

11. STRS Payment

3/20/2009

San Bernardino County Superintendent of Schools

**2,729.70

Two thousand seven hundred twenty nine and 70/100*****

San Bernardino County Superintendent of Schools
1020 East Cooley Dr
Business Services Division
Colton CA 92324-3924

STRS penalty&interest-late 07/08 submission

10789
3/20/2009

Date	Description	Orig. Amt.	Amt. Due	Discount	Amount
3/20/2009	Bill #031809	2,729.70	2,729.70		2,729.70

9121-3657 Cash in Bank - NOVA : STRS penalty&interest-late 07/08 submission

2,729.70

10789
3/20/2009

Date	Description	Orig. Amt.	Amt. Due	Discount	Amount
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9121-3657 Cash in Bank - NOVA : STRS penalty&interest-late 07/08 submission

2,729.70

856



Gary S. Thomas, Ed.D., Superintendent

San Bernardino County Superintendent of Schools



LARRY WALKER
Auditor/Controller-
Recorder

March 5, 2009

Lisa Nieves
Nova Meridian Academy
850 Via Lata Ste. 105
Colton, CA 92324

Dear Lisa,

In August of 2008, we had all the information to start reporting your charter for the current year and 2007/2008. CalSTRS would not allow retirement to send the prior fiscal year stating the fiscal year had past and the documentation stating that the Charter had elected CalSTRS coverage for its employees during the 2007/2008 year was not provided in a timely manner.

Over the next few months and many discussions with CalSTRS and their legal department, they agreed to accept the prior year, but penalties and interest would be assessed. I sent the earning lines and the contributions to CalSTRS in December of 2008. I have just received the letter along with the assessments, which is due April 1, 2009.

I have attached the letter from CalSTRS along with the assessment spreadsheet for you to review. The interest and penalties included the days from August through December of 2008, I have asked CalSTRS to re-calculate the interest and penalties up through August of 2008, as they were the ones who asked me to hold the lines and the contributions until a final decision was made. They are currently discussing this issue and will let me know if they are going to reduce the interest and penalties.

For Nova Meridian the Assessment is:	Interest on Late Remittances	\$2226.87
	Penalties on Late Reports	\$2220.61
	Total	<u>\$4447.48</u>

450

If you have any questions please give me a call at 909-433-4688 ext 203.

Sincerely,



Sue Saputo
Retirement Services Manager

Attachments

cc: Jaime Ayala, Assistant Superintendent of Business Services
Colton Jt. Unified School District

Teri Kelly, Director of FMAS
San Bernardino County Superintendent of Schools

Melissa Anderson, Chief of District Financial Services
San Bernardino County Superintendent of Schools

HOW WILL YOU SPEND YOUR FUTURE?

California State Teachers
Retirement System
Administration Branch
P.O. Box 15275
Sacramento, CA 95851-0275
916.229.3860
www.calstrs.com

February 19, 2009

Gary Thomas, Ed. D., Superintendent
San Bernardino, County Office of Education
601 North E Street
San Bernardino, CA 92410

Dear Mr. Thomas,

On November 7, 2008, CalSTRS agreed to accept late reporting from San Bernardino in reference to the Charter Schools listed below. It was further communicated that San Bernardino would be penalized for late remittance of contributions and submission of contribution reports. In accordance with Education Code Sections 23003 and 23006, CalSTRS has calculated interest on late remittances and penalties for late or unacceptable report of contributions please see attachments A and B. The assessment summary is as follows:

Nova Meridian Academy	
Interest on Late Remittances	\$2,226.87
Penalties on Late Reports	\$2,220.61

Total Interest and Penalty Assessed for San Bernardino

To avoid intervention of subsequent payments made by the State Controller's Office for the State School Funds, as stated in Education Code Section 23007, CalSTRS is requiring payment of the assessed penalties and interest in the amount of _____ within 30 days from the date of this letter. Interest will continue to accrue if payment is not received within 30 days.

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Penalty and Interest Assessment for San Bernardino
2/19/09
Page 2

Please remit payment to the following address:

California State Teachers' Retirement System
Attention: Accounting Division - Cash Receipts
P.O. Box 161235
Sacramento, CA 95816-1235

Questions may be directed to Melissa Da Ronco, the Manager in the Contributions Unit. She can be reached at (916) 229-3980 or by email at m.daronco@calstrs.com.

Sincerely,



Christine Ford
Chief Financial Officer

Attachments

cc: Sue Saputo, Retirement Services Manager, San Bernardino COE
Sharon Marshall, Program Manager, San Bernardino COE
Lieu Nguyen, Accounting Director, CalSTRS
Peter Haley, Member Account Service Director, CalSTRS
Gary Estrada, Member Account Service Assistant Director, CalSTRS
Marilee Slebodnick, Accounting Assistant Director, CalSTRS
Melissa Da Ronco, Accounting Manager, CalSTRS

San Bernardino County Office of Education; Penalties for late reporting of Charter Schools Nova Meridian (36-242)						
Fiscal Year	Unit Code	STRS Calculated Contributions Due From F496	Delinquency Date of Report	Report Receipt Date	Number of Days Late	Penalty on Late Report ⁽¹⁾ 36242
2007/2008						
July	36242	812.50	9/14/2007	12/18/2008	461	67.50 ⁽²⁾
Aug	36242	1,144.00	10/15/2007	12/18/2008	430	71.74
Sep	36242	4,606.88	11/14/2007	12/18/2008	400	268.73
Oct	36242	4,606.88	12/15/2007	12/18/2008	369	247.91
Nov	36242	4,606.88	1/14/2008	12/18/2008	339	227.75
Dec	36242	4,119.17	2/14/2008	12/18/2008	308	185.02
Jan	36242	4,437.88	3/17/2008	12/18/2008	276	178.62
Feb	36242	6,236.67	4/14/2008	12/18/2008	248	225.56
Mar	36242	4,623.13	5/15/2008	12/18/2008	217	146.30
Apr	36242	4,623.13	6/14/2008	12/18/2008	187	126.08
May	36242	4,553.86	7/15/2008	12/18/2008	156	103.60
Jun	36242	5,049.69	8/14/2008	12/18/2008	126	149.97 ⁽²⁾
		49,420.67			FY 07/08	1,998.78
2008/2009						
July	36242	1,117.18	9/14/2008	12/18/2008	95	221.83 ⁽²⁾
		1,117.18			FY 08/09	221.83
		50,537.85	TOTAL PENALTY ASSESSMENT		2,220.61	

⁽¹⁾ In accordance with Ed Code Section 23006, interest is assessed based on the regular interest rate set each year by CalSTRS' Board. The penalty assessment is calculated at the rate of 5.25% or \$500.00 whichever is greater and is proportionately divided by the three charter schools.

⁽²⁾ Total assessment for the three charter schools is less than \$500.00 therefore the assessment is prorated based on the percentage of contributions each charter submitted.

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San Bernardino County Office of Education: Interest Penalties on Late Remittances								
Nova Meredian (36-242)								
Fiscal Year	Unit	Total Contribution Amount Due		Contribution Amounts Due by the 5th and 15th	Cash Due Date	Cash Remit Date	Average Number of Days Late	Interest Assessment on Late Remittances ⁽¹⁾ 36242
2007/2008								
Jul	36242	812.50	95%	771.87	8/7/2007	12/19/2008	500	56.28
			5%	40.63	8/21/2007	12/19/2008	486	2.88
Interest Assessment for Period								59.16
Aug	36242	1,144.00	95%	1,086.80	9/10/2007	12/19/2008	466	73.86
			5%	57.20	9/24/2007	12/19/2008	452	3.77
Interest Assessment for Period								77.63
Sep	36242	4,606.88	95%	4,376.54	10/5/2007	12/19/2008	441	281.47
			5%	230.34	10/22/2007	12/19/2008	424	14.24
Interest Assessment for Period								295.71
Oct	36242	4,606.88	95%	4,376.54	11/7/2007	12/19/2008	408	260.40
			5%	230.34	11/26/2007	12/19/2008	389	13.07
Interest Assessment for Period								273.47
Nov	36242	4,606.88	95%	4,376.54	12/7/2007	12/19/2008	378	241.26
			5%	230.34	12/21/2007	12/19/2008	364	12.23
Interest Assessment for Period								253.49
Dec	36242	4,119.17	95%	3,913.21	1/8/2008	12/19/2008	346	197.45
			5%	205.96	1/23/2008	12/19/2008	331	9.94
Interest Assessment for Period								207.39
Jan	36242	4,437.88	95%	4,215.99	2/7/2008	12/19/2008	316	194.29
			5%	221.89	2/25/2008	12/19/2008	298	9.64
Interest Assessment for Period								203.93
Feb	36242	6,236.67	95%	5,924.84	3/7/2008	12/19/2008	287	247.98
			5%	311.83	3/21/2008	12/19/2008	273	12.41
Interest Assessment for Period								260.39
Mar	36242	4,623.13	95%	4,391.97	4/7/2008	12/19/2008	256	163.97
			5%	231.16	4/21/2008	12/19/2008	242	8.16
Interest Assessment for Period								172.13
Apr	36242	4,623.13	95%	4,391.97	5/7/2008	12/19/2008	226	144.75
			5%	231.16	5/21/2008	12/19/2008	212	7.15
Interest Assessment for Period								151.90
May	36242	4,553.86	95%	4,326.17	6/6/2008	12/19/2008	196	123.66
			5%	227.69	6/20/2008	12/19/2008	182	6.04
Interest Assessment for Period								129.70
Jun	36242	5,049.69	95%	4,797.21	7/8/2008	12/19/2008	164	114.73
			5%	252.48	7/22/2008	12/19/2008	150	5.52
Interest Assessment for Period								120.25
FY 07/08 Total								2,205.15
2008/2009								
Jul	36242	1,117.18	95%	1,061.32	8/7/2008	12/19/2008	134	20.74
			5%	55.86	8/21/2008	12/19/2008	120	0.98
Interest Assessment for Period								21.72
FY 08/09 Total								21.72
				50,537.85	TOTAL ASSESSMENT ON LATE REMIT			2,226.87

⁽¹⁾ In accordance with Ed Code Section 23006, interest is assessed based on the regular interest rate set each year by CalSTRS' Board. The regular interest rate for 2008/2009 is 5.25%

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12. Audit Findings

Colton Joint Unified School District

James A. Downs, Superintendent

Jaime R. Ayala, Assistant Superintendent, Business Services Division



BOARD OF EDUCATION

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Mr. David R. Zamora, *Clerk*

Mr. Robert D. Armenta, Jr.

Mrs. Patt Haro

Mr. Frank A. Ibarra

Mr. Kent Taylor

Commitment to Equal Opportunity

December 30, 2008

Mr. Eddie Campa, Business Manager

Nova Meridian Academy

850 Via Lata, #105

Colton, CA 92324

Mr. Campa,

Thank you for the timely submission of Nova Meridian Academy (NMA) First Interim Financial Report along with a copy of the annual audit report. As a part of the District oversight responsibilities, the review included reasonableness and verification of projected enrollment, Average Daily Attendance (ADA), projected revenues, expenditures, and fund balance. The following items are noted:

First Interim Financial Report:

- NMA is projecting an overall decrease of \$283,477 in revenues over the 2008-09 Adopted Budget. However, the expenditure budget is decreased by \$349,232 mainly in the area of salary and benefits to maintain a balanced budget. This is a result of the reduction of 2 teaching positions and 0.8 administrative position. At the time of the budget adoption, enrollment was projected at 150 ADA. The First Interim Fiscal Report is based on 100 enrollment and 94 ADA. The District encourages NMA to continue monitoring ADA closely and adjust the budget accordingly as often as needed.
- Cash flow is becoming a growing concern as a result of the State budget. At this time the Cash Flow report indicates positive ending cash balance through-out the year. It is advisable that NMA monitor the cash balance monthly and establish a contingency plan.

Annual Audit Report:

The report contains a total of fourteen findings in the areas of Attendance, Internal Control, and Miscellaneous (asterisked items indicate significant deficiency):

1. Attendance – lack of supporting document on Second Period (P-2) Attendance Report*
2. Internal Control – Lack of detailed inventory record of equipment and other capital assets*
3. Internal Control – Lack of a cash receipt collection system and procedures*

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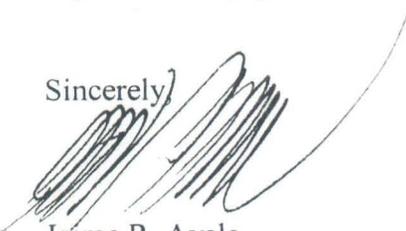
Mr. Eddie Campa, Business Manager
Nova Meridian Academy
December 30, 2008
Page 2

4. Internal Control – Purchase orders issued AFTER the fact*
5. Internal Control – Insufficient supporting documentation for disbursements*
6. Internal Control – Disagreement between the 2007-08 Unaudited Actuals report and the General Ledger*
7. Miscellaneous – Violation of the Open Meeting Act as the Board took action via phone
8. Miscellaneous – Violation of the Brown Act as the closed session detailed minutes were published
9. Miscellaneous - Violation of the State's Fair Political Practices Commission (FPPC) as the Board members and CEO did not file Form 700, Statement of Economic Interests
10. Miscellaneous – Absence of formal vote of approval by the Board Members in accepting donations or contributions*
11. Miscellaneous – Lack of established capitalization threshold*
12. Miscellaneous – Absence of Standardized Account Code Structure (SACS) in indentifying expenditures and revenues*
13. Miscellaneous – Incomplete minutes of board meetings
14. Miscellaneous – Incomprehensive Administrative Assistant Job Description

The Internal Control deficiencies are viewed by the District as items which require immediate attention. The NMA response to the above audit findings indicates corrective actions are either fully or partially implemented. The District is requesting a detail follow up report as to the status of corrective actions by March 16, 2009.

If you have any questions or concerns, please feel free to contact either Sosan Schaller or myself.

Sincerely,

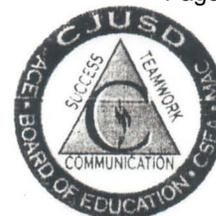


Jaime R. Ayala
Assistant Superintendent, Business Services Division

CC: James Downs, Superintendent
Julia Nichols, Director of Secondary Curriculum
Sosan Schaller, Director of Fiscal Services
Cynna Hinkle, Program Manager, S.B. County Superintendent of Schools

Colton Joint Unified School District

James A. Downs, Superintendent
Jaime R. Ayala, Assistant Superintendent, Business Services Division
Sosan Schaller, Director of Fiscal Services & Risk



Commitment to Equal Opportunity

BOARD OF EDUCATION

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Mrs. Patt Haro
Mr. Frank A. Ibarra
Mr. Kent Taylor

March 31, 2009

Ms. Nyesha Williams, Principal
Nova Meridian Academy
850 Via Lata, #105
Colton, CA 92324

Dear Ms. Williams,

Thank you for the timely submission of Nova Meridian Academy (NMA) Second Interim Financial Report along with responses to audit findings for the period ending June 30, 2008. As a part of the District oversight responsibilities, the review included reasonableness and verification of projected enrollment, Average Daily Attendance (ADA), projected revenues, expenditures, and fund balance. The following items are noted:

- NMA enrollment increased by 39 students from 2007-08 to 2008-09. The Second Interim Report is projecting an increase of 75 in 2009-10 and an additional 75 in 2010-11. We recommend that NMA monitor the budgeted enrollment closely and revise multi-year projections as often as necessary.
- Cash Flow report is not balanced to the projected budget (see revenue categories) and actual activity amounts, not estimates, should be reported for the months of December and January.
- The District suggests that NMA use funding rates provided by the School Services of California for the purpose of projecting revenues as follows:

	2008-09	2009-10	2010-11
General Purpose	\$6,589	\$6,545	\$6,590
Categorical Purpose (not including EIA)	\$423	\$404	\$407
Lottery-Unrestricted	\$110	\$110	\$110
Lottery-Restricted	\$12	\$12	\$12

If you have any questions or concerns, please feel free to contact Sosan Schaller at (909) 580-6604.

Sincerely,

Jaime R. Ayala, Assistant Superintendent Business Services Division

Cc: James Downs, Colton Joint Unified School District Superintendent
Cynna Hinkle, Program Manager, S.B. County Superintendent of Schools
Julia Nichols, Director of Secondary Curriculum
Sosan Schaller, Director of Fiscal Services

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March 9, 2009

To: Vangie Tabije

Subject: Audit Contract for Fiscal Year 2008/09 – CHARTER SCHOOLS

Audit Information:

- 1) **Name of the sponsoring school district:** Colton Joint Unified School District
- 2) **Name of charter school:** Nova Meridian Academy
- 3) **Name and address of the contracted CPA firm:**
Hosaka, Nagel & Company: Certified Public Accountants
1011 Camino Del Rio South, Suite 410
San Diego, CA 92108
(619) 543-9702
- 4) **Fiscal year(s) covered by the audit contract:** One year contract: 2008-2009
- 5) **Audit fee for each fiscal year:** \$8,355

If you have any questions, please feel free to contact me at the number listed below.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nyesha Williams".

Nyesha Williams, M.ED.
Nova Meridian Academy
850 Via Lata Suite 105
Colton, CA 92324
(909) 370-2055

March 10, 2009

Mr. James R. Ayala
Assistant Superintendent, Business Services Division
1212 Valencia Drive
Colton, CA 92324-1798

(Subject: response to audit findings)

Dear Mr. Ayala:

Per your request stated in a letter dated on December 30 2008, please find our corrective actions and progress made regarding the fourteen findings in our annual audit report.

1. Attendance – Lack of supporting document on Second Period (P-2) Attendance Report*

The academy provided proper supporting documents to the auditors upon their request with correct calculations. When the auditors opened the Excel workbook provided to them electronically, the formatting was lost due to the fact that a different version of Excel was being used. Due to the format problem, the P-2 summary section of the worksheet was not showing. Nova corrected the formatting problem for the auditors.

The auditors also requested that the back ups to the monthly summary reports be reformatted to make it easier to tie back to the summary reports. Edtec reformatted the back ups.

In a letter written by our auditors Boceta & Associates on February 12, 2009, it states that the proper documentation was submitted and that the ADA calculations were correct. Please see attached letter.

2. Internal Control – Lack of detailed inventory record of equipment and other capital assets*

The academy conducted an inventory of all assets at the beginning of the 08-09 school year. An inventory list was created which gives a description of the item, quantity, cost, date of acquisition, and location of use. The inventory list has been maintained and ongoing.

3. Internal Control – Lack of a cash receipt collection system and procedures*

Nova Meridian Academy has implemented a cash receipt system in which receipts with control numbers are issued and recorded upon the receipt of cash or checks. All cash and checks are stored in a secured safe. Cash and checks are later reconciled to the receipts and deposited. Currently, the school office is working toward making weekly deposits when necessary.

Nova Meridian Academy formerly adopted financial procedures on September 22, 2008. Please see the attached.

4. Internal Control - Purchase orders issued AFTER the fact*

Nova has made progress in issuing purchase orders prior to the actual purchase. All purchases must first be authorized by the business manager or the school principal before an order can be made. Nova does not use PO's for regular occurring expenses such as rent, utilities, phone service and such like.

5. Internal Control – Insufficient supporting documentation for disbursements*

Nova has made strides in ensuring that invoices have the proper back up such as purchase orders, packing slips or bills of lading, and receipts when necessary. All invoices must be stamped and approved by the principal or business manager to ensure that coding and documentation is correct prior to check printing.

6. Internal Control – Disagreements between the 2007-08 Unaudited Actuals report and the General Ledger*

Going forward, the school will submit the unaudited actuals after adjustments are made to the general ledger. This is not a concern for 2008-09.

7. Miscellaneous - Violation of the Open Meeting Act as the Board took action via phone.

The Nova board ratified the vote from December 12, 2006 at the October 20, 2008 board meeting.

8. Miscellaneous – Violation of the Brown Act as the closed session detailed minutes were published

Per the auditor's recommendation, Nova no longer publishes the minutes of the closed session for public review. The board president states the actions taken after the termination of the closed session.

9. Miscellaneous – Violation of the State’s Fair Political Practices Commission (FPPC) as the Board members and CEO did not file Form 700, Statement of Economic Interests

Action was taken by the board members to complete Form 700.

10. Miscellaneous – Absence of formal vote of approval by the Board Members in accepting donations or contributions*

Previously, Nova did not have a formal policy on the acceptance of donations. The following amendment to the financial policy has been submitted for board approval:

GIFT ACCEPTANCE ADMINISTRATIVE GUIDELINES

The Nova Meridian Academy School Board reserves the right to accept or reject gifts and donations from the community. Prior to a vote or discussion on a gift or donation, the Board will receive a recommendation from the principal. A recommendation for acceptance or rejection will be based on the following:

1. Benefit(s) to the students of the Nova Meridian Academy.
2. Lack of conditions and/or requirements that obligate the students, faculty, staff, administrators or school directors in any manner.
3. A review of the gift or donation by a faculty member who will directly receive or who has expertise in the area related to the gift or donation (e.g., the music teacher will have input into the decision to accept a piano). In the case of a technology related donation, the school's technology advisor will have an opportunity to review any equipment. Equipment that is outdated or incompatible with the school's technology plan will not be recommended for acceptance.

11. Miscellaneous – Lack of established capitalization threshold*

Nova approved a capitalization policy on June 16, 2008 as stated below:

The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.

Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:

- Leasehold Improvement – Lease term or 5 years, whichever is shorter
- Equipment – 3 years
- Furniture – 5 years

Repair and maintenance costs which do not extend the useful lives of the assets are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

12. Miscellaneous – Absence of Standardized Account Code Structure (SACS) in identifying expenditures and revenues*

EdTec is able to produce GASB accepted financial statements.

13. Miscellaneous – Incomplete minutes of board meetings

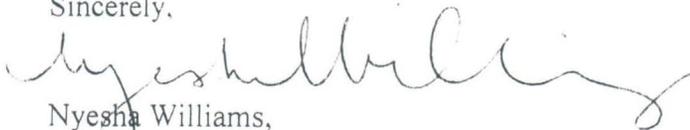
We have continued what was stated in the last response. The closed meeting minutes are taken separately and stored in a different booklet.

14. Miscellaneous – Incomplete Administrative Assistant Job Description

The board approved an updated job description that now includes ADA related duties for the administrative assistant. The job description was approved on October 20, 2008.

If you have any further questions or concerns, please feel free to contact my office at (909) 370-2055.

Sincerely,



Nyeshia Williams,
Principal of Nova Meridian Academy

Enclosure

CC: James Downs, Superintendent
Julia Nichols, Director of Secondary Curriculum
Sosan Schaller, Director of Fiscal Services
Cynna Hinkle, Program Manager, S.B. County Superintendent of School.

Board Approved 3/22/09

Financial Policies and Procedures

It is the intent of these Financial Policies and Procedures to implement both the letter and spirit of all applicable State and Federal regulations regarding the expenditure of and accounting for public funds. These Policies and Procedures may need to be modified as the School develops and regulations change. The Board should approve these financial policies, and revisit them periodically.

I. PURCHASES

A. Authorization of Expenditures: All purchases of goods and services shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of professional consulting services in total annual amounts greater than \$10,000. All other proposed expenditures must be approved by the Executive Director and Business Director who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms.

B. Contracts

1. All professional consulting services shall be provided for under a contract.
2. Contracts for other goods and services exceeding \$10,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of contracts shall be at the discretion of the Board. In general, contracts exceeding \$10,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Executive Director may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
3. Bid tabulations shall be presented to the Board along with a recommendation for action. The Board reserves the right to select whichever vendor it deems most prepared to provide the required goods/ services without regard to the low bidder being the automatic selection.

C. Commitments and Purchase Orders

1. Purchase orders under \$5,000 must be approved by one of the following authorized positions: Executive Director, Business Director, Board Designee.

Board Approved 9/22/08

2. Purchase orders of \$5,000 or more must be approved by the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

D. Invoices

1. Invoices under \$5,000 must be approved by one of the following authorized positions: Executive Director, Business Director, Board Designee.
2. Invoices for \$5,000 or more must be approved by the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

E. Accounts Payable: The school shall abide by EdTec accounts payable policies and procedures set forth separately.

F. Credit and Debit Card Usage: Unless otherwise specified by the Board of Directors and/or school management, the use of School credit and debit cards shall not be allowed for any School purchase.

G. Other Electronic Payments: Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

H. Employee Reimbursements: Business use of telephones or cell phones shall be reimbursed. Business meals shall be reimbursed using standard applicable IRS guidelines. Under no circumstances shall alcohol be reimbursed. The Executive Director must obtain a Board member's authorization on reimbursement requests payable to the Executive Director's name.

I. Petty Cash – Purpose and Usage

1. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements or independent contractor payments.
2. The Executive Director, Business Director, Board Designee and Administrative Assistant shall have access to petty cash not to exceed \$3,000. Such funds shall be used at the discretion of the Executive Director and Board Designee, subject to Board

Board Approved 3/12/09

Financial Policies and Procedures

It is the intent of these Financial Policies and Procedures to implement both the letter and spirit of all applicable State and Federal regulations regarding the expenditure of and accounting for public funds. These Policies and Procedures may need to be modified as the School develops and regulations change. The Board should approve these financial policies, and revisit them periodically.

I. PURCHASES

- A. Authorization of Expenditures: All purchases of goods and services shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of professional consulting services in total annual amounts greater than \$10,000. All other proposed expenditures must be approved by the Executive Director and Business Director who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms.
- B. Contracts
 - 1. All professional consulting services shall be provided for under a contract.
 - 2. Contracts for other goods and services exceeding \$10,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of contracts shall be at the discretion of the Board. In general, contracts exceeding \$10,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Executive Director may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
 - 3. Bid tabulations shall be presented to the Board along with a recommendation for action. The Board reserves the right to select whichever vendor it deems most prepared to provide the required goods/ services without regard to the low bidder being the automatic selection.
- C. Commitments and Purchase Orders
 - 1. Purchase orders under \$5,000 must be approved by one of the following authorized positions: Executive Director, Business Director, Board Designee.

Board Approved 3/22/08

2. Purchase orders of \$5,000 or more must be approved by the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

D. Invoices

1. Invoices under \$5,000 must be approved by one of the following authorized positions: Executive Director, Business Director, Board Designee.
2. Invoices for \$5,000 or more must be approved by the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

E. Accounts Payable: The school shall abide by EdTec accounts payable policies and procedures set forth separately.

F. Credit and Debit Card Usage: Unless otherwise specified by the Board of Directors and/or school management, the use of School credit and debit cards shall not be allowed for any School purchase.

G. Other Electronic Payments: Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of the Executive Director and one of the following authorized positions: Board President, Treasurer, Secretary or Board Designee.

H. Employee Reimbursements: Business use of telephones or cell phones shall be reimbursed. Business meals shall be reimbursed using standard applicable IRS guidelines. Under no circumstances shall alcohol be reimbursed. The Executive Director must obtain a Board member's authorization on reimbursement requests payable to the Executive Director's name.

I. Petty Cash – Purpose and Usage

1. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements or independent contractor payments.
2. The Executive Director, Business Director, Board Designee and Administrative Assistant shall have access to petty cash not to exceed \$3,000. Such funds shall be used at the discretion of the Executive Director and Board Designee, subject to Board

Board Approved 2/27/08

oversight and consistent with the approved budget and School rules and regulations. The Executive Director, Business Director, Board Designee and Administrative Assistant must obtain each other's authorization on petty cash checks made payable to their names. Use of petty cash shall require original receipts for all purchases.

- J. Personal Use of School Funds: Use of School funds for personal use is absolutely prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal, including from the Board.

II. BANKING

A. General Checking Account

1. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or standard money market accounts.
2. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the Executive Director, Business Director and Board Designee. Checks above \$5,000, and checks payable to an authorized signer, must be signed by two authorized people. Authorized signers for checks above \$5,000 from this account shall be the Secretary, Executive Director, Business Director and Board Designee.

B. Petty Cash Checking Account – Account Setup and Maintenance

1. The Petty Cash Checking Account shall have a maximum balance of \$3,000. The Account shall be funded from the School's business General Checking Account as necessary. A simple ledger shall be maintained by the Administrative Assistant for review by a Board member who shall reconcile the Account periodically. Replenishment of the Petty Cash Checking Account shall occur through the normal accounts payable process (see EdTec accounts payable policies and procedures set forth separately).
2. No deposits shall be made into the Petty Cash Checking Account. All cash and checks shall be deposited into the General Checking Account.
3. Check writing requires signatures from one of the following people: Executive Director, Business Director, Board Designee.

Board Approved 9/22/08

- C. Deposits of Receipts – The School will deposit all funds received as soon as practical upon receipt. The Administrative Assistant will open all mail on a daily basis, immediately sort all checks and forward them to the Business Director. The Business Director will immediately endorse the checks to the appropriate school account and prepare appropriate deposits as soon as is practical, ideally the same day and no case later than three working days.

III. TRAVEL POLICIES

A. Employee Mileage Reimbursement

1. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for pre-approved business related travel. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
2. All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

IV. OTHER PRACTICES

- A. Budget Adoption: A balanced budget shall be adopted by the Board of Directors of Nova Meridian Academy no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.

B. Audit

1. An annual audit by an outside firm shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to, (1) an audit of the accuracy of the School's financial statements, (2) an audit of the School's attendance accounting and revenue claims practices, and (3) an audit of the School's internal controls practices.
2. If the School receives over \$650,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit firm shall be on the State approved list of School auditors.

Board Approved 3/22/08

3. At the conclusion of the audit, EdTec will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
- C. Board Meetings: The Board shall review financial statements (cash flow forecasts, and profit & loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking Account and the Petty Cash Account.
- D. Conflict of Interest: Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.
- E. Payroll
1. New Employees: Requests for new employees shall be initiated by the Executive Director and be consistent with the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll. New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.
 2. Employees shall accrue vacation and sick leave time based on the personnel policy of the School.
 3. Timekeeping (for hourly staff)
 - a) The Executive Director shall develop procedures to ensure accurate and timely preparation of timesheets for hourly employees.
 - b) Authorized timesheets shall be forwarded to EdTec according to EdTec policies and procedures set forth separately. Payroll processing and payment shall take place according to EdTec policies and procedures set forth separately.
- F. Independent Contractors: The School shall only engage independent contractors if all of the following practices are followed:
1. The expense is within the approved budget or separately approved by the Board;
 2. The contractor provides proof of adequate insurance;
 3. IRS rules are followed regarding classification of staff as contractors versus employees; and
 4. The work is done under contract.

Board Approved 3/22/08

G. Capitalization and Depreciation:

The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.

Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:

- Leasehold Improvement – Lease term or 5 years, whichever is shorter
- Equipment – 3 years
- Furniture – 5 years

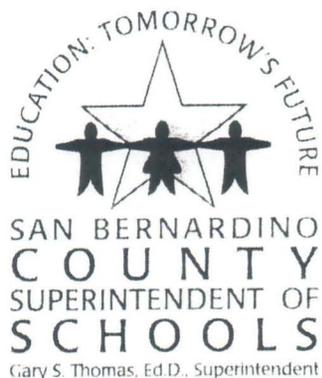
Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

H. Disposal of Surplus Property and Donations:

If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include: (1) the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and (2) the donee organization shall be a non-profit or governmental entity related to education. In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.

Property Acquired with Federal Grant Funds

If the property in question cost \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.



February 25, 2009

Bulletin No. 09-069

TO: Chief Business Officials of **Charter Schools' Sponsoring Districts**
Charter Schools

Subject: **Audit Contracts for Fiscal Year 2008/09 - CHARTER SCHOOLS**

We are collecting information regarding audits for charter schools that will issue a separate audit report for fiscal year 2008/09. All charter schools must provide the following information:

- 1) **Name of the sponsoring school district**
- 2) **Name of charter school**
- 3) **Name and address of the contracted CPA firm**
- 4) **Fiscal year(s) covered by the audit contract**
- 5) **Audit fee for each fiscal year. If the charter school is charged an hourly rate, or if the amount needs an adjustment for the COLA, provide an estimate of the total cost.**

Please forward the required information to this office, attention: Vangie Tabije, by **April 1, 2009.**

If you have any questions, please contact your designated advisor.

Sincerely,

GARY THOMAS, Ed.D.
County Superintendent of Schools

Signed by
Teri Kelly, Director
Fiscal Management and Advisory Services

J:\bulletin\0809\09-069 audit contracts fy 08-09 charter schools



Boceta & Associates

CPAs & Business Advisors

Rolland M. Boceta, CPA Teresa S. Boceta, CPA

600 Anton Blvd., 11th Floor
Costa Mesa, CA 92626
714-371-4042
Fax: 714-465-3154

February 12, 2009

Hermie S. Briones, Administrator
Categorical Allocations and Audit Resolution Office
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

Re: Average Daily Attendance (ADA) Reported by Nova Meridian Academy (the Academy)

Dear Mr. Briones:

This letter confirms the correctness of the P-2 ADA figures reported by Nova Meridian Academy.

Our 2008-1 finding in the Findings and Responses Section of our Audit Report for fiscal year 2007/08 refers to the formatting problems, related to the back-up papers to the P-2 report. The Academy has since provided us with clear documentation supporting "Monthly Attendance Summary – By Grade," as well as clear support to the reported monthly ADA and Days Attended figures.

The "Implemented in part; to be fully implemented in 2008/09" comment on the Academy's response section on our 2008-1 finding relates to the formatting issue moving forward.

We hope this letter clarifies our 2008-1 audit finding.

Very truly yours,

Boceta & Associates

13. Inventory

582

Nova Meridian Academy Inventory -Supplies

Personal Information

Name Nova Meridian Academy
 Address 850 Via Lata, Suite 116
 City, State, ZIP Colton, CA 92324
 Phone (909) 824-2114

Purchase Information

		Date	Company	Model/SKU	QTY	Price	Ext Price	Notes
Business office	Lap Tops	9/24/2007	Dell		2	\$ 1,411.66	\$ 1,411.66	
Classrooms	Teacher Computers	9/24/2007	Dell		5	\$ 2,343.88	\$ 11,719.40	
Classrooms	Projector	9/24/2007	Dell		5	\$ 1,076.43	\$ 5,382.15	
Classrooms	Cart	9/24/2007	Dell		5	\$ 493.50	\$ 2,467.50	
Office Safe	Sony Camera	9/27/2007	Walmart	2724270513	2	\$ 215.44	\$ 430.88	
Lunch Room	Easton Arcade Soccer	9/24/2008	Sports Authority	23481800	1	\$ 648.99	\$ 648.99	
Lunch Room	Endeavor 7 Hockey	9/24/2008	Sports Authority	23481826	1	\$ 648.99	\$ 648.99	
Auditorium	LCD 1080P HDTV with Audio	9/26/2008	Best Buy		1	\$ 2,599.99	\$ 2,599.99	
Cloassrooms	HP Laser Jet Printer	9/26/2008	Best Buy		5	\$ 99.99	\$ 499.95	
Office Safe	Panasonic GS90 Mini DVD Camcord	9/26/2008	Best Buy		1	\$ 279.99	\$ 279.99	
Office Safe	Nikon Coolpix P80 Digital Cam	9/26/2008	Best Buy		2	\$ 399.99	\$ 799.98	
Bio Lab	Mircoscope	10/13/2008	Carolina	591826	5	\$ 265.50	\$ 1,327.50	
Classrooms	Presenter Wireless	9/30/2008	Office Depot	362044	3	\$ 49.99	\$ 149.97	
Classrooms	Wall Screen	9/30/2008	Office Depot	206332661	3	\$ 119.99	\$ 359.97	
School Hallway	Mobile Learning Lab (20 MacBook Computers)	10/17/2008	Apple Inc.	BD398LL	1	\$ 21,999.00	\$ 21,999.00	
Principal Office	Intel Core Laptop	4/14/2007	Dell	XPS M1710 Black	1	\$ 2,544.00	\$ 2,544.00	
Principal Office	Projector (1)	2/14/2007	Dell	Dell 2400MP	1	\$ 1,199.00	\$ 1,199.00	
Business office	Cannon Copier MF6550	1/19/2006	Office Depot	13803056044	1	\$ 754.24	\$ 754.24	
Principal Office	File Cabinet, 36" Lateral	2/13/2008	Office Depot	577742	1	\$ 509.99	\$ 509.99	
Lobby	Fire Safe	8/29/2008	SAMS Club	147932	1	\$ 159.21	\$ 159.21	
Tishri Classroom	File Cabinet	8/29/2008	SAMS Club	136531	1	\$ 99.87	\$ 99.87	
						\$	-	
						\$	-	
						\$	-	
						\$	-	

14. Staff Development

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RIMS AVID Tutor Training in Riverside - Part 2 Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

You may not know this sender. Mark as safe |
Mark as junk

Sent: Tue 9/18/07 4:37 PM

To: Charles Lopez (t_campa@hotmail.com)

Charles Lopez, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Tutor Training in Riverside - Part 2

Event Riverside Co. Office of Education

Location: 3939 Thirteenth St.
Riverside, CA 92502
Map | Driving Directions

Event Date: 09/15/2007

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

**Confirmation
Number:** lop-sze5zz

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=9115&gid=14>

Sincerely,
Paula Sciortino

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RIMS AVID Tutor Training - Part 1 Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

You may not know this sender. Mark as safe | Mark as junk

Sent: Tue 9/25/07 9:27 AM

To: Emmanuel Flores (T_Campa@hotmail.com)

Emmanuel Flores, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Tutor Training - Part 1

Event Riverside Co. Office of Education

Location: 3939 Thirteenth St.
Riverside, CA 92502
Map | Driving Directions

Event Date: 11/03/2007

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

Confirmation Number: flo-9z4g1p

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=9112&gid=14>

Sincerely,
Paula Sciortino

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Summer Institute Confirmation

From: **AVID Center** (eventregistration@avidcenter.org)

You may not know this sender. Mark as safe |
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Sent: Wed 4/23/08 1:18 PM

To: T_Campa@hotmail.com

AVID SUMMER INSTITUTE REGISTRATION CONFIRMATION -
PRINT AND BRING WITH YOU
TO San Diego

REGISTRATION STATUS FOR Tishri Campa COMPLETE

NEXT STEPS

1. Review Registration Summary below.
2. Need to correct, change, substitute or cancel? Procedures for making changes to this registration are available at www.avidonline.org/sicontact.

REGISTRATION SUMMARY

Name: Tishri Campa, from Nova Meridian Academy,
Colton Joint Unified

District, CA Region 10, CALIFORNIA

Event: 2008-San Diego 1 Summer Institute, July 28-
August 1, 2008

Strand: Leadership for Expanding for
Administrators/Coordinators

INSTITUTE BEGINS AT 8:00AM ON Monday, July 28,
2008

CHECK-IN: Atlas Ballroom Foyer at the Town &
Country, 500 Hotel Circle
North San Diego, CALIFORNIA 92108

Registration Status: COMPLETE

Payment Status: IN PROCESS Check 1180, \$640.00 on
[No Date Paid Found.]

RegistrationID: 91919

Visit our website for more information regarding
the 2008-San Diego 1

888

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Summer Institute Confirmation

From: **AVID Center** (eventregistration@avidcenter.org)

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Sent: Wed 4/23/08 1:18 PM

To: nyeshadwilliams@yahoo.com

Cc: T_Campa@hotmail.com

AVID SUMMER INSTITUTE REGISTRATION CONFIRMATION -
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TO San Diego

REGISTRATION STATUS FOR Nyesha Williams COMPLETE

NEXT STEPS

1. Review Registration Summary below.
2. Need to correct, change, substitute or cancel?
Procedures for making changes to this registration are available at www.avidonline.org/sicontact.

REGISTRATION SUMMARY

Name: Nyesha Williams, from Nova Meridian Academy,
Colton Joint Unified District, CA Region 10, CALIFORNIA
Event: 2008-San Diego 1 Summer Institute, July 28-
August 1, 2008
Strand: Tutorology

INSTITUTE BEGINS AT 8:00AM ON Monday, July 28,
2008

CHECK-IN: Atlas Ballroom Foyer at the Town &
Country, 500 Hotel Circle
North San Diego, CALIFORNIA 92108

Registration Status: COMPLETE

Payment Status: IN PROCESS Check 1180, \$640.00 on
[No Date Paid Found.]

RegistrationID: 92113

Visit our website for more information regarding
the 2008 Summer Institute

889



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Summer Institute Confirmation

From: **AVID Center** (eventregistration@avidcenter.org)

Sent: Fri 7/11/08 4:07 PM

To: kgalicia@nova.org

Cc: T_Campa@hotmail.com

AVID SUMMER INSTITUTE REGISTRATION CONFIRMATION -
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REGISTRATION STATUS FOR Karla Galicia COMPLETE

Karla Galicia was substituted for the original
registrant, Nova Meridian
Academy TBA1

NEXT STEPS

1. Review Registration Summary below.
 2. Need to correct, change, substitute or cancel?
- Procedures for making
changes to this registration are available at
www.avidonline.org/sicontact.

REGISTRATION SUMMARY

Name: Karla Galicia, from Nova Meridian Academy,
Colton Joint Unified

District, CA Region 10, CALIFORNIA

Event: 2008-San Diego 1 Summer Institute, July 28-
August 1, 2008

Strand: Implementation-High School

INSTITUTE BEGINS AT 8:00AM ON Monday, July 28,
2008

CHECK-IN: Atlas Ballroom Foyer at the Town &
Country, 500 Hotel Circle
North San Diego, CALIFORNIA 92108

Registration Status: COMPLETE

Payment Status: PAID Check 10302, \$640.00 on [No
Date Paid Found.]

Registration ID: 92128

890

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RIMS AVID Implementation Training for New Teachers Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

Sent: Wed 8/06/08 10:17 AM

To: Tiffany Urena (T_Campa@hotmail.com)

Tiffany Urena, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Implementation Training for New Teachers

Event: Jurupa Unified

Location: 4850 Pedley Road
Riverside, CA 92509
Map | Driving Directions

Note: PLEASE NOTE: Day 1 (8-13) will be a Jurupa USD. Day 2 (8-14) will be at RCOE.

Event Dates: 08/13/2008 - 08/14/2008

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

Confirmation Number: cam-b6cohn

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=15289&gid=14>

Sincerely,
Paula Sciortino
Email: psciortino@rcoe.us

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RIMS AVID Path Training-Math, Science, and Student Success Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

Sent: Mon 9/29/08 4:59 PM

To: Tiffany Urena (T_Campa@hotmail.com)

Tiffany Urena, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Path Training-Math, Science, and Student Success

Event Riverside County Office of Education

Location: 3939 Thirteenth St.
Riverside, CA 92502
Map | Driving Directions

Event Date: 10/09/2008

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

Confirmation Number: ure-13khpy

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=15349&gid=14>

Sincerely,
Paula Sciortino
Email: psciortino@rcoe.us
Phone: (951) 826-6799

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RIMS AVID Tutor Training - Part 1 Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

Sent: Thu 10/09/08 4:31 PM

To: Shanelle Hunt (T_Campa@hotmail.com)

Shanelle Hunt, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Tutor Training - Part 1

Event Riverside County Office of Education

Location: 3939 Thirteenth St.
Riverside, CA 92502
Map | Driving Directions

Event Date: 11/08/2008

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

Confirmation Number: hun-98pge1

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=15355&gid=14>

Sincerely,
Paula Sciortino
Email: psciortino@rcoe.us
Phone: (951) 826-6799

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RIMS AVID Tutor Training - Part 2 Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

Sent: Thu 10/09/08 2:53 PM

To: Omar Gonzalez (T_Campa@hotmail.com)

Omar Gonzalez, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Tutor Training - Part 2

Event Riverside County Office of Education

Location: 3939 Thirteenth St.

Riverside, CA 92502

Map | Driving Directions

Event Date: 11/15/2008

Time: 8:30 am - 3:00 pm

Status: CONFIRMED

Confirmation Number: gon-t8kviw

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=15360&gid=14>

Sincerely,
Paula Sciortino
Email: psciortino@rcoe.us
Phone: (951) 826-6799

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RIMS AVID Make-up Sessions for Tutorology Modules Registration - (CONFIRMED)

From: **psciortino@rcoe.us** (psciortino@rcoe.us)

Sent: Fri 2/27/09 5:35 PM

To: Tishri Campa (T_Campa@hotmail.com)

Tishri Campa, This letter is to inform you that your registration has been CONFIRMED for the following event:

Event: RIMS AVID Make-up Sessions for Tutorology
Modules

Event Riverside County Office of Education

Location: 3939 Thirteenth St.
Riverside, CA 92502
Map | Driving Directions

Event Date: 03/21/2009

Time: 8:00 am - 3:00 pm
Modules 1 & 3 - 8-11 a.m., Modules 2 & 4, 12-3 p.m.

Status: CONFIRMED

**Confirmation
Number:** cam-m2wz5s

If you have any questions, please email or call me. Please include your name, the event title, and your confirmation number in all correspondence. For information on the event, visit <http://oms.sbcss.k12.ca.us/eventdetail.php?id=23708&gid=14>

Sincerely,
Paula Sciortino
Email: psciortino@rcoe.us
Phone: (951) 826-6799

893

15. AVID Data Collection/Certif ication

AVID Certification Summary Report Approved

Congratulations! The Certification Summary Report for Nova Meridian Academy has been approved by AVID Center. RECOMMENDATIONS:

1. Use a variety of data to ensure that student selection is done according to the defined selection criteria classifying them as "students in the middle."
2. Meet regularly with the AVID teachers to provide ongoing training in the use of WICR strategies, philosophical chairs and Socratic Seminars.
3. Work on refining inquiry/tutorial questions. Develop lessons that focus on writing good questions not only for tutorials but also for Socratic Seminar discussions.
4. Continue your focus on aligning grade level curriculum as well as articulating writing lessons and writing to learn strategies for each grade.
5. Develop a year-long calendar of events and activities, i.e. parent workshops, field trips, AVID team meetings, and professional development.

COMMENDATIONS:

1. Opened a brand new charter academy and implemented a school wide AVID/Leadership program for all students enrolled.
2. Closely monitored students' progress throughout the year with regularly scheduled grade checks, progress reports and one-on-one counseling. Students had access to additional tutoring after school.
3. Provided a number of visits to college campuses to motivate students to "think college." Schools included were: University of Redlands, Cal State San Bernardino, UC Irvine and USC.
4. Recruited, hired and trained four college tutors to facilitate twice-weekly tutorials in the AVID elective classes.
5. Administered the PSAT to all students. As a follow up, students took each wrong or unanswered question and analyzed why it was wrong.
6. Committed and dedicated AVID Coordinator who supports the mission of AVID and works diligently to provide students the intense academic and college focus they need.

RECOMMENDED CERTIFICATION LEVEL: New AVID Site

AVID Data Entry System

Delivering College Dreams

READ IN FULL

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AVID DATA Nova Meridian Academy (2008-2009)

Note	Added By	Date
This is a new charter school with only 9th & 10th grades at present. They do not have AP classes this year.	Eileen Potterton	11/12/2008
Is your school only for 9th and 10th graders? Please verify. Thanks.	Judy Walker	11/12/2008
Your form indicates no AP/IB classes at the school. Are there no classes or are there no AVID students enrolled in the classes? Please verify thanks.	Judy Walker	11/12/2008

Ethnicity	A Entire School		B AVID Students	
	Male	Female	Male	Female
1. American Indian or Alaska Native	0	0	0	0
2. Asian	3	3	3	3
3. Pacific Islander	1	0	1	0
4. Filipino	3	1	3	1
5. Hispanic or Latino	15	45	15	45
6. Black or African American		8	7	8
7. White (not Hispanic)	14	10	14	10
8. Multi-racial	0	0	0	0
9. Other	0	0	0	0
Total	43	67	43	67

Grade Level	A Entire School		B AVID Students	
	Male	Female	Male	Female
10. 9th	14	26	14	26
11. 10th	29	41	29	41
12. 11th	0	0	0	0
13. 12th	0	0	0	0
Total	43	67	43	67

General Data

- 17. Number of Students in the **entire** school who are eligible for the Federal Free or Reduced Lunch Program. 15
- 18. Number of **AVID** Students who are eligible for the Federal Free or Reduced Lunch Program. 15
- 19. Number of **AVID** sections available to the students. 5
- 20. Number of **AVID** students who are currently enrolled in at least their 3rd year of AVID. 23
- 21. Number of current **AVID** students who are taking a sequence of courses allowing them to meet 4-year college entrance requirements (based upon their current transcript and four-year plan). 110
- 22. Number of **AVID** students currently enrolled in a 2-year or 4-year college. **M** 0
F 0
- 23. Number of tutoring hours available to **AVID high school** students per week. This number should be the sum of hours provided by all tutors during regular school days during a typical week.

EXAMPLE: College tutor A works 6 hours; College tutor B works 12 hours: Total weekly college tutor hours = 18.

COLLEGE TUTORS 43 CROSS-AGE OR ADULT TUTORS 6

Edit

AP and/or IB Courses

Course Description	AP/IB	Number of AVID Students Enrolled			
		9th	10th	11th	12th
30. Art	N/A	M - F -	-	-	-
31. Science	N/A	M - F -	-	-	-
32. Math/Stats	N/A	M - F -	-	-	-
33. Computer Science	N/A	M - F -	-	-	-
34. Economics	N/A	M - F -	-	-	-

35. English	N/A	M	-	-	-	-
		F	-	-	-	-
36. History/Government	N/A	M	-	-	-	-
		F	-	-	-	-
37. Foreign Language	N/A	M	-	-	-	-
		F	-	-	-	-
38. Other	N/A	M	-	-	-	-
		F	-	-	-	-

Edit

This site did not have seniors in the AVID program during the 2007-2008 school year.

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**Nova Meridian Academy,
Colton Joint Unified
(Initial Self-Study, 2008-2009)**

Notes:

No Notes Found.

Essentials Overview:

	Level 0	Level 1	Level 2	Level 3	Overall Level
AVID Essential No. 1 (Focus on Students in the Middle)	1	2	0	0	1

What are some of the particular strengths of AVID Essential 1 at your school? Many of our students do meet the AVID criteria and many students have acquired an individual determination to excel in school.

What aspects of AVID Essential 1 have room for growth? Because NMA is a public charter school, we ultimately have to enroll any student who would like to come to NMA. We can, however, discourage students who do not meet the AVID criteria from enrolling.

AVID Essential No. 2 (Voluntary Participation)	0	2	2	1	1
--	---	---	---	---	---

What are some of the particular strengths of AVID Essential 2 at your school? Currently, the three AVID elective teachers have chosen to teach the AVID elective and are implementing the AVID curriculum.

What aspects of AVID Essential 2 have room for growth? We need to get all of the AVID site team members to assume a leadership role.

AVID Essential No. 3 (Full Implementation of the Program)	0	0	2	1	2
---	---	---	---	---	---

What are some of the particular strengths of AVID Essential 3 at your school? NMA is 100% AVID. The administration and school board fully support the program.

What aspects of AVID Essential 3 have room for growth? As we grow and include 11th and 12th graders more students will have been in AVID for 3 or more years.

AVID Essential No. 4 (Requirements for University Enrollment)	2	1	1	0	0
---	---	---	---	---	---

What are some of the particular strengths of AVID Essential 4 at your school? All of the students classes are A-G courses except for the AVID Elective.

What aspects of AVID Essential 4 have room for growth? All students are taking a rigorous course load, but more students could be in Honors classes.

AVID Essential No. 5 (Strong Writing and Reading Curriculum)	0	3	1	1	1
--	---	---	---	---	---

What are some of the particular strengths of AVID Essential 5 at your school? The students read at least

one novel in the AVID elective class to supplement reading and writing skills that are being taught in their English class.

What aspects of AVID Essential 5 have room for growth? Students need to use their Cornell notes more effectively. Although we have improved upon the amount of writing being done in AVID, there is still room for growth.

AVID Essential No. 6 0 2 2 0 1
 (Inquiry to Promote Critical Thinking)

What are some of the particular strengths of AVID Essential 6 at your school? All teachers, including AVID elective teachers and subject area teachers use inquiry as a basis for instruction.

What aspects of AVID Essential 6 have room for growth? 9th grade students need to use tutorials more effectively.

AVID Essential No. 7 0 2 1 0 1
 (Collaboration)

What are some of the particular strengths of AVID Essential 7 at your school? Students do work well together in groups.

What aspects of AVID Essential 7 have room for growth? All students need to learn how to lead a collaborative study group.

AVID Essential No. 8 0 2 2 1 1
 (Tutors)

What are some of the particular strengths of AVID Essential 8 at your school? All of our tutors are trained.

What aspects of AVID Essential 8 have room for growth? We need to incorporate more feedback to enhance our tutorials.

AVID Essential No. 9 3 1 1 0 0
 (Data Collection)

What are some of the particular strengths of AVID Essential 9 at your school? The AVID Site Team meets regularly and discusses test data to improve instruction.

What aspects of AVID Essential 9 have room for growth? We have more 10th graders this year and we are hoping to get over 90% pass rate on the CAHSEE.

AVID Essential No. 10 0 2 1 2 1
 (Program Cost Resources, Certification, and Staff Development)

What are some of the particular strengths of AVID Essential 10 at your school? Our entire school is AVID.

What aspects of AVID Essential 10 have room for growth? The teachers need to attend the SI more than once.

AVID Essential No. 11 0 4 2 1 1
 (Active AVID Site Team)

What are some of the particular strengths of AVID Essential 11 at your school? Our school is small so we meet weekly as a Site Team and our discussions and suggestions definitely influence how our school is run, what courses the students take, and the rigour that is present in the classes.

What aspects of AVID Essential 11 have room for growth? We need a counselor.

Total: 6 21 15 7

Certification Levels:

Non-Certified Site - Site has never been Certified and has one or more Essentials rated as *Not AVID (Level 0)* and working to implement all 11 AVID Essentials.

Affiliate AVID Site - A former AVID Certified site has one or more Essentials rated as *Not AVID (Level 0)*; Working to implement all AVID Essentials.

Certified AVID Site - All Essentials rated *Meets Certification Standards (Level 1)* or higher.

Certified and Eligible to Apply to Become an AVID Demonstration School - All Essentials rated *Routine Use (Level 2)* or higher with no Indicator at "Not AVID" (Level 0). Regional/District Director recommends that the site apply for demonstration school status (requires completion of national AVID Demonstration School application and attendance by at least 2 site team members at Demonstration strand for new sites at Summer Institute).

Certified and Eligible to Continue as an AVID Demonstration School - Site met all demonstration criteria and was recommended by the AVID National Validation Team.

Certified with Distinction - All essentials rated routine use (Level 2) or higher plus site met additional achievement benchmarks established annually by AVID Center. (To be determined by AVID Center based on data review.)

Inactive Site - Not AVID/no longer AVID

Recommendations:

Thank you for completing the ISS. Your Site Team has identified some key areas on which to focus. Some of these include: specifying roles and responsibilities for Site Team members; continuing your focus on writing, especially as a tool for learning; building effective tutorials through emphasis on critical thinking and critical reading; and monitoring student progress to determine appropriate interventions.

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Notes:

No Notes Found.

Essentials Overview:

	Level 0	Level 1	Level 2	Level 3	Overall Level
AVID Essential No. 1 (Focus on Students in the Middle)	1	1	1	0	1

What are some of the particular strengths of AVID Essential 1 at your school? Many of our students do meet the AVID criteria and many students have acquired an individual determination to excel in school.

What aspects of AVID Essential 1 have room for growth? Next year, we are going to offer "Freshman Seminar" so that students who do not meet the AVID profile do not enter our AVID program when they enter NMA in 9th grade. The "Freshman Seminar" class will follow the guidelines and procedure at our school, but the students will not be a part of the AVID program at our school.

AVID Essential No. 2 (Voluntary Participation)	0	2	2	1	1
--	---	---	---	---	---

What are some of the particular strengths of AVID Essential 2 at your school? Currently, the three AVID elective teachers have chosen to teach the AVID elective and are enthusiastically implementing the AVID curriculum. There is a lot of parent contact in order to help the students grow academically.

What aspects of AVID Essential 2 have room for growth? We would like to send more of the Site Team teachers to the AVID Write-Path conferences.

AVID Essential No. 3 (Full Implementation of the Program)	0	0	2	1	2
---	---	---	---	---	---

What are some of the particular strengths of AVID Essential 3 at your school? NMA is 100% AVID. The administration and school board fully support the program.

What aspects of AVID Essential 3 have room for growth? As we grow and include 11th and 12th graders more students will have been in AVID for 3 or more years.

AVID Essential No. 4 (Requirements for University Enrollment)	1	2	1	0	1
---	---	---	---	---	---

What are some of the particular strengths of AVID Essential 4 at your school? All of the students classes are A-G courses except for the AVID Elective. The requirements to graduate from NMA include the Recommended amount of A-G's course not just the Required amount.

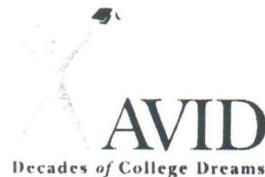
What aspects of AVID Essential 4 have room for growth? All students are taking a rigorous course load, but more students could be in Honors classes. We could possibly be at level 2 for point 4 but we currently do not have juniors and seniors, however, 95% of the 9th and 10th graders have taken the PSAT.

AVID Essential No. 5 (Strong Writing and Reading Curriculum)	0	3	1	1	1
--	---	---	---	---	---

What are some of the particular strengths of AVID Essential 5 at your school? The students read at least one novel in the AVID elective class to supplement reading and writing skills that are being taught in their English class.

What aspects of AVID Essential 5 have room for growth? Students need to use their Cornell notes more effectively. Although we have improved upon the amount of writing being done in AVID, there is still room for growth.

AVID Essential No. 6 (Inquiry to Promote Critical Thinking)	0	2	2	0	1
---	---	---	---	---	---



2008/2009 California Senior Data Collection Form

AVID Center • 9246 Lightwave Avenue • Suite 200 • San Diego, CA 92123
voice: (858) 380-4800 • fax: (858) 268-2265 • e-mail: aviddata@avidcenter.org

Name (Last, First): _____
 School: _____
 District: _____
 Social Security Number (for use in college tracking only): _____
 Date of Birth: _____
 Home Street Address: _____
 City: _____ State: _____ Zip: _____ County: _____
 Student's Phone: (____) _____ Parent's Phone: (____) _____
 E-mail Address: _____

Please check all boxes that apply.		
1.	In which grades did you participate in AVID?	6 th <input type="checkbox"/> 7 th <input type="checkbox"/> 8 th <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th <input type="checkbox"/>
2.	If you were in AVID in 6 th , 7 th or 8 th grade, what middle-level school did you attend?	_____
Please circle your responses.		
3.	What is your gender?	MALE FEMALE
4.	Were you eligible for the federal Free or Reduced Lunch Program anytime during high school?	YES NO
5.	Are you currently or have you ever been classified an English Language Learner (ELL)? If you are unsure, ask your Counselor.	YES NO
Please check <u>ONE</u> box to indicate the race/ethnicity with which you most closely identify.		
6.	American Indian or Alaska Native	<input type="checkbox"/>
7.	Asian	<input type="checkbox"/>
8.	Pacific Islander	<input type="checkbox"/>
9.	Filipino	<input type="checkbox"/>
10.	Hispanic or Latino	<input type="checkbox"/>
11.	Black or African-American	<input type="checkbox"/>
12.	White (not Hispanic)	<input type="checkbox"/>
13.	Multi-Racial (2 or more)	<input type="checkbox"/>
14.	Other	<input type="checkbox"/>

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Name (Last, First): _____ School: _____

15. Please indicate which of the following AP or IB Courses you have taken?					
AP Course	Completed or Will Complete	Exam Taken or Will Take	IB Course	Completed or Will Complete	Exam Taken or Will Take
Art History	<input type="checkbox"/>	<input type="checkbox"/>	Arabic	<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>	<input type="checkbox"/>	Biology	<input type="checkbox"/>	<input type="checkbox"/>
Calculus AB	<input type="checkbox"/>	<input type="checkbox"/>	Business Management	<input type="checkbox"/>	<input type="checkbox"/>
Calculus BC	<input type="checkbox"/>	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	<input type="checkbox"/>
Computer Science A	<input type="checkbox"/>	<input type="checkbox"/>	Design Technology	<input type="checkbox"/>	<input type="checkbox"/>
Computer Science AB	<input type="checkbox"/>	<input type="checkbox"/>	Dutch	<input type="checkbox"/>	<input type="checkbox"/>
Macroeconomics	<input type="checkbox"/>	<input type="checkbox"/>	Economics	<input type="checkbox"/>	<input type="checkbox"/>
Microeconomics	<input type="checkbox"/>	<input type="checkbox"/>	English	<input type="checkbox"/>	<input type="checkbox"/>
English Language	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Systems	<input type="checkbox"/>	<input type="checkbox"/>
English Literature	<input type="checkbox"/>	<input type="checkbox"/>	Extant Economics	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Science	<input type="checkbox"/>	<input type="checkbox"/>	French	<input type="checkbox"/>	<input type="checkbox"/>
European History	<input type="checkbox"/>	<input type="checkbox"/>	Geography	<input type="checkbox"/>	<input type="checkbox"/>
French Language	<input type="checkbox"/>	<input type="checkbox"/>	German	<input type="checkbox"/>	<input type="checkbox"/>
French Literature	<input type="checkbox"/>	<input type="checkbox"/>	History	<input type="checkbox"/>	<input type="checkbox"/>
German Language	<input type="checkbox"/>	<input type="checkbox"/>	Information & Tech in a global society	<input type="checkbox"/>	<input type="checkbox"/>
Comparative Gov't & Politics	<input type="checkbox"/>	<input type="checkbox"/>	Islamic History	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Gov't & Politics	<input type="checkbox"/>	<input type="checkbox"/>	Italian	<input type="checkbox"/>	<input type="checkbox"/>
Human Geography	<input type="checkbox"/>	<input type="checkbox"/>	Mathematics (HL)	<input type="checkbox"/>	<input type="checkbox"/>
Latin Literature	<input type="checkbox"/>	<input type="checkbox"/>	Mathematics (SL)	<input type="checkbox"/>	<input type="checkbox"/>
Latin: Vergil	<input type="checkbox"/>	<input type="checkbox"/>	Music	<input type="checkbox"/>	<input type="checkbox"/>
Music Theory	<input type="checkbox"/>	<input type="checkbox"/>	Other Language	<input type="checkbox"/>	<input type="checkbox"/>
Physics B	<input type="checkbox"/>	<input type="checkbox"/>	Philosophy	<input type="checkbox"/>	<input type="checkbox"/>
Physics C	<input type="checkbox"/>	<input type="checkbox"/>	Physics	<input type="checkbox"/>	<input type="checkbox"/>
Psychology	<input type="checkbox"/>	<input type="checkbox"/>	Psychology	<input type="checkbox"/>	<input type="checkbox"/>
Spanish Language	<input type="checkbox"/>	<input type="checkbox"/>	Social & Cultural Anthropology	<input type="checkbox"/>	<input type="checkbox"/>
Spanish Literature	<input type="checkbox"/>	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	<input type="checkbox"/>	<input type="checkbox"/>	Theatre Arts	<input type="checkbox"/>	<input type="checkbox"/>
Studio Art	<input type="checkbox"/>	<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>	<input type="checkbox"/>
U.S. History	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
World History	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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Name (Last, First): _____ School: _____

Please circle/fill-in your responses.		
16.	Have you taken or are you currently taking a course at a college or university that is numbered 100 or higher? (for example, History 101, Statistics 102, etc)	YES NO
17.	What will your OVERALL high school GPA be? (Use the attached GPA Worksheet to calculate.)	_____
18.	What will your ACADEMIC high school GPA be? (Use the attached GPA Worksheet to calculate.)	_____
19.	Did you pass the English portion of the California High School Exit Exam?	YES NO
20.	Did you pass the Math portion of the California High School Exit Exam?	YES NO
21.	Will you graduate from high school this year?	YES NO
22.	Have you completed the requirements for entrance into four-year colleges?	YES NO
23.	Have you taken the SAT I? If YES, what is your... Math score? Critical Reading score? Writing score?	YES NO _____ _____ _____

Please circle your response.			
24.	Have you taken at least one SAT II exam?	YES NO	
If YES, please check the box next to each exam you have taken.			
Biology E/M	<input type="checkbox"/>	Korean Reading with Listening	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>	Latin Reading with Listening	<input type="checkbox"/>
Chinese Reading with Listening	<input type="checkbox"/>	Literature	<input type="checkbox"/>
English	<input type="checkbox"/>	Math IC	<input type="checkbox"/>
French Reading	<input type="checkbox"/>	Math IIC	<input type="checkbox"/>
French Reading with Listening	<input type="checkbox"/>	Physics	<input type="checkbox"/>
German Reading	<input type="checkbox"/>	Spanish Reading	<input type="checkbox"/>
German Reading with Listening	<input type="checkbox"/>	Spanish Reading with Listening	<input type="checkbox"/>
Hebrew Reading	<input type="checkbox"/>	U.S. History	<input type="checkbox"/>
Italian Reading	<input type="checkbox"/>	World History	<input type="checkbox"/>
Japanese Reading with Listening	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Name (Last, First): _____ School: _____

Please circle / fill in your responses.				
25.	Have you taken the ACT? If YES, what is your...	English Score? Math Score? Reading Score? Science Score?	YES	NO
			_____	_____
			_____	_____
			_____	_____
26.	Did you submit the FAFSA?		YES	NO
27.	Please list each of the 4 year colleges you applied to below. Indicate also which colleges you were accepted to and which ONE you plan on attending.		Applied to	Accepted to
			to	to
			Plan to Attend	
	<u>EXAMPLE: University of California – Berkeley, CA</u>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
a.	_____		<input type="checkbox"/>	<input type="checkbox"/>
b.	_____		<input type="checkbox"/>	<input type="checkbox"/>
c.	_____		<input type="checkbox"/>	<input type="checkbox"/>
d.	_____		<input type="checkbox"/>	<input type="checkbox"/>
e.	_____		<input type="checkbox"/>	<input type="checkbox"/>
f.	_____		<input type="checkbox"/>	<input type="checkbox"/>
g.	_____		<input type="checkbox"/>	<input type="checkbox"/>
h.	_____		<input type="checkbox"/>	<input type="checkbox"/>
i.	_____		<input type="checkbox"/>	<input type="checkbox"/>
j.	_____		<input type="checkbox"/>	<input type="checkbox"/>
k.	_____		<input type="checkbox"/>	<input type="checkbox"/>
l.	_____		<input type="checkbox"/>	<input type="checkbox"/>
m.	_____		<input type="checkbox"/>	<input type="checkbox"/>
n.	_____		<input type="checkbox"/>	<input type="checkbox"/>
o.	_____		<input type="checkbox"/>	<input type="checkbox"/>

Name (Last, First): _____ School: _____

28.	Will you be attending a community college after high school? If YES, which one will you be attending?	YES	NO
29.	Will you be taking part in a DAP or TAG program? If YES, to what four-year college do you plan to transfer?	YES	NO
30.	Will you be attending a technical school or enlisting in the military after high school?	YES	NO
31.	Please circle the highest level of education obtained by either of your parents/guardians.	Less than 8 th grade 8 th grade graduate Some high school High school graduate Some college/university 2-year college/university degree 4-year college/university degree Graduate degree	

Do you want to be included in the AVID Alumni Association? YES NO

Would you like to be contacted about tutoring openings at schools near the college you are planning to attend? YES NO

Would you like to be contacted about upcoming AVID events in your area? YES NO

Congratulations! Your task is almost finished! Please review this form for accuracy and completeness. When your review is complete and you are satisfied with the data, your next step is to enter this data into our online form. To do this...

1. Be sure that your AVID Teacher has set up an account for you and you know your login ID and password.
2. Go to www.avidonline.org and click on MyAVID at the top of the homepage. Enter your login ID and the password provided by your AVID Teacher.
3. Once logged in and on your MyAVID Homepage, look under MyAVID Tools and click on AVID Data Entry System near the bottom of the page.
4. Click on Add/Edit/View Senior Data in the left column and you're ready to start entering your data!

Thanks in advance for the time you will spend on filling out this form and entering your data online. Your participation will help us to show others the effectiveness of the AVID program and keep it in place so it can benefit future students in your school. If you have any questions or need clarifications regarding a question on this form, please contact us at aviddata@avidcenter.org or call 858.380.4800.

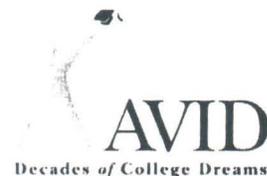
I wish you a successful future filled with all the best life has to offer you!

Dennis A. Johnston, Ph.D.
Director of Research & Evaluation

Name (Last, First): _____ School: _____

Instructions and Strategies - 2008/2009 California Senior Data Collection Form

AVID Center • 9246 Lightwave Avenue • Suite 200 • San Diego, CA 92123
voice: (858) 380-4800 • fax: (858) 268-2265 • e-mail: aviddata@avidcenter.org



NOTE: This sheet is designed to supplement the instructions that are on the Senior Data Collection Form. Therefore, most of the pertinent information is on the Senior Data Collection Form itself. If you need additional information, please contact AVID Center at (858) 380-4800 or aviddata@avidcenter.org.

Item	Description	Notes & Further Instructions																					
Header	Contact Information	Please include a mailing address and email address so that we can contact you. This information will be kept strictly confidential.																					
1 - 2	AVID Participation	Check the box for each grade you were in AVID for a full year. If you skipped a year, then don't check the box for that year. Please write down the middle level school you went to if you were in an AVID class in 6 th , 7 th or 8 th grade.																					
3	Gender	Check only one box																					
4	Free & Reduced Lunch	If you were ever in a free and reduced lunch program, please select YES. Again, this information is kept strictly confidential.																					
5	Language	If you were ever classified as an English Language Learner (ELL), then select YES. Select NO if you were never classified as an ELL. Ask your counselor if you are unsure.																					
6 - 14	Race/ethnicity	Please be sure that the category you select for race/ethnicity is the same as that on your school transcript.																					
15	AP & IB Courses	If you took or are taking any AP or IB courses, check the box for each course you completed or plan on completing. If you took or will take any AP or IB tests, check the box for each test you will take.																					
16	Attending College Courses	If you are currently taking a class or have taken a class at a college or university, please select YES.																					
		<ul style="list-style-type: none"> • Please include ALL GRADED HIGH SCHOOL COURSES TAKEN. Enter the count of As, Bs, Cs, Ds, Fs below. If your school does not use letter-grades, talk to a counselor about your schools conversion to the letter-grade system and use the converted grades for your count below. 																					
17	Calculating Overall GPA	<table border="0"> <thead> <tr> <th>Grade</th> <th>Count</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>_____ x 4 =</td> <td>_____</td> </tr> <tr> <td>B</td> <td>_____ x 3 =</td> <td>_____</td> </tr> <tr> <td>C</td> <td>_____ x 2 =</td> <td>_____</td> </tr> <tr> <td>D</td> <td>_____ x 1 =</td> <td>_____</td> </tr> <tr> <td>F</td> <td>_____ x 0 =</td> <td>_____</td> </tr> <tr> <td>Totals</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Divide the total number of Points by the total Count of grades to get your OVERALL GPA.</p> <p>Total Points _____</p> <p>÷</p> <p>Total Count _____</p> <p>= OVERALL GPA _____</p> </div>	Grade	Count	Points	A	_____ x 4 =	_____	B	_____ x 3 =	_____	C	_____ x 2 =	_____	D	_____ x 1 =	_____	F	_____ x 0 =	_____	Totals	_____	_____
Grade	Count	Points																					
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C	_____ x 2 =	_____																					
D	_____ x 1 =	_____																					
F	_____ x 0 =	_____																					
Totals	_____	_____																					

Instructions and strategies are continued on the next page. →→→→→→→→→→

Name (Last, First): _____

School: _____

Item	Description	Notes & Further Instructions																													
18	Calculating Academic GPA	<p>• Please include only college preparatory courses taken in grades 10 thru 12 from these academic subjects: History/Social Science, English, Mathematics, Laboratory Sciences, Language other than English, Visual and Performing Arts and College Preparatory Electives including AVID. Enter the count of As, Bs, Cs, Ds, Fs below.</p> <p>• If you have taken any approved honors classes in the 10th, 11th, or 12th grades, then enter the count of honors course grades you have earned that are C or better. The maximum number of honors courses you can use is eight semesters. No more than two approved honors level courses taken in the tenth grade may be given extra points. Do not enter any count for the honors courses with grades of D or below. Enter 1 for each semester of approved honors work up to a maximum count of 8.</p> <p>**The intent of this calculation is to add additional grade points for Honors/AP/IB courses, without increasing the count of grades. Or stated mathematically, increase the numerator but not the denominator.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Grade</td> <td style="text-align: center;">Count</td> <td style="text-align: center;">Points</td> </tr> <tr> <td style="text-align: right;">A</td> <td style="text-align: center;">_____ x 4 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">B</td> <td style="text-align: center;">_____ x 3 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">C</td> <td style="text-align: center;">_____ x 2 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">D</td> <td style="text-align: center;">_____ x 1 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">F</td> <td style="text-align: center;">_____ x 0 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">Totals</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Divide the total number of Points by the total Count of grades to get your ACADEMIC GPA.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Points</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">÷</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">Total Count</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: right;">= ACADEMIC GPA</td> <td style="text-align: center;">_____</td> </tr> </table> </div> <p style="text-align: right; margin-top: 10px;">_____ **add 1point for each course, up to a maximum of 8</p>	Grade	Count	Points	A	_____ x 4 =	_____	B	_____ x 3 =	_____	C	_____ x 2 =	_____	D	_____ x 1 =	_____	F	_____ x 0 =	_____	Totals	_____	_____	Total Points	_____	÷	_____	Total Count	_____	= ACADEMIC GPA	_____
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Total Points	_____																														
÷	_____																														
Total Count	_____																														
= ACADEMIC GPA	_____																														
19	CAHSEE English	If you took and passed the English portion of the California High School Exit Exam, then select YES. If you did not take or pass this portion of the exam, select NO.																													
20	CAHSEE math	If you took and passed the math portion of the California High School Exit Exam, then select YES. If you did not take or pass this portion of the exam, select NO.																													
21	High School Graduate	If you are graduating with your class this year please select YES.																													
22	College entrance requirements	Have you completed the necessary coursework to be eligible for four-year college acceptance?																													
23	SAT	Scores for Math, Critical Reading, and Writing cannot be less than 200 or exceed 800 each.																													
24	SAT II	Scores are not being collected for subject specific tests. Simply check the box for each test you took or plan to take.																													
25	ACT	Scores for each test will range from 1 to 36. Your composite score.																													
26	FAFSA	This is the Free Application for Federal Student Aid. All AVID students are strongly encouraged to fill out this form. For more information and filing deadline go to www.fafsa.ed.gov .																													
27	Colleges	Many students apply to more than one college. Please list all of the colleges to which you have applied. If you filled out an application that will go to multiple colleges, please list them all. Check the "Applied to" box for all. Check the "Accepted to" box for those from which you've receive acceptances. Check the "Plan to Attend" box for the ONE college you plan to attend.																													
28	Community College	Select YES if you will be attending a two-year college or community college after graduation.																													
29	DAP or TAG Program	Dual Admission Programs (DAP) or Transfer Admission Guarantee (TAG) programs are designed to assist the students whose goal is to obtain baccalaureate degrees and who will begin their college education at a two-year or community college before entering a four-year college or university. These types of programs may or may not be available in your area. If you are participating in DAP or TAG program select YES and then the four-year college to which you will transfer.																													
30	Military or Technical School	Select YES if you are planning on enlisting in the military or going to a trade school that will not provide you with a bachelor's degree upon completion of the program.																													
31	Parent/guardian Education Level	Please circle the highest level of education obtained by either of your parents/guardians. Example: If your mother is a high school graduate and your father has had some high school, you would select "High school graduate".																													

9/11

16. Fieldtrips and School Activities

Museum of Tolerance Assignment due 4/16/08

The Museum challenges you to connect what you learned at the museum to your everyday life. The following prompts can be used to help you process your responses to the information, your emotions and any questions your may have following the Museum experience:

- "The one word that best expresses my reaction to the Museum experience is..."
- "A part of the Museum experience that really affected me was..."
- "What surprised me most about my visit to the Museum was..."
- "On a personal level, I pledge to fight prejudice and hate by..."
- "I can make a positive difference in my world by..."

Using one or more of these prompts write a half **3 paragraph 8 sentence** reflection on what you learned out the museum, how it affected you, and/or any questions you have about the museum experience.

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Using one or more of these prompts write a half **3 paragraph 8 sentence** reflection on what you learned out the museum, how it affected you, and/or any questions you have about the museum experience.

Dear World History Parents

Your student will be taking a field trip to the **Museum of Tolerance** on **Tuesday, April 15th (12:30pm-6:00pm)** as part of our World War II unit. The museum is an interactive, high-tech experience that inspires students to learn from the past, engage in the present, and assume responsibility for the future. Students participate in hands-on learning through multimedia exhibits and group activities. In the Holocaust Exhibit, students become witnesses to the events of World War II. A timed tour moves students from exhibit to exhibit to relive a decade of events in Germany from pre-World War II, through the rise and fall of the Third Reich, and liberation.

History-Social Science Content Standards

10.8 Students analyze the causes and consequences of World War II.

5. Analyze the Nazi policy of pursuing racial purity, especially against the European Jews; its transformation into the Final Solution; and the Holocaust that resulted in the murder of six million Jewish civilians.

Learning Objectives

1. **Dynamics of Discrimination** — Students analyze the human dynamics of bias, exclusion and oppression and examine the consequences of social and political injustice by looking at contemporary and historical examples, particularly the Holocaust.
2. **Pursuit of Democracy and Diversity** — Students seek multiple perspectives about concepts and events and apply those perspectives to a broader understanding of human rights and social justice issues throughout history.
3. **Personal Responsibility** — Students recognize that individuals are responsible for the choices they make, and those choices can improve communication and relationships within their families, schools and communities.

The cost of the trip will be \$18 this will cover the cost of admission into the museum and the cost of transportation to the museum. The students are encouraged to raise the cost by selling kettle corn or they may pay the \$18 out of their own pocket. **All money is due by Friday, March 14th.**

We will need parent volunteers to accompany us on this trip. If you wish to volunteer please contact Mrs. Williams.

Thank you, Mrs. Williams

Please sign and return the below form

I have read and understand the world history Museum of Tolerance fieldtrip information.

_____ **Parent Signature** _____ **Phone Number**

Yes, I would like to volunteer

No, I will not be able to volunteer



Date: April 15, 2008

Time: 12:30pm – 6:00pm

Cost: \$18.00 due March 14, 2008

The Holocaust Exhibit





Laidlaw Education Services
Attn: Charter-Lease Cente
15500 South Avalon
Compton, CA 90220
USA

Phone : (800) 300-9599
Fax : () -

Notice of Trip Confirmation

Quote Date		Originally Printed On	Printed On	Trip Number		
10/17/07 5:07PM		10/17/07 5:09PM	10/17/2007	017163		
Event				Customer #		
Nova Meridan Academy/Cal State SB						
Comments						
cf						
Contact Name		Phone Number	PO / Contract	Prepayment Due	Payment Terms	Fax Number
Tishri Campa		(909) 370-2055		\$390.98	Prepay	

Bus #	Charter Date	Vehicle Type	Pickup Location	Destination Location	Charter Status
01	Nov-01-2007	52 Pax - School	Nova Meridian Academy 850 Via Lata Leave Time : 11/01/07 8:00AM	Cal State University San Bernardin Rtn to Pkup : 11/01/07 2:00PM	Confirmed

8:00am Pick-up at Nova Meridian Academy 850 Via Lata Suite 105 Colton, Ca

Destination: Cal State University San Bernardino 5500 University Parkway San Bernardino, Ca

Drop-off at Nova Meridian Academy 850 Via Lata Suite 105 Colton, Ca

Thank You for booking with Laidlaw. Please review your confirmation for accuracy.	Quote Amount :	\$390.98
--	-----------------------	-----------------

Please Pay Close Attention To Every Detail On This Confirmation. Every Trip Must Be Prepaid One Week Prior To The Trip Date., Unless Other Arrangements Have Been Pre-approved By Management.

Please detach this part, and return this portion with your prepayment to:



Attn: Charter-Lease Cente
15500 South Avalon
Compton, CA 90220
USA

Prepayment Amount Due : \$390.98

Amount Paid :

Customer # : 915

Company Name # : Nova Meridian Academy

Trip # : 017163



Laidlaw Education Services
Attn: Charter-Lease Cente
15500 South Avalon
Compton, CA 90220
USA

Phone : (800) 300-9599
Fax : () -

Notice of Trip Confirmation

Quote Date	Originally Printed On	Printed On	Trip Number		
10/17/07 4:52PM	10/17/07 5:09PM	10/17/2007	017161		
Event			Customer #		
Nova Meridan Academy/University of Redla					
Comments					
cf					
Contact Name	Phone Number	PO / Contract	Prepayment Due	Payment Terms	Fax Number
Tishri Campa	(909) 370-2055		\$390.98	Prepay	

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01	Nov-01-2007	52 Pax - School	Nova Meridian Academy 850 Via Lata Leave Time : 11/01/07 8:00AM	University of Redlands 1200 E Colto Rtn to Pkup : 11/01/07 2:00PM	Confirmed

8:00am Pick-up at Nova Meridian Academy 850 Via Lata Suite 105 Colton, Ca

Destination: University of Redlands 1200 E Colton Avenue Redlands, Ca

Drop-off at Nova Meridian Academy 850 Via Lata Suite 105 Colton, Ca

Thank You for booking with Laidlaw. Please review your confirmation for accuracy. Quote Amount : **\$390.98**

Please Pay Close Attention To Every Detail On This Confirmation. Every Trip Must Be Prepaid One Week Prior To The Trip Date., Unless Other Arrangements Have Been Pre-approved By Management.

Please detach this part, and return this portion with your prepayment to:



Attn: Charter-Lease Cente
15500 South Avalon
Compton, CA 90220
USA

Prepayment Amount Due : \$390.98

Amount Paid :

Customer # : 916

Company Name # : Nova Meridian Academy

Trip # : 017161

UNIVERSITY OF CALIFORNIA, IRVINE
CAMPUS TOUR RESERVATION
CONFIRMATION

NAME:

Number in Group: 80

Date of Tour: Tues., Feb. 12th

Time of Tour: 11am

Starting Location: X flagpoles – Aldrich Hall other:

Contact Person: Mrs. Tishri Campa - Nova Meridian Academy High School

Special Arrangements/Comments:

N/A

All tours are conducted by STUDENT VOLUNTEERS who arrange tours in accordance with their class schedules. Tours leave promptly at the appointed time; student volunteers cannot wait for late tour groups any longer than 20 minutes after the appointed tour time due to class commitments. Please allow enough time to reach the campus. *If you must cancel a special tour, prior notification of at least 48 hours would be appreciated.

Direct questions to: Bryan Jue, Assistant Director, Visitor Services
UC Irvine
Visitor Center
A138 Student Center
Irvine, CA 92697-5230
(949) 824-2719
email: bjue@uci.edu

The starting location for most special group tours is at the flagpoles near Aldrich Hall. If you are arriving by bus, the driver can conveniently drop off the students at this location first and then park in one of the designated lots. While dropping off students, please do not park or idle your vehicle(s) directly in front of Aldrich Hall; please pull around to either in front of the steps or on the far side of the turnabout and turn off your engine. Please see the enclosed map and instructions for more information regarding directions to the campus and parking. Buses must park in Lot 1B on Arroyo Dr. or they will be cited.

Confirmation of tour on Tuesday, October 28, 2008 at 10:15 am

Dear Tishri:

Thank you for your interest in touring the UCLA campus. This will confirm your tour scheduled for Tuesday, October 28, 2008 at 10:15 am. Enclosed is some additional information you will find helpful.

Where you tour begins

Your UCLA campus tour will begin at the bus parking location on CHARLES E. YOUNG DRIVE NORTH, which is across from Parking Lot 7 and the Intramural (IM) Fields (here is a map of our campus: http://www.ucla.edu/map/map_ucla.pdf). Your tour guide(s) will meet you by your bus. If you arrive early, please remain at your bus so that your tour guide(s) can find you quickly.

Parking

You are welcome to park your bus along the CHARLES E. YOUNG DRIVE NORTH at the WESTWOOD PLAZA entrance (where SUNSET intersects with WESTWOOD, see enclosed map). Your driver must stay with the vehicle. If there is no space for your bus to park, please direct your driver to the parking information kiosk on WESTWOOD Blvd. They will be able to further accommodate you. You should also inform your guide of any difficulties you may experience. No parking fee will be required of you as long as you are coming by bus. Please contact our office if there is a change in your method of transportation.

General Information

Please take a few minutes to talk with your students about their visit. The purpose of our tours is to inform the students of the benefits of pursuing higher education in general, and specifically the advantages of attending UCLA. An important part of your discussion with the students is to encourage them to maintain focus on the tour guide and the information being presented.

This confirmation also serves to reaffirm our verbal agreement that you will provide one adult chaperone for every twenty-five students in the group. The chaperones are responsible for making sure that all students remain with the group at all times. You agree that the chaperones are responsible for supervising the students in the group, and that the chaperones will remain with the group at all times. We appreciate your help ensuring that your students have a rewarding experience at UCLA.

We look forward to your visit. If you have any questions, or require additional assistance, please call our office at 310.206.3719. If you are unable to reach us at this phone number, you may leave a message at 310.825.8764. We hope you enjoy your visit at UCLA.

Sincerely,

Campus Tour Coordinator



April 8, 2009

Dear Nova Meridian Academy:

We are eagerly anticipating your visit to our campus! Thank you for your interest in the University of San Diego. This letter will serve as your visit confirmation. Please read the following information regarding your group visit and let us know if you have any questions.

- Date: Tuesday, March 3, 2009
- Time: 1:30 PM Information Session and Guided Tour
- Location: Serra Hall Room 201 (Undergraduate Admissions Office)
Please leave students outside of building and have a group representative check in approximately 10 minutes before your scheduled start time.
- Group: Total: 100 Students
- Lunch: Off Campus
- Parking: See attached parking information and directions to campus

Please contact me at (619) 260-4506 if your plans have changed, if the above information is incorrect, or if I can be of further assistance. Thanks again for your interest in USD!

Sincerely,

Group Tour Coordinator
University of San Diego
Email: Tours@SanDiego.edu

919

From: trodrigu@csusm.edu
To: t_campa@hotmail.com
CC: trodrigu@csusm.edu
Date: Mon, 23 Feb 2009 15:03:18 -0800
Subject: CSUSM Campus Tour Request!

Hi Tishri Campa,

As promised, enclosed (attachment) you will find a campus map directing you to Craven Road and a letter that confirms your attendance here to our campus tour that will take place here at CSUSM on Friday, March 3, 2009.

Thank you very much for your interest in California State University San Marcos.

Thomas Rodriguez Jr.

760.750.4836

***** Below are the driving Directions *****

Driving Directions

From Los Angeles

Take Interstate 5 south to Freeway 78 in north San Diego County. Travel east on Freeway 78 to Twin Oaks Valley Road. Exit south (right) onto Twin Oaks Valley Road. Turn left into the campus on Craven Road.

From Riverside

Take Interstate 15 south to Freeway 78 in north San Diego County. Travel west on Freeway 78 to Twin Oaks Valley Road. Exit south (left) onto Twin Oaks Valley Road. Turn left into the campus on Craven Road.

Thomas Rodriguez Jr.

Admissions Counselor/Campus Tour Coordinator

Office of Admissions & Recruitment

Craven Hall 3700

Phone: 760.750.4836

Fax: 760.750.3248



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Visitor & Information Centers

February 11, 2009

Tishri Camp
Nova Meridian Academy
850 Via Lata Suite 116
Colton, CA 92324

Dear Tishri Camp,

Nova Meridian Academy is confirmed to tour Cal Poly Pomona's campus on April 23, 2009. We will begin at 9:30am with a presentation in the Visitor Center. During the 90-minute walking tour, your tour guide will highlight the location of programs and services, give your group insight into what it is like to be a Cal Poly Pomona student, and share with them some of Cal Poly Pomona's unique features.

The Visitor Center is located on the first floor of the Bronco Student Center as indicated on the enclosed map. As Southern California traffic and campus parking tends to be a bit unpredictable, please arrive at least 20 minutes prior to your scheduled tour time. While waiting for your tour to begin your group can check out the campus displays, or cruise through the university's web pages.

When the tour is finished feel free to have your group explore on their own; stay on campus and get a bite to eat at Carl's Jr., Round Table Pizza, Subway, Taco Bell, Los Olivos Dining Commons or any of our other food venues; or browse through the Bronco Bookstore where they can purchase the University Catalog or Cal Poly Pomona apparel. We want the students from Nova Meridian Academy to feel at home at Cal Poly Pomona as well as walk away with information helpful to their college plans.

The Visitor Center conducts tours rain or shine! If it looks like Pomona will have inclement weather, please have your group dress appropriately and bring their umbrellas. If you decide not to attend your tour due to bad weather, or for other reasons, please call the Visitor Center at least 30 minutes prior to your tour time.

Enclosed is a campus map and directions from four major freeways to Cal Poly Pomona. If you have any questions regarding your visit, please call the Visitor Center at (909) 869-3403. **REMEMBER TO WEAR COMFORTABLE WALKING SHOES!**

Thanks and we look forward to meeting you all on April 23, 2009.

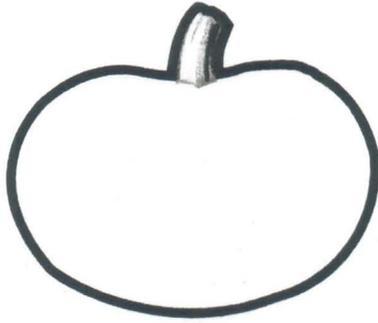
Sincerely,

Rosa Lamas-Serratos
Counselor
Visitor & Information Centers

Enc.

* If you are traveling in buses, please have them drop your group off at Kellogg Circle, by the Parking Booth, and then proceed to Lot K where they should park. Your group can be picked up at the same location. If traveling by vehicle, the daily parking fee is \$5.00.

3801 West Temple Avenue, Pomona, CA 91768 Telephone (909) 869-3529 Fax (909) 869-5494 Email tours@csupomona.edu



You're invited
to celebrate...

A HALLOWEEN DANCE

with us!



WEDNESDAY, OCTOBER 21, 6:00PM - 9:00PM
GRIFFIN ELEMENTARY SCHOOL
1000 1/2 100 HARTFORD AVENUE, SUITE 100
COSTUME CONTEST! PRIZES FOR THE BEST
COSTUME! ALL ARE WELCOME!



November 2, 2007



Note: Price includes park entrance and transportation from the school .
Please pay at front desk.

NMA Winter Concert



December 10

Time: 6:30 PM

Location: Nova Meridian Academy



Performances:

NMA Gospel Choir

NMA Drama Club

Other Performance Talents

Bake Goods & Hot Chocolate sale
hosted by NMA Yearbook Club!!

AVID Social Agenda

12:00 – 12:30 – Eating

12:30 – 12: 45 – Mr. Tellyer’s Christmas Trivia

12:45 – 12:55 – AVID class balloon stomp

12:55 – 1:05 – Tug of War

1:05 – 1:10 – AVID class Cookie Decorating

1:10 – 2:15 – Social Time – Students can play DDR, Guitar Hero, or Halo 3

1:30 – DDR Contest

1:45 – Guitar Hero Contest

2:00 – Halo 3 Contest

2:15 – 2:30 – Clean up

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