2023-2024 CL-500: Declaration of Need by roll call vote.
- .15 Approve NSLA 2023-2024 CL-500: Declaration of Need – On a motion by Sharon Page, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved the NSLA 2023-2024 CL-500: Declaration of Need by roll call vote.
- .16 Approve Eleni Philippou to serve as a Full Time Elementary Teacher (Kindergarten) for the Academy for Academic Excellence during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP) – Stacy Newman shared that once one is hired on an emergency permit, this is the next step. On a motion by Sharon Page, seconded by Jessica Rodriguez, vote 5-0, the LCER Board of Directors approved Eleni Philippou to serve as a Full Time Elementary Teacher (Kindergarten) for the Academy for Academic Excellence during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP) by roll call vote.
- .17 Approve Janhely Montoya to serve as a Full-time K-12 Speech Language Pathologist for the Academy for Academic Excellence and Norton Science and Language Academy during the 2023/2024 School Year on a Subsequent Variable Term Waiver – Stacy Newman thanked our credentialist Rebecca McCoy for her hard work on keeping us compliant. On a motion by Omari Onyango, seconded by Marisol Sanchez, vote 5-0, the LCER Board of Directors approved Janhely Montoya to serve as a Full-time K-12 Speech Language Pathologist for the Academy for Academic Excellence and Norton Science and Language Academy during the 2023/2024 School Year on a Subsequent Variable Term Waiver by roll call vote.
- .18 Approve AAE ASB and Student Activities Spending Plans – On a motion by Jessica Rodriguez, seconded by Sharon Page vote 5-0, the LCER Board of Directors approved the AAE ASB and Student Activities Spending Plans by roll call vote.

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

- .01 President/CEO Report
- .02 LCER Grant Tracking Report
- .03 NSLA CIF Correspondence
- .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
- .07 AAE and NSLA Federal Cash Management Data Collection Reports

**9. BOARD/STAFF COMMENTS:**

- .01 Ask a question for clarification
- .02 Make a brief announcement or a brief report on his or her own activities – Sharon thanked staff for the work going into the packet and the work running the schools, and David for the budget workshop prior to the Board meeting. David thanked his team. Marcelo reported that we were awarded national recognition on the special education dept. Only 24 charter schools in the nation received this award.
- .03 Future agenda items

**10. CLOSED SESSION:** The LCER Board convened into closed session at 6:10 p.m. to discuss:

- .01 Pupil Personnel Administrative Recommendation on Stipulated Expulsion: AAE Case #32452

The LCER Board reconvened into open session at 6:40 p.m. Pat Caldwell, Chairman of the Board, reported that the LCER Board unanimously approved the Pupil Personnel Administrative Recommendation on Stipulated Expulsion: AAE Case #32452 by roll call vote.

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

**Minutes for Special Meeting of the Lewis Center for Educational Research Board  
July 26, 2023**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Caldwell called the meeting to order at 8:30 a.m.
2. **ROLL CALL:** LCER Board members Pat Caldwell, Sharon Page (left at 9:00 a.m.), David Rib, Marisol Sanchez, Omari Onyango (joined at 8:48 a.m.) and Jessica Rodriguez (arrived at 8:50 a.m.) were in attendance. Members Yolanda Carlos and Pat Schlosser were absent.

LCER Staff Members Ryan Chamberlain, Jisela Corona-Gonzalez, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb and Chet Richards were also in attendance.

3. **DISCUSSION/ACTION ITEM:**

- .01 Approve and Authorize Lisa Lamb, President/CEO to sign PURCHASE AND SALE AGREEMENT between 17500 MANA ROAD LLC and SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT once finalized. David Drake, Engineering Manager/Division Chief Department of Public Works – Flood Control Engineering presented the plan for the Desert Knolls Wash project. The Desert Knolls Wash channels 10% of the Town’s run off through the Lewis Center campus. The County will be installing a bridge to cross the culvert by vehicle and foot. Samples of what the constructed culvert will look like were shown. Construction staging will occur on property owned by the County. The boundary line of the project has been staked so we can see the area affected. The County will send us a copy of the plan for reference. They expect to start around December 2023. The project has been overlaid with the AAE baseball field designed by our Civil Engineer, Bret Thorpe from Dave Evans and Associates. Lisa thanked all those involved on this project. On a motion by David Rib, seconded by Marisol Sanchez, vote 5-0, the LCER Board approved Lisa to sign the agreement by roll call vote.

4. **ADJOURNMENT:** Chairman Caldwell adjourned the meeting at 9:07 a.m.



# ACADEMY FOR ACADEMIC EXCELLENCE

**2023-2024 SCHOOL YEAR**

## STUDENT CALENDAR

**180 School Days**



### Grading Periods TK-5

August 2-October 27	1st Trimester
October 30-February 23	2nd Trimester
February 26-June 6	3rd Trimester

### Grading Periods 6-12

August 2-October 6	1st Quarter
August 2-December 14	<b>1st Semester</b>
January 8-March 15	3rd Quarter
January 8-June 6	<b>2nd Semester</b>

### Ceremonies

Kindergarten Recognition	June 4
5th Grade Recognition	June 5
8th Grade Recognition	June 6
HS Graduation	June 7

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

12:00 Release Min Day Schedule **TK - 5 Only** (Nov. 13-17 Parent Conferences)
  12:00 Release for Grades TK-5 and 12:30 for Grades 6-12
  **FIRST & LAST** Days of school

**July-23**

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

School Days 0

**August-23**

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

School Days 22

**September-23**

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

School Days 20

**October-23**

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

School Days 17

**November-23**

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

School Days 16

**December-23**

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

School Days 10

**January-24**

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

School Days 17

**February-24**

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

School Days 20

**March-24**

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

School Days 11

**April-24**

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

School Days 22

**May-24**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Days 21

**June-24**

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

School Days 4

Total Student School Days 180  
Teacher in Service Days 5



# ACADEMY FOR ACADEMIC EXCELLENCE

**2023-2024** Año Escolar

## CALENDARIO *ESTUDIANTIL*

180 Días Escolares



### Periodos de calificaciones TK-5

2 de agosto-27 de octubre	1er trimestre
30 de octubre-23 de febrero	2do trimestre
26 febrero-6 de junio	3er trimestre

### Periodos de calificaciones 6-12

2 de agosto-6 de octubre	1er cuarto
2 de agosto-14 de diciembre	<b>1er semestre</b>
8 de enero-15 de marzo	3er cuarto
8 de enero-6 de junio	<b>2do semestre</b>

### Ceremonias

Promoción de kinder	4 de junio
Promoción de 5to grado	5 de junio
Promoción de 8vo grado	6 de junio
Graduación de la prepa	7 de junio

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

Salida a las 12:00 solo para TK - 5 (Nov. 6-9 Conferencias del padre y maestro)    
  PRIMERO & ÚLTIMOS días de escuela

12:30 Release for Grades TK-5 and 12:30 for Grades 6-12

#### Julio-2023

L	M	X	J	V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Días escolares 0

#### Agosto-2023

L	M	X	J	V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Días escolares 22

#### Septiembre-2023

L	M	X	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 20

#### Octubre-2023

L	M	X	J	V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Días escolares 17

#### Noviembre-2023

L	M	X	J	V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Días escolares 16

#### Diciembre-2023

L	M	X	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 10

#### Enero-2024

L	M	X	J	V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Días escolares 17

#### Febrero-2024

L	M	X	J	V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Días escolares 20

#### Marzo-2024

L	M	X	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 11

#### Abril-2024

L	M	X	J	V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Días escolares 22

#### Mayo-2024

L	M	X	J	V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Días escolares 21

#### Junio-2024

L	M	X	J	V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Días escolares 4

Total de días escolares 180  
Días de trabajo para maestros 5



# NORTON SCIENCE & LANGUAGE ACADEMY

## 2023-2024 SCHOOL YEAR

### STUDENT CALENDAR

#### 180 School Days



Grading Periods TK-5		Grading Periods 6-11		NSLA Ceremonies	
August 2-October 27	1st Trimester	August 2-October 6	1st Quarter	Kindergarten Recognition	June 6
October 30-February 23	2nd Trimester	August 2-December 15	<b>1st Semester</b>	5th Grade Recognition	June 4
February 26-June 6	3rd Trimester	January 8-March 15	3rd Quarter	8th Grade Recognition	June 5
		January 8-June 6	<b>2nd Semester</b>		

- No School
- Holiday
- Early Release
- Teacher In-Service, No School
- 12:30 Release Min Day Schedule **TK - 5 Only** (Nov. 3 & March 1 = last day of trimester, Nov. 13 - 17 & Mar. 11 - 15 Parent Conferences)
- 12:30 Release for grades **TK-11**
- FIRST & LAST** Days of school

#### July-23

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

School Days 0

#### August-23

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

School Days 22

#### September-23

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

School Days 20

#### October-23

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

School Days 17

#### November-23

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

School Days 16

#### December-23

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

School Days 10

#### January-24

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

School Days 17

#### February-24

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

School Days 20

#### March-24

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

School Days 11

#### April-24

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

School Days 22

#### May-24

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Days 21

#### June-24

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

School Days 4

Total Student School Days 180  
Teacher in Service Days 5



# NORTON SCIENCE & LANGUAGE ACADEMY

2023-2024 Año Escolar

## CALENDARIO ESTUDIANTIL

180 Días Escolares



### Periodos de calificaciones TK-5

2 de agosto-27 de octubre	1er trimestre
30 de octubre-23 de febrero	2do trimestre
26 febrero- 6 de junio	3er trimestre

### Periodos de calificaciones 6-11

2 de agosto-6 de octubre	1er cuarto
2 de agosto-15 de diciembre	<b>1er semestre</b>
8 de enero-15 de marzo	3er cuarto
8 de enero-6 de junio	<b>2do semestre</b>

### Ceremonias

Promoción de kinder	6 de junio
Promoción de 5vo grado	4 de junio
Promoción de 8vo grado	5 de junio

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

Salida a las 12:30 solo para TK - 5 (Nov. 14 - 18 y Mar. 13 - 17 Conferencias del padre y maestro)

Salida a las 12:30 para TK-11    
PRIMERO & ÚLTIMOS días de escuela

#### Julio-2023

L	M	X	J	V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Días escolares 0

#### Agosto-2023

L	M	X	J	V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Días escolares 22

#### Septiembre-2023

L	M	X	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 20

#### Octubre-2023

L	M	X	J	V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Días escolares 17

#### Noviembre-2023

L	M	X	J	V
		1	2	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Días escolares 16

#### Diciembre-2023

L	M	X	J	V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 10

#### Enero-2024

L	M	X	J	V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Días escolares 17

#### Febrero-2024

L	M	X	J	V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Días escolares 20

#### Marzo-2024

L	M	X	J	V
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Días escolares 11

#### Abril-2024

L	M	X	J	V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Días escolares 22

#### Mayo-2024

L	M	X	J	V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Días escolares 21

#### Junio-2024

L	M	X	J	V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Días escolares 4

Total de días escolares 180  
Días de trabajo para maestros 5

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

Date of meeting: August 14<sup>th</sup>, 2023

Title: Electronic Waste Assets

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

Background: Throughout the year IT collects broken/damaged one-to-one devices for eWaste and removal from inventory. This list comprises units collected during the 2022/23 school year. This school year saw the continued trend of excessive damaged/broken units. IT is continuing to work with school staff to utilize Digital Citizenship curriculum offered through Common Sense. The curriculum includes modules on responsible care and usage of one-to-one devices. IT will continue to support the implementation of this curriculum to return damaged/broken units to pre-pandemic levels.

Fiscal Implications (if any): None

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

Recommendation:

Submitted by: Ryan Dorcey

Asset Tag	Serial	Make	Model	Description
75005	gg7yw8m5jf8j	Apple	A1893	iPad
73389	dmpjtlt7hlf9	Apple	A1822	iPad
	dmtlv9utfk10	Apple	A1474	iPad
75063	gg7yw5gqjf8j	Apple	A1893	iPad
74596	gg7ww0x5jf8j	Apple	A1893	iPad
73768	f9ftt6bxhlf9	Apple	A1822	iPad
74964	gg7w77ujf8j	Apple	A1893	iPad
76359	dmqd921hmf3n	Apple	A2197	iPad
	gg7ww8t4jf8j	Apple	A1893	iPad
75046	gg7w7umjf8j	Apple	A1893	iPad
50260	ccqhj3sdt75	Apple	A1367	iPod touch
74447	ff7wwkfpjf8j	Apple	A1893	iPad
	dmqd92yjmf3n	Apple	A2197	iPad
76276	dmqd915pmf3n	Apple	A2197	iPad
74269	gcvv43h0hlf9	Apple	A1822	iPad
74204	gctv4zcbhlf9	Apple	A1822	iPad
30233	r4ef351299l	Epson	Powerlie 93+	projector
77170	j1n8473	Dell	Latitdue 5400	Chromebook
77212	6xbk473	Dell	Latitdue 5400	Chromebook
77348	j80d573	Dell	Latitdue 5400	Chromebook
	f0ftt6sehlf9	Apple	A1822	iPad
77174	hjpg4473	Dell	Latitdue 5400	Chromebook
	5yrnwj2	Dell	13 3380	Chromebook
76959	nshpvaa0030340e60a7600	Acer	C933	Chromebook
75363	nxhvpaa00302001a007600	Acer	C933	Chromebook
77137	nxhvpaa0030340e4337600	Acer	C933	Chromebook
77153	f6qff0fmjf8j	Apple	A1893	iPad
76005	dmqd93mkmf3n	Apple	A2197	iPad
74267	gcvv423chl9	Apple	A1822	iPad
74814	c1qldl2	Dell	13 3380	Chromebook
74798	h8qldl2	Dell	13 3380	Chromebook
76553	5cd033kzj9	HP	11A	Chromebook
76436	5cd033dj6z	HP	11A	Chromebook
	7m39473	Dell	Latitdue 5400	Chromebook
77343	95km473	Dell	Latitdue 5400	Chromebook
	5dc042jt1p	HP	14A	Chromebook
75341	nxhvpaa003020010f77600	Acer	C933	Chromebook
	h5qldl2	Dell	13 3380	Chromebook
	5cd8245drl	HP	14A	Chromebook
	5cd033cjsg	HP	11A	Chromebook
76385	5cd033kdwk	HP	11A	Chromebook
76483	5cd030bftb	HP	11A	Chromebook

Asset Tag	Serial	Make	Model	Description
77071	nxhpvaa0030340e4577600	Acer	C933	Chromebook
74815	9spldl2	Dell	13 3380	Chromebook
	F5ZH473	Dell	Latitdue 5400	Chromebook
77351		Dell	Latitdue 5400	Chromebook
	cx68473	Dell	Latitdue 5400	Chromebook
74811	8ft1dl2	Dell	13 3380	Chromebook
77033	nxhpvaa0030340e4647600	Acer	C933	Chromebook
77098	nxhpvaa0030340e4747600	Acer	C933	Chromebook
76953	nxhpvaa0030340e6187600	Acer	C933	Chromebook
77905	5cd042k1y6	HP	14A	Chromebook
	5cd042k28z	HP	14A	Chromebook
	5cd042jsy6	HP	14A	Chromebook
	5cd042k0sk	HP	14A	Chromebook
76395	5cd033kdql	HP	11A	Chromebook
74806	4gr1dl2	Dell	13 3380	Chromebook
77267	h1jb573	Dell	Latitdue 5400	Chromebook
77258	4q5m473	Dell	Latitdue 5400	Chromebook
	4lgt273	Dell	Latitdue 5400	Chromebook
76405	5cd033kzlm	HP	11A	Chromebook
76427	5cd033cj63	HP	11A	Chromebook
76532	5cd030bfwm	HP	11A	Chromebook
76380	5cd033kdz9	HP	11A	Chromebook
76438	5cd033kf37	HP	11A	Chromebook
	5cd042k2f1	HP	14A	Chromebook
	5cd042jszw	HP	14A	Chromebook
78133	5cd042jvqs	HP	14A	Chromebook
		HP	14A	Chromebook
74138	78qldl2	Dell	13 3380	Chromebook
77234	JMMM573	Dell	Latitdue 5400	Chromebook
77342	7f2c573	Dell	Latitdue 5400	Chromebook
77237	2pyp573	Dell	Latitdue 5400	Chromebook
	FF1H473	Dell	Latitdue 5400	Chromebook
77341	63TC573	Dell	Latitdue 5400	Chromebook
75399	nxhpvaa0030190f4ab7600	Acer	C933	Chromebook
	nxhpvaa0030340e5e27600	Acer	C933	Chromebook
75355	nxhpvaa0030200199f7600	Acer	C933	Chromebook
77042	nshpvaa003040e3cb7600	Acer	C933	Chromebook
77243	39xk473	Dell	Latitdue 5400	Chromebook
77251	cgrn573	Dell	Latitdue 5400	Chromebook
77312	8gh473	Dell	Latitdue 5400	Chromebook
77286	31N8473	Dell	Latitdue 5400	Chromebook
77240	f4ck473	Dell	Latitdue 5400	Chromebook

Asset Tag	Serial	Make	Model	Description
76978	nxhvp110030340e6527600	Acer	C933	Chromebook
74290	7fyf2f2	Dell	13 3380	Chromebook
76394	5cd033kdyf	HP	11A	Chromebook
	5cd033kdqt	HP	11A	Chromebook
	5cd0309z83	HP	11A	Chromebook
76459	5cd033kdtm	HP	11A	Chromebook
76404	5cd033kzl3	HP	11A	Chromebook
74802	93qldl2	Dell	13 3380	Chromebook
77084	nxhpvaa0030340e4217600	Acer	C933	Chromebook
75364	nxhpvaa0030190f2cd7600	Acer	C933	Chromebook
76941	nxhpvaa0030340e5507600	Acer	C933	Chromebook
76942	nxhpvaa0030340e644760	Acer	C933	Chromebook
75367	nxhpvaa0030200185f7600	Acer	C933	Chromebook
75443	nxhpvaa0030190f48f7600	Acer	C933	Chromebook
77024	nxhpvaa0030340e4777600	Acer	C933	Chromebook
77285	75qc573	Dell	Latitdue 5400	Chromebook
77226	69h3473	Dell	Latitdue 5400	Chromebook
77171	53xk473	Dell	Latitdue 5400	Chromebook
	JRXP373	Dell	Latitdue 5400	Chromebook
76463	5cd033kdt8	HP	11A	Chromebook
77291	C8C8473	Dell	Latitdue 5400	Chromebook
	2NXM473	Dell	Latitdue 5400	Chromebook
73653	F9FTT2TGHLF9	iPad	A1822	iPad
77063	NSHPVAA0030340E45E7600	Acer	C933	Chromebook
78396	32903M3	Dell	3110	Chromebook
76535	5CD033KDW2	HP	11A	Chromebook
75082	GG8YHBBZJF8J	Apple	A1893	iPad
73576	F9FTT25YHLF9	Apple	A1822	iPad
77969	5CD042K27M	HP	14A	Chromebook
76440	5CD033kdvw	HP	11A	Chromebook
73816	F1000001843194	Sony	DVP-SR210P	DVD Player
73957	10215253	ELMO	TT-12	Doc Camera
78327	5H363M3	DELL	3110	Chromebook
76488	5cd030bfvj	HP	11A	Chromebook

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

**Meeting Date: August 14, 2023**

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

**BP/AR 5141 STUDENTS:  
HEALTH CARE AND EMERGENCIES**

**Present As:** Discussion/Action Item

**Background:** Section 1797.796 of the Health and Safety Code, in coordination with Education Code Section 49417, provides that schools which acquire AEDs for emergency use are NOT liable for any civil damages resulting from the use of AEDs to provide emergency care if the school has regulations in place governing the establishment, maintenance and oversight of the AED program.

The newly proposed BP/AR 5141 Health Care and Emergencies requires the LCER to create an AED handbook that provides guidance on program requirements, placement, care and use, training and other components to ensure that an effective AED program is in place.

**Fiscal Implications (if any):** Existing budget item

**Impact on Mission, Vision or Goals (if any):** Maintain compliance and ensure safety of students, staff and visitors

**Recommendation:** Approve

**Respectfully Submitted By:** Stacy Newman, Human Resources Director

**Lewis Center for Educational Research**

**BP 5141:       STUDENTS  
                  HEALTH CARE AND EMERGENCIES**

**Adopted:       June 12, 2023**

**Revised:**

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

The President/Chief Executive Officer (“CEO”) or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified as appropriate.

The CEO or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

LCER staff shall appropriately report and document student accidents.

**Resuscitation Orders:**

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders unless they have been informed by the CEO or designee that the request to accept such an order has been submitted to the CEO or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

The CEO or designee shall ensure that all parents/guardians are informed of this policy.

**Automated External Defibrillators:**

The Board authorizes the CEO or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency.

The CEO or designee shall develop guidelines for employees regarding these devices and shall ensure that employees receive information that describes sudden cardiac arrest, the school’s emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in LCER schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

**Lewis Center for Educational Research**

**AR 5141:       STUDENTS  
                  HEALTH CARE AND EMERGENCIES**

**Adopted:       June 12, 2023**

**Revised:**

**Emergency Contact Information:**

In order to facilitate contact in case of an emergency or accident, parents/guardians shall furnish the principal or designee with the information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Parent/guardian's cell phone number and e-mail address, if applicable.
4. Name, address, and telephone number of a relative or friend to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached.
5. Local physician to call in case of emergency.

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

**Notification/Consent for Medical Treatment:**

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, the principal or designee shall contact the parent/guardian or other person identified on the emergency contact form in order to obtain consent for the medical treatment.

**Notification/Consent for Medical Treatment:**

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, the principal or designee shall contact the parent/guardian or other person identified on the emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the LCER a written objection to any medical treatment other than first aid.

Any person 18 years of age and older who files with the LCER a completed caregiver's authorization affidavit for a minor student pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the LCER receives notice from the caregiver that the minor student is no longer living with the caregiver or if the President/Chief Executive Officer ("CEO") or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

#### Automated External Defibrillators:

When an automated external defibrillator (AED) is placed in an LCER school, the CEO or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196 1797.200)

The CEO or designee shall ensure that any AED placed at an LCER school is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer. (Health and Safety Code 1797.196)

The CEO or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures should include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

The principal of an LCER school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. In addition, school employees shall be notified annually of the location of all AED units on campus. (Health and Safety Code 1797.196)

Each AED shall be checked for readiness at least biannually and after each use. In addition, the CEO or designee shall ensure that an inspection is made of all AEDs at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED. The CEO or designee shall maintain records of these checks. (Health and Safety Code 1797.196)

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

Date of meeting: August 14<sup>th</sup>, 2023

Title: New Board Policy/Administrative Regulations – BP/AR 5125 Students: Student Records

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

Background: Student records are governed by both federal and state law. This Board Policy and Administrative Regulation outline the retention and security of student records. Parental rights for accessing student records are outlined within the policies. Parents are notified of their rights annually via the Parent Handbook. The school registrars, referred to as custodian of records, have reviewed these policies and are aware of their obligations.

Fiscal Implications (if any): None

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

Recommendation: Approve

Submitted by: Ryan Dorcey, Director of Information Technology

## **Lewis Center for Educational Research**

**BP 5125:      STUDENTS  
                  STUDENT RECORDS**

**Adopted:      August 14, 2023**

**Revised:**

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”), which operates Academy for Academic Excellence (“AAE”) and Norton Science and Language Academy (“NSLA”) (collectively “LCER”) recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The President/CEO or designee shall establish administrative regulations governing the identification, retention, and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records, and shall protect the student and the student's family from invasion of privacy.

At each LCER school, the principal or designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing board policy and administrative regulation regarding student records.

The President/CEO or designee may gather and maintain information from the social media of any LCER student, provided that LCER first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled board meeting, and gathers only information that directly pertains to school safety or student safety.

### **Contract for Digital Storage, Management, and Retrieval of Student Records**

The President/CEO or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

## **Lewis Center for Educational Research**

**AR 5125:     STUDENTS  
                  STUDENT RECORDS**

**Adopted:     August 14, 2023**

**Revised:**

### Definitions

Student means any individual who is or has been in attendance at an LCER school and regarding whom LCER maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside LCER that are directly related to an identifiable student and maintained by LCER, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for LCER. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record.

Student records do not include:

1. Directory information
2. Informal notes compiled by a school employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records created or received by LCER after an individual is no longer a student and that are not directly related to the individual's attendance as a student
4. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive.

Permitted student records are those records having clear importance only to the current educational process of the student.

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic.

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record.

Personally identifiable information includes, but is not limited to:

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who LCER reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age.

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent.

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to LCER, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to LCER, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with LCER regarding the provision of services or functions outsourced to him/her by LCER. Contractor or consultant shall not include a volunteer or other party.

Custodian of records is the employee responsible for the security of student records maintained by LCER and for devising procedures for assuring that access to such records is limited to authorized persons.

County placing agency means the county social service department or county probation department.

## Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent
2. An adult student, or a student under the age of 18 years who attends a post-secondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law

## Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152
2. Students who are age 16 or older or who have completed the 10th grade
3. School officials and employees, consistent with the definition provided in the section "Definitions" above
4. Members of a school attendance review board (SARB) who are authorized representatives of LCER and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student
5. Officials and employees of other public schools, school systems, or post-secondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that LCER may disclose students' personally identifiable information to officials of another school, school system, or post-secondary institution where the student seeks or intends to enroll, the President/CEO or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record.

6. The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all LCER students in grade 12, and subsequently providing verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program, except when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA

No later than October 15 each year, the President/CEO or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days.

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the President/CEO or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number.

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena

Unless otherwise instructed by the court, the President/CEO or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order.

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701

When disclosing records for these purposes, the President/CEO or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law.

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681

In such cases, the judge or probation officer shall certify in writing to the President/CEO or designee that the information will be used only for truancy purposes. Upon releasing student information to a

judge or probation officer, the President/CEO or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours.

14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by LCER
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a
16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that LCER provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245

When disclosing such records, the President/CEO or designee shall obtain written certification by the recipient of the records as described in item #12 above.

19. Designated peace officers or law enforcement agencies in cases where LCER is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to LCER, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals

In such cases, the President/CEO or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district, charter, or California private school.

When disclosing records for the above purposes, the President/CEO or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify LCER, in writing, that such an agreement has been made.

## Discretionary Access

At his/her discretion, the President/CEO or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake

When releasing information to any such appropriate person, the President/CEO or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made.

Unless it would further endanger the health or safety of the student or other persons, the President/CEO or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
  - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. LCER enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by LCER, excluding volunteers or other parties comply with provisions in the California Student Data Privacy Agreement

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency

When disclosing records for the above purposes, the President/CEO or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

#### De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the President/CEO or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the President/CEO or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information.

#### Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located.

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests.

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before LCER discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. LCER's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, LCER shall provide him/her a copy of the records disclosed.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours.

Qualified certificated personnel shall be available to interpret records when requested.

The custodian of records or the President/CEO or designee shall prevent the alteration, damage, or loss of records during inspection.

#### Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester.

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection.

The log may include record of access by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining LCER-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials.

#### Duplication of Student Records

To provide copies of any student record, LCER shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record.

#### Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record.

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student.

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, LCER shall use the student's preferred name and pronouns consistent with his/her gender identity on all other LCER-related documents.

#### Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely:

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, charter or private school, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left LCER. These records include:

1. Expulsion orders and the causes therefore
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including:

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction.

#### Transfer of Student Records

When a student transfers into LCER from any other school district, charter, or a private school, the President/CEO or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records.

When a student transfers into an LCER school from another district, charter or private school, the President/CEO or designee shall request that the student's previous school provide any records, either maintained by that district or school in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion.

When a student transfers from LCER to another school district or to a charter or private school, the President/CEO or designee shall forward a copy of the student's mandatory permanent record within 10 school days of LCER's receipt of the request for the student's records. The original record or a copy shall be retained permanently by LCER. If the transfer is to another California public school, the

student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district, charter or private school.

Upon receiving a request from a county placing agency to transfer a student in foster care out of an LCER school, the President/CEO or designee shall transfer the student's records to the next educational placement within two business days.

All student records shall be updated before they are transferred.

Student records shall not be withheld from the requesting district or school because of any charges or fees owed by the student or parent/guardian.

If LCER is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district or school along with the student's records.

#### Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the President/CEO or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in an LCER school speak a single primary language other than English, then LCER shall provide these notices to that language. Otherwise, LCER shall provide these notices in the student's home language insofar as practicable. LCER shall effectively notify parents/guardians or eligible students with disabilities.

The notice shall include:

1. The types of student records kept by LCER and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. LCER criteria for defining school officials and employees and for determining legitimate educational interest
5. LCER policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073

10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by LCER to comply with 20 USC 1232g
13. A statement that LCER forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

#### Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall:

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that LCER obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in an LCER school, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If LCER contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than LCER, the student, or his/her parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when LCER notifies the third party that the student has turned 18 years of age or is no longer enrolled in an LCER school, whichever occurs first

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

Date of meeting: August 14<sup>th</sup>, 2023

Title: Updated Administrative Regulation 5125.1 – Release of Directory Information

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

Background: With the adoption of our updated Parent/Student Handbook, additional items and clarity has been added to our definition of directory information. Parent/guardian information including physical and email addresses have been added. Student identification numbers are included for interface with CALPADS and other various electronic systems. Parents are annually informed of their rights regarding this information via the handbook.

Fiscal Implications (if any): None

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

Recommendation: Approve

Submitted by: Ryan Dorcey, Director of Information Technology

## Lewis Center for Educational Research

### AR 5125.1: STUDENTS RELEASE OF DIRECTORY INFORMATION

Adopted: June 12, 2017

Revised: [August 14, 2023](#)

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such information may include:

- ~~1. Name~~
- ~~2. Address~~
- ~~3. Telephone number~~
- ~~4. Electronic mail address~~
- ~~5. Photograph~~
- ~~6. Date and place of birth~~
- ~~7. Major field of study~~
- ~~8. Participation~~
- ~~9. Weight and height of athletic team members~~
- ~~10. Dates of attendance~~
- ~~11. Degrees and awards received~~
- ~~12. Most recent previous school attended~~

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph/video
8. Birthdate
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or Lewis Center plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the Lewis Center designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the Lewis Center, in writing that he/she does not want a certain category of information designated as directory information.

The President/CEO (“CEO”) or designee shall notify parents/guardians that they may request that the Lewis Center not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent.

Directory information shall not be released regarding any student whose parent/guardian notifies the Lewis Center, in writing, that such information not be disclosed without the parent’s/guardian’s prior consent.

The CEO or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based upon his/her determination of the best interest of the child.

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student’s name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulations.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Lewis Center Board policy. Private schools and colleges may be given the names and addresses of Seniors and students who are no longer enrolled provided they use this information only for purposes directly related to the institution’s academic or professional goals.

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

Date of meeting: August 14, 2023

Title: Deletion of AR 5144- Readmittance after Expulsion

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

Background: The readmission information is now contained within BP 5144 so this AR is no longer needed.

Fiscal Implications (if any): There is no fiscal impact if approved

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

Recommendation: Approve the Deletion of AR 5144 – Readmittance After Expulsion

Submitted by: Lisa Lamb, President/CEO

## Lewis Center for Educational Research

~~AR 5144 DISCIPLINE~~

~~READMITTANCE AFTER EXPULSION~~

~~Adopted: 4/10/08~~

~~Revised:~~

~~Readmission procedures shall be as follows:~~

~~1. On the date set by the Board when it ordered the expulsion, the school shall consider readmission of the student. (Education Code 48916)~~

~~2. The Principal or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Principal or designee shall verify that the provisions of this plan have been met.~~

~~School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.~~

~~3. The Principal or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.~~

~~4. If the readmission is granted, the Principal or designee shall notify the student and parent/guardian, by certified mail, of the Board's decision regarding readmission.~~

~~5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other students or employees. (Education Code 48916)~~

~~6. If the Board denies the readmission of a student, the parent or guardian of the student is responsible for finding an appropriate educational placement for the student.~~

~~7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program.~~

### ~~Readmission~~

~~Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.~~

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

Date of meeting: August 14, 2023

**Title:** Request for approval of Jose Manuel Hernandez to serve as a Full Time Elementary Teacher (5<sup>th</sup> grade) for the Norton Science and Language during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP)

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

**Background:** In accordance with the Commission on Teacher Credential requirements the “Employer”, Lewis Center for Educational Research has conducted a diligent search for a suitable credentialed teacher and/or intern teacher for our Norton Science and Language Academy Charter School, “NSLA”. We have accomplished this through the methods of distributing job announcements, contacting college and university placement centers, advertising on the internet, and attending one Job Fair, however, a fully qualified candidate has not been found.

**Fiscal Implications (if any):**

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

**Recommendation:** Approve Jose Manuel Hernandez to serve as a Full Time Multiple Subject Elementary Teacher in 5<sup>th</sup> Grade for Norton Science and Language Academy during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP)

**Submitted by:** Rebecca McCoy, HR Administrator

## **NOTICE OF PUBLIC ANNOUNCEMENT**

Notice is hereby given that the Lewis Center for Educational Research Board of Directors (Board), at a regular board meeting on August 14, 2023 at 4:30p.m., will declare its Intent to Hire **Jose Manuel Hernandez** for a full time Elementary (5<sup>th</sup> Grade) Teacher position for Norton Science and Language Academy Charter School campus. Mr. Hernandez will require a Provisional Internship Permit in order to be legally employed in this position while he works towards the full teaching credential.

The Intent to Hire will be available for public inspection online at the LCER's website ([www.lewiscenter.org](http://www.lewiscenter.org)) commencing August 3, 2023

If you wish to make a comment on the Intent to Hire, please email your comment to the Secretary at [lcerboard@lcer.org](mailto:lcerboard@lcer.org). You may also comment on the Intent to Hire during the meeting using the Questions feature of GoToWebinar, which will be moderated during the meeting.

You can register for the meeting by clicking on the following link:

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



# Lewis Center for Educational Research

17500 Mana Rd.  
Apple Valley, CA 92307  
www.lewiscenter.org  
(760) 954-5414 ext. 294, 175, 220  
[HR@lcer.org](mailto:HR@lcer.org)

## Notice of Intent to Employ

This document is to serve as a "Notice of Intent to Employ" **Jose Manuel Hernandez**. The intent is to obtain the legal authorization to employ Mr. Hernandez as a teacher of record on a Multiple Subject Provisional Intern Permit in the open 5<sup>th</sup> Grade Elementary Teacher position on the Lewis Center for Educational Research – Norton Science and Language Academy campus during the 2023/2024 school year.

The "Employer", Lewis Center for Educational Research has conducted a diligent search for a suitable credentialed teacher and/or intern teacher for our Norton Science and Language Academy Charter School, "NSLA" through the methods of distributing job announcements, contacting college and university placement centers, and advertising on the internet, and attending one Job Fair, however, a fully qualified candidate has not been found.

**Jose Manuel Hernandez** meets all of the requirements as set forth in the Commission on Teacher Credentialing leaflet CL-857. Further, the Lewis Center Credential Analyst will ensure that the outlined employer duties will be met.

Lisa Lamb, CEO  
Lewis Center for Educational Research

Date

Rebecca McCoy, HR Administrator/Credential Analyst  
Lewis Center for Educational Research

Date

## **Academy for Academic Excellence Board Approval**

(To be signed after favorable action)

The Board hereby approves the issuance of a Provisional Internship Permit for the above listed candidate.

\_\_\_\_\_  
Patricia Caldwell, Chairman or Authorized Designee

\_\_\_\_\_  
Date





State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant JOSE MANUEL HERNANDEZ

SSN \_\_\_\_\_

Name of Employing Agency NORTON SCIENCE AND LANGUAGE ACADEMY

County/District/CDS Code 36 103630115808

- Multiple Subject
- Single Subject - Specify subject(s): \_\_\_\_\_
- Education Specialist - Specify specialty area(s): \_\_\_\_\_

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

**Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

**County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

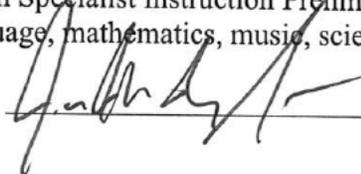
Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

- 4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- 5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- 6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature



**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature \_\_\_\_\_

Title CHIEF EXECUTIVE OFFICER/SUPERINTENDENT

Date \_\_\_\_\_



## Multiple Subject Provisional Internship Permit Evaluation Worksheet

Name: JOSE MANUEL HERNANDEZ JR Degree Major: Spanish, Hispanic Lang, Lit, Civ

Must have 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)

<b>LANGUAGE STUDIES</b> (Literature, Composition, Foreign Language, Language Acquisition, Speech, Linguistics, English)	Grade	Qtr	Sem	<b>LITERATURE</b> (American, Foreign)	Grade	Qtr	Sem
SPAN 3301 Adv Span Comp	A		3				
SPAN 3302 Adv Span Writing	CR		1				
SPAN 3305 Appl. Span Grammer	A-		3				
SPAN 4401 Span for Prof.	A		3				
SPAN 3051 Cutl Hlth & Food in Lat	A		3				
<b>HISTORY</b>				<b>SOCIAL SCIENCE</b> (History, Government, Geography, Economics, Political Science, Sociology, Anthropology, Psychology)			
HIST 101 US Hist 1865	A		3	HIST 101 US Hist 1865	A		3
HIST 100 US Hist to 1877	A		3	HIST 100 US Hist to 1877	A		3
HIST 140 Chicano History	A		3	HIST 140 Chicano History	A		3
				POLIT 100 American Politics	A		3
				PSYCH 100 General Psychology	A		3
<b>MATHEMATICS</b>				<b>SCIENCE</b> (Biology, Chemistry, Physics, Geosciences)			
MATH 115 Ideas of Mathematics	A		3	CHEM 101 Intro Chem	A		4
<b>HUMANITIES</b> (Art, Music, Dance, Classics, Comparative Arts, Comparative Literature, Ethics, Logic, Philosophy, Foreign Languages, Ethnic Studies, Linguistics)				<b>VISUAL/PERFORMING ARTS</b> (Art, Music, Dance, Aesthetics, Criticism, Drama, Production)			
SPAN 3301 Adv Span Comp	A		3	MUS 100 Music Appreciation	A		3
SPAN 3302 Adv Span Writing	CR		1	SPAN 4411 Special Topics: Cinema, Theater	A		3
SPAN 3305 Appl. Span Grammer	A-		3				
SPAN 4401 Span for Prof.	A		3				
SPAN 3051 Cutl Hlth & Food in Lat	A		3				
<b>PHYSICAL EDUCATION</b> (Physical Fitness and/or Movement Skills, Recreation, Sports)				<b>HUMAN DEVELOPMENT</b> (Intellectual, Social, Physical, Emotional and/or Moral Development During Childhood and Adolescence, Health Science, Nutrition, Psychology)			
KINE 3000 Excercise & Human Body	B+		3	PSYCH 100 General Psychology	A		3
				HEALTH 101 Health Education	A		3
				SPAN 3051 Cutl Hlth & Food in Lat	A		3



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

### Basic Skills Requirement Evaluation Worksheet

Applicant Name: Jose Hernandez

This form is designed for use by individuals and LEAs without a Commission-approved program to act as a guide for meeting the Basic Skills Requirement via coursework. Individuals may meet the requirement by providing official transcripts and this completed form as part of their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B- or better, be degree applicable, and be at least 3 semester units (or equivalent quarter units). It is possible to identify two courses for a single area to meet the minimum unit requirement. Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

- For reading proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
- For writing proficiency: a course in composition, English, rhetoric, written communication, or writing.
- For mathematics proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university where the course was completed must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined. The letter must be included with the application packet.

Online recommendations from a Commission-approved preparation program should not use this form but instead must include Form 41-BSR. Form 41-BSR is available on the Credential Information Guide (CIG). Form 41-BSR is not required if CBEST or CSET scores are being used to meet the requirement.

READING PROFICIENCY (Course(s) in Critical Thinking, Literature, Philosophy, Reading, Rhetoric, or Textual Analysis)	Grade	Qtr	Sem
READ102 - Critical Read as CR	A		3

WRITING PROFICIENCY (Course(s) In Composition, English, Rhetoric, Written Communication, or Writing)	Grade	Qtr	Sem
ENGL101 Freshman Composition	A		4

MATHEMATICS PROFICIENCY (Course(s) in Algebra, Geometry, Mathematics, Quantitative Reasoning, or Statistics)	Grade	Qtr	Sem
MATH115 - Ideas of Mathematics	A		3

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name. Educator Information:

Last Name: **HERNANDEZ**  
 First Name: **JOSE**  
 Middle Name: **MANUEL**

Document Information:

Document Number: **230174726**  
 Document Title: **30-Day Substitute Teaching Permit**  
 Term: **Emergency**  
 Status: **Valid**  
 Issue Date: **7/1/2023**  
 Expiration Date: **8/1/2024**  
 Original Issue Date:  
 Grade:  
 Special Grade:  
 SB1969 (Title 5 §80487):

Authorization / Subjects

Authorization Code	Authorization Description	Subject Code	Subject Description
> P30	This permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades twelve and below, including preschool, and in classes organized primarily for adults. The holder may serve on this permit in any county in which the document is registered provided the employing agency has a statement of need on file for the school year.	NONE	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
> P30	To renew this permit, the holder needs to submit an application and fee through his or her employing school district or county office of education, or directly to the Commission.	TC Code Not Required

Employment Restrictions

Organization Type	Organization	County
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# Proof of Recruitment Efforts

## Rebecca McCoy

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**From:** Rebecca McCoy  
**Sent:** Wednesday, March 29, 2023 2:49 PM  
**To:** AAE Staff; NSLA Staff  
**Subject:** 2023-2024 Certificated Edjoin Job Postings

Dear LCER Staff,

This email is to announce our 2023/2024 Certificated Job Postings that are currently posted on Edjoin.

For internal staff that may be qualified and interested in any of these postings, you need only submit a letter of interest detailing your qualifications and where you stand with issuance of a teaching credential to [HR@LCER.ORG](mailto:HR@LCER.ORG). If anyone has questions regarding credentialing, please reach out to [RMCCOY@LCER.ORG](mailto:RMCCOY@LCER.ORG) ☺ **We highly encourage any of our Certificated Substitutes who have started credentialing programs to apply!**

Or, if you know of someone outside of our organization that may be interested in any of these postings, please forward them the corresponding link so they may apply through Edjoin.

### **AAE Certificated Edjoin Postings:**

[Elementary Teacher Applicant Pool \(Lower Elementary, K-2\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Elementary Teacher Applicant Pool \(Upper Elementary, 3-5\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Chemistry Teacher \(Secondary\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Special Education Teacher \(Education Specialist – Mild Moderate\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Special Education Teacher \(Education Specialist – Moderate/Severe\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

### **NSLA Certificated Edjoin Postings:**

[Elementary Dual Immersion Teacher \(Spanish/English\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[English Language Arts Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Mathematics Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Music Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Physical Education Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

(Biological Science, Geoscience and/or Chemistry Teachers:

[Science Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Social Science Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Special Education Teacher \(Education Specialist – Mild Moderate\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[2022/2023 Teacher on Assignment \(Dual Immersion Spanish/English\), Rocket Lab Intervention at the NSLA Campus: San Bernardino, CA at Lewis Center for Educational Research | EDJOIN](#)

[2022/2023 Teacher on Assignment - English Language Development \(ELD\) Intervention Teacher at the NSLA Campus: San Bernardino, CA at Lewis Center for Educational Research | EDJOIN](#)

*Rebecca McCoy  
Human Resource Administrator  
Lewis Center for Educational Research  
Academy for Academic Excellence  
Norton Science and Language Academy  
17500 Mana Rd.  
Apple Valley, CA 92307  
760-946-5414 Ext. 294*

← Jobs (/emp/jobs)

# Dual Immersion (Spanish/English) Elementary Teacher, General Education - Norton Science and Language Academy

Job #7708953 • Created 3/28/2023 by Rebecca McCoy • Expires 7/30/2023

Edit  
(/emp/jobs/7708953/edit)

More actions ▾

Overview (/emp/jobs/7708953)

Schools (/emp/jobs/7708953/schools)

Matches (/emp/jobs/7708953/matches)

## Applicants

No applicants yet.

WHAT YOU CAN DO

### Reach out to promising candidates

Invite your matches to apply → (/emp/jobs/7708953/matches)

### Get this job in front of more people

View recommended schools to add to this job → (/emp/jobs/7708953/schools)

## Job Views Premium

Upgrade to find out how many times this job has been viewed.

Learn more ([https://joinhandshake.com/employers/get-more-with-premium/?](https://joinhandshake.com/employers/get-more-with-premium/?utm_source=emp_growth&utm_medium=product_banner&utm_campaign=7011Q000001PN6XQAW)

[utm\\_source=emp\\_growth&utm\\_medium=product\\_banner&utm\\_campaign=7011Q000001PN6XQAW](https://joinhandshake.com/employers/get-more-with-premium/?utm_source=emp_growth&utm_medium=product_banner&utm_campaign=7011Q000001PN6XQAW)  
job\_views)

## Reach

Total ⓘ  
823,073

Matching ⓘ >  
25,995

### Total reach

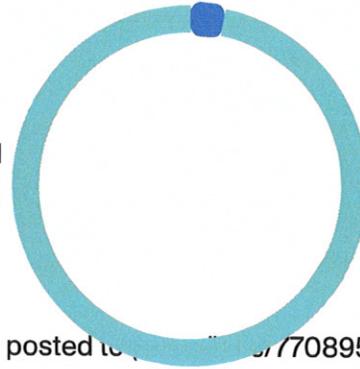
You're currently reaching **6.7%** of all active students and alumni on Handshake

View all schools you posted to [/7708953/schools](#)

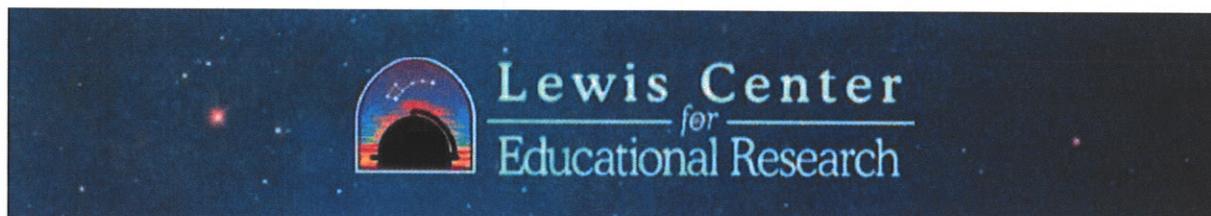
### Matching reach

**3.2%** of your total reach matches all qualifications

[/emp/jobs/7708953/r](#)



**Elementary Dual Immersion Teacher (Spanish/English) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research**



### Job Information

**Date Posted:** 3/23/2023

**Application Deadline:** **Until Filled**

**Employment Type:** Full Time

**Length of Work Year:** 2023/2024 - 185 days (Full Year)

**Salary:** \$58,632.05 - \$125,089.60 / full year (Class I/Step 1 – Class IV/Step 30) Salaried (exempt), transfer in of full time teaching years of experience, additional steps and sign on bonus available!

**Number Openings:** (At time of posting) Not Specified

**Contact:** Rebecca McCoy

**Email:** [rmccoy@lcer.org](mailto:rmccoy@lcer.org)

**Phone:** 760-946-5414 294

**LOCATION:** Norton Science and Language Academy: 230 South Waterman, San Bernardino, CA 92408

### Job Summary

PLEASE CLICK ON "VIEW JOB DESCRIPTION" BUTTON TO REVIEW JOB DESCRIPTION AND APPLICANT REQUIREMENTS.

#### Additional Benefits:

LCER will transfer in all full time teaching experience from an accredited K-12 public or private school.

We award an additional step for being bilingual and two steps for full BCLAD/BASP holders.

Applicants who are hired may be eligible for up to a \$5000.00 sign on bonus for hard to fill positions

### Requirements / Qualifications

This position requires an active Multiple Subject Teaching Credential and a Bilingual Authorization. If you have questions regarding credentialing requirements please call 760-946-5414 ext. 294.

\*All information MUST BE included in the "Professional Reference" section of the application, including email address. If the Lewis Center is unable to reach your references as listed in this application, you may be disqualified from being considered as a candidate.

The following items must be submitted with the application, or the application may not be considered:

- Letter(s) of Recommendation (2 Letters of Recommendation required, no more than 2 years old)
- Resume (Resume must be included)
  
- Bilingual Authorization - Spanish (Or equivalent (BCLAD or BASP))
  
- Multiple Subject Teaching Credential - General Subjects  
    **OR** University Intern Credential - General Subjects (Multiple Subjects w/ BCLAD)

## Rebecca McCoy

---

**From:** Omar Palmerin <Omar.Palmerin@sbcss.net>  
**Sent:** Thursday, March 30, 2023 1:46 PM  
**To:** Omar Palmerin  
**Cc:** Recruitment Fair  
**Subject:** Reminder - Educator Recruitment Fair on Saturday, April 1, 2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear LEA and IHE Representative(s):

We are excited to remind you that the 2023 Annual Countywide Educator Recruitment Fair is taking place this Saturday, April 1, 2023, from 9:00 a.m. to noon at the Dorothy Inghram Learning Center at 670 E. Carnegie Drive, San Bernardino, CA 92408.

This event is an excellent opportunity for Local Education Agencies (LEAs) and Institutes of Higher Education (IHEs) to connect with prospective educators and showcase their organizations.

We will have breakfast, coffee, and drinks provided for you.

Please arrive at 8:00 a.m. to set up your table to ensure your exhibit runs smoothly. Below is a list of recommended items you should bring:

- Business cards
- Extension cords
- Giveaways or promotional items
- Laptop or tablet (optional)
- Marketing materials (brochures, flyers, etc.)
- Tablecloth and decorations
- Please note that Wi-Fi will be provided at the event.

Please bring your ORI form for fingerprint processes, as we will have an on-site mobile fingerprint. For prices and service questions, please get in touch with **Bio Impressions** at 760.684.9000 or [info@bioimpressions.com](mailto:info@bioimpressions.com).

If you have any questions or concerns, please do not hesitate to contact us at 909.386.9561 or [omar.palmerin@sbcss.net](mailto:omar.palmerin@sbcss.net).

We are excited to see you at the Educator Recruitment Fair.

Thank you to our amazing sponsors, Alliant International University, Grand Canyon University, National University, and SchoolsFirst Federal Credit Union, for contributing to this event!

Thank you,



***Transforming lives through education***

**Omar Palmerin, MA, Office Specialist II**  
San Bernardino County Superintendent of Schools  
760 East Brier Drive • San Bernardino, CA 92408  
P: 909.388.5742  
<http://www.sbcss.net>

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

Date of meeting: August 14, 2023

**Title:** Request for approval of Angela Evelyn Maldonado-Espino to serve as a Full Time Elementary Teacher (4<sup>th</sup> Grade) for Norton Science and Language Academy during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP)

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

**Background:** In accordance with the Commission on Teacher Credential requirements The “Employer”, Lewis Center for Educational Research has conducted a diligent search for a suitable credentialed teacher and/or intern teacher for Norton Science and Language Academy, “NSLA”. We have accomplished this through the methods of distributing job announcements, contacting college and university placement centers, advertising on the internet, and attending one Job Fair, however, a fully qualified candidate has not been found.

**Fiscal Implications (if any):**

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

**Recommendation:** Approve Angela Evelyn Maldonado-Espino to serve as a Full Time Multiple Subject Elementary Teacher in 4<sup>th</sup> Grade for Norton Science and Language Academy during the 2023/2024 school year on a Multiple Subject Provisional Internship Permit (PIP)

**Submitted by:** Rebecca McCoy, HR Administrator

## NOTICE OF PUBLIC ANNOUNCEMENT

Notice is hereby given that the Lewis Center for Educational Research Board of Directors (Board), at a regular board meeting on August 14, 2023 at 4:30p.m., will declare its Intent to Hire **Angela Evelyn Maldonado-Espino** for a full time Elementary (4<sup>th</sup> Grade) Teacher position for Norton Science and Language Academy Charter School campus. Ms. Maldonado-Espino will require a Provisional Internship Permit in order to be legally employed in this position while she works towards her full teaching credential.

The Intent to Hire will be available for public inspection online at the LCER's website ([www.lewiscenter.org](http://www.lewiscenter.org)) commencing August 3, 2023

If you wish to make a comment on the Intent to Hire, please email your comment to the Secretary at [lcerboard@lcer.org](mailto:lcerboard@lcer.org). You may also comment on the Intent to Hire during the meeting using the Questions feature of GoToWebinar, which will be moderated during the meeting.

You can register for the meeting by clicking on the following link:

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



# Lewis Center for Educational Research

17500 Mana Rd.  
Apple Valley, CA 92307  
www.lewiscenter.org  
(760) 954-5414 ext. 294, 175, 220  
[HR@lcer.org](mailto:HR@lcer.org)

## Notice of Intent to Employ

This document is to serve as a “Notice of Intent to Employ” **Angela Evelyn Maldonado-Espino**. The intent is to obtain the legal authorization to employ Ms. Maldonado-Espino as a teacher of record on a Multiple Subject Provisional Intern Permit in the open 4<sup>th</sup> Grade Elementary Teacher position on the Lewis Center for Educational Research – Norton Science and Language Academy campus during the 2023/2024 school year.

The “Employer”, Lewis Center for Educational Research has conducted a diligent search for a suitable credentialed teacher and/or intern teacher for our Norton Science and Language Academy Charter School, “NSLA” through the methods of distributing job announcements, contacting college and university placement centers, and advertising on the internet, and attending one Job Fair, however, a fully qualified candidate has not been found.

**Angela Evelyn Maldonado-Espino** meets all of the requirements as set forth in the Commission on Teacher Credentialing leaflet CL-857. Further, the Lewis Center Credential Analyst will ensure that the outlined employer duties will be met.

Lisa Lamb, CEO  
Lewis Center for Educational Research

Date

Rebecca McCoy, HR Administrator/Credential Analyst  
Lewis Center for Educational Research

Date

## **Academy for Academic Excellence Board Approval**

(To be signed after favorable action)

The Board hereby approves the issuance of a Provisional Internship Permit for the above listed candidate.

\_\_\_\_\_  
Patricia Caldwell, Chairman or Authorized Designee

\_\_\_\_\_  
Date





State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant ANGELA EVELYN MALDONADO-ESPINO

SSN \_\_\_\_\_

Name of Employing Agency NORTON SCIENCE AND LANGUAGE ACADEMY, CHARTER

County/District/CDS Code 36103630115808

- Multiple Subject
- Single Subject - Specify subject(s): \_\_\_\_\_
- Education Specialist - Specify specialty area(s): \_\_\_\_\_

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

- Public School District**  
 Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.





## Multiple Subject Provisional Internship Permit Evaluation Worksheet

Name: Angela Maldonado- Espino Degree Major: Public Health Policy

Must have 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)

<b>LANGUAGE STUDIES</b> (Literature, Composition, Foreign Language, Language Acquisition, Speech, Linguistics, English)	Grade	Qtr	Sem	<b>LITERATURE</b> (American, Foreign)	Grade	Qtr	Sem
Writing 39B-Crit Rdng/Ret Writ.	A-	4	2.66	n/a			
Writing 39C - Argument/Rsrch Writng	B+	4	2.66				
<b>HISTORY</b>				<b>SOCIAL SCIENCE</b> (History, Government, Geography, Economics, Political Science, Sociology, Anthropology, Psychology)			
n/a				Sociol 3 - Social problems	A	4	2.66
				Psy Beh 9 - Intro to Psych	A	4	2.66
				Sociol 2 - Gbl & Transntl Soc	B+	4	2.66
				Sociol 1 -Intro to Sociology	A-	4	2.66
				Psy Beh 103H - Health Psychology	B+	4	2.66
<b>MATHEMATICS</b>				<b>SCIENCE</b> (Biology, Chemistry, Physics, Geosciences)			
				BioSci 37 - Brain Disfunction	B+	4	2.66
				BioSci 38 - Mind, Memory, & Brain	B+	4	2.66
<b>HUMANITIES</b> (Art, Music, Dance, Classics, Comparative Arts, Comparative Literature, Ethics, Logic, Philosophy, Foreign Languages, Ethnic Studies, Linguistics)				<b>VISUAL/PERFORMING ARTS</b> (Art, Music, Dance, Aesthetics, Criticism, Drama, Production)			
Classic 45C - Classical Mythology	B	4	2.66	Dance 3 - Sci Concpt Hlth	A	4	2.66
Philos 1 - Intro to Philosophy	B+	4	2.66				
Sociol 63 - Race & Ethnicity	A+	4	2.66				
Dance 3 - Sci Concpt Hlth	A	4	2.66				
<b>PHYSICAL EDUCATION</b> (Physical Fitness and/or Movement Skills, Recreation, Sports)				<b>HUMAN DEVELOPMENT</b> (Intellectual, Social, Physical, Emotional and/or Moral Development During Childhood and Adolescence, Health Science, Nutrition, Psychology)			
n/a				Psy Beh 9 - Intro to Psych	A	4	2.66
				Psy Beh 103H - Health Psychology	B+	4	2.66
				Psy Beh 137H - Human Stress	B	4	2.66
				Pub Hlth 122 - Health Policy	A	4	2.66
				Pub Hlth 146 - Health Promotion	A	4	2.66

**CBEST®**



**CALIFORNIA BASIC  
EDUCATIONAL SKILLS TEST™**

TEST DATE: 02/08/20  
SSN: XXX-X6-3834  
ID#: 78313611

ANGELA E MALDONADO-ESPINO  
336 EAST MCKINLEY STREET  
RIALTO CA 92376

For privacy/confidentiality reasons, only the last five digits of your Social Security Number are reported.



This barcode contains unique candidate information

**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

**Permanent Passing Status Verification**

ANGELA E MALDONADO-ESPINO

TEST DATE: 02/08/20 ID#: 78313611  
SSN: XXX-X6-3834



**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

**Passing Status Transcript Copy**

ANGELA E MALDONADO-ESPINO

TEST DATE: 02/08/20 ID#: 78313611  
SSN: XXX-X6-3834

This transcript copy is for your use and may be sent to any agency requiring CBEST verification.



**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

**Passing Status Transcript Copy**

ANGELA E MALDONADO-ESPINO

TEST DATE: 02/08/20 ID#: 78313611  
SSN: XXX-X6-3834

This transcript copy is for your use and may be sent to any agency requiring CBEST verification.

Reading Section Scaled Score: Not Taken

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Mathematics Section Scaled Score: Not Taken

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Writing Section Scaled Score: 39

Performance on Topic 1:  
Your topic 1 essay showed a need for improvement in the following area(s).  
- Support and Development

Performance on Topic 2:  
Your topic 2 essay met or exceeded the minimum standard.

Cumulative Status: Highest Results

Section	Highest Score	Test Date
Reading	47	01/23/20
Mathematics	53	01/23/20
Writing	39	02/08/20

Total Passing Score: 139  
CBEST Status: **PASSED**

Your scores will be sent to the following:  
Commission on Teacher Credentialing

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.  
 Educator Information:

Last Name: MALDONADO-ESPINO  
 First Name: ANGELA  
 Middle Name: EVELYN

Document Information:

Document Number: 220253605  
 Document Title: 30-Day Substitute Teaching Permit  
 Term: Emergency  
 Status: Valid  
 Issue Date: 10/7/2022  
 Expiration Date: 11/1/2023  
 Original Issue Date: 10/7/2022  
 Grade:  
 Special Grade:  
 SB1969 (Title 5 §80487):

Authorization / Subjects

Authorizat	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorizati
> P30	This permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades twelve and below, including preschool, and in classes organized primarily for adults. The holder may serve on this permit in any county in which the document is registered provided the employing agency has a statement of need on file for the school year.	NONE		MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
> P30	To renew this permit, the holder needs to submit an application and fee through his or her employing school district or county office of education, or directly to the Commission.	

Employment Restrictions

Organization	Organization Type	County
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# Proof of Recruitment Efforts

## Rebecca McCoy

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**From:** Rebecca McCoy  
**Sent:** Wednesday, March 29, 2023 2:49 PM  
**To:** AAE Staff; NSLA Staff  
**Subject:** 2023-2024 Certificated Edjoin Job Postings

Dear LCER Staff,

This email is to announce our 2023/2024 Certificated Job Postings that are currently posted on Edjoin.

For internal staff that may be qualified and interested in any of these postings, you need only submit a letter of interest detailing your qualifications and where you stand with issuance of a teaching credential to [HR@LCER.ORG](mailto:HR@LCER.ORG). If anyone has questions regarding credentialing, please reach out to [RMCCOY@LCER.ORG](mailto:RMCCOY@LCER.ORG) ☺ **We highly encourage any of our Certificated Substitutes who have started credentialing programs to apply!**

Or, if you know of someone outside of our organization that may be interested in any of these postings, please forward them the corresponding link so they may apply through Edjoin.

### **AAE Certificated Edjoin Postings:**

[Elementary Teacher Applicant Pool \(Lower Elementary, K-2\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Elementary Teacher Applicant Pool \(Upper Elementary, 3-5\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Chemistry Teacher \(Secondary\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Special Education Teacher \(Education Specialist – Mild Moderate\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

[Special Education Teacher \(Education Specialist – Moderate/Severe\) - Academy for Academic Excellence, a Lewis Center School located in Apple Valley at Lewis Center for Educational Research | EDJOIN](#)

### **NSLA Certificated Edjoin Postings:**

[Elementary Dual Immersion Teacher \(Spanish/English\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[English Language Arts Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Mathematics Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Music Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

[Physical Education Teacher \(Secondary\) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN](#)

(Biological Science, Geoscience and/or Chemistry Teachers:

Science Teacher (Secondary) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN

Social Science Teacher (Secondary) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN

Special Education Teacher (Education Specialist – Mild Moderate) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research | EDJOIN

2022/2023 Teacher on Assignment (Dual Immersion Spanish/English), Rocket Lab Intervention at the NSLA Campus: San Bernardino, CA at Lewis Center for Educational Research | EDJOIN

2022/2023 Teacher on Assignment - English Language Development (ELD) Intervention Teacher at the NSLA Campus: San Bernardino, CA at Lewis Center for Educational Research | EDJOIN

*Rebecca McCoy  
Human Resource Administrator  
Lewis Center for Educational Research  
Academy for Academic Excellence  
Norton Science and Language Academy  
17500 Mana Rd.  
Apple Valley, CA 92307  
760-946-5414 Ext. 294*

← Jobs (/emp/jobs)

# Dual Immersion (Spanish/English) Elementary Teacher, General Education - Norton Science and Language Academy

Job #7708953 • Created 3/28/2023 by Rebecca McCoy • Expires 7/30/2023

Edit  
(/emp/jobs/7708953/edit)

More actions ▾

Overview (/emp/jobs/7708953)

Schools (/emp/jobs/7708953/schools)

Matches (/emp/jobs/7708953/match

## Applicants

No applicants yet.

WHAT YOU CAN DO

### Reach out to promising candidates

Invite your matches to apply → (/emp/jobs/7708953/matches)

### Get this job in front of more people

View recommended schools to add to this job → (/emp/jobs/7708953/schools)

## Job Views Premium

Upgrade to find out how many times this job has been viewed.

Learn more ([https://joinhandshake.com/employers/get-more-with-premium/?](https://joinhandshake.com/employers/get-more-with-premium/?utm_source=emp_growth&utm_medium=product_banner&utm_campaign=7011Q000001PN6XQAW)

[utm\\_source=emp\\_growth&utm\\_medium=product\\_banner&utm\\_campaign=7011Q000001PN6XQAW](https://joinhandshake.com/employers/get-more-with-premium/?utm_source=emp_growth&utm_medium=product_banner&utm_campaign=7011Q000001PN6XQAW)  
job\_views)

## Reach

Total ⓘ  
823,073

Matching ⓘ  
25,995



### Total reach

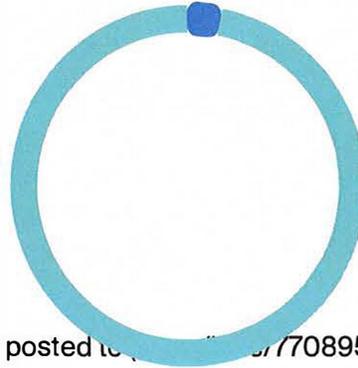
You're currently reaching **6.7%** of all active students and alumni on Handshake

[View all schools you posted to](#) [/7708953/show/matches](#)

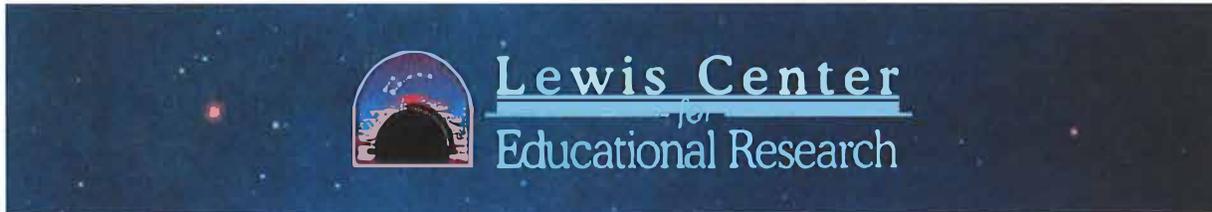
### Matching reach

**3.2%** of your total reach matches all qualifications

[/emp/jobs/7708953/r](#)



**Elementary Dual Immersion Teacher (Spanish/English) - Norton Science and Language Academy, a Lewis Center School located in San Bernardino at Lewis Center for Educational Research**



**Job Information**

**Date Posted:** 3/23/2023

**Application Deadline:** **Until Filled**

**Employment Type:** Full Time

**Length of Work Year:** 2023/2024 - 185 days (Full Year)

**Salary:** \$58,632.05 - \$125,089.60 / full year (Class I/Step 1 – Class IV/Step 30) Salaried (exempt), transfer in of full time teaching years of experience, additional steps and sign on bonus available!

**Number Openings:** (At time of posting) Not Specified

**Contact:** Rebecca McCoy

**Email:** [rmccoy@lcer.org](mailto:rmccoy@lcer.org)

**Phone:** 760-946-5414 294

**LOCATION:** Norton Science and Language Academy: 230 South Waterman, San Bernardino, CA 92408

**Job Summary**

PLEASE CLICK ON "VIEW JOB DESCRIPTION" BUTTON TO REVIEW JOB DESCRIPTION AND APPLICANT REQUIREMENTS.

**Additional Benefits:**

LCER will transfer in all full time teaching experience from an accredited K-12 public or private school.

We award an additional step for being bilingual and two steps for full BCLAD/BASP holders.

Applicants who are hired may be eligible for up to a \$5000.00 sign on bonus for hard to fill positions

**Requirements / Qualifications**

This position requires an active Multiple Subject Teaching Credential and a Bilingual Authorization. If you have questions regarding credentialing requirements please call 760-946-5414 ext. 294.

\*All information MUST BE included in the "Professional Reference" section of the application, including email address. If the Lewis Center is unable to reach your references as listed in this application, you may be disqualified from being considered as a candidate.

The following items must be submitted with the application, or the application may not be considered:

- Letter(s) of Recommendation (2 Letters of Recommendation required, no more than 2 years old)
- Resume (Resume must be included)
  
- Bilingual Authorization - Spanish (Or equivalent (BCLAD or BASP))
  
- Multiple Subject Teaching Credential - General Subjects  
    **OR** University Intern Credential - General Subjects (Multiple Subjects w/ BCLAD)

## Rebecca McCoy

---

**From:** Omar Palmerin <Omar.Palmerin@sbcss.net>  
**Sent:** Thursday, March 30, 2023 1:46 PM  
**To:** Omar Palmerin  
**Cc:** Recruitment Fair  
**Subject:** Reminder - Educator Recruitment Fair on Saturday, April 1, 2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear LEA and IHE Representative(s):

We are excited to remind you that the 2023 Annual Countywide Educator Recruitment Fair is taking place this Saturday, April 1, 2023, from 9:00 a.m. to noon at the Dorothy Inghram Learning Center at 670 E. Carnegie Drive, San Bernardino, CA 92408.

This event is an excellent opportunity for Local Education Agencies (LEAs) and Institutes of Higher Education (IHEs) to connect with prospective educators and showcase their organizations.

We will have breakfast, coffee, and drinks provided for you.

Please arrive at 8:00 a.m. to set up your table to ensure your exhibit runs smoothly. Below is a list of recommended items you should bring:

- Business cards
- Extension cords
- Giveaways or promotional items
- Laptop or tablet (optional)
- Marketing materials (brochures, flyers, etc.)
- Tablecloth and decorations
- Please note that Wi-Fi will be provided at the event.

Please bring your ORI form for fingerprint processes, as we will have an on-site mobile fingerprint. For prices and service questions, please get in touch with **Bio Impressions** at 760.684.9000 or [info@bioimpressions.com](mailto:info@bioimpressions.com).

If you have any questions or concerns, please do not hesitate to contact us at 909.386.9561 or [omar.palmerin@sbcss.net](mailto:omar.palmerin@sbcss.net).

We are excited to see you at the Educator Recruitment Fair.

Thank you to our amazing sponsors, Alliant International University, Grand Canyon University, National University, and SchoolsFirst Federal Credit Union, for contributing to this event!

Thank you,



***Transforming lives through education***

**Omar Palmerin, MA, Office Specialist II**

San Bernardino County Superintendent of Schools

760 East Brier Drive • San Bernardino, CA 92408

P: 909.388.5742

<http://www.sbcss.net>

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The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 5/31/2023 Through 8/1/2023

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
6/2/2023	49496	SBCSS	62,604.47	NSAA PERS contributions for May 2023
6/2/2023		SBCSS	121,957.38	LCER/AAE - PERS contributions for May 2023
6/2/2023	49497	SchoolsFirst Federal Credit	12,520.63	Employee TSA contributions - May 2023
6/2/2023	49500	SBCSS	143,476.90	NSAA STRS contributions for May 2023
6/2/2023		SBCSS	192,052.86	LCER/AAE - STRS contributions for May 2023
6/5/2023	49507	CharterSAFE	186,368.00	Acct 1087
6/5/2023	49513	David Evans and Associates Inc	20,246.50	Athletic Field Grading Plan AAE
6/8/2023	49550	Near-Cal Corp	67,818.83	Project NOS: 23-LEWISMOD
6/9/2023	49561	Revolution Foods, PBC	111,025.80	NSLA & AAE
6/9/2023	49569	EdTheory	17,355.00	PO 2223-0911-NSLA
6/9/2023	49570	Humphrys	16,459.00	PO 2223-1397-NSLA
6/9/2023	49572	Jackson Lewis P.C	11,601.00	PO 2223-0733-LCER
6/9/2023	49578	R & S Flooring Solutions	12,378.00	PO 2223-1401-NSLA
6/12/2023	150		317,836.37	Group: Payroll; Pay Date: 6/15/2023
6/12/2023	151		278,263.65	Group: 11mo Payroll; Pay Date: 6/15/2023
6/12/2023	49596	Southern California Edison	10,052.43	Acct 700119778270
6/12/2023	49597	SISC	265,262.65	Health Coverage for June 2023
6/13/2023	49622	SchoolsFirst Federal Credit	12,520.63	Employee TSA contributions - May 2023
6/13/2023	49625	Culver Newlin	131,522.25	PO 2223-1148-NSLA
6/15/2023	49636	Flores Electric	20,901.00	PO 2223-1390-AAE
6/21/2023	49643	CDW Government, Inc.	10,755.34	PO 2122-1064-AAE
6/21/2023		CDW Government, Inc.	140,337.52	PO 2223-1650-NSLA
6/21/2023	49644	Christensen Brothers	14,250.00	PO 2223-1438-AAE
6/21/2023	49653	Foxtrot Construction	16,600.00	PO 2223-1649-AAE
6/21/2023	49667	Sports Imports	13,331.86	PO 2223-1533-NSLA
6/22/2023	49671	CDW Government, Inc.	70,618.76	PO 2223-1650-NSLA
6/29/2023	49696	SchoolsFirst Federal Credit	12,020.63	Employee TSA contributions - June 2023
6/30/2023	152		219,708.90	Group: Payroll; Pay Date: 6/30/2023
6/30/2023	153		310,220.36	Group: 11mo Payroll; Pay Date: 6/30/2023
6/30/2023	49703	American Express	27,706.59	Acct 3796-546760-74005
6/30/2023	49706	Bazan Landscape Services	26,621.00	PO 2223-1624-NSLA
6/30/2023	49708	Carpets By Duane	10,053.78	Gym Girls Restroom Final
6/30/2023	49710	Dave Bang Associates, Inc.	18,157.25	Deposit CA257190
6/30/2023	49720	SBCSS	142,775.04	NSAA STRS contributions for June
6/30/2023		SBCSS	191,630.40	LCER/AAE - STRS contributions for June
6/30/2023	49728	SBCSS	49,099.93	NSAA PERS contributions for June
6/30/2023		SBCSS	107,367.06	LCER/AAE - PERS contributions for June
7/1/2023	49736	Parsec Education Inc.	17,321.00	PO 2324-0039-NSLA
7/14/2023	155		186,201.36	Group: Payroll; Pay Date: 7/14/2023
7/14/2023	156		27,320.77	Group: 11mo Payroll; Pay Date: 7/14/2023
7/14/2023	157		15,263.91	Group: Payroll; Pay Date: 7/14/2023
7/17/2023	49749	SISC	269,691.10	Health Coverage for July 2023
7/19/2023	49757	Employment Development Dept.	25,676.57	Q2 Unemployment Taxes
7/19/2023	49765	Near-Cal Corp	85,508.64	Progress Payment Lewis MOD-02
7/28/2023	49834	Frontline Technologies Group	10,000.00	Account #1127917035, PO 2324-0010-AAE
7/28/2023	49835	Global CTI Group Inc.	21,944.37	Reference #CW15826, PO 2324-0019-AAE
7/28/2023	49839	IXL Learning	24,076.00	PO 2324-0013-AAE
7/28/2023	49841	JAMF Software	20,040.00	PO 2324-0009-AAE
7/31/2023	158		199,945.21	Group: Payroll; Pay Date: 7/31/2023
8/1/2023	49875	SBCSS	29,979.02	NSAA STRS contributions for July
8/1/2023		SBCSS	48,417.64	LCER/AAE - STRS contributions for July
8/1/2023	49877	SBCSS	24,807.09	NSAA PERS contributions for July
8/1/2023		SBCSS	86,970.63	LCER/AAE - PERS contributions for July
Report Total			4,486,641.08	

**All Funds - Budget Comparison 2022/23 to 2023/24**

**2022-2023**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	35,931,281	2,994,273	32,937,008	91.67%
Expense				
Certificated Salaries	13,045,729	298,014	12,747,715	97.72%
Classified Salaries	5,240,507	243,470	4,997,037	95.35%
Benefits	7,428,885	216,918	7,211,967	97.08%
Books and Supplies	2,383,593	20,031	2,363,562	99.16%
Services & Other	6,153,419	61,213	6,092,206	99.01%
Capital Outlay	364,850	14,741	350,109	95.96%
Other Outgo	0	0	0	N/A
Share of LCER	0	0	0	N/A
<b>Total Expense</b>	<b>34,616,983</b>	<b>854,387</b>	<b>33,762,596</b>	<b>97.53%</b>
Add (Subtract) to Reserves	1,314,298	2,139,886	(825,588)	
<b>Total Revenue</b>	<b>35,931,281</b>	<b>2,994,273</b>	<b>32,937,008</b>	<b>8.33%</b>
<b>Total Expense</b>	<b>34,616,983</b>	<b>854,387</b>	<b>33,762,596</b>	<b>2.47%</b>
Add (Subtract) to Reserves	1,314,298	2,139,886	-825,588	

**2023-2024**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	43,211,057	0	43,211,057	100.00%
Expense				
Certificated Salaries	16,216,138	305,336	15,910,802	98.12%
Classified Salaries	6,060,667	301,494	5,759,173	95.03%
Benefits	8,922,695	258,768	8,663,927	97.10%
Books and Supplies	2,804,872	124,706	2,680,166	95.55%
Services & Other	8,352,069	108,084	8,243,985	98.71%
Capital Outlay	370,000	12,923	357,077	96.51%
Other Outgo	0	0	0	N/A
Share of LCER	0	0	0	N/A
<b>Total Expense</b>	<b>42,726,441</b>	<b>1,111,312</b>	<b>41,615,129</b>	<b>97.40%</b>
Add (Subtract) to Reserves	484,616	(1,111,312)	1,595,928	
<b>Total Revenue</b>	<b>43,211,057</b>	<b>0</b>	<b>43,211,057</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>42,726,441</b>	<b>1,111,312</b>	<b>41,615,129</b>	<b>2.60%</b>
Add (Subtract) to Reserves	484,616	-1,111,312	1,595,928	

**AAE - Budget Comparison 2021/22 to 2022/23**

**2022-2023**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	17,718,586	792,682	16,925,904	95.53%
Expense				
Certificated Salaries	6,710,492	124,962	6,585,530	98.14%
Classified Salaries	2,030,721	60,330	1,970,391	97.03%
Benefits	3,504,536	69,722	3,434,814	98.01%
Books and Supplies	1,162,144	7,440	1,154,704	99.36%
Services & Other	1,714,171	26,478	1,687,693	98.46%
Capital Outlay	300,000	11,990	288,011	96.00%
Other Outgo	0	0	0	N/A
Share of LCER	2,348,646	195,721	2,152,926	91.67%
<b>Total Expense</b>	<b>17,770,710</b>	<b>496,643</b>	<b>17,274,067</b>	<b>97.21%</b>
Add (Subtract) to Reserves	(52,124)	296,039	(348,163)	
<b>Total Revenue</b>	<b>17,718,586</b>	<b>792,682</b>	<b>16,925,904</b>	<b>4.47%</b>
<b>Total Expense</b>	<b>17,770,710</b>	<b>496,643</b>	<b>17,274,067</b>	<b>2.79%</b>
Add (Subtract) to Reserves	-52,124	296,039	-348,163	

**2023-2024**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	20,689,623	0	20,689,623	100.00%
Expense				
Certificated Salaries	7,968,640	111,825	7,856,815	98.60%
Classified Salaries	2,088,349	71,576	2,016,773	96.57%
Benefits	3,879,436	74,590	3,804,846	98.08%
Books and Supplies	1,212,897	63,181	1,149,716	94.79%
Services & Other	2,187,615	49,892	2,137,723	97.72%
Capital Outlay	325,000	12,923	312,077	96.02%
Other Outgo	0	0	0	N/A
Share of LCER	2,788,423	232,369	2,556,054	91.67%
<b>Total Expense</b>	<b>20,450,360</b>	<b>616,357</b>	<b>19,834,003</b>	<b>96.99%</b>
Add (Subtract) to Reserves	239,263	(616,357)	855,620	
<b>Total Revenue</b>	<b>20,689,623</b>	<b>0</b>	<b>20,689,623</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>20,450,360</b>	<b>616,357</b>	<b>19,834,003</b>	<b>3.01%</b>
Add (Subtract) to Reserves	239,263	-616,357	855,620	

**NSLA - Budget Comparison 2021/22 to 2022/23**

**2022-2023**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	17,587,872	86	17,587,786	100.00%
Expense				
Certificated Salaries	5,625,666	102,646	5,523,021	98.18%
Classified Salaries	1,749,107	47,419	1,701,688	97.29%
Benefits	2,939,984	51,727	2,888,257	98.24%
Books and Supplies	1,166,824	8,299	1,158,525	99.29%
Services & Other	3,993,243	21,143	3,972,100	99.47%
Capital Outlay	40,000	2,752	37,248	93.12%
Other Outgo	0	0	0	N/A
Share of LCER	2,015,575	167,965	1,847,610	91.67%
<b>Total Expense</b>	<b>17,530,399</b>	<b>401,950</b>	<b>17,128,449</b>	<b>97.71%</b>
Add (Subtract) to Reserves	57,473	(401,864)	459,337	
<b>Total Revenue</b>	<b>17,587,872</b>	<b>86</b>	<b>17,587,786</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>17,530,399</b>	<b>401,950</b>	<b>17,128,449</b>	<b>2.29%</b>
Add (Subtract) to Reserves	57,473	-401,864	459,337	

**2023-2024**

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	22,324,444	0	22,324,444	100.00%
Expense				
Certificated Salaries	7,283,134	114,497	7,168,637	98.43%
Classified Salaries	1,697,189	66,070	1,631,119	96.11%
Benefits	3,479,997	67,949	3,412,048	98.05%
Books and Supplies	1,414,475	50,442	1,364,033	96.43%
Services & Other	5,637,351	42,379	5,594,972	99.25%
Capital Outlay	25,000	0	25,000	100.00%
Other Outgo	0	0	0	N/A
Share of LCER	2,577,680	214,807	2,362,873	91.67%
<b>Total Expense</b>	<b>22,114,826</b>	<b>556,144</b>	<b>21,558,682</b>	<b>97.49%</b>
Add (Subtract) to Reserves	209,618	(556,144)	765,762	
<b>Total Revenue</b>	<b>22,324,444</b>	<b>0</b>	<b>22,324,444</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>22,114,826</b>	<b>556,144</b>	<b>21,558,682</b>	<b>2.51%</b>
Add (Subtract) to Reserves	209,618	-556,144	765,762	

**LCER - Budget Comparison 2021/22 to 2022/23**

**2021-2022**

Note - Revenue Reported is % of Budgeted Revenue Earned

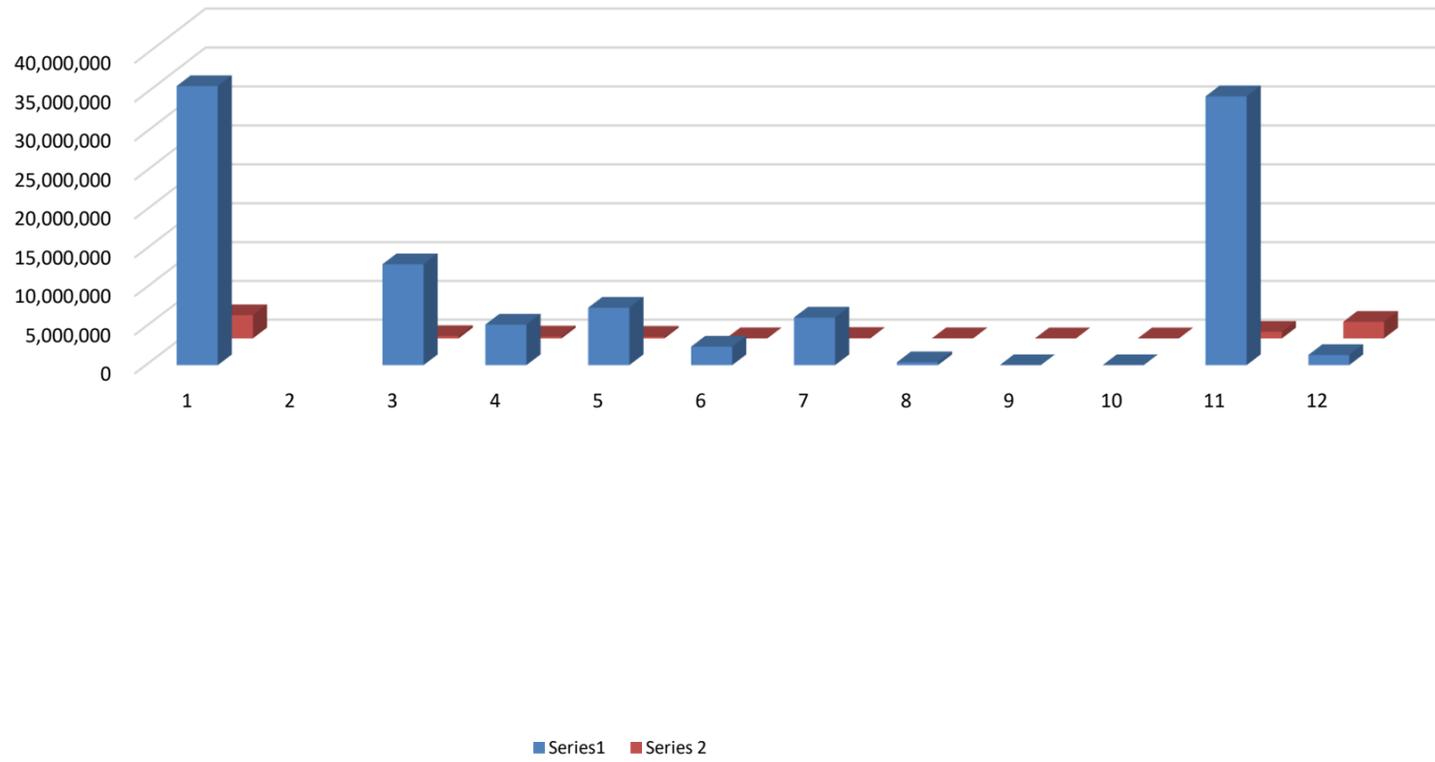
	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	624,823	24,102	600,721	96.14%
Expense				
Certificated Salaries	709,571	70,407	639,164	90.08%
Classified Salaries	1,460,679	135,721	1,324,958	90.71%
Benefits	984,365	95,469	888,896	90.30%
Books and Supplies	54,625	4,291	50,334	92.14%
Services & Other	446,005	13,592	432,413	96.95%
Capital Outlay	24,850	0	24,850	100.00%
Other Outgo	0	0	0	N/A
Share of LCER	(4,364,221)	(363,685)	(4,000,536)	
<b>Total Expense</b>	<b>(684,126)</b>	<b>(44,205)</b>	<b>(639,921)</b>	<b>93.54%</b>
Add (Subtract) to Reserves	1,308,949	68,307	1,240,642	
<b>Total Revenue</b>	<b>624,823</b>	<b>24,102</b>	<b>600,721</b>	<b>3.86%</b>
<b>Total Expense</b>	<b>-684,126</b>	<b>-44,205</b>	<b>-639,921</b>	<b>6.46%</b>
Add (Subtract) to Reserves	1,308,949	68,307	1,240,642	

**2023-2024**

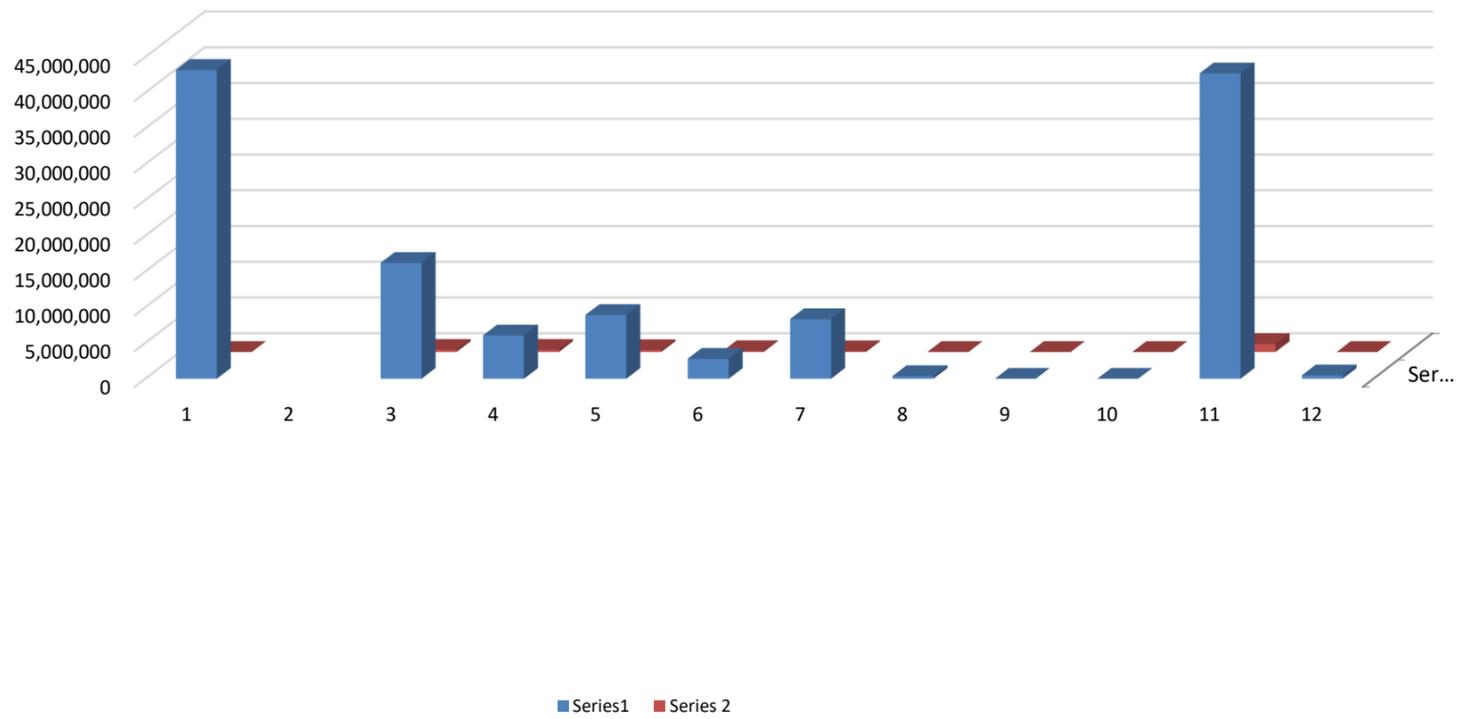
Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru July	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	196,990	0	196,990	100.00%
Expense				
Certificated Salaries	964,364	79,014	885,350	91.81%
Classified Salaries	2,275,129	163,847	2,111,282	92.80%
Benefits	1,563,262	116,229	1,447,033	92.56%
Books and Supplies	177,500	11,083	166,417	93.76%
Services & Other	527,103	15,813	511,290	97.00%
Capital Outlay	20,000	0	20,000	100.00%
Other Outgo	0	0	0	N/A
Share of LCER	(5,366,103)	(447,175)	(4,918,928)	91.67%
<b>Total Expense</b>	<b>161,255</b>	<b>(61,188)</b>	<b>222,443</b>	<b>137.94%</b>
Add (Subtract) to Reserves	35,735	61,188	(25,453)	
<b>Total Revenue</b>	<b>196,990</b>	<b>0</b>	<b>196,990</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>161,255</b>	<b>-61,188</b>	<b>222,443</b>	<b>-37.94%</b>
Add (Subtract) to Reserves	35,735	61,188	-25,453	

2021-22



2022-23



**Foundation Savings - 4100005285**

**2022-23**

**As of 6/30/23**

<b>Description</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Interest</b>	<b>Ending Balance</b>
AAE Capital Campaign	\$85,427.27	\$11,324.27	\$2,739.85	341.87	\$77,184.71
NSLA Capital Campaign	\$69,008.19	\$69,578.24	\$2,060.24	276.75	\$1,766.94
Davis Scholarship Endowment	\$14,046.45	\$500.00		48.84	\$13,595.29
Global Exchange Programs	\$13,009.31			48.84	\$13,058.15
HiDAS Endowment	\$64,105.98	\$1,568.28		260.47	\$62,798.17
Scholarships	\$28,849.61	\$11,900.00	\$8,354.18	113.96	\$25,417.75
Unrestricted	\$132,642.62	\$20,430.74	\$6,561.09	537.22	\$119,310.19
<b>TOTAL</b>					<b>\$313,131.20</b>

<b>Restricted Scholarship Funds</b>					
AAE Staff Scholarship	\$0.00	\$500.00	\$500.00		\$0.00
Bud Biggs Memorial Scholarship	\$0.00	\$2,400.00	\$2,392.18		-\$7.82
Mike Mangold Scholarship	\$2,750.00	\$500.00			\$2,250.00
San Manuel Scholarship	\$0.00	\$5,000.00	\$5,000.00		\$0.00
Sandra Perea Scholarship	\$6,535.00	\$2,000.00			\$4,535.00
<b>Total Unrestricted Scholarship Funds</b>					<b>\$18,640.57</b>

<b>Restricted AAE Capital Campaign Funds</b>					
High Desert Turtle and Tortoise Club	\$2,500.00				\$2,500.00
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$25,060.39				\$25,060.39
AAE Shade Fundraiser	\$10,900.36	\$10,900.36			\$0.00
<b>Total Unrestricted AAE Capital Campaign</b>					<b>\$47,474.32</b>

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

**CHECKING (LEWIS CENTER FOUNDATION)**

**Beginning Balance** **\$6,741.49**

**Revenue**

LCER Facility Rental	\$208.46
Transfer from Savings - Scholarships	\$11,900.00
LCER Reimbursement	\$136.88
Unrestricted Donations	\$129.92
Deane Howard Scholarship Donation	\$500.00
AAE Staff Scholarship Donation	\$9.92
SLT Scholarship Donation	\$1,500.00
Interest	\$ 0.29
<i>Total</i>	<u>\$14,385.47</u>

**Expenditure**

AAE Bricks - Engraved Bricks	\$ 180.66
LCER Board and Foundation Board Polos	\$ 1,288.55
Retirement Gift and Celebration Expenses	\$ 287.19
LCER All Staff Expenses	\$ 136.88
Multicultural Festival Expenses	\$ 25.56
Scholarships	\$ 2,000.00
Transfer to Savings - AAE Staff Scholarship	\$ 157.16
<i>Total</i>	<u>\$ 4,076.00</u>

**Ending Balance** *Total* \$17,050.96

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

**SAVINGS (LEWIS CENTER FOUNDATION)**

**Beginning Balance**

Restricted Funds - AAE Capital Campaign	\$ 75,297.54
Restricted Funds- NSLA Capital Campaign	\$ 1,451.68
Restricted Funds - Davis Endowment	\$ 14,091.37
Restricted Funds - Global Exchange Programs	\$ 13,054.23
Restricted Funds - HiDAS Endowment	\$ 62,777.26
Restricted Funds - Scholarships	\$ 36,651.44
Unrestricted Funds	\$ 114,611.07
	<u>\$ 317,934.59</u>

**Revenue**

McTeacher's Night Fundraiser	\$4,156.00
Gala Sponsor	\$500.00
Transfer from Checking - AAE Staff Scholarship Donations	\$157.16
AAE Brick Sales	\$1,859.73
NSLA Brick Sales	\$293.04
Interest	\$ 130.68
<i>Total</i>	<u>\$7,096.61</u>

**Expenditure**

Transfer to Checking - Bill Davis Scholarship	\$ 500.00
Transfer to Checking - Scholarships	\$ 11,400.00
<i>Total</i>	<u>\$ 11,400.00</u>

**Ending Balance**

Restricted Funds - AAE Capital Campaign	\$ 77,184.71
Restricted Funds - NSLA Capital Campaign	\$ 1,766.94
Restricted Funds - Davis Endowment	\$ 13,595.29
Restricted Funds - Global Exchange Programs	\$ 13,058.15
Restricted Funds - HiDAS Endowment	\$ 62,798.17
Restricted Funds - Scholarships	\$ 25,417.75
Unrestricted Funds	\$ 119,310.20
	<u>\$ 313,131.20</u>

*Total* \$ 313,131.20

***Total Checking and Savings***

**\$330,182.16**

**LCER Board Meetings  
Attendance Log 2023**

	January Regular	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Pat Caldwell	Present	Present	Present	Present	Present	Present						100%
Marisol Sanchez	Present	Present	Present	Present	Present	Present						100%
Yolanda Carlos	Present	Present	Present	Present	Present	Absent						83%
Jessica Rodriguez	Present	Present	Present	Present	Absent	Present						83%
David Rib	Present	Present	Present	Present	Absent	Absent						67%
Pat Schlosser	Absent	Present	Present	Present	Present	Absent						67%
Omari Onyango	Present	Absent	Present	Present	Absent	Present						67%
Sharon Page	Present	Absent	Present	Absent	Present	Present						67%

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

**LCER Board Give and Get  
Fiscal Year 2022/2023**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
Pat Caldwell	\$ 103	\$ 500		\$ 603
Yolanda Carlos	\$ 200			\$ 200
Omari Onyango				\$ -
Sharon Page				\$ -
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 4,259			\$ 4,259
David Rib		\$ 3,000		\$ 3,000
Pat Schlosser				\$ -
				\$ -
<b>Total</b>	<b>\$ 4,562</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 8,062</b>

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

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
				\$ -
Buck Goodspeed	\$ 200			\$ 200
Vianey Gonzalez				\$ -
Ambar Martinez				\$ -
Jessica Rodriguez				\$ -
Marisol Sanchez	\$ 4,259			\$ 4,259
Genesis Varags				\$ -
<b>Total</b>	<b>\$ 4,459</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,459</b>

<b>Total Combined Boards</b>	<b>\$ 4,762</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 8,262</b>
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