

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

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

**Agenda for Regular Meeting of the Lewis Center for Educational Research Board
May 11, 2020 - Public Meeting – 4:00 p.m.**

NOTICE: This meeting will be will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 Dated March 17, 2020 and will be held **TELECONFERENCE ONLY**. If you wish to participate in the meeting, please use the link or telephone number and access code set forth below:

Join the meeting from your computer, tablet or smartphone at this link:

<https://global.gotomeeting.com/join/897038733>

Dial in using your phone:

United States: [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 897-038-733

If you wish to make a public comment at this meeting, prior to the meeting please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at lcerboard@lcer.org. Your comment will be read at the meeting during public comments or as the agenda item is heard.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman

2. **ROLL CALL:** Chairman

PUBLIC COMMENTS: Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed.

3. **SPECIAL PRESENTATIONS:**

.01 AAE/NSLA LCAP Presentation – Valli Andreasen, Fausto Barragan, Heather Juarez, Lisa Lamb

4. **DISCUSSION ITEMS:**

.01 AAE MPR and Construction Updates – Larry Rieder

.02 NSLA Construction Updates – Larry Rieder

.03 Distance Learning and School Updates – Valli Andreasen and Fausto Barragan

.04 AAE and NSLA Graduation and Promotion Updates – Valli Andreasen and Fausto Barragan

.05 Discuss Board Policy Regarding Naming Buildings – Lisa Lamb

.06 Schedule LCER Board Budget Workshop – Proposing June 1, 2020 from 9:00 -12:00 p.m.

5. **ACTION ITEMS:**

.01 Approve BP 1312.3 Uniform Complaint Policy and Procedures Revision – Stacy Newman – Pg 3

.02 Approve Revised NSLA 2020-21 School Calendar and Discuss Future School Calendar Alignment Planning – Lisa Lamb – Pg 16

6. **CONSENT AGENDA:**

.01 Approved Revised Minutes of March 9, 2020 Regular Meeting – Pg 19

.02 Approve Minutes of April 13, 2020 Regular Meeting – Pg 22

.03 Approve Minutes of April 29, 2020 Special Meeting – Pg 25

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- .04 Approve ASB and Student Activities Spending Plans and Temporary Approvals in Light of COVID-19 School Closures – Pg 26
- .05 Approve Electronic Waste Disposal – Pg 28

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

- .01 President/CEO – Lisa Lamb – Pg 33
- .02 LCER Financial Reports
 - Checks Over \$10K – Pg 39
 - AAE and NSLA Federal Cash Management Data Collection Reports – David Gruber – Pg 40
- .03 Lewis Center Foundation Financial Report
 - March 2020 – Pg 46
- .04 LCER Board Attendance Log – Pg 47
- .05 LCER Board Give and Get – Pg 48

8. BOARD/STAFF COMMENTS:

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

9. ADJOURNMENT: Chairman

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 72 hours before the meeting by calling (760) 946-5414 x201. Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

**Lewis Center for Educational Research
Board Packet Agenda Items
Meeting Date: May 11, 2020**

Title: Board Policy Update

Board Policy 1312.3 COMMUNITY RELATIONS Uniform Complaint Procedures

Present As: Discussion/Action Item

Background: Update to the Uniform Complaint Procedures in accordance with the annual update from the California Department of Education (CDE)

Fiscal Implications (if any): None

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

Recommendation: Approve

Respectfully Submitted By: Stacy Newman, Human Resources Director

Lewis Center for Educational Research

**BP 1312.3: COMMUNITY RELATIONS
UNIFORM COMPLAINT POLICY AND PROCEDURES**

Adopted: June 11, 2012

Revised: September 8, 2014

June 8, 2015

[INSERT DATE]

The Lewis Center for Educational Research ("LCER") complies with applicable federal and state laws and regulations governing educational programs. This policy contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures ("UCP") complaint regarding an alleged violation ~~by the above of certain~~ federal or state laws or regulations.

The LCER is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. ~~This policy presents information about how the LCER processes UCP complaints concerning particular programs or activities for which it receives state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations.~~ A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written and signed complaint alleging violation of applicable federal or state laws or regulations as set forth in this policy. ~~, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of the LCER's LCAP.~~ If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, the LCER shall assist the complainant in the filing of the complaint.

Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status/citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any LCER program or activity;
- (2) Complaints of violations of state or federal law and regulations governing the following applicable programs ~~that are implemented by LCER, are subject to the UCP, and for which LCER receives state or federal funding~~: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical and Technical Training; ~~Career Technical Education~~; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Economic Impact Aid; Foster and

Homeless Youth Services; Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education; Pupils from Military Families; Migratory Pupils; Accommodations for Pregnant and Parenting Pupils; Migrant Education; -Regional Occupational Centers and Programs; Special Education; State Preschool; and Tobacco - Use Prevention Education.

- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below:
- a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - a.—“Pupil fee is” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers:
 - b. , as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory; or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the LCER finds merit in a pupil fees complaint; the LCER shall provide a remedy to all affected pupils, parents, and guardians; that, where applicable, includes reasonable efforts by the LCER to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts,

school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

(4) Complaints ~~may also be filed alleging of~~ noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Sections 47606.5 and 47607.3 of the Education Code regarding Local Control Accountability Plans ("LCAP"), as applicable. The LCAP is an important component of the LCFF, the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF, the LCER is required to prepare an LCAP, which describes how the LCER intends to meet annual goals for its pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

~~(5)~~ Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. ~~If the LCER finds merit in~~

~~(5)(6)~~ Complaints of noncompliance with the requirements of Education Code Section 48645.7 regarding the rights of juvenile court school pupils when they become entitled to a complaint, or if the Superintendent finds merit in an appeal, the LCER shall provide a remedy to the affected pupil. diploma.

(7) Complaints of noncompliance with the Charter School's School Safety Plan.

The LCER acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects ~~{~~to the greatest extent reasonably possible~~}~~ the confidentiality of the parties and the integrity of the process. The LCER cannot guarantee anonymity of the complainant. ~~-~~This includes keeping the identity of the complainant confidential. However, tThe LCER will attempt to do so as appropriate. ~~-~~The LCER may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the compliance officer investigating the complaint or the CEO/designee on a case-by-case basis.

The LCER prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

~~The following complaints shall be referred to other agencies for appropriate resolution and are not subject to the LCER's UCP process set forth in this policy unless these procedures are made applicable by separate interagency agreements:~~

- ~~(1) Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.~~
- ~~(2) Health and safety complaints regarding a Child Development Program shall be referred to the Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing exempt facilities.~~
- ~~(3) Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Dept. of Fair Employment and Housing (DFEH).~~

~~(4) Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).~~

Compliance Officers

~~The Board of Directors designates the following UCP Coordinator and compliance Compliance officer Officer(s) are responsible for receivingto receive and investigatinginvestigate complaints and ensuringto ensure the LCER's compliance with law:~~

Coordinator of Uniform Complaint Procedures:

CEO Executive Assistant
Lewis Center for Educational Research
17500 Mana Road
Apple Valley, CA 92307
(760) 946-5414

Compliance Officers:

Director, Human Resources
Director, Special Education
Director, Finance
Director, Categorical Programs

Lewis Center for Educational Research
17500 Mana Road
Apple Valley, CA 92307
(760) 946-5414

The CEO or designee ~~shall ensure that~~ compliance officers are knowledgeable about the laws and programs which they are assigned to investigate. Designated employees may have access to legal counsel as determined by the CEO or designee.

Should ~~thea~~ complaint be filed against ~~the a~~ compliance officer, the compliance officer for that case shall be the CEO or designee.

Notifications

The LCER shall annually provide written notification of its uniform complaint procedures to its students, employees, parents and/or guardians of its students, school and district advisory committee members, the Foundation Board, appropriate private school officials or representatives, and other interested parties, as applicable.

~~The annual notice shall include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.~~

The annual notice shall be in English, ~~and when necessary, in the~~. Pursuant to Education Code Section 48985, if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language, ~~pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice other than English, this annual notice will also be provided to the parent or guardian of any such pupils in their primary language.~~

The ~~LCER CEO or designee~~ shall make available copies of the LCER's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the LCER is primarily responsible for compliance with state and federal laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the person, position, or unit responsible for receiving complaints.
- (d) A statement that the complainant has a right to appeal the LCER's decision to the California Department of Education ("CDE") by filing a written appeal within 15 days of receiving the LCER's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the LCER has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

• **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the LCER.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no

later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. The period for filing a discrimination, harassment, intimidation or bullying complaint may be extended by the CEO or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six-month time period. The CEO shall respond immediately upon a receipt of a request for extension.

-A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation, or bullying.

~~A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.~~

A pupil fee complaint shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, LCER staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation, or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the LCER's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her the complainant's representative to repeat the complaint orally.

The investigation shall provide an opportunity for the complainant and/or the complainant's representative ~~, or both,~~ to present evidence or information.

Refusal by the complainant to provide the LCER's investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse ~~al~~ to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the LCER to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding, based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Response**

A UCP complaint will be investigated and a written report (also known as a Decision) as described in Step #5 below will be issued to the complainant within sixty (60) days of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

- **Step 5: Final Written Decision**

~~The LCER shall issue a written Decision based on the evidence that will contain the following elements:~~

~~The Decision~~ LCER's decision shall be in writing and sent to the complainant. The LCER's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.

~~1. Notice of the complainant's right to appeal the LCER's Decision~~ within fifteen (15) days to the CDE.

6. ~~And~~ and procedures to be followed for initiating such an appeal ~~to the CDE.~~

7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the LCER's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education ("CDE")

The complainant may appeal the LCER's Decision in writing to the CDE within fifteen (15) days of receiving the LCER's Decision. When appealing to the CDE, the complainant must fully explain specify the basis for the appeal, ~~stating how and whether~~ the facts ~~of the LCER's Decision~~ are incorrect and/or the law has been misapplied. The appeal shall be sent with a copy of the locally filed complaint and a copy of the LCER's Decision.

~~Nothing in this policy shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor is the LCER prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.~~

~~Copies of these Uniform Complaint Procedures shall be available free of charge.~~

Upon notification by the CDE that the complainant has appealed the LCER's decision, the CEO or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the LCER, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the LCER's complaint procedures.
7. ~~7.~~ Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including

cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of LCER's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the LCER has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____

First Name/MI: _____

Student Name (if applicable): _____ Grade: _____

Date of Birth: _____

Street

Address/Apt.#: _____

City: _____ State: _____

Zip Code: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

School _____ Office _____ of _____ Alleged _____ Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|--|---|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> Agricultural Vocational Education |
| <input type="checkbox"/> American Indian Education | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Career/Technical Education and Training |
| <input type="checkbox"/> Child <u>Care and</u> Development Programs | <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Foster/Homeless Youth |
| <input type="checkbox"/> Migrant Education | <input type="checkbox"/> No Child Left Behind/ESSA Programs | <input type="checkbox"/> Regional Occupational Programs |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> State Preschool | <input type="checkbox"/> Tobacco-Use Prevention Education |
| <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> Local Control Funding Formula/ <u>LCAP</u> | <input type="checkbox"/> Lactating Pupils |
| <input type="checkbox"/> <u>Bilingual Education</u> | <input type="checkbox"/> <u>Compensatory Education</u> | <input type="checkbox"/> <u>Pupils from Military Families</u> |
| <input type="checkbox"/> <u>California Peer Assistance and Review Programs for Teacher</u> | <input type="checkbox"/> <u>Economic Impact Aid</u> | <input type="checkbox"/> <u>Pregnant and Parenting Pupils</u> |
| | <input type="checkbox"/> <u>School Safety Plan</u> | <input type="checkbox"/> <u>Migratory Pupils</u> |
| | <input type="checkbox"/> <u>Juvenile Court School Pupils</u> | |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. - Yes No

Signature: _____

Date: _____

Mail complaint and any relevant documents to:

[CEO Executive Assistant](#)
[Lewis Center for Educational Research](#)
[17500 Mana Road](#)
[Apple Valley, CA 92307](#)
[\(760\) 946-5414](#)

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

Date of meeting: May 11, 2020

Title: NSLA 2020-2021 Calendar Revision

Presentation: _____ Consent: _____ Action: x Discussion: _____ Information: _____

Background: Due to the current school closure in light of the COVID-19 pandemic impacting construction timelines. NSLA would like to consider modifying the recently board adopted calendar to the attached previously approved calendar. Reason to the change is to the minimum of 2 month delay to the construction.

Fiscal Implications (if any): **None**

Impact on Mission, Vision or Goals (if any): **None**

Recommendation: **Approve the modified 2020-2021 NSLA School Calendar**

Submitted by: Fausto Barragán Jr., Principal

NORTON SCIENCE AND LANGUAGE ACADEMY 2020-2021 SCHOOL YEAR






NSLA STUDENT CALENDAR - 180 School Days



Grades TK-5 school starts at 8:15am, Grade 6-8 School starts at 7:46

Grades 1-8 dismissal at 2:45pm (M, T, Th, F) & 1:35 (W)

*** TK/Kinder dismissal every day at 1:30pm ***

Grading Periods TK-8		Holidays		Special Dates	
Aug 4-Nov 6	1st Trimester	Sept 7 - Labor Day	Feb 8 - Lincoln's Bday	Kinder orientation - Aug 3	
Nov 9-Mar 5	2nd Trimester	Nov 11- Veteran's Day	Feb 15 - President's Day	Kinder Recognition & Awards Assemblies-June 3	
Mar 8 -Jun 3	3rd Trimester	Nov 23-27 Thanksgiving Break	Mar 22-Apr 2-Spring Break	Student First Day--August 4	
		Dec 21-Jan 8 - Winter Break	May 31 - Memorial Day	Student Last Day--June 3	
		Jan 18- MLK Day		8th grade promotion --June 2	

 No School	 Holiday	 Teacher In-Service, No School	 * Trimester Ends	 Early Dismissal 1:35
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 First and last days of school	 Parent-Teacher conferences / dismissal at 12:30 for ALL GRADES (March 15-March 19 is grades TK-5 ONLY)
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July-20

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

School Days (0)

August-20

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

School Days- 20

September-20

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

School Days- 21

October-20

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days- 21

November-20

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

School Days- 15

December-20

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

School Days- 14

School Days

August	20
September	21
October	21
November	15
December	14
January	14
February	18
March	15
April	20
May	19
June	3
Total Days	180

January-21

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

School Days- 14

February-21

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

School Days- 18

March-21

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

School Days- 15

April-21

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days- 20

May-21

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

School Days- 19

June-21

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
15	16	17	18	19
22	23	24	25	26
29	30			

School Days- 3

Teacher Work Days
185

The school calendar is available on our website: <http://www.nsla.lewiscenter.org>

NORTON SCIENCE AND LANGUAGE ACADEMY 2020-2021 año escolar CALENDARIO ESTUDANTIL- 180 DÍAS

El día escolar para los estudiantes de TK a 5to grado comienza a las 8:15, grados 6-8 comienzan a las 7:46

Los grados 1-8 salen a las 2:45 (L, M, J, V) y a la 1:35 (M)

* TK y Kinder salen a la 1:30pm todos los días *

Periodos para asignar calificaciones K-8

4 de agosto-6 de noviembre	1er Trimestre
9 de noviembre-5 de marzo	2do Trimestre
8 de marzo- 3 de junio	3er Trimestre

Días feriados

7 de septiembre- Día del trabajador	8 de febrero- Cumpleaños de Lincoln
11 de noviembre- Día de los veteranos	15 de febrero- Día de los presidentes
23-27 de noviembre-Vacaciones de "Thanksgiving"	22 de marzo - 2 de abril-Vacaciones de primavera
21 de Dic. a 8 de enero-Días feriados de invierno	31 de mayo- Día del soldado caído en guerra
18 de enero- Día de MLK	

Fechas importantes

Orientación de kinder- 3 de agosto
Reconocimiento de Kinder y asamblea de reconocimiento- 3 de junio
Primer día de la escuela para los estudiantes--4 de agosto
Último día para los estudiantes--3 de junio

No hay escuela	Feriados	Día de trabajo para los maestros	Fin de trimestre	Salida temprana a la 1:35
1ero y último día de escuela	Días mínimos & conferencias de padres-maestros -salen a las 12:30 - TODOS LOS GRADOS (15 de marzo - 19 de marzo solo grados TK-5)			

Julio-2020

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

Días escolares (0)

Agosto-2020

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

Días escolares- 20

Septiembre-2020

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

Días escolares- 21

Octubre-2020

L	M	M	J	V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares- 21

Noviembre-2020

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

Días escolares- 15

Diciembre-2020

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

Días escolares- 14

Días Escolares

agosto	20
sept.	21
octubre	21
noviembre	15
diciembre	14
enero	14
febrero	18
marzo	15
abril	20
mayo	19
junio	3
	180

Enero-2021

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

Días escolares- 14

Febrero-2021

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

Días escolares- 18

Marzo-2021

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

Días escolares- 15

Días de trabajo para los maestros
185

Abril-2021

L	M	M	J	V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Días escolares- 20

Mayo-2021

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

Días escolares- 19

Junio-2021

L	M	M	J	V
	1	2	3	4
7	8	9	10	11
15	16	17	18	19
22	23	24	25	26
29	30			

Días escolares- 3

Este calendario está disponible en nuestra página de Internet: <http://www.nsla.lewiscenter.org>

**Regular Meeting of the
Lewis Center for Educational Research Board of Directors**

**Revised Minutes
March 9, 2020**

1.0 Call to Order

Vice Chairman Sharon Page called the meeting to order at 4:03 p.m.

2.0 Roll Call

LCER Board Members Torii Gray, Omari Onyango, Sharon Page, David Rib, Jessica Rodriguez and Rick Wolf were present.

LCER Board Members Pat Caldwell, Jim Morris, Kevin Porter and were absent.

Staff members Valli Andreasen, **Fausto Barragan**, Elizabeth Chronister, Jisela Corona, Ryan Dorcey, Teresa Dowd, Brook Gupta, David Gruber, Lisa Lamb, Stacy Newman and Toni Preciado were also present.

3.0 Public Comments: NSLA parent Rita Ayala shared concerns about the music rotation class and an investigation that was done, and provided a written complaint to the Board. Sharon Page asked Lisa Lamb to investigate the situation and report back to the Board.

NSLA parent and PTO President Arwa Hunsucker shared concerns about lack of classroom management during rotation classes, and that there is no Chinese teacher. The plan for this hasn't been communicated. She felt that there was a lack of communication from administration and didn't feel teachers weren't using Love and Logic. Lisa stated we are working on a communication plan.

NSLA parent Lisa Magallanes volunteers at the school and has been volunteering more to see what is going on as her children didn't want to go to school. She felt that there is no communication to parents such as when meetings and events are, the school calendar, and that the website isn't updated. She would like to have a meeting with staff to talk about communication as well as the Corona Virus. We will schedule this meeting. Sharon Page thanked her for bringing her concerns.

4.0 Special Presentations:

.01 Toni Preciado presented about the Chile Delegation. We had planned on hosting 2 Chilean teachers and 6-7 students in April, but this may not happen due to the Corona Virus. We are still looking for host families for when it is rescheduled. They would like to experience school life as well as excursions. The Board will be invited to a welcome meal. The process for selecting students to go to Chile next year will begin after spring break.

.02 Wayne Strumpfer, CCSA, presented Brown Act and Conflict of Interest training. The training covered new laws within Ed Code 47604.1.

5.0 Discussion Items

.01 David Gruber discussed the AAE and NSLA CARS Reports, which tell how we're spending federal funds we receive. AAE receives Title I, II and IV funds and NSLA received Title I, II, III and IV funds. The LCER can charge indirect costs but does not as they have a management agreement with the schools. The goal is to keep as many dollars with the specific population designated as possible. Sharon Page asked what we provide for homeless services. We provide social/emotional learning, backpacks, shoes, uniforms, bus passes, etc.

.02 Jessica Rodriguez discussed the 2020 Annual Gala and reported that Marcia Vargas and Duberly Beck are presenting to PTO and PTC about the event to get parents involved.

6.0 Action Items

- .01 AAE Safety Plan – Valli Andreasen shared that the safety plan is reviewed, updated and approved by the Board annually. It is meant to be a public document without tactical information. On a motion by Jessica Rodriguez, seconded by Torii Gray, roll call vote 6-0, the LCER Board of Directors approved the AAE Safety Plan.
- .02 NSLA Safety Plan – Fausto Barragan shared that the safety plan is reviewed, updated and approved by the Board annually. It is meant to be a public document without tactical information. On a motion by Omari Onyango, seconded by Torii Gray, roll call vote 6-0, the LCER Board of Directors approved the NSLA Safety Plan.
- .03 New AAE Graduation Requirements – Valli Andreasen reported that AAE graduation requirements are returning to what they were 5 years ago of 1 year of language or 1 year VPA. We had aligned the requirements with UC and CSU requirements to have 2 years of language and 1 year of VPA. Some students are not successful completing those requirements and would have to receive a Certificate of Completion rather than a diploma. We are the only school in the High Desert with these requirements other than Riverside Prep, and they are changing theirs as well to be in line with other high schools. We can still offer this structure as a path and this will allow for another path for other students. We want to have the same requirements at both AAE and NSLA, with a 3rd path for world language distinction with a seal of biliteracy. Marcelo Congo stated that this is a great measure we're taking. On a motion by Jessica Rodriguez, seconded by Rick Wolf, roll call vote 6-0, the LCER Board of Directors approved the New AAE Graduation Requirements.
- .04 Marcelo Congo reported that AR and BP 5141.52 Suicide Prevention were revised to align with Ed Cod 215. On a motion by Jessica Rodriguez, seconded by Omari Onyango, roll call vote 6-0, the LCER Board of Directors approved the NSLA Safety Plan.
- .05 David Gruber reported that the policies follow GAMUT guidelines, which most districts use and have already been vetted through legal. On a motion by Omari Onyango, seconded by David Rib, roll call vote 6-0, the LCER Board of Directors approved BP 3350 Reimbursements, Travel and Other Expenses.
- .06 On a motion by Jessica Rodriguez, seconded by Torii Gray, roll call vote 6-0, the LCER Board of Directors approved BP 3450 Money in School Buildings Revision.

7.0 Consent Agenda:

- .01 Approve Minutes of February 10 Regular Meeting

On a motion by Rick Wolf, seconded by Torii Gray, roll call vote 5-0 with Jessica Rodriguez abstaining as she was not at the meeting, the LCER Board of Directors approved Consent Agenda item 7.01.

8.0 Information Included in Packet:

- .01 President/CEO – Rick Wolf stated that he would like to amend the goals so that the CEO contacts the Chair when issues come up. Sharon Page stated that goals are developed in Strategic Planning and we can address it at that time. Also, this is currently what happens as Lisa discusses any concerns that come up with the Chair and shares next steps with the Board. She will be scheduling one on one time with each Director individually as well. Lisa Lamb reported that under Goal 2.1, the March 10 County Board meeting regarding approval of the ground lease is being pushed back to March 24. The draft is substantially the same and the redline version will be sent out for review. Lisa will proceed with the authorization given to her unless notified otherwise by the Board. Please let Lisa or Sharon know of any comments or concerns.
- .02 LCER Financial Reports

- Checks Over \$10K – It was asked what the Committee for Children was. It is social emotional learning curriculum.
 - Budget Comparisons
- .03 Lewis Center Foundation Financial Report
- January ~~2019-2020~~
- .04 LCER Board Attendance Log
- .05 LCER Board Give and Get

9.0 Board/Staff Comments:

- .01 Ask a question for clarification or make a brief announcement – Lisa Lamb reported that the AAE construction financing is closed and done. A task force is being developed and construction should start by June/July. We are scheduled to close June 3 for the NSLA project. Bids are due by March 17. Tom and Larry will review the bids and make a selection by March 30 and grading will begin. Dr. Barragan was congratulated for his time in the LA Marathon, as well as the AAE students and staff.
- .02 Make a brief report on his or her own activities
- .03 Future agenda items – David Rib would like to add naming the new Multipurpose Room after Bud Biggs to the next agenda.

10.0 Adjournment

Vice Chairman Sharon Page adjourned the meeting at 6:46 p.m.

**Regular Meeting of the
Lewis Center for Educational Research Board of Directors**

**Minutes
April 13, 2020**

1.0 Call to Order

Chairman Kevin Porter called the meeting to order at 4:00 p.m.

2.0 Roll Call

LCER Board Members Pat Caldwell, Torii Gray, Jim Morris, Omari Onyango, Sharon Page, Kevin Porter, David Rib, Jessica Rodriguez and Rick Wolf were present by teleconference pursuant to the provisions of the Governor’s Executive Order N-29-20 Dated March 17, 2020.

No LCER Board Members were absent.

Staff members Valli Andreasen, Fausto Barragan, Marcelo Congo, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb and Stacy Newman were also present by teleconference.

Heather Kinney represented SBCSS by teleconference.

3.0 Public Comments: None

4.0 Special Presentations:

.01 John Phan presented NSLA finance options in light of the drastic impact of the Covid-19 pandemic on the Municipal Bond Market. Norton could seek other means of financing, but the terms are less favorable. We can’t predict what will happen so there are no wrong decisions right now as there are too many unknowns. Options to consider include seeking alternative financing at higher costs and continue on schedule, or wait and see with decisions at specific milestones. John went over scenarios based on different views and timing approaches, as well as next steps. A survey was provided to help the Board decide which way to go. A term sheet that will model the costs will be provided soon, which will help guide the decision.

5.0 Consent Agenda

.01 Approve Minutes of March 9, 2020 Regular Meeting

On a motion by Omari Onyango, seconded by Jim Morris, roll call vote 9-0, the LCER Board of Directors approved Consent Agenda item 5.01.

6.0 Action Items

.01 Approve Extended School Closures Due to Covid-19 and Update on Operations During Closure – Lisa updated the Board on operations during the closure and the principals reported that we have connected with students and are tracking student contact and engagement. A no harm grading policy will be sent to families. Students can improve their grade, but grades will not go down from when they left. We are aligning with what other districts are doing. On a motion by Sharon Page, seconded by Jim Morris, roll call vote 9-0, the LCER Board of Directors approved extended school closures due to Covid-19.

.02 Approve BP 9270 - Conflict of Interest Revision – Pat Caldwell asked by AVUSED request us to change our policy when we are following the recommendation of FPPC. They were adamant that we change it to be similar to a local district board and thought it would be more transparent. It became a

sticking point in the approval of AAE's charter renewal so we complied with their request. On a motion by Jim Morris, seconded by Omari Onyango, roll call vote 9-0, the LCER Board of Directors approved BP 9270 – Conflict of Interest Revision.

- .03 Approve LCER Conflict of Interest Code Revision – On a motion by Pat Caldwell, seconded by Sharon Page, roll call vote 9-0, the LCER Board of Directors approved the LCER Conflict of Interest Code Revision. The County Board of Supervisors is our approving agency, so they will need to approve this revision as well.
- .04 On a motion by Omari Onyango, seconded by Torii Gray, roll call vote 9-0, the LCER Board of Directors approved Approve Resolution 2020-03 Conflict of Interest Code Amendment.
- .05 Greg Forest, YM&C attorney, discussed the updates on the lease agreement since the version that was in the packet. The changes all relate to construction financing and include provisions in the event of a default by the tenant. On a motion by Pat Caldwell, seconded by David Rib, roll call vote 9-0, the LCER Board of Directors approved the Ground Lease Agreement by and between 230 South Waterman Avenue, LLC and City and County of San Bernardino with the updates.
- .06 Greg Forest noted that language had been added to the Improvement Agreement asking for a 6 month contingency for financing due to the current financing situation. If we don't finance within the 6 months, the agreement terminates but we would still have to comply with the Settlement Agreement to build the preschool facility. The extension also extends the deadline to build the preschool. On a motion by Jim Morris, seconded by Omari Onyango, roll call vote 9-0, the LCER Board of Directors approved the Improvement Agreement for County Preschool Facility by and between the High Desert "Partnership in Academic Excellence" Foundation, Inc. and the County of San Bernardino with the updates.

7.0 Discussion Items

- .01 Discuss Lewis Center Foundation Update – Jessica Rodriguez reported that the 2020 Annual Gala was postponed to May of 2021. Lisa reported that we were very disappointed and has been talking with Rick Piercy regarding ideas for the honorees, such as filming video to have for historical footage. The Foundation will meet again next month.
- .02 Discuss LCER 2021-22 School Calendar – Lisa Lamb reported that over the years there have been discussions to align AAE and NSLA school calendars, which is very challenging. Two drafts of a combined 2021-22 LCER School Calendar were included in the packet to begin thinking about what a combined calendar would look like. We're trying to bring together when AVUSD and SBCUSD are both off as it affects our ADA. In addition, as we are going to have two high school programs, we can align calendars and bell schedules to allow for collaboration between sites.
- .03 Discuss NSLA Recruitment Efforts and Current Waiting List – Fausto Barragan reported that recruitment efforts have been suspended due to Covid-19. They previously had been attending family events, preschools, businesses, etc. We can continue advertising in publications, mail campaigns, social media, etc. TK and K have a wait list, which is a better position than we have been in the past.
- .04 Discuss Grading Delay for NSLA Construction Project Due to Covid-19 – Lisa Lamb reported that we should have been grading by this point in anticipation of funding, but are delayed. Larry Rieder presented updates on NSLA and Head Start plans, including bid information.
- .05 Discuss Upcoming TSK Architect Contract for AAE Project – Larry Rieder reported that an AAE Task Force approved a floor plan and architectural design, which were shared with the Board. The Goal is to start grading in July, with completion by January 2021.
- .06 Discuss Naming the New AAE Multipurpose Room After Bud Biggs – David Rib brought up naming the new AAE Multipurpose Room after Bud Biggs. Bud's legacy was discussed and affirmed by all. As there is no policy or protocol in place, we would create a policy to put some general parameters in place,

such as qualities to be considered. This is common and we will bring back a sample policy to the next meeting.

8.0 Information Included in Packet:

- .01 LCER Financial Reports
 - Checks Over \$10K
 - Budget Comparisons
 - AAE and NSLA 1st Interim Reports
- .02 Lewis Center Foundation Financial Report
 - February 2020
- .03 LCER Board Attendance Log
- .04 LCER Board Give and Get
- .05 AAE AFJROTC Unit Goals Report

9.0 Board/Staff Comments:

- .01 Ask a question for clarification or make a brief announcement – Fausto Barragan followed up on parent concerns from the last Board meeting. He investigated and did restorative justice and conflict mediation. He also met with the parents again. The investigation has brought the Exec Team closer in figuring out areas of communication in which we were lacking. As school ended abruptly, we will continue to follow up and find the disconnect. AAE and NSLA will be meeting to better align discipline systems.
- .02 Make a brief report on his or her own activities – Lisa Lamb reported that NASA Headquarters would be doing a virtual Earth Day presentation for us.
- .03 Future agenda items

10.0 Adjournment

Chairman Kevin Porter adjourned the meeting at 6:37 p.m.

**Special Meeting of the
Lewis Center for Educational Research Board of Directors**

**Minutes
April 29, 2020**

1.0 Call to Order

Chairman Kevin Porter called the meeting to order at 4:04 p.m.

2.0 Roll Call

LCER Board Members Torii Gray, Omari Onyango, Sharon Page, Kevin Porter, David Rib and Jessica Rodriguez were present by teleconference pursuant to the provisions of the Governor's Executive Order N-29-20 Dated March 17, 2020.

LCER Board Members Pat Caldwell, Jim Morris, and Rick Wolf were absent.

Staff members Valli Andreasen, Fausto Barragan, Marcelo Congo, Ryan Dorcey, Teresa Dowd, David Gruber and Lisa Lamb were also present by teleconference.

Angel Arrington represented SBCSS by teleconference.

3.0 Public Comments: None

4.0 Action Items

.01 We have been presented an offer for the entire loan amount of \$40 million for the NSLA Construction Project with an interest rate of 6.25% for a 38 year term with prepayment options. We are happy with these terms. The economics of the prepayment options, covenants and next steps were discussed. David Gruber provided budget projections with scenarios based on State budget projections to help determine the affordability of the loan. The State may have an August revision due to the current circumstances. Kevin asked about contingency reserves, which David discussed. On a motion by Omari Onyango, seconded by Sharon Page, roll call vote 6-0, the LCER Board of Directors authorized staff to pursue financing related to the Norton Science & Language Academy Construction Project for closing on or before June 30, 2020.

5.0 Adjournment

Chairman Kevin Porter adjourned the meeting at 6:37 p.m.

Lewis Center for Educational Research

Board Agenda Item Cover Sheet

Date of meeting: May 11, 2020

Title: ASB and Student Activities Spending Plans and Temporary Approvals in Light of COVID-19 School Closures

Presentation: _____ Consent: X Action: _____ Discussion: _____ Information: _____

Background:

Per the FCMAT ASB Manual, it is recommended that ASB and student organizations/ clubs that want to carry over more than 20% of the revenue they raised during the previous school year may do so with the consent of the governing board. However, due to COVID-19 and the closure of the campus beginning March 16th, most student organizations were unable to meet and conduct official business and generate minutes. Additionally, many of the events and activities that students raised funds for throughout the year were not able to be used since those events were cancelled. As a result, some student activity organizations may have much larger balances in their accounts than usual due to these unforeseen circumstances.

Fiscal Implications (if any):

Should not have any impact on the AAE or LCER general fund, only student body funds which are held separately within the organization.

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

Student organizations help give students opportunities to benefit the student body in many different ways. What these organizations do by providing extracurricular activities to students on campus clearly benefits the AAE mission of preparing students for post-secondary success.

Recommendation:

- Approve an extension for student organizations/clubs through September 30, 2020 to submit their spending plan. This is usually requested by the end of the school year to be approved during a summer board meeting.
- Approve student organizations/clubs to raise and spend funds under their current constitution and budget until September 30, 2020. Student activities will still need to submit a constitution and budget for the 2020-2021 school year for approval during the 1st quarter.
- If a club consists of more than 50% seniors, allow them to modify their currently adopted budget to allocate funds towards scholarships or other senior class-related expenses. The club will hold a virtual meeting and keep minutes if this course of action is desired by the student members.

- Approve an extension for all documents that are usually required to be submitted by student activities at the end of the school year until September 30, 2020.
- Approve student organization/club advisors and the principal approval for funds that need to be spent for obligatory reasons if the student activity group is unable to establish a quorum virtually in order to conduct an official meeting.

Respectfully submitted by:

Jeffrey Henderson

AAE Instructor, Senior Advisor and ASB Bookkeeper

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

Date of meeting: May 11, 2020

Title: Electronic Waste Disposal

Presentation: _____ Consent: X Action: _____ Discussion: _____ Information: _____

Background:

Request to dispose of the attached electronic waste and remove from asset inventory. The items on the attached list are either obsolete or irreparable and no longer needed.

Fiscal Implications (if any):

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

Recommendation:

To approve disposal of attached items.

Submitted by:

Michael Allen
Information Technology Manager
Information Technology Department

Asset Tag	Serial Number	Make	Model	Description	School
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70370	9ynkqn1	Dell	Optiplex 780	Desktop	NSLA
30724	81bmgx1	Dell	Optiplex 755	Desktop	NSLA
50751	D8yjfd1	Dell	Optiplex 745	Desktop	NSLA
30725	qr3081856102	Viewsonic	PJ759	Projector	NSLA
71378	r4ek3400394	epson	powerlite 93+	Projector	NSLA
71828	qzgy079263	epson	wf-3520	Printer	NSLA
1709	jygf4d1	Dell	Optiplex 745	Desktop	AAE
1402	cb58k81	Dell	Optiplex 745	Desktop	AAE
1041	3sjzr71	Dell	Optiplex 745	Desktop	AAE
1006	7sjzr71	Dell	Optiplex 745	Desktop	AAE
1715	4ygf4d1	Dell	Optiplex 745	Desktop	AAE
30742	22bxmg1	Dell	Optiplex 745	Desktop	AAE
1271	6sjzr71	Dell	Optiplex 745	Desktop	AAE
1000	5mn2461	Dell	GX270	Desktop	AAE
1371	jhn2461	Dell	GX270	Desktop	AAE
1337	hq5xz41	Dell	GX270	Desktop	AAE
1141	4ln2461	Dell	GX270	Desktop	AAE
1315	hs5xz41	Dell	GX270	Desktop	AAE
1325	hn5xz41	Dell	GX270	Desktop	AAE
1301	4q5xz41	Dell	GX270	Desktop	AAE
1416	3mn2461	Dell	GX270	Desktop	AAE
1111	55k3451	Dell	GX270	Desktop	AAE
1345	fm5xz41	Dell	GX270	Desktop	AAE
1309	dwljb51	Dell	GX270	Desktop	AAE
72138	81vyrh1	Dell	Optiplex 755	Desktop	AAE
72160	2g36lh1	Dell	Optiplex 755	Desktop	AAE
72154	89kbog1	Dell	Optiplex 755	Desktop	AAE
70525	7373vg1	Dell	Optiplex 755	Desktop	AAE
72183	cjncog1	Dell	Optiplex 755	Desktop	AAE
72416	242dog1	Dell	Optiplex 755	Desktop	AAE
72168	6nqcqg1	Dell	Optiplex 755	Desktop	AAE
72150	6gjnhh1	Dell	Optiplex 755	Desktop	AAE

72116	dnqcg1	Dell	Optiplex 755	Desktop	AAE
72189	gsxcqg1	Dell	Optiplex 755	Desktop	AAE
72110	7vkbqg1	Dell	Optiplex 755	Desktop	AAE
72136	cl1dog1	Dell	Optiplex 755	Desktop	AAE
72140	hc56ph1	Dell	Optiplex 755	Desktop	AAE
72846	41200f63	Kenwood		Stereo	AAE
51114	41200462	Kenwood		Stereo	AAE
51214	6rbx925002k	Samsung	DVD- V4600C	DVD/VCR	AAE
51394	6ral316277v	Samsung	DVD- V4600C	DVD/VCR	AAE
51444	64bx31250v	Samsung	DVD- V4600C	DVD/VCR	AAE
71396		HP	M175nw DeskJet	Printer	AAE
70463	cn65vfg1pg	HP	F340	Printer	AAE
51013	7.66907E+11	Viewsonic	PJ862	Projector	AAE
51083	pez062401438	Viewsonic	PJ862	Projector	AAE
51362	pez0624b1430	Viewsonic	PJ862	Projector	AAE
51037	pez062401443	Viewsonic	PJ862	Projector	AAE
51254	pez062401422	Viewsonic	PJ862	Projector	AAE
51280	pez062401441	Viewsonic		Projector	AAE
51305	pez062401380	Viewsonic		Projector	AAE
51112	qah070957968	Viewsonic	pj658	Projector	AAE
51367	pex051053117	Viewsonic	PJ400	Projector	AAE
50973	pdh045300049	Viewsonic	PJ755Delta	Projector	AAE
72722		Viewsonic	PJD6353s	Projector	AAE
72745	t96132401152	Viewsonic	PJD6353s	Projector	AAE
72738	t97141901073	Viewsonic	PJD6353s	Projector	AAE
71877	r88101201393	Viewsonic	PJD6381	Projector	AAE
72741	t96122401246	Viewsonic	PJD6253	Projector	AAE
71818	r4ek3601283	Epson	Powerlite 93+	Projector Document	AAE
70503		Elmo	tt-02	Camera Document	AAE
30760		Elmo	tt-03	Camera Document	AAE
71881		Elmo	tt-04	Camera	AAE
51129		Apple	A1046	Laptop	AAE
73933	c07nf0awdy3g	Apple	A1347	Desktop	AAE
30264	c02hxcludkq5	Apple	A1046	Laptop	AAE
51330	cnhc6432tc	HP	LaserJet 1320n	Printer	AAE
1743	4194749377	Dell	pp18l	Laptop	AAE
1627	12129623677	Dell	Inspiron154 5	Laptop	AAE

72887	R5GKQ1	Dell	Optiplex 780	Desktop	AAE
70548	KM3F94C490L	Epson	Powerlight 83+	Projector	AAE
30329	3643357	Sony	DVP- SR200p	DVD Player	AAE
50731	6gvjfd1	Dell	Optiplex 745	Desktop	AAE
50761	3cq122qwrr	HP	S2031	Monitor	AAE
71851	cn0cc2807161861kaedk CN0D176P6418006103H	Dell	1707fpt	Monitor	NSLA
70407	M	Dell		Monitor	NSLA
50452	G5RZWG1	Dell	Optiplex 780	Desktop	NSLA
72327	3NCS3J1	Dell	Optiplex 780	Desktop	NSLA
73830	HQ0MDQ1	Dell	Optiplex 780	Desktop	NSLA
74014	278MBP1	Dell	Optiplex 780	Desktop	NSLA
72414	C7LORN1 CN0CC3526418062HCJ4	Dell	Optiplex 780	Desktop	NSLA
71853	L	Dell		Monitor	NSLA
72723	19RVCP1	Dell	Optiplex 780	Desktop	NSLA
72737	9SD3YQ1	Dell	Optiplex 780	Desktop	NSLA
72724	J2YYBP1	Dell	Optiplex 780	Desktop	NSLA
72751	453KJQ1	Dell	Optiplex 780	Desktop	NSLA
72420	1J06HM1	Dell	Optiplex 780	Desktop	NSLA
71852	GCPB5J1	Dell	Optiplex 780	Desktop	NSLA
71854	GBC25J1	Dell	Optiplex 780	Desktop	NSLA
72418	7J06HM1	Dell	Optiplex 780	Desktop	NSLA
70375	VNB3D26688	HP	Laserjet 1606	Printer	NSLA
30749	464431	ELMO	tt-02RX	Doc Cam	NSLA
73978	3732680	Dell		Monitor	NSLA
71871	1513694	ELMO	TT-12I	Doc Cam	NSLA
30770	464457	ELMO	TT-02rx	Doc Cam	NSLA
1708	H1HF4D1	Dell	Optiplex 745	Desktop	NSLA
70454	5DY3VG1	Dell	Optiplex 755	Desktop	NSLA
72325	HNCS3J1	Dell	Optiplex 760	Desktop	NSLA
74047	4600TK1	Dell	Optiplex 760	Desktop	NSLA
74056	BGYXJQ1	Dell	Optiplex780	Desktop	NSLA

72839	1FY7BM1	Dell	Optiplex 780	Desktop	NSLA
1710	FWGF4D1	Dell	Optiplex 745	Desktop	NSLA
70418	KM3F049784L CN01PTX3641809AP0ME	Epson	Powerlite 83+	Projector	NSLA
51484	M	Dell		Monitor	NSLA
73993	3729979	Dell		Monitor	NSLA
71841	61kAHRU	Dell		Monitor	NSLA
70404	62h7r2u	Dell		Monitor	NSLA
74052	3734505	Dell		Monitor	NSLA
73494	46b27vl	Dell		Monitor	NSLA
73493	46b2bvl	Dell		Monitor	NSLA
74829	3730031 CN012MWY6418046B272	Dell		Monitor	NSLA
73479	L	Dell		Monitor	NSLA
73476	46b2aul	Dell	Monitor		NSLA
70359	J1009677	Dell		Monitor	NSLA
72853	273KBP1	Dell	Optiplex 780	Desktop	NSLA
51424	6772ydl	Dell		Monitor	NSLA
71828	QZGY079263	Epson	wf-3520	Printer	NSLA
50751	D3YJFD1	Dell	Optiplex 745	Desktop	NSLA
30725	QR3081856102	Viewsonic	PJ759	Projector	NSLA
30724	81BXMG1	Dell	Optiplex 745	Desktop	NSLA
70370	9YNKQN1	Dell	Optiplex 745	Desktop	NSLA
70398	km3f063129l	Epson	Powerlite 83+	Projector	NSLA
70406	km3f063125l	Epson	Powerlite 83+	Projector	NSLA
71378	R4EK3400394	Epson	Powerlite 93+	Projector	NSLA
70562	R4EK2902115	EPSON	Powerlite 93+	Projector	NSLA

**Lewis Center for Educational Research
STAFF REPORT**

Date: May 11, 2020
 To: LCER Board of Directors
 From: Lisa Lamb
 Re: President/CEO Report

Goal 1: Build the financial capacity of the LCER, including key provisions for sustainability.	
1.1 <u>Objective:</u> Each school will maintain a reserve balance of no less than 4% of the total operating budget. Reserves will be defined as unencumbered cash balance.	We have consistently met this objective for cash reserves for both campuses all school year. With the refinance of the bonds we are now required by the bond covenants with AAE and the development of the financing options for NSLA, to have 45 days cash on hand. 45 days cash is equivalent to approximately 12.33% cash at all times. During this year, Norton has seen a lot of their cash reserves used to support the pre-development costs associated with the campus project. All of these funds are expected to be refunded to the school at the closing of the new campus financing.
1.2 <u>Objective:</u> Support oversight and accountability of funds by LCER budget managers through monthly financial reports which include budget-to -actuals.	Monthly Budget Reports continue to be provided the first week of each month providing the ability for each manager to be able to review, plan and be aware of their spending. As of April 13th, we have stopped all non-essential ordering that would not support the transition to distance learning or necessary safety and disinfecting chemicals and equipment..
1.3 <u>Objective:</u> Most restrictive dollars (i.e.: categorical funding, one-time monies, Special Education funding, grants, etc.) will be utilized first and according to funding requirements and as approved by School Site Council.	During this time, with the support of the monthly financial reports, each manager is making sure that they utilize the most restricted dollars first on their spending and future expenditure plans. We are also coordinating with the LCAP to align the purchasing decisions and the approved LCAP goals.
1.4 <u>Objective:</u> The Foundation Board will raise funds to support the needs of LCER schools and programs.	The Foundation Board postponed the 3rd Annual Lewis Center Gala which was to be held on May 22nd at the Orange Show Fairgrounds in San Bernardino. The new date is May 21, 2021. The viability of the Victor Valley Regional Open Golf Tournament scheduled for September is still to be determined. The Foundation Board and Victor Valley Chamber will continue to work together to plan accordingly.
Goal 2: Develop and maintain facilities to meet the TK-12 needs at both campuses.	
2.1 <u>Objective:</u> Complete NSLA TK-12 and Head Start campus in Winter/Spring 2021.	We are continuing to progress in as timely a manner as possible during the COVID-19 closures. The following are key upcoming milestones: <ul style="list-style-type: none"> ● LCER Board to approve financing terms (late May) ● Grading work- (Late May- end of June)

	<ul style="list-style-type: none"> ● Financing Funded (Early June) ● Official Groundbreaking Projected- August ● Projected 10-12 month build schedule with Head Start and Admin buildings delivered first ● Planning a “late start” 21-22 SY School Calendar to allow us time to move campuses during July/August of 2021 ● TK-9 Classes begin the week of September 7, 2021
<p>2.2 <u>Objective: Create a deferred maintenance schedule to properly identify and address the needs of aging equipment, building and infrastructure.</u></p>	<p>AAE</p> <ul style="list-style-type: none"> ● Finished painting North Elementary Gate ● Disinfecting & deep cleaning campus is completed ● Repainted the Fire Lane Curb along the inner Circle ● 90% Completed on carpets shampooed-extractor broke waiting on parts to finish ● Washed all the roofs and cleaned all the gutters ● Ordered 15 automatic Hand Sanitizers – currently on backorder ● A/C Filters replacement- completed ● Replaced the old A/C Split system and added additional unit for the server room ● Facilities is assisting Groundskeeping to get caught up on weeds ● High dusting the GYM-Completed ● High dusting C BLDG- In progress ● Organizing and disposing of old equipment and furniture ● Installing a drain next to the electrical boxes for BLDG A ● Repairing stucco and repainting the front of M BLDG ● Burnish the GYM Floor-scheduled for May ● Paint handrails black around Campus-Scheduled for May ● Annual Backflow testing scheduled for 4/29 ● Asphalt Bid-came in at 250k due to ADA Parking not being compliant with grade. ● Getting a separate bid just for a slur coat and restripe the whole parking lot and repair 1300 linear ft of cracks for the south parking lot <p>Norton</p> <ul style="list-style-type: none"> ● Installed traffic delineators to create a walkway along the main Entrance-Completed ● Disinfecting & deep cleaning campus- completed ● Deep Cleaning all the classroom Windows-In progress ● Ordered 10 Automatic Hand Sanitizers-on back order ● AC Filters Replacement-Completed ● Painted caution lines for doors ● Working with Williams Scottsman to repair the flooring in girls kindergarten restroom ● Cafeteria Roof repair is scheduled for 4/28 ● Trying to find an option to replace the broken playground slide. The slide is discontinued. ● Pressure washing portables ramps and the front of the

	<p>portables-scheduled for May</p> <ul style="list-style-type: none"> ● Washing off the roofs and rains cutters-scheduled for May ● Painting faded fire lane curbs in parking lot and caution curbs around the playgrounds-scheduled for May ● Painting Cafeteria interior walls 4 ft high around the perimeter-scheduled for May ● Repairing carpets as needed <p>AVCI</p> <ul style="list-style-type: none"> ● Need to schedule custodial to disinfect and deep clean the upper campus
<p><u>2.3 Objective: Monitor technological systems to protect against external and internal security threats.</u></p>	<p>Ryan Dorcey is continuing to meet with the low voltage contractor for Norton’s build out. In addition to staying within budget, safety and security are a driving consideration during these discussions.</p> <p>IT continues to monitor and evaluate our systems to protect against emerging threats.</p>
<p><u>2.4: Utilize the refinancing of the AAE Bonds to address capital campaign needs (i.e. Multipurpose Room, secondary science labs, additional athletic and P.E. fields, special education, parking lot rehabilitation, etc.).</u></p>	<p>The AAE task force worked with the architects on the development of the floorplans for the MPR. The plans have been finalized. The team is currently working with the Planning Department at the Town of Apple Valley. The goal is to begin grading in June 2020 so that the heavy equipment is on campus while classes are out for summer.</p>
<p>Goal 3: Strengthen the academic programs at both schools resulting in increased student mastery while preparing every student for post-secondary success in the global society.</p>	
<p><u>3.1 Objective: Both schools will demonstrate continued increases in student mastery in the area of Mathematics as reported on the California School Dashboard.</u></p>	<ul style="list-style-type: none"> ● Both schools are engaged in distance learning activities. State testing has been suspended due to COVID-19, so test scores will not be available for comparison this school year. ● The Principals are working with their teams to create support plans for students who have fallen further behind as a result of the closures. ● All teachers will plan for remediation efforts once traditional classes resume in the fall.
<p><u>3.2 Objective: In order to decrease referrals for counseling and behavior incidents, both schools are implementing curricula at the elementary, middle and high school to support Social Emotional Learning (SEL). The</u></p>	<ul style="list-style-type: none"> ● Both schools’ counselors and school psychologist interns are continuing to provide SEL resources and support as feasible during the closures. ● Teachers are focusing distance learning assignments on core content areas, but are providing SEL enrichment where applicable or possible.

<p><u>collective outcomes of these strategies are to: enhance the ability of students to self-regulate, strengthen relationships amongst students and staff, and empower teachers to support SEL needs in the classroom.</u></p>	
<p><u>3.3 Objective: Both schools will develop a more robust STEAM strand that builds upon itself in grades TK-12.</u></p>	<p>AAE is piloting two NGSS-aligned science curricula--TWIG Science and STEMscopes-- in grades TK-5. At the end of the year, AAE will adopt one of these curricula for full implementation in the 20-21 school year for an eight year adoption cycle.</p> <p>NSLA is piloting Twig Science and Amplify Science in grades TK-5. At the end of the year, NSLA will adopt one of these curricula for full implementation in the 20-21 school year for an eight year adoption cycle.</p> <p>Results for the 2018–19 California Science Test (CAST) show that both schools outperformed other local schools. We are continuing to analyze this data with teachers to inform future decision making.</p>
<p>Goal 4: Recruit, develop and retain a highly qualified and diversified staff.</p>	
<p><u>4.1 Objective: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</u></p>	<p>Intent to Return notifications have been returned. HR is working closely with the principals and directors to fill any projected vacancies. HR and Norton administration attended the SBCSS teacher job fair on February 29 to recruit at both sites. This was the last job fair that was attended before the COVID-19 pandemic.</p> <p>HR is working with the administration to update job descriptions. Any updated job descriptions will be used to recruit for any potential vacancies.</p> <p>During this pandemic, HR is continuing it’s recruitment presence on the Lewis Center and both schools websites, along with community social media outlets. Positions continue to be advertised through California’s leading educational job board, Edjoin.org. Emails are sent to potential applicants through Edjoin, specifically targeting candidates for specific positions. Classified positions are being advertised in the local newspapers and online job boards.</p> <p>Job postings are sent to local universities and employment agencies (such as EDD) with hopes to recruit highly qualified and diversified candidates.</p> <p>Job Interviews are being scheduled via telephone and Zoom.</p>
<p><u>4.2 Objective: Develop a comprehensive succession plan for all key positions.</u></p>	<p>Personnel task force wrapped up administrative policies and all recommended changes have been approved by the board. Due to the pandemic, the task force has not met regarding the development of the CEO succession plan.</p>

	Each Director on the Executive team continues to work on departmental succession plans with the goal to build capacity internally.
4.3 <u>Objective: Invest in professional development for classified and certificated staff and board members.</u>	<p>The Executive Team has focused its efforts on researching, training and implementing the new distance learning platform. The Executive and Administrative Teams have attended various legal and educational webinars related to distance learning (i.e remote working, new laws pertaining to COVID-19 such as Families First Corona Virus Act, special education, credentialing, etc.)</p> <p>The annual Conflict of Interest and Governance Training provided by YM&C was held during the March Board Meeting to include board members and the Executive Team.</p>
4.4 <u>Create a highly attractive environment for staff which increases and/or maintains staff retention rates LCER-wide.</u>	<p>The HR Department is working with the Executive Team reviewing employment practices, policies, salary and benefits for staff. The Employee Handbook has been updated to reflect remote working conditions and new laws pertaining to COVID-19. The Executive Team is also monitoring and providing resources and training to staff pertaining to the CDC's and SB Public Health Department's social distancing and health and safety guidelines.</p> <p>Additionally, the Executive Team is reviewing its current custodial practices to ensure the campus is properly disinfected and maintained according to CDC guidelines.</p> <p>The Executive Team is closely monitoring information from the governor's office related to the budget and how the pandemic will negatively impact the 2020-21 school budget, specifically as it relates to COLA and health and welfare benefits.</p>
Goal 5: The Lewis Center for Educational Research will communicate and operate under a common vision, mission, goals and objectives.	
5.1 <u>Objective: The Board of Directors and Executive Team will continue to participate in annual strategic planning. Progress toward goals will be reported monthly via the CEO Board Report.</u>	<p>The Annual Strategic Planning Meeting was held on August 9, 2019.</p> <p>A Vision Committee was established and met to codify the drafts of the revisions from the strategic planning session. That draft was presented and ratified by the Board on September 9, 2019.</p> <p>The Executive Team met to draft the objectives and tasks to support the revised goals. These were also presented on September 9, 2019.</p> <p>The Board approved the final draft of the Strategic Plan during regular session on October 14, 2019.</p> <p>The staff report template has been updated to reflect the current goals for the 2019-2020 School Year.</p>

<p><u>5.2 Objective: Board and Executive Team will actively communicate LCER’s mission to the stakeholders and communities that we serve.</u></p>	<p>Jisela Corona is working on increasing the social media presence for both LCER schools and programs. Current tasks include the following:</p> <ul style="list-style-type: none"> ● “Now Enrolling” advertisements for both schools to be run in the local newspapers and social media. ● NSLA Recruitment of students/teachers with Task Force ● AAE Recruitment efforts focused on a more diverse audience ● Social Media Campaign focused on prospective students interested in NSLA ● Human Interest Videos/ Snippets of students, parents, staff ● Publicizing local and school events/news on all social media sites ● LCER website updates ● Press Releases for Events/News ● Taking and Gathering Photos for Ad Distribution (which is currently lacking) ● Putting together news/info for LCER Newsletter ● Grant writing
<p><u>5.3 Objective: Increase communication with stakeholders regarding progress toward mission, vision, and goals.</u></p>	<p>Staff receives invitations to attend monthly board meetings with the packet that contains the staff report.</p> <p>Both schools’ LCAPs reflect the Lewis Center Strategic Plan. Schoolwide systems set up for engagement around these plans include: Professional Learning Communities, Academic Leadership Teams, School Site Councils, and Parents and Pastries Open Forums. Each of these stakeholder groups meet at least monthly to discuss school- wide progress and improvement. Annual student, staff and parent surveys are also conducted to seek feedback and input.</p> <p>All Lewis Center websites and social media accounts are currently being reviewed by the LCER staff with the goal to improve the public’s ability to learn more about the Lewis Center’s mission, vision and goals.</p>

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 4/2/2020 Through 4/29/2020

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
4/2/2020	44275	CharterSAFE	26,010.00	Insurance premium pymt for March
4/2/2020	44279	SBCSS	71,134.85	NSAA STRS contributions for March
4/2/2020		SBCSS	132,400.56	LCER/AAE - STRS contributions for March
4/2/2020	44280	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - March 31, 2020
4/2/2020	44284	SBCSS	21,790.16	NSAA PERS contributions for March
4/2/2020		SBCSS	59,706.57	LCER/AAE - PERS contributions for March
4/8/2020	44288	SISC	183,638.25	Health Coverage for April 2020
4/13/2020	44293	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - April 15, 2020
4/13/2020	44296	Geocon West Inc.	12,752.13	Professional Services for NSLA Phase II ESA
4/15/2020	453		<u>369,017.83</u>	Group: Payroll; Pay Date: 4/15/2020
Report Total			<u>896,984.93</u>	

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

Date of meeting: 5.5.2020

Title: AAE Federal Cash Management Report

Presentation: X Consent: Action: Discussion: Information:

Background:

Federal statutes require the California Department of Education (CDE) to implement cash management practices that minimize the time elapsing between the receipt and disbursement of funds by recipients of formula based federal grants awarded by the CDE. The Federal Cash Management Data Collection (CMDC) system was implemented to provide the CDE with necessary data to comply with this requirement.

Through this system, School districts, county offices of education, and direct funded charter schools awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.

Fiscal Implications (if any):

By submitting during the designated reporting period, CDE will apportion funds appropriately

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

Supports the additional programs that are directly funded through the awarded grants.

Recommendation:

Informative, no recommendation.

Submitted by: Veronica Calderon, Finance Officer

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2019-20, CMDC Report 4

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 4/30/2020 11:50:57 AM

The data submitted was acknowledged to be true and accurate to the best of my knowledge as supported by accounting records in accordance with applicable government laws, regulations, and program requirements.

Submitted by:

Veronica Calderon

Title: GA Generalist II; E-mail: VCALDERON@LCER.ORG

<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	\$32,856
Title II, Part A Resource Code: 4035	Cash Balance	-\$1,515
Title IV, Part A Resource Code: 4127	Cash Balance	-\$3,258

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2019-20, CMDC Report 4

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 4/30/2020 11:50:57 AM

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

Date of meeting: 5.5.2020

Title: NSLA Federal Cash Management Report

Presentation: X Consent: Action: Discussion: Information:

Background:

Federal statutes require the California Department of Education (CDE) to implement cash management practices that minimize the time elapsing between the receipt and disbursement of funds by recipients of formula based federal grants awarded by the CDE. The Federal Cash Management Data Collection (CMDC) system was implemented to provide the CDE with necessary data to comply with this requirement.

Through this system, School districts, county offices of education, and direct funded charter schools awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.

Fiscal Implications (if any):

By submitting during the designated reporting period, CDE will apportion funds appropriately

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

Supports the additional programs that are directly funded through the awarded grants.

Recommendation:

Informative, no recommendation.

Submitted by: Veronica Calderon, Finance Officer

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2019-20, CMDC Report 4

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 4/30/2020 12:10:54 PM

The data submitted was acknowledged to be true and accurate to the best of my knowledge as supported by accounting records in accordance with applicable government laws, regulations, and program requirements.

Submitted by:

Veronica Calderon

Title: GA Generalist II; E-mail: vcalderon@lcer.org

<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$19,099
Title II, Part A Resource Code: 4035	Cash Balance	\$12,682
Title III, LEP Resource Code: 4203	Cash Balance	-\$28,273
Title IV, Part A Resource Code: 4127	Cash Balance	\$8,304

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2019-20, CMDC Report 4

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 4/30/2020 12:10:54 PM

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
March 1 - March 31, 2020**

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$9,608.29
Revenue		
2020 Annual Gala Sponsorships	\$4,246.42	
Bud Biggs Memorial Scholarship	\$2,099.29	
NSLA Capital Campaign	\$200.00	
<i>Total</i>	\$6,545.71	
Expenditures		
Refund for Chile Exchange gifts	\$387.14	
2020 Annual Gala Expenses	\$252.50	
<i>Total</i>	\$639.64	
Ending Balance	<i>Total</i>	\$15,514.36

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$97,623.57
Restricted Funds- NSLA Capital Campaign		\$33,775.64
Restricted Funds - Davis Endowment		\$12,028.40
Restricted Funds - Global Exchange Programs		\$12,948.28
Restricted Funds - HiDAS Endowment		\$63,816.04
Restricted Funds - Scholarships		\$33,621.46
Unrestricted Funds		\$78,415.23
		\$332,228.63
Revenue		
Bud Biggs Memorial Scholarship	\$100.00	
AAE Staff Scholarship	\$30.00	
Interest <i>Total</i>	\$24.95	
	\$154.95	
Expenditures		
<i>Total</i>	\$0.00	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$97,630.80
Restricted Funds - NSLA Capital Campaign		\$33,778.14
Restricted Funds - Davis Endowment		\$12,029.40
Restricted Funds - Global Exchange Programs		\$12,949.28
Restricted Funds - HiDAS Endowment		\$63,820.79
Restricted Funds - Scholarships		\$33,753.96
Unrestricted Funds		\$78,421.22
	<i>Total</i>	\$332,383.58
Total Checking and Savings		\$347,897.94

**LCER Board Meetings
Attendance Log 2019**

	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Torii Gray	Present	Present	Present								100%
Omari Onyango	Present	Present	Present								100%
Sharon Page	Present	Present	Present								100%
David Rib	Present	Present	Present								100%
Rick Wolf	Present	Present	Present								100%
Pat Caldwell	Present	Absent	Present								67%
Jessica Rodriguez	Absent	Present	Present								67%
Jim Morris	Absent	Absent	Present								33%
Kevin Porter	Leave	Leave	Present								100%

	Jan. 29 Special	Apr. 29 Special					TOTAL SPECIAL
Pat Caldwell	Present	Absent					50%
Torii Gray	Present	Present					100%
Jim Morris	Absent	Absent					0%
Omari Onyango	Present	Present					100%
Sharon Page	Present	Present					100%
Kevin Porter	Leave	Present					100%
David Rib	Present	Present					100%
Jessica Rodriguez	Present	Present					100%
Rick Wolf	Absent	Absent					0%

LCER Board Give and Get
Current Fiscal Year 2019 /2020

Member	Give	Get	In-kind	Total
Duberly Beck	\$ 500			\$ 500
Pat Caldwell		\$ 1,103		\$ 1,103
Torii Gray				\$ -
James Morris				\$ -
Omari Onyango	\$ 1,400			\$ 1,400
Sharon Page	\$ 150			\$ 150
Kevin Porter		\$ 150		\$ 150
Jessica Rodriguez	\$ 150			\$ 150
David Rib		\$ 4,500		\$ 4,500
Marcia Vargas	\$ 2,033			\$ 2,033
Rick Wolf				\$ -
Total	\$ 4,233	\$ 5,753	\$ -	\$ 9,986