



## URBAN CHARTER SCHOOLS COLLECTIVE (UCSC)

BOARD MEETING AGENDA

**OCTOBER 30, 2017**

**SPECIAL BOARD MEETING AGENDA**

THIS MEETING IS BEING VIDEO RECORDED.

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### **BOARD MEMBERS**

Miles E. Myles, President (Term Expires June 2019)  
Dr. Lance Fang, Vice President (Term Expires June 2018)  
Vacant, Board Treasurer (Term Expires June 2017)  
Yong Lor, Board Secretary (Term Expires June 2019)  
Vacant, Board Member (Term Expires June 2017)  
Vacant, Board Member (Term Expires June 2018)  
Vacant, SCUSD Representative (No expiration)

6:00 p.m. Convene

7:00 p.m. Adjourn

### **LISBON ELEMENTARY STAFF ROOM**

7555 S. Land Park Drive, Sacramento, CA 95831

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\* SUPPORTING MATERIALS WILL BE DISTRIBUTED AT THE MEETING.

- 1. CALL TO ORDER** 6:00 PM
- 2. BOARD ROLL CALL** 6:01 PM
- 3. ADJUST AGENDA ITEMS AS NEEDED** 6:03 PM
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda** 6:05 PM
- 5. CONFERENCE TO ACTION ITEM – Discuss and Approve Middle School Name** 6:10 PM\*
- 6. CONFERENCE TO ACTION ITEM – Discuss and Approve Budget Transfer for Schoolwide Laptops** 6:20 PM\*
- 7. REVIEW AND DISCUSSION ITEM – Review and Conduct Informal Meetings with Interested Board Candidate(s)**  
6:30 PM\*
- 8. CONFERENCE TO ACTION ITEM – Discuss and Appoint New Board Member(s)** 6:45 PM\*
- 9. ADJOURN** 7:00 PM

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**NOTE:** If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2017 – 2018 have been scheduled for Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, Feb. 5, Mar. 12, Apr 9, May 14, June 11, June 25 (4<sup>th</sup> Monday)

## CALENDAR OF REGULAR BOARD MEETINGS

APPROVED AND ADOPTED ON APRIL 17, 2017

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Chief Financial Officer's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

AUGUST 14, 2017	SEPTEMBER 11, 2017	OCTOBER 9, 2017	NOVEMBER 13, 2017
<ul style="list-style-type: none"> <li>Review actual enrollment and attendance and compare to projected</li> <li>Review work of board nominating committee</li> <li>Preparing for annual board self-evaluation</li> <li>Appoint nominating committee for vacant board position(s)</li> <li>Update Board priorities</li> <li>Approval on Middle School Name and Review of Petition</li> <li>Approval on 2017-2018 Employee Handbook</li> </ul>	<ul style="list-style-type: none"> <li>Annual Board organizational meeting</li> <li>Annual Board self-evaluation</li> <li>Review annual program audit before submission to SCUSD by the principal</li> <li>Approve prior year unaudited actuals – due to SCOE 9/15</li> <li>Set goals for next 12 months</li> <li>Discuss Academy Council and Board relationship; See governance section of charter</li> <li>Update Board priorities</li> <li>Discussion on Staff Retention Compensation Committee Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> <li>Staff evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> <li>Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li> </ul>
DECEMBER 11, 2017	JANUARY 8, 2018	FEBRUARY 5, 2018	MARCH 12, 2018
<ul style="list-style-type: none"> <li>Approve 1<sup>st</sup> Interim Financial Report for July 1-Oct. 31<sup>st</sup> due to SCUSD and SCOE by Dec. 15</li> <li>Introduce mid-year budget revisions to 2017-18 budget for approval at January meeting</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing the Hmong Language Development Program</li> <li>Review P-1 Attendance report submitted to CDE to compare project &amp; actual attendance. P-1 ended on Dec. 31</li> <li>Approve mid-year budget revisions to 2017-18 budget</li> <li>Review random drawing (lottery procedure) when applicants outnumber available seats</li> <li>Plan for board member and academy council training</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve Budget Development Calendar for creating next year's budget</li> <li>Review enrollment and staffing projections in preparation for next year's staffing.</li> <li>Review preliminary budget for next fiscal year based on governor's proposal</li> <li>Approve ConApp Part 2. Due to CDE on Feb 24</li> <li>Discuss staff release procedures</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve 2<sup>nd</sup> Interim Financial Report for July 1 - Jan. 31<sup>st</sup> and due to SCUSD and SCOE by Mar. 15</li> <li>Review parent involvement policy</li> <li>Approve instructional calendar for the next school year</li> <li>Review admin, teacher, and other staff compensation</li> <li>Update Board priorities</li> <li>Review 2018-2019 UCSC Board Meeting Calendar</li> </ul>
APRIL 9, 2018	MAY 14, 2018	JUNE 11, 2018	JUNE 25, 2018
<ul style="list-style-type: none"> <li>Board reviews and gives feedback to Academy Council on their budget recommendations for next year</li> <li>Approve 2<sup>nd</sup> budget revisions to 2017-18 budget</li> <li>Update one-year study and application process to join new SELPA</li> <li>Salary schedule for 2018-19</li> <li>Update Board priorities</li> <li>Approval of 2018-2019 UCSC Board Meeting Calendar</li> <li>Review 2018-2019 YPSA School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15<sup>th</sup></li> <li>Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15<sup>th</sup></li> <li>Approve new hires</li> <li>Approve list of employees with reasonable assurance of returning next year</li> <li>Update Board priorities</li> <li>Approval on 2018-2019 YPSA School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Public hearing on the updated-LCAP and 2018-19 budget.</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve next year's budget and submit to SCUSD and SCOE by July 1<sup>st</sup></li> <li>Annual review and affirmation of Title I Parent Involvement Policy</li> <li>ConApp Part 1 due June 30 for Title I, II, &amp; III funding</li> <li>Review all staff evaluations</li> <li>Approve new hires</li> <li>Approve updated-LCAP and 2018-19 Budget</li> <li>Update Board priorities</li> </ul>

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## **UCSC Special Board Meeting: Monday, October 30<sup>th</sup>, 2017: CAT (Community Advisory Team) – Name Selections**

In the event that UCSC is unable to use the name: Hidden Figures Academy, the CAT came up with 6 top alternative choices based off of scholar name suggestions from last year and current parent input. These six choices were:

1. Golden Figures Academy
2. Innovative Figures Academy
3. Laj Lim Tswv yim (Knowledge) Academy
4. STEL Academy (Science, Technology, Enhanced Learning)
5. Yav Pem Suab Middle School
6. YPS STEAM Middle School

CAT members made these selections based off the scholar choices from last year presented to the UCSC Board in August as well as current parent input. Innovative Figures Academy was a suggestion that aroused from CAT's discussion at the special meeting on Wednesday, October 18<sup>th</sup>.

After selecting the top 6 choices, CAT members participated in a silent vote through ballots of their second and third name choice. Results were as follows:

### **Second Choice for School Name:**

- 1<sup>st</sup> Place: Golden Figures Academy - 4 votes  
2<sup>nd</sup> Place: YPS STEAM Middle School - 2 votes  
3<sup>rd</sup> Place: Laj Lim Tswv yim - 1 vote

### **Third Choice for School Name:**

- 1<sup>st</sup>: Innovative Figures Academy - 3 votes  
2<sup>nd</sup>: YPS 2 or YPS Middle School - 1 vote  
3<sup>rd</sup>: YPS Steam - 1 vote  
4<sup>th</sup>: STEL Academy - 1 vote  
5<sup>th</sup>: Golden Figures Academy - 1 vote

The voting results were checked by 2 individuals; all data matched up. The ballots are in Room 17c should anyone like to review the ballots.

In conclusion, the names we would like to present to the UCSC Board for tonight's meeting are:

- 2nd choice: Golden Figures Academy (GFA)  
3rd choice: Innovative Figures Academy (IFA)

Prepared for: **URBAN CHARTER SCHOOLS COLLECT**  
 Customer Number: **133385664**

Date of Proposal: 10/10/2017  
 Expiration Date: 11/9/2017

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

			Structure 1		Structure 2	
			Term:	36	Term:	36
			Type:	\$1 Buyout	Type:	FMV
			Payments:	Monthly	Payments:	Monthly
			Payments Due:	Arrears	Payments Due:	Arrears
			Interim Rent:	Actual	Interim Rent:	Actual
			Deferral:		Deferral:	
Quote	Description	Sub-Total	Rate Factor	Payment	Rate Factor	Payment
3000018300070	Dell Latitude 3189	\$38,491.75	0.03087	\$1,188.24	0.02725	\$1,048.90
<b>Totals:</b>		<b>\$38,491.75</b>	0.03087	<b>\$1,188.24</b>	0.02725	<b>\$1,048.90</b>
<b>Notes:</b>			<b>\$1188 mo.</b>		<b>\$1048 mo.</b>	

\*All dollar amounts used are based on subtotal only and do not include shipping or applicable tax

**36 Months at 6.99% Finance Rate On \$1 Buy Out Contract -or- -1.24% Finance Rate on Fair Market Value Lease**

Rates & Estimated Monthly Payments subject to change based on Pricing, Promotional & Customer Credit Approval

**Non - MLA Customer | Pre-Approved LOAN/LEASE Credit Available: \$ 350,000.00**

#### Dell Financial Services - Did You Know?

Did you know we also offer competitive financing on Non-Dell Hardware, Software & Services (i.e. HP, Lenovo, Cisco, Nimble, etc.) – Ask me!

Payment solutions provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Restrictions and additional requirements may apply to transactions with governmental or public entities. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation.

#### End of Term Options:

**FAIR MARKET VALUE ("FMV") LEASE:** At the end of the initial FMV Lease term, lessee may;

- 1) Purchase the equipment for the then FMV
- 2) Renew the lease
- 3) Return the equipment to DFS

**FINANCE LEASE:** At the end of the initial Finance Lease term, lessee may;

- 1) Purchase the equipment for \$1
- 2) Return the equipment to DFS

**Installment Payment Agreement (IPA) or Extended Terms Payment Agreement (ETPA) or Purchase Plan Agreement (PPA):**

When Customer fulfills all obligations including payment of applicable sales, use, property taxes, fees, and performance requirements, the contract will end.



Financial Sales Representative :

Casey Willett

Phone:

512-513-3514

Email:

Casey.Willett@Dell.com



## A quote for your consideration!

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

**Total: \$40,904.69**

<b>Quote number:</b>	<b>Quote date:</b>	<b>Quote expiration:</b>	<b>Deal ID:</b>
3000018300070.1	Oct. 10, 2017	Nov. 3, 2017	14739582

<b>Company name:</b>	<b>Customer number:</b>	<b>Phone:</b>
URBAN CHARTER SCHOOLS COLLECT	133385664	(916) 433-5057

<b>Sales rep information:</b>	<b>Billing Information:</b>
Troy Jenkins Troy_Jenkins@Dell.com (800) 456-3355	URBAN CHARTER SCHOOLS COLLECT PO BOX 189296 SACRAMENTO CA 95818-9296 US (916) 433-5057

## Pricing Summary

Item	Qty	Unit Price	Subtotal
Dell Latitude 3189	55	\$667.11	\$36,691.05
Dell Active Pen	55	\$32.74	\$1,800.70
<b>Subtotal:</b>			\$38,491.75
<b>Shipping:</b>			\$0.00
<b>Environmental Fees:</b>			\$275.00
<b>Non-Taxable Amount:</b>			\$12,852.40
<b>Taxable Amount:</b>			\$25,914.35
<b>Estimated Tax:</b>			\$2,137.94
<b>Total:</b>			<b>\$40,904.69</b>

## Lease Products\*

Months	Finance Lease	Fair Market Value (FMV)
60	\$888.88	-
48	\$1,068.52	\$1,049.50
36	\$1,390.99	\$1,233.32
24	\$2,029.98	\$1,721.09
12	\$3,729.68	\$3,273.05

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

## Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,  
Troy Jenkins

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

## Shipping Group 1

<b>Shipping Contact:</b>	<b>Shipping phone:</b>	<b>Shipping via:</b>	<b>Shipping Address:</b>
MEGAN LAO	(916) 433-5057	Standard Ground	7555 S LAND PARK DR SACRAMENTO CA 95831-3863 US

SKU	Description	Qty	Unit Price	Subtotal
	<b>Dell Latitude 3189</b>	<b>55</b>	<b>\$667.11</b>	<b>\$36,691.05</b>
	<b>Estimated delivery date:</b> Oct. 26 - 31, 2017			
210-AKNQ	Dell Latitude 3189 BTX	55	-	-
379-BCSB	Intel® Pentium® Processor N4200 (6W, 2M cache, up to 2.5 GHz)	55	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	55	-	-
630-AAXE	No Productivity for Federal and Premier	55	-	-
338-BLYV	Intel Pentium Processor N4200, Intel HD Graphics 500, 8GB Memory	55	-	-
400-AOQO	128GB M.2 2280 SSD	55	-	-
391-BDDV	11.6" HD IPS 16:9 (1366 x 768) Touch with Corning® Gorilla® Glass NBT	55	-	-
583-BDVE	Internal US English Qwerty Non-backlit Keyboard	55	-	-
570-AADK	No Mouse	55	-	-
555-BDKL	Intel Dual Band Wireless-AC 7265 Wireless Driver	55	-	-
451-BBVM	42 Whr ExpressCharge Capable (Prismatic)	55	-	-
492-BBDD	65 Watt AC Adaptor	55	-	-
620-AAOH	No Media	55	-	-

998-CMWW	Fixed Hardware Configuration	55	-	-
537-BBBL	US Power Cord	55	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	55	-	-
340-ACQQ	No Option Included	55	-	-
332-1286	US Order	55	-	-
460-BBEX	No Carrying Case	55	-	-
430-XXYG	No Resource DVD	55	-	-
525-0131	Dell Command   Power Manager (DCPM)	55	-	-
525-BBCL	SupportAssist	55	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	55	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	55	-	-
658-BBRB	Waves Maxx Audio	55	-	-
658-BCUV	Dell Developed Recovery Environment	55	-	-
658-BDLS	Dell Latitude 3189 SRV	55	-	-
658-BDMO	TXEI SW Driver	55	-	-
658-BDMV	Intel Sensor Solution	55	-	-
452-BBSE	No Docking Station	55	-	-
389-BCGW	No UPC Label	55	-	-
340-BKTY	Windows 10 Quick Reference Guide	55	-	-
340-AQUY	Intel Pentium Processor Label	55	-	-
340-AAPP	Direct ship Info Mod	55	-	-
340-BLNJ	Mix Model Packaging DAO	55	-	-
387-BBMJ	eStar 6.1	55	-	-
800-BBGU	BTO Standard Shipment (VS)	55	-	-
320-BCEN	Black WLAN Touch LCD Cover	55	-	-
975-3461	Dell Limited Hardware Warranty Extended Year(s)	55	-	-
997-6727	Dell Limited Hardware Warranty	55	-	-
997-6746	ProSupport Plus: Accidental Damage Service, 3 Years	55	-	-



997-6755	ProSupport Plus: Keep Your Hard Drive, 3 Years	55	-	-
997-6762	ProSupport Plus: Next Business Day Onsite, 1 Year	55	-	-
997-6764	ProSupport Plus: Next Business Day Onsite, 2 Year Extended	55	-	-
997-6773	ProSupport Plus: 7x24 Technical Support, 3 Years	55	-	-
366-0319	Basic Deployment Dell Client PC System Configuration	55	-	-
378-6610	ProDeploy, Basic, Factory Install, Config Services	55	-	-
810-1356	Basic Deployment Dell Client PC	55	-	-
750-AAMI	Dell Active Pen	55	-	-
SKU	Description	Qty	Unit Price	Subtotal
	<a href="#">Dell Active Pen</a>	55	\$32.74	\$1,800.70
	<b>Estimated delivery date:</b> Oct. 16 - 19, 2017			
750-AAMI	Dell Active Stylus Pen, Customer Kit	55	-	-
			<b>Subtotal:</b>	\$38,491.75
			<b>Shipping:</b>	\$0.00
			<b>Environmental Fees:</b>	\$275.00
			<b>Estimated Tax:</b>	\$2,137.94
			<b>Total:</b>	<b>\$40,904.69</b>

## Important Notes

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### Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale ([www.dell.com/learn/us/en/uscorp1/terms-of-sale](http://www.dell.com/learn/us/en/uscorp1/terms-of-sale)), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy ([www.dell.com/returnpolicy](http://www.dell.com/returnpolicy)) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A ([www.dell.com/AEULA](http://www.dell.com/AEULA)) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S ([www.dell.com/SEULA](http://www.dell.com/SEULA)).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

### Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com).

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

#### **\*Dell Financial Services Lease:**

1. This proposal is property of Dell Financial Services and contains confidential information. This proposal shall not be duplicated or disclosed in whole or part. Minimum transaction size \$500.
2. All terms are subject to credit approval, execution and return of mutually acceptable lease documentation.
3. Lease rates are based upon the final amount, configuration and specification of the supplied equipment. Interim rent may apply and be due in the first payment cycle.
4. The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items, which shall be for Lessee's account.
5. This proposal is valid through the expiration date shown above, or, if none is specified, for 30 calendar days from date of presentation.

# Guy Ollison

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## Education

- 2008, Masters of Arts Degree, Educational Leadership & Policy Studies
- 2005-2006, Administrative Service Credential in Educational Leadership & Policy Studies, CSU Sacramento, Sacramento, Ca
- 1998-1999, Multiple Subject Credential, CLAD emphasis; Supplemental Science Credential, CSU Sacramento, Sacramento, Ca
- 1989-1994, Bachelor of Arts Degree, African American Studies, UC Davis, Davis, Ca

## Qualifications Supervision

- As Designated Head Teacher, fulfilled duties of the administrative team in their Absence
- Support administrators in school wide discipline
- Counsel and determine consequence for students in the In-House Detention Room
- Assisted principal with scheduling and general operations of summer school
- Supervised summer school instruction

### Collaboration & Curriculum Development

- Mentor teachers in instructional strategies and classroom management
- Collaborated with staff on school wide projects
- Coordinated school wide events and activities to support positive school environment
- Led science department in assessing and monitoring student achievement
- Networked with teachers statewide to design and implement curriculum and best practice strategies Facilitation
- Received training in facilitation as a Science Lead Teacher
- Facilitated curriculum development meetings and professional development workshops

### Planning

- Developed and implemented school wide events and activities
- Organized and coordinated student activities, awards ceremonies, and fundraising events
- Collaborated with community organizations in developing and planning community events

## Employment History

- 1998-present, Science Teacher, Rosa Parks (Formerly Goethe) Middle School, Sacramento, Ca
- 2002-present, Science Mentor/Instructional Coach, Breakthrough Sacramento, Sacramento, Ca
- Summer 2006, Summer School Head Teacher, Goethe Middle School, Sacramento, Ca
- 1997-1999, K-12 Substitute Teacher, Fairfield-Suisun Unified, Fairfield, Ca

- 1997-1999, K-12 Substitute Teacher, Vacaville Unified, Vacaville, Ca
- 1995-1997, Teacher, Caldwell Elementary School, Compton, Ca

## Experiences

- Current, Support Provider, SCUSD  
Mentor new teachers on our campus.
- Current, Improve Your Tomorrow (IYT) Board Member  
IYT is a non-profit organization dedicated to opening pathways for young men of color to get to and through college.
- 2016-present, Health Literacy Curriculum Advisor, BSCS
- 2016-2017, Nehemiah Emerging Leaders Program, Executive Fellow  
A selective 10-month professional development program designed to prepare its Fellows for effective and ethical leadership in their communities.
- 2011-2012, Diabetes Curriculum Task Force Advisor, BSCS  
A committee of health professionals, teachers, and community organizers develop and implement health curriculum surrounding the issues of diabetes.
- 2010-2013, Closing the Achievement Gap in Science & Math (CAG), Participant
- 2009, Aspiring Site Administrator Network, SCUSD, Participant
- 2009, Cultural Responsive Teaching Team Participant
- 2009, Equity Team Member
- 2008-2009 SCUSD Middle School Task Force Committee  
Facilitated discussions around the implementation of school reform initiatives.
- 2007-2008, Science Adoption Committee Member, SCUSD, Sacramento, Ca  
Piloted and assessed the science materials to be adopted for the middle schools within the district.
- 2007-2009, District Site Leadership Team, Rosa Parks Middle School, Member  
The DSLT is responsible for the governance plans for Rosa Parks Middle School, discussing on-going efforts towards school improvement and student achievement
- 2007-2009 SLC Team Leader, Rosa Parks Middle School  
As the Team Leader, I facilitated our meetings, scheduled and facilitated student conferences, serve as liaison between the SLC and the District Site Leadership Team, monitored student success across the small learning community, organized student activities, maintained record of actions taken by the SLC.
- 2007, Breaking Ranks in the Middle  
Trained to conduct professional development workshops in utilizing best practices and recommendations presented in Breaking Ranks in the Middle.
- 2005-2007, Head Teacher, Goethe Middle School

As Head Teacher, I provide on-going support to administrative team in our In-House Detention room. I also have imparted and supported teachers with various teaching strategies in the areas discipline and classroom management.

- 2001-2005, Activities Director, Goethe Middle School  
I was the main coordinator of all student activities, assemblies, and fund raisers on campus. I was also responsible for developing the curriculum of the leadership class and facilitating the after-school leadership club.
- 2001-2004, Science Department Chair, Goethe Middle School, Sacramento, Ca  
My primary responsibilities were to plan, facilitate all department meetings, present and report to our leadership team departmental concerns. Delegated tasks and collaborated with other department leaders on cross-curricular issues.
- 2000-2001, Participant, Equity in Science Education  
Collaborated with teachers across the state to address and implement strategies surrounding the inequities in education.
- 1999-2001, Science Lead Teacher, K-12 Alliance, Sacramento, Ca  
I was trained in the areas of standards based curriculum design and assessment. Participated in professional summer institute to enhance scientific knowledge and hands-on, constructivist and inquiry based instruction. Utilized these skills to help train/mentor others in these same areas.

#### **Skills**

- Have excellent communication, presentation, and written skills
- Effective planner and organizer of special events
- Well versed in the usage of Microsoft Word, Excel and PowerPoint

#### **References**

Upon Request

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## **SKILLS**

Computer (PC), Microsoft Word, PowerPoint, Remit, File Maker Pro 5, Fox Pro and Excel; Management, Training, and Supervisory skills; Type 70+ w.p.m.

## **WORK EXPERIENCE**

April 2004 to March 2007. Document Control Specialist, MKM Engineers, McClellan, California.

January 2001 to November 2003. Project Senior Administrator, CS-10 McClellan, California.

Provide a myriad of executive administrative support to project manager (Corporate CEO equivalent) who serves as the Radiation Safety Officer (RSO). Establish and maintain documentation and data files. Issue and maintain accurate accountability of all dosimetry body badges and finger rings received, on-hand, issued, lost, recovered and returned. Maintain NRC Form 4 on each individual having a TLD. Update computer tracking (FileMaker, Pro 5) of each dosimetry issued. Record damaged and/or lost dosimetry body badges and finger rings in the computer tracking system and generate a lost/damaged report. Update all instruments with corresponding probes and detectors in computer data base. Maintain accuracy and currency. Establish file folder for each instrument, noting all necessary information (i.e., date of calibration, calibration due date, and all out-for-repair status). Reformat NWT Operating Procedures for project-specific applicability. Maintain confidential personnel files and training records of project personnel. Resolve any administrative, financial and other project-related irregularities with Corporate and outside agencies. Maintain adequate supply of office supplies (i.e., paper, copier toner, forms, form letters and ink cartridges, pens, refills, labels, etc.). Schedule site personnel for medical appointments and physical examinations. Prepare draft response for RSO's signature of all routine site-specific correspondence. Update and maintain original copies of all Radiation Work Permits (RWP's) and RWP log. Maintain and update RSO's contact listing and Project organizational matrix. In computer tracking system, update and maintain currency of all training received by project personnel. Track mandatory training to insure continuity and currency of all project personnel. Follow-up and document any deficient training.

Generate a daily status report that is sent electronically to all interested parties with the signed original hard copy given to the site contractor, (URS). Review and prepare for signature, all per diem requests and timecards. Disburse all checks (per-diem and pay checks) to supervisors for employees' signatures. Review all expenses and verify appropriate receipts. Prepare agenda items for RSC meetings; attend meetings; take attendance and notes; prepare and disseminate monthly minutes. Collect and document quarterly TLD badge exchange to insure receipt/issuance and accountability. Update and record (in computer tracking system) all current dosimetry data. Provide updated letters to Landauer, listing (by name, social security number and date of birth) and assigned TLD badge/finger ring and request `by-name` issuance of the next quarter TLD badges/finger rings. Generate and update (in the computer tracking system) an annual NRC Form 5 (record) all personnel issued and/or received a dosimetry during the calendar year. Generate and update (in the computer tracking system) an NRC Form 5 (estimate) of personnel who leave the project before the end of the year. Communicate with NRC regulators concerning licensing amendments and other issues. Maintain accurate accountability of all sealed sources and certificates of calibration.

January 2000 to January 2001. Chief Executive Officer (CEO), RLD Enterprise (home-based business). Assisted young aspiring authors to fully develop their writing and public speaking skills by conducting periodic forums and workshops.

May 1999 to January 2000. Licensing Program Analyst, California Department of Social Services, Community Care Licensing. Inspected licensed residential adult and elderly facilities for compliance with state and other statutory requirements. Assessed immediate civil penalties to facility operators who failed to comply with established standards of operation. Investigated and resolved complaints regarding abuse and neglect of facility residents.

July 1998 to April 1999. Chief Executive Officer (CEO), RLD Enterprise (home-based business). Provided exhaustive research, proofreading and page layout to assist several aspiring authors achieve their dreams of authorship and book publishing.

July 1997 to June 1998. (One-year limited term) Disaster Assistance Program Specialist, Governor's Office of Emergency Services, Disaster Assistance Program Branch. Inspected damaged sites, throughout the California State Park System, which suffered from the federally declared disaster. Assessed all damages and established a monetary figure (with federal inspectors and local State Park officials on-site assistance) to reimburse the State Park System for damages or to upgrade the structural integrity of the site to prevent recurrence.

January 1997 to June 1997. Executive Officer, Federal Emergency Management Agency (FEMA), Federal Disaster 1155-DR-CA. Directed and executed administrative functions that directly supported the efforts of three Federal Coordinating Officers at the Disaster Field Office. Established and maintained rapport with multiple Federal and State agency officials. Performed special administrative projects that included employee development and training to achieve maximum use of personal skills. Planned, developed and assisted in office services functions that included records and files, records disposal, printing and property management.

September 1994 to December 1996. Developed home-based consulting business.

August 1989 to September 1994. Correctional Officer and State Parole Agent, California Department of Corrections. Counseled and supervised convicted felons in a correctional (prison) setting. Maintained safety and security of staff, inmates, institution and community. Documented and controlled inappropriate inmate behavior while analyzing potential situational conflicts. Developed an inmate telephone standby system; thereby, maximizing telephone use while minimizing personal hardships and grievances previously suffered by inmates. Counseled and documented activities of parolees; analyzed and investigated alleged offenses; coordinated planned arrests; submitted administrative and judicial reports that met stringent legal time constraints; represented the State of California in judicial proceedings. Researched, developed and presented administrative requirements to standardize and streamline felony complaints procedures at first District-wide training seminar. Facilitated "Breaking Barriers" training seminars to parolees, their families, and significant others; helped bridge trust and respect between parolees and parole staff.

May 1988 to August 1989. Hotel Manager, Sequoia Hotel. Resolved all customer and employee issues. Trained employees on customer relations skills while maintaining daily operational management of entire hotel complex.

April 1965 to July 1988. First Sergeant, United States Air Force. Supervised 500 to 1,200 enlisted personnel; investigated and resolved crisis in dysfunctional households; established and maintained Confidential personnel case files. (Note: A more detailed job description is available, upon request).  
**(U.S. citizen) DOD Secret Security Clearance w/Extended Background Investigation (EBI).**

## **EDUCATION**

EMPA, 1998 - (Executive Master in Public Administration), GPA 4.0 (16 semester hours completed), Golden Gate University, San Francisco, California.

MSSM, 1989 - (Master of Science, System Management), GPA 3.9 (12 semester hours completed), Golden Gate University, San Francisco, California.

BS, 1986 - Business Management (University of Maryland; College Park, Maryland).

AS, 1986 - Administration (Community College of the Air Force).

AA, 1985 - Management (University of Maryland, College Park, Maryland).

AS, 1983 - Business (Victor Valley College, Victorville, California).

## **TRAINING**

Noncommissioned Officer and Senior Noncommissioned Officer academies; First Sergeant Academy.

## **AWARDS**

AF Meritorious Service Medal (2OLC); AF Commendation Medal (3OLC); AF Good Conduct Medals.