

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
October 19, 2020 - Public Meeting – 4:00 p.m.**

NOTICE: This meeting 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://attendee.gotowebinar.com/register/7881514162381722636>

Dial in using your phone:

United States: +1 (914) 614-3221 Access Code: 159-182-183

If you wish to make a public comment at this meeting, please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at lcerboard@lcer.org. 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 ALLEGIANCE:** Chairman
2. **ROLL CALL:** Chairman
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes and/or 250 words shall be observed. If you wish to make a public comment at this meeting, please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at lcerboard@lcer.org. Your comment will be read at the meeting during public comments or as the agenda item is heard.
4. **SPECIAL PRESENTATIONS:**
 - .01 LCER 30th Anniversary Presentation – Jisela Corona
5. **DISCUSSION ITEMS:**
 - .01 Discuss AAE and NSLA Phase 2 School Reopening Plans – Lisa Lamb
 - .02 Discuss AAE and NSLA Construction Projects – Lisa Lamb and David Gruber
 - .03 Discuss November 13, 2020 Strategic Planning – Lisa Lamb and Pat Caldwell
 - .04 Discuss Mitsubishi and LCER Naming MOU and Plaque – David Rib – Pg 3
 - .05 Lewis Center Foundation Update – Jessica Rodriguez
6. **ACTION ITEMS:**
 - .01 Approve Revised 2020-21 LCER Budget – David Gruber – Pg 6
 - .02 Approve Revised BP 3550: Health and Safety Policy for COVID-19 – Stacy Newman – Pg 16
 - .03 LCER Board Chair to Appoint Nominating Committee to Bring Forward 2021 LCER Board Officer Nominations – Kevin Porter
7. **CONSENT AGENDA:**
 - .01 Approve Minutes of September 14, 2020 Regular Meeting – Pg 49
 - .02 Approve Minutes of September 21, 2020 Special Meeting – Pg 52
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 President/CEO Report – Lisa Lamb – Pg 53

**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

.02 LCER Financial Reports

- Checks Over \$10K – Pg 59
- Budget Comparisons – Pg 60

.03 Lewis Center Foundation Financial Report

- August 2020 – Pg 62

.04 LCER Grant Tracking Sheet – Pg 63

.05 NSLA Enrollment Numbers - Pg 64

.06 LCER Board Attendance Log – Pg 65

.07 LCER Board Give and Get – Pg 66

9. BOARD/STAFF COMMENTS:

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

10. ADJOURNMENT: Chairman

Memorandum of Understanding
Between the
Lewis Center for Educational Research
And
Mitsubishi Cement Corporation

1. PARTIES

This Memorandum of Understanding (MOU) is entered into by the Lewis Center for Educational Research (LCER), Apple Valley, California, and Mitsubishi Cement Corporation (MCC), Lucerne Valley, California.

2. PURPOSE

The purpose of this MOU is to name the new Academy for Academic Excellence (AAE) Multipurpose Room after H.O. "Bud" Biggs. Bud was an integral part of the LCER's history, providing guidance, support and leadership by serving on the LCER Board for 23 years, and was Chairman of the Board for 22 years.

3. OBJECTIVES and EXPERTISE

LCER

The mission of the LCER is to ensure student success in a global society through data driven and research-based schools and programs that are safe, innovative and culturally inclusive.

The LCER is a unique nonprofit organization that provides access to facilities, instruments and educators in a variety of hands-on instructional programs for students throughout our local communities and the nation. The LCER operates two charter schools, the Academy for Academic Excellence in Apple Valley, CA, and the Norton Science and Language Academy in San Bernardino, CA. In addition, the LCER operates the GAVRT Radio Astronomy Program and extends the classroom to the community and beyond.

The LCER wishes to honor the legacy of Bud Biggs by naming this facility in his honor. Bud consistently exhibited LCER's core values of integrity, excellence, leadership and inclusiveness. H.O. "Bud" Biggs served as LCER Board Chairman from 1996-2017. He helped build our original Science and Technology Center and guided the continual evolution of our organization until his passing. Bud was passionately and steadfastly dedicated to creating opportunities for our students. His work will live on for generations through the tremendous impact he has made on education throughout our region. He was a large part of the founding, development, expansion, and success of the LCER.

Mitsubishi Cement Corporation

Mitsubishi Cement Corporation (MCC) operates the Cushenbury Cement Plant, committed to a valued, sustainable business and positive contributions to the local communities.

MCC has been a long time partner with the LCER, proud of the involvement by Bud Biggs, both personally and as an MCC representative. MCC therefore wishes to honor Bud with this lasting testament to his dedication to the success of LCER.

4. IMPLEMENTATION (roles and responsibilities)

- A. The LCER shall name the new AAE Multipurpose Room the "H.O. "Bud" Biggs Multipurpose Room". The name shall be displayed on the facility.
- B. Mitsubishi shall provide a plaque to be placed on the facility to explain Bud's significance to the LCER.
- C. Mitsubishi shall provide a monetary donation of _____ towards the construction project.

5. DURATION

The naming of the H.O. "Bud" Biggs Multipurpose Room shall be considered permanent until or unless the facility is demolished or use by LCER is discontinued. In the event of renovation or expansion of the Multipurpose Room, the existing name will be transferred to the renovated or expanded facility. The LCER reserves the right to terminate the name if it is determined that the person the facility was named after had engaged in any acts that might bring the LCER into disrepute.

6. AMENDMENTS

No alteration to this MOU, whether oral or written, will be binding on either party unless evidenced by a written amendment to this MOU, signed by both parties.

7. NOTICES

Notices in writing shall be sent to the parties' representatives and their addresses specified below. The parties' representatives and/or addresses for receiving notices may be changed by written notice to the other party.

Lisa Lamb
 President/CEO
 Lewis Center for Educational Research
 17500 Mana Rd.
 Apple Valley, CA 92307

Name
 Title
 Mitsubishi Cement Corporation
 5808 Highway 18
 Lucerne Valley, CA 92356

 Lisa Lamb
 President/CEO
 Lewis Center for Educational Research
 Date:_____

 Name
 Title
 Mitsubishi Cement Corporation
 Date:_____

H.O. “Bud” Biggs Multipurpose Room

H.O. “Bud” Biggs served as LCER Board Chairman from 1996-2017. He helped build our original Science and Technology Center and guided the continual evolution of our organization until his passing. Bud was passionately and steadfastly dedicated to creating opportunities for our students.



Mitsubishi Cement Corporation
V.P. and Plant Manager

His work will live on for generations through the tremendous impact he has made on education throughout our region. He was a large part of the founding, development, expansion, and success of the Lewis Center for Educational Research.

“Bud was the epitome of humble, competent servant leadership.”

- Kevin Porter



“One of the most honorable, humble and caring people I have ever known.” - Rick Piercy

LCER 2020-2021 Annual Budget (Revised)



Category	Amount	
Juno Project	74,990.00	
Local Outreach	24,500.00	
Foundation	16,400.00	
SPED Contribution	115,319.00	AAE-50%
SPED Contribution	115,319.00	NSLA-50%
AAE Nursing Cont.	72,277.00	70% Direct Service
NSLA Nursing Cont.	18,069.00	
AAE Contribution	1,613,647.00	12.5% LCFF/Unrestricted Lottery
NSLA Contribution	1,070,942.00	12.5% LCFF/Unrestricted Lottery
Reserves	(49,307.00)	
Total Revenue	3,072,156.00	

	Unrestricted Programs					Restricted Programs		Total
	General Admin	Local Outreach	Global Programs	IT	Facilities	SPED		
L	Certificated	371,905.00	-	-	-	-	120,958.00	492,863.00
C	Certificated Hourly	-	33,454.00	-	-	-	-	33,454.00
E	Classified	736,734.00	-	37,589.00	362,906.00	66,796.00	37,883.00	1,241,908.00
R	Classified Hourly	-	-	15,717.00	13,955.00	-	-	29,672.00
	Classified Stipend	-	-	-	-	-	-	-
S	Classified OT	-	-	-	-	-	-	-
a	Employee Benefits	201,451.00	-	6,004.00	59,648.00	18,660.00	19,464.00	305,227.00
i	STRS	60,063.00	5,403.00	-	-	-	-	65,466.00
r	PERS	152,504.00	-	7,781.00	78,010.00	13,827.00	32,880.00	285,002.00
e	Apple	-	-	589.00	-	-	-	589.00
s	Social Security	45,678.00	-	2,331.00	23,365.00	4,141.00	9,848.00	85,363.00
	Medicare	16,075.00	485.00	773.00	5,464.00	969.00	2,303.00	26,069.00
	State Unemployment Ins.	554.00	17.00	27.00	188.00	33.00	79.00	898.00
	Workers Comp.	15,521.00	468.00	746.00	5,276.00	935.00	2,224.00	25,170.00
	Supplies	24,275.00	10,000.00	500.00	52,000.00	-	250.00	87,025.00
	Services	155,775.00	-	1,250.00	78,185.00	101,673.00	4,749.00	341,632.00
	Capital Site Improvements					12,500.00		12,500.00
	Total	1,780,535.00	49,827.00	73,307.00 (48,144.00)	678,997.00	219,534.00	230,638.00	3,032,838.00
	Revenue-Expenditures						-	39,318.00

General Administration Supplies & Services

CEO Budget	40,200.00
Finance Budget	82,550.00
HR Budget	\$57,300.00
Total Budget	180,050.00

Revenue

Name	2020-2021			
	AAE	NSLA	LCER	Total
ADA/LCFF	7,608,192	5,126,141	-	12,734,333
Property Tax	1,423,756	-	-	1,423,756
LCFF Supplemental	894,306	1,037,256	-	1,931,562
LCFF Concentration	-	768,388	-	768,388
Education Protection Act	2,763,176	1,509,329	-	4,272,505
Lottery	219,744	126,422	-	346,166
Lottery - Res. 6300	71,783	41,298	-	113,081
Special Needs - AB602	863,753	359,944	-	1,223,697
Special Needs - Federal	158,264	121,171	-	279,435
Mandate Block Grant	35,337	12,965	-	48,302
MAA	30,000	30,000	-	60,000
Low Performing Block Grant	-	-	-	-
Classified Employee Prof. Development	-	-	-	-
Cafeteria - Local	40,790	8,000	-	48,790
Cafeteria - State	9,629	26,794	-	36,423
Cafeteria - Federal	162,591	334,040	-	496,631
CARES Act, ESSERF	133,954	195,012	-	328,966
Governor's Emergency Education Relief	60,261	42,321	-	102,582
Coronavirus Relief Fund	537,988	709,758	-	1,247,746
State Federal Fund - COVID	107,981	69,833	-	177,814
SB740	-	225,000	-	225,000
Title I	162,659	236,801	-	399,460
Title II	31,445	33,448	-	64,893
Title III	-	30,733	-	30,733
Title IV	11,949	17,395	-	29,344
COVID19	-	-	-	-
Before & After School	-	40,000	-	40,000
Donations	-	-	-	-
ROTC	80,916	-	-	80,916
LCER Management Fee	-	-	2,684,589	2,684,589
Juno Project	-	-	74,990	74,990
Foundation	-	-	16,400	16,400
Local Outreach	-	-	24,500	24,500
	15,408,474	11,102,049	2,800,479	29,311,002

Reserves

Economic Uncertainty	(387,275)	(257,026)	(49,307)	(693,608)
Reserve for Lease	-	(400,000)	-	(400,000)
Reserve for Head Start	-	(50,000)	-	(50,000)
	(387,275)	(707,026)	(49,307)	(1,143,608)

Contributions to LCER

SPED	(115,319)	(115,319)	230,638	-
Nursing	(72,277)	(18,069)	90,346	-
	(187,596)	(133,388)	320,984	-

Total Revenue

Revenue+Reserves+Contribution to LCER	14,833,603	10,261,635	3,072,156	28,167,394
---------------------------------------	------------	------------	-----------	------------

Expenditures

36241 Name	2020-2021			
	AAE	NSLA	LCER	Total
Certificated	5,752,544	3,438,446	492,863	9,683,853
Certificated Hourly	84,105	10,000	33,454	127,559
Certificated Substitute	160,000	245,000	-	405,000
Certificated Supplemental	42,500	28,000	-	70,500
Certificated Stipends	78,445	22,700	-	101,145
Certificated OT	-	100	-	100
Total Certificated	6,117,594	3,744,246	526,317	10,388,157
Classified	526,714	236,425	1,241,908	2,005,047
Classified Hourly	693,311	645,150	29,672	1,368,133
Classified Substitute	65,000	32,500	-	97,500
Classified Supplemental	80,000	55,000	-	135,000
Classified Stipends	32,500	-	-	32,500
Classified OT	9,000	5,000	-	14,000
Total Classified	1,406,525	974,075	1,271,580	3,652,180
Employee Benefits	1,040,426	561,190	305,227	1,906,843
STRS	961,761	570,904	65,466	1,598,131
PERS	314,759	257,366	285,002	857,127
Apple	1,476	-	589	2,065
Social Security	97,274	77,397	85,363	260,034
Medicare	109,100	69,432	26,069	204,601
State Unemployment Ins.	3,764	2,395	898	7,057
Workers Comp.	105,337	67,039	25,170	197,546
Total Benefits	2,633,897	1,605,723	793,784	5,033,404
Approved Textbooks	122,000	63,960	-	185,960
Classroom Books	8,700	9,253	-	17,953
Class Supplies	108,234	69,000	-	177,234
Other Supplies	51,550	99,795	10,900	162,245
Equipment (under 5k)	50,500	46,000	1,750	98,250
Reimbursables	-	-	-	-
Food	126,314	288,259	-	414,573
Office Supplies	22,525	17,000	3,375	42,900
Postage	-	-	16,000	16,000
Computers	390,000	362,500	15,000	767,500
Equipment for resale	-	-	-	-
Software	111,068	110,670	39,500	261,238
Furniture	65,000	78,000	500	143,500
Books, Media, Library	7,500	5,000	-	12,500
Total Supplies	1,063,391	1,149,437	87,025	2,299,853

2020-2021

Name	AAE	NSLA	LCER	Total
Employee Admin	1,050	500	500	2,050
Volunteer Fingerprinting	1,000	-	-	1,000
Testing	17,000	10,000	-	27,000
Referees	14,400	3,600	-	18,000
Field Trip	-	-	-	-
Travel/Mileage	9,854	8,008	3,950	21,812
Training & Conferences	24,950	47,850	2,749	75,549
Other Services	11,949	-	-	11,949
Provided Training	-	-	-	-
Dues & Membership	23,725	10,000	17,025	50,750
AVUSD Fees	14,238	-	-	14,238
SB Co Fees	-	89,411	-	89,411
LCER Management Fee	1,613,647	1,070,942	-	2,684,589
Banking Fees	-	-	4,000	4,000
Insurance	65,000	65,000	30,000	160,000
Legal Fees	12,500	10,500	102,673	125,673
Consulting	75,500	145,500	10,000	231,000
Trash-Sewer	48,000	14,500	8,800	71,300
Gardening	5,000	3,500	15,000	23,500
Janitorial	110,122	183,464	6,500	300,086
Pest Control	-	2,000	-	2,000
Security	11,500	61,000	6,500	79,000
Telephone	29,100	24,000	18,492	71,592
Utilities	270,000	90,000	38,000	398,000
Copier	43,600	43,600	9,693	96,893
Emergency-First Aid	62,981	98,833	1,000	162,814
Rentals - Leases	3,150	549,000	5,000	557,150
Advertising - Marketing	6,000	7,500	750	14,250
Public Relations	6,000	7,500	2,000	15,500
Special Events	15,000	7,500	2,500	25,000
Facilities - Maintenance	88,000	45,000	10,500	143,500
Auto	-	-	1,000	1,000
Bus	49,000	4,000	-	53,000
Equipment Repairs	28,500	25,000	45,000	98,500
Total Services	2,660,766	2,627,708	341,632	5,630,106
Sites - Improvements of Site	25,000	5,000	-	30,000
Building - Improvements of Bldg	75,000	8,000	12,500	95,500
Capital Equipment (Over 5K)	-	-	-	-
Total Capital Exp	100,000	13,000	12,500	125,500
Tetra	-	-	-	-
Interest Expense	-	-	-	-
Bond Payment	580,150	-	-	580,150
Total Debt Services	580,150	-	-	580,150
Revenue - Expenditures	271,280	147,446	39,318	458,044



AAE 2020-2021 Annual Budget (Revised)



Title	Revenue		
	Unrestricted	Restricted	Total
ADA/LCFF	7,608,192.00	-	7,608,192.00
Property Tax	1,423,756.00	-	1,423,756.00
LCFF Supplemental	894,306.00	-	894,306.00
LCFF Concentration	-	-	-
Education Protection Act	2,763,176.00	-	2,763,176.00
Lottery	219,744.00	-	219,744.00
Lottery - Res. 6300	-	71,783.00	71,783.00
Special Needs (AB602)	-	863,753.00	863,753.00
Special Needs (Federal)	-	158,264.00	158,264.00
Mandate Block Grant	35,337.00	-	35,337.00
MAA	30,000.00	-	30,000.00
Cafeteria - Local	-	40,790.00	40,790.00
Cafeteria - Federal	-	162,591.00	162,591.00
Cafeteria - State	-	9,629.00	9,629.00
CARES Act, ESSERF	-	133,954.00	133,954.00
GEER	-	60,261.00	60,261.00
Coronavirus Relief Fund	-	537,988.00	537,988.00
State Fund - COVID	-	107,981.00	107,981.00
Title I	-	162,659.00	162,659.00
Title II	-	31,445.00	31,445.00
Title IV	-	11,949.00	11,949.00
ROTC	80,916.00	-	80,916.00
Total Revenue	13,055,427.00	2,353,047.00	15,408,474.00

Reserves - 3%

Direct Service Contribution to LCER - Nurse
 Direct Service Contribution to LCER - SPED Admin

	Unrestricted	Restricted	Total
Reserves - 3%	387,275.00	-	387,275.00
Direct Service Contribution to LCER - Nurse	72,277.00	-	72,277.00
Direct Service Contribution to LCER - SPED Admin	-	115,319.00	115,319.00
Grand Total Revenue	12,595,875.00	2,237,728.00	14,833,603.00

	Unrestricted Programs								Restricted Programs						Total	
	AAE General	Stipends	Athletics	ROTC	Library	VAPA	Facilities	IT	COVID	SPED	Food Services	Title I	Title II	Title IV		
A	Certificated	4,941,419.00	-	60,534.00	185,342.00	-	-	-	-	-	510,250.00	-	54,999.00	-	-	5,752,544.00
A	Certificated Hourly	66,231.00	-	-	-	-	-	-	-	-	-	-	17,874.00	-	-	84,105.00
A	Certificated Substitute	82,500.00	-	-	-	-	-	-	-	65,000.00	12,500.00	-	-	-	-	160,000.00
A	Certificated Supplemental	25,000.00	-	-	-	-	-	-	-	17,500.00	-	-	-	-	-	42,500.00
A	Certificated Stipends	-	\$54,995.00	\$8,750.00	-	-	-	-	-	-	-	-	\$3,600.00	\$11,100.00	-	78,445.00
E	Classified	304,695.00	-	14,500.00	-	-	-	125,286.00	44,312.00	-	37,921.00	-	-	-	-	526,714.00
E	Classified Hourly	301,216.00	-	-	-	7,917.00	-	89,567.00	-	-	214,271.00	59,454.00	20,886.00	-	-	693,311.00
S	Classified Substitute	50,000.00	-	-	-	-	-	-	-	-	15,000.00	-	-	-	-	65,000.00
S	Classified Supplemental	25,000.00	-	-	-	-	-	-	-	55,000.00	-	-	-	-	-	80,000.00
a	Classified Stipends	-	-	\$32,500.00	-	-	-	-	-	-	-	-	-	-	-	32,500.00
a	Classified OT	5,500.00	-	-	-	-	-	3,500.00	-	-	-	-	-	-	-	9,000.00
r	Employee Benefits	871,637.00	-	6,004.00	32,195.00	-	-	27,347.00	7,073.00	-	77,216.00	-	18,954.00	-	-	1,040,426.00
e	STRS	799,866.00	8,882.00	11,189.00	29,933.00	-	-	-	-	13,324.00	84,424.00	-	12,350.00	\$1,793.00	-	961,761.00
s	PERS	170,273.00	-	9,730.00	-	-	-	44,475.00	9,173.00	11,385.00	55,309.00	12,307.00	2,107.00	-	-	314,759.00
s	Apple	778.00	-	-	-	297.00	-	-	-	-	-	-	401.00	-	-	1,476.00
	Social Security	52,627.00	-	2,914.00	-	491.00	-	13,538.00	2,747.00	3,410.00	16,566.00	3,686.00	1,295.00	-	-	97,274.00
	Medicare	84,123.00	797.00	1,686.00	2,687.00	115.00	-	3,166.00	643.00	1,994.00	11,454.00	862.00	1,412.00	\$161.00	-	109,100.00
	State Unemployment Ins.	2,901.00	27.00	59.00	93.00	4.00	-	109.00	22.00	69.00	395.00	30.00	49.00	\$6.00	-	3,764.00
	Workers Comp.	81,222.00	770.00	1,628.00	2,595.00	111.00	-	3,057.00	620.00	1,925.00	11,059.00	832.00	1,363.00	\$155.00	-	105,337.00
	Supplies	215,000.00	-	16,050.00	-	7,500.00	15,015.00	17,350.00	184,318.00	461,000.00	8,450.00	134,339.00	4,369.00	-	-	1,063,391.00
	Services	146,000.00	-	70,900.00	-	-	4,325.00	427,650.00	104,700.00	209,577.00	15,050.00	1,500.00	23,000.00	18,230.00	11,949.00	1,032,881.00
	AVUSD Fees	14,238.00	-	-	-	-	-	-	-	-	-	-	-	-	-	14,238.00
	LCER Management Fee	1,613,647.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,613,647.00
	Bond Rent Payments	580,150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	580,150.00
	Capital Site Improvements	-	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00
	Total	10,434,023.00	65,471.00	236,444.00	252,845.00	16,435.00	19,340.00	855,045.00	353,608.00	840,184.00	1,069,865.00	213,010.00	162,659.00	31,445.00	11,949.00	14,562,323.00
	Revenue-Expenditures										(163,167.00)					271,280.00

DATE PREPARED:

CHARTER NAME: Academy for Academic Excellence

2020-21 First Interim Cash Flow

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud
Beginning Cash Balance			Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals													
July 1 Cash =			4,750,705		3,796,083		3,253,057		3,497,858		4,363,972		4,515,050		4,414,654	
REVENUE																
LCFF Sources																
LCFF	8011				420,636	4.98%	420,636	4.98%	757,145	8.96%	757,145	8.96%	757,145	8.96%	757,145	8.96%
EPA	8012							690,794	25.00%						690,794	25.00%
State Aid - Prior Year	8019															
In Lieu Property Taxes	8096		2,449	0.17%	88,704	6.00%	177,409	12.00%	118,273	8.00%	118,273	8.00%	118,273	8.00%	118,273	8.00%
Federal	8100-8299		283	0.02%			572,516	42.72%	172,410	12.87%					172,410	12.87%
State																
Lottery - Unrestricted	8560														54,936	25.00%
Lottery - Prop 20 - Restricted	8560														17,946	25.00%
Other State Revenue	8300-8599						113,917	62.27%							24,515	13.40%
Local																
Interest	8660															
AB602 Local Special Education Transfer	8792						80,338	9.30%	80,338	9.30%	80,338	9.30%	80,338	9.30%	80,338	9.30%
Other Local Revenues	8600-8799		656	1.61%	2,157	5.29%	135	0.33%	4,205	10.31%	4,205	10.31%	4,205	10.31%	4,205	10.31%
Total Revenues			\$ 3,389	0.02%	\$ 511,498	3.32%	\$ 1,364,951	8.86%	\$ 1,823,164	11.83%	\$ 959,960	6.23%	\$ 959,960	6.23%	\$ 1,920,560	12.46%
EXPENDITURES																
Certificated Salaries	1000-1999		451,709	7.38%	470,986	7.70%	471,671	7.71%	471,671	7.71%	588,592	9.62%	523,281	8.55%	523,281	8.55%
Classified Salaries	2000-2999		43,645	3.10%	83,424	5.93%	103,194	7.34%	103,194	7.34%	144,346	10.26%	132,675	9.43%	132,675	9.43%
Benefits	3000-3999		184,393	7.00%	201,090	7.63%	204,289	7.76%	204,289	7.76%	254,298	9.65%	226,506	8.60%	226,506	8.60%
Books & Supplies	4000-4999		64,168	6.03%	229,488	21.58%	235,890	22.18%	50,427	4.74%	50,427	4.74%	50,427	4.74%	50,427	4.74%
Contracts & Services	5000-5999		3,377	0.32%	70,670	6.75%	56,761	5.42%	79,123	7.56%	79,123	7.56%	79,123	7.56%	79,123	7.56%
Capital Outlay	6000-6599										12,000	12.00%			10,000	10.00%
Other Outgo	7100-7299															
Debt Service (see Debt Form)	7400-7499		48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%
Total Expenditures			\$ 795,639	5.39%	\$ 1,104,005	7.48%	\$ 1,120,150	7.59%	\$ 957,050	6.49%	\$ 1,177,132	7.98%	\$ 1,060,357	7.19%	\$ 1,070,357	7.26%
OTHER SOURCES/USES																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
Net Sources & Uses			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
PRIOR YEAR TRANSACTIONS			July 1 - Beginning Balances	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal
Accounts Receivable	9210	2,080,387	1,662,655	79.92%	49,482	2.38%					368,250	17.70%				
Prepaid Expenditures	9330	50,289	50,289	100.00%												
Accounts Payable	9510	294,900	294,900	100.00%												
Line of Credit Payments	9640															
Deferred Revenue	9650	1,580,416	1,580,416	100.00%												
NET PRIOR YEAR TRANSACTIONS		\$ 255,360	\$ (162,372)		\$ 49,482		\$ -		\$ -		\$ 368,250		\$ -		\$ -	
OTHER ADJUSTMENTS (LIST)																
TOTAL MISC. ADJUSTMENTS			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
NET REVENUES LESS EXPENDITURES			\$ (954,622)		\$ (543,025)		\$ 244,800		\$ 866,114		\$ 151,079		\$ (100,397)		\$ 850,204	
ENDING CASH BALANCE			\$ 3,796,083		\$ 3,253,057		\$ 3,497,858		\$ 4,363,972		\$ 4,515,050		\$ 4,414,654		\$ 5,264,857	

CHARTER NAME: Academy for Academic Excellence

DATE PREPARED:

2020-21 First Interim Cash Flow

		February	%	March	%	April	%	May	%	June	%	Estimated	Total	Projected	Difference
		Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud	Accrual		Budget	
Beginning Cash Balance		5,264,857		4,877,568		4,336,227		4,624,139		3,983,450		1,495,520	5,664,620		
REVENUE															
LCFF Sources															
LCFF	8011	470,252	5.57%	229,567	2.72%	229,567	2.72%	229,567	2.72%	229,567	2.72%	3,189,474	8,447,846	8,447,846	-
EPA	8012					690,794	25.00%					690,794	2,763,176	2,763,176	-
State Aid - Prior Year	8019														-
In Lieu Property Taxes	8096	118,273	8.00%	204,907	13.86%	105,558	7.14%	105,558	7.14%	105,558	7.14%	96,900	1,478,408	1,478,408	-
Federal	8100-8299					172,410	12.87%					250,000	1,340,027	1,340,027	-
State															
Lottery - Unrestricted	8560					54,936	25.00%					109,872	219,744	219,744	(0)
Lottery - Prop 20 - Restricted	8560					17,946	25.00%					35,891	71,783	71,783	0
Other State Revenue	8300-8599					24,515	13.40%					20,000	182,947	182,947	(0)
Local															
Interest	8660														-
AB602 Local Special Education Transfer	8792	80,338	9.30%	80,338	9.30%	80,338	9.30%	80,338	9.30%	80,338	9.30%	60,376	863,753	863,753	-
Other Local Revenues	8600-8799	4,205	10.31%	4,205	10.31%	4,205	10.31%	4,205	10.31%	4,205	10.31%		40,790	40,790	-
Total Revenues		\$ 673,067	4.37%	\$ 519,017	3.37%	\$ 1,380,268	8.96%	\$ 419,668	2.72%	\$ 419,668	2.72%	\$ 4,453,306	\$ 15,408,474	\$ 15,408,474	\$ (0)
EXPENDITURES															
Certificated Salaries	1000-1999	523,281	8.55%	523,281	8.55%	523,281	8.55%	523,281	8.55%	523,281	8.55%		6,117,594	6,117,594	-
Classified Salaries	2000-2999	132,675	9.43%	132,675	9.43%	132,675	9.43%	132,675	9.43%	132,675	9.43%		1,406,525	1,406,525	-
Benefits	3000-3999	226,506	8.60%	226,506	8.60%	226,506	8.60%	226,506	8.60%	226,506	8.60%		2,633,897	2,633,897	-
Books & Supplies	4000-4999	50,427	4.74%	50,427	4.74%	50,427	4.74%	50,427	4.74%	50,427	4.74%	80,002	1,063,391	1,063,391	-
Contracts & Services	5000-5999	79,123	7.56%	79,123	7.56%	79,123	7.56%	79,123	7.56%	79,123	7.56%	204,204	1,047,119	1,047,119	-
Capital Outlay	6000-6599					32,000	32.00%					46,000	100,000	100,000	-
Other Outgo	7100-7299											1,801,243	1,801,243	1,801,243	-
Debt Service (see Debt Form)	7400-7499	48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%	48,346	8.33%		580,150	580,150	-
Total Expenditures		\$ 1,060,357	7.19%	\$ 1,060,357	7.19%	\$ 1,092,357	7.41%	\$ 1,060,357	7.19%	\$ 2,907,598	19.71%	\$ 284,206	\$ 14,749,919	\$ 14,749,919	\$ -
OTHER SOURCES/USES															
Other Sources/Contributions to Restricted Programs	8900														-
Other Uses	7600														-
Net Sources & Uses		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
PRIOR YEAR TRANSACTIONS															
			% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal			Remaining Balance	
Accounts Receivable	9210												2,080,387	-	
Prepaid Expenditures	9330												50,289	-	
Accounts Payable	9510												294,900	-	
Line of Credit Payments	9640													-	
Deferred Revenue	9650												1,580,416	-	
NET PRIOR YEAR TRANSACTIONS		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 255,360	\$ -	
OTHER ADJUSTMENTS (LIST)															
TOTAL MISC. ADJUSTMENTS		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	
NET REVENUES LESS EXPENDITURES		\$ (387,290)		\$ (541,340)		\$ 287,911		\$ (640,689)		\$ (2,487,930)		\$ 4,169,101	\$ 913,915		
ENDING CASH BALANCE		\$ 4,877,568		\$ 4,336,227		\$ 4,624,139		\$ 3,983,450		\$ 1,495,520		\$ 5,664,620			



Creating Global Citizens

NSLA 2020-2021 Annual Budget (Revised)



#	Title	Revenue		
		Unrestricted	Restricted	Total
2000	ADA/LCFF	5,126,141.00	-	5,126,141.00
2000.1	Property Tax	-	-	-
2000.5	LCFF Supplemental	1,037,256.00	-	1,037,256.00
2000.7	LCFF Concentration	768,388.00	-	768,388.00
2001	Education Protection Act	1,509,329.00	-	1,509,329.00
2002	Lottery	126,422.00	-	126,422.00
2002.1	Lottery - Res. 6300	-	41,298.00	41,298.00
2003	Special Needs	-	359,944.00	359,944.00
2003.1	Special Needs-Fed	-	121,171.00	121,171.00
	Mandate Block Grant	12,965.00	-	12,965.00
	MAA	30,000.00	-	30,000.00
2009	Cafeteria - Local	-	8,000.00	8,000.00
2010	Cafeteria - Federal	-	254,040.00	254,040.00
2011	Cafeteria - State	-	17,794.00	17,794.00
	SB740	225,000.00	-	225,000.00
	CARES Act, ESSERF	-	195,012.00	195,012.00
	GEER	-	42,321.00	42,321.00
	Coronavirus Relief Fund	-	709,758.00	709,758.00
	State Fund - COVID	-	69,833.00	69,833.00
2505	Title I	-	236,801.00	236,801.00
2515	Title II	-	33,448.00	33,448.00
2520	Title III	-	30,733.00	30,733.00
	Title IV	-	17,395.00	17,395.00
	Before & After School Fees	40,000.00	-	40,000.00
6800	ROTC	-	-	-
	Total Revenue	8,875,501.00	2,137,548.00	11,013,049.00

Title	Set-asides/Transfers		
	Unrestricted	Restricted	Total
Reserves - 3%	257,026.00	-	257,026.00
Reserve for Construction & Head Start	450,000.00	-	450,000.00
SPED Contribution	-	115,319.00	115,319.00
Nursing Contribution	18,069.00	-	18,069.00
Grand Total Revenue	8,150,406.00	2,022,229.00	10,172,635.00

NSLA
S
L
A
S
a
l
a
r
i
e
s

	Unrestricted Programs						Restricted Programs						Total
	NSLA General	Stipends	Athletics	IT	Facilities	SPED	COVID	Food Services	Title I	Title II	Title III	Title IV	
Certificated	3,013,219.00	-	-	-	-	324,358.00	-	-	100,869.00	-	-	-	3,438,446.00
Certificated Hourly	10,000.00	-	-	-	-	-	-	-	-	-	-	-	10,000.00
Certificated Substitute	110,000.00	-	-	-	-	10,000.00	125,000.00	-	-	-	-	-	245,000.00
Certificated Supplemental	18,000.00	-	-	-	-	-	10,000.00	-	-	-	-	-	28,000.00
Certificated Stipends	-	19,000.00	-	-	-	-	-	-	-	3,700.00	-	-	22,700.00
Certificated OT	-	-	-	-	-	-	100.00	-	-	-	-	-	100.00
Classified	118,302.00	-	-	43,784.00	74,339.00	-	-	-	-	-	-	-	236,425.00
Classified Hourly	356,736.00	-	-	-	20,923.00	112,848.00	-	54,723.00	89,920.00	-	10,000.00	-	645,150.00
Classified Substitute	25,000.00	-	-	-	-	7,500.00	-	-	-	-	-	-	32,500.00
Classified Supplemental	20,000.00	-	-	-	-	-	35,000.00	-	-	-	-	-	55,000.00
Classified Stipend	-	-	-	-	-	-	-	-	-	-	-	-	-
Classified OT	3,000.00	-	-	-	2,000.00	-	-	-	-	-	-	-	5,000.00
Employee Benefits	471,535.00	-	-	7,109.00	12,008.00	51,878.00	-	-	18,660.00	-	-	-	561,190.00
STRS	475,129.00	3,069.00	-	-	-	53,999.00	21,819.00	-	16,290.00	598.00	-	-	570,904.00
PERS	150,961.00	-	-	9,063.00	19,719.00	24,912.00	20,700.00	11,328.00	18,613.00	-	2,070.00	-	257,366.00
Social Security	45,402.00	-	-	2,715.00	6,030.00	7,462.00	6,200.00	3,393.00	5,575.00	-	620.00	-	77,397.00
Medicare	53,277.00	276.00	-	635.00	1,410.00	6,593.00	3,483.00	793.00	2,766.00	54.00	145.00	-	69,432.00
State Unemployment Ins.	1,837.00	10.00	-	22.00	49.00	227.00	121.00	27.00	95.00	2.00	5.00	-	2,395.00
Workers Comp.	51,440.00	266.00	-	613.00	1,362.00	6,366.00	3,363.00	766.00	2,671.00	52.00	140.00	-	67,039.00
Supplies	125,460.00	-	5,000.00	147,500.00	5,500.00	5,000.00	541,525.00	207,304.00	3,000.00	-	2,753.00	17,395.00	1,060,437.00
Services	299,911.00	-	7,600.00	99,100.00	814,000.00	13,000.00	249,613.00	1,500.00	28,000.00	29,042.00	15,000.00	-	1,556,766.00
LCER Management Fee	1,070,942.00	-	-	-	-	-	-	-	-	-	-	-	1,070,942.00
Capital Site Improvements	-	-	-	-	13,000.00	-	-	-	-	-	-	-	13,000.00
Total	6,420,151.00	22,621.00	12,600.00	310,541.00	970,340.00	624,143.00	1,016,924.00	279,834.00	286,459.00	33,448.00	30,733.00	17,395.00	10,025,189.00
Revenue-Expenditures						(258,347.00)			(49,658.00)				147,446.00

CHARTER NAME: Norton Science and Language Academy

2020-21 First Interim Cash Flow

DATE PREPARED: 10/6/2020

			July	%	August	%	September	%	October	%	November	%	December	%	January	%
			Actual	Bud	Actual	Bud	Actual	Bud	Actual	Bud	Estimated	Bud	Estimated	Bud	Estimated	Bud
Beginning Cash Balance	July 1 Cash =		5,008,685		4,421,830		4,215,356		4,613,386		5,133,746		5,174,049		5,077,946	
Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals - Actuals																
REVENUE																
LCFF Sources																
LCFF	8011				336,652	4.79%	336,652	4.79%	605,974	8.63%	605,974	8.63%	605,974	8.63%	605,974	8.63%
EPA	8012							365,273	25.79%						365,273	25.79%
State Aid - Prior Year	8019															
In Lieu Property Taxes	8096															
Federal	8100-8299				1,603	0.10%	758,511	46.23%	193,521	11.80%					193,522	11.80%
State																
Lottery - Unrestricted	8560														31,606	25.00%
Lottery - Prop 20 - Restricted	8560														10,325	25.00%
Other State Revenue	8300-8599				8,960	2.52%	79,338	22.31%	60,764	17.09%					60,764	17.09%
Local																
Interest	8660															
AB602 Local Special Education Transfer	8792								35,994	10.00%	35,994	10.00%	35,994	10.00%	35,994	10.00%
Other Local Revenues	8600-8799		150	0.31%	1,319	2.75%	429	0.89%	5,122	10.67%	5,122	10.67%	5,122	10.67%	5,122	10.67%
Total Revenues			\$ 150	0.00%	\$ 348,534	3.16%	\$ 1,174,930	10.67%	\$ 1,266,648	11.50%	\$ 647,090	5.88%	\$ 647,090	5.88%	\$ 1,308,579	11.88%
EXPENDITURES																
Certificated Salaries	1000-1999		266,070	7.11%	281,706	7.52%	295,042	7.88%	295,042	7.88%	360,645	9.63%	320,820	8.57%	320,820	8.57%
Classified Salaries	2000-2999		15,805	1.62%	44,541	4.57%	71,715	7.36%	71,715	7.36%	102,528	10.53%	95,396	9.79%	95,396	9.79%
Benefits	3000-3999		98,204	6.12%	111,433	6.94%	123,204	7.67%	123,204	7.67%	154,307	9.61%	142,196	8.86%	142,196	8.86%
Books & Supplies	4000-4999		193,071	18.21%	76,855	7.25%	194,629	18.35%	125,000	11.79%	53,454	5.04%	53,454	5.04%	53,454	5.04%
Contracts & Services	5000-5999		57,667	3.70%	46,754	3.00%	122,656	7.88%	131,327	8.44%	131,327	8.44%	131,327	8.44%	131,327	8.44%
Capital Outlay	6000-6599		-								2,000	15.38%			3,500	26.92%
Other Outgo	7100-7299		-													
Debt Service (see Debt Form)	7400-7499		-													
Total Expenditures			\$ 630,817	6.21%	\$ 561,290	5.53%	\$ 807,245	7.95%	\$ 746,288	7.35%	\$ 804,261	7.92%	\$ 743,193	7.32%	\$ 746,693	7.35%
OTHER SOURCES/USES																
Other Sources/Contributions to Restricted Programs	8900															
Other Uses	7600															
Net Sources & Uses			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
PRIOR YEAR TRANSACTIONS																
		July 1 - Beginning Balances		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal		% Beg Bal
Accounts Receivable	9210	1,300,204	1,066,102	81.99%	6,282	0.48%	30,346	2.33%			197,474	15.19%				
Prepaid Expenditures	9330	39,412	39,412	100.00%												
Accounts Payable	9510	163,714	163,714	100.00%												
Line of Credit Payments	9640															
Deferred Revenue	9650	897,989	897,989	100.00%												
NET PRIOR YEAR TRANSACTIONS		\$ 277,913	\$ 43,811		\$ 6,282		\$ 30,346		\$ -		\$ 197,474		\$ -		\$ -	
OTHER ADJUSTMENTS (LIST)																
TOTAL MISC. ADJUSTMENTS			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
NET REVENUES LESS EXPENDITURES			\$ (586,855)		\$ (206,474)		\$ 398,030		\$ 520,360		\$ 40,303		\$ (96,103)		\$ 561,886	
ENDING CASH BALANCE			\$ 4,421,830		\$ 4,215,356		\$ 4,613,386		\$ 5,133,746		\$ 5,174,049		\$ 5,077,946		\$ 5,639,832	

CHARTER NAME: Norton Science and Language Academy

DATE PREPARED: 10/6/2020

2020-21 First Interim Cash Flow

	February Estimated	% Bud	March Estimated	% Bud	April Estimated	% Bud	May Estimated	% Bud	June Estimated	% Bud	Estimated Accrual	Total	Projected Budget	Difference	
Beginning Cash Balance	5,639,832		5,390,606		4,878,205		5,008,544		4,496,144		2,779,414	6,141,071			
REVENUE															
LCFF Sources															
LCFF	8011	452,851	6.45%	189,676	2.70%	189,676	2.70%	189,676	2.70%	189,676	2.70%	2,716,268	7,025,023	7,025,023	-
EPA	8012					354,023	25.00%					331,522	1,416,091	1,416,091	-
State Aid - Prior Year	8019														-
In Lieu Property Taxes	8096														-
Federal	8100-8299					193,522	11.80%					300,000	1,640,679	1,640,679	-
State															
Lottery - Unrestricted	8560					31,606	25.00%					63,211	126,422	126,422	0
Lottery - Prop 20 - Restricted	8560					10,325	25.00%					20,649	41,298	41,298	0
Other State Revenue	8300-8599					60,764	17.09%					85,002	355,592	355,592	-
Local															
Interest	8660														-
AB602 Local Special Education Transfer	8792	35,994	10.00%	35,994	10.00%	35,994	10.00%	35,994	10.00%	35,994	10.00%	35,998	359,944	359,944	-
Other Local Revenues	8600-8799	5,122	10.67%	5,123	10.67%	5,123	10.67%	5,123	10.67%	5,123	10.67%		48,000	48,000	-
Total Revenues		\$ 493,967	4.49%	\$ 230,793	2.10%	\$ 881,032	8.00%	\$ 230,793	2.10%	\$ 230,793	2.10%	\$ 3,552,651	\$ 11,013,049	\$ 11,013,049	\$ 0
EXPENDITURES															
Certificated Salaries	1000-1999	320,820	8.57%	320,820	8.57%	320,820	8.57%	320,820	8.57%	320,820	8.57%		3,744,246	3,744,246	-
Classified Salaries	2000-2999	95,396	9.79%	95,396	9.79%	95,396	9.79%	95,396	9.79%	95,396	9.79%		974,075	974,075	-
Benefits	3000-3999	142,196	8.86%	142,196	8.86%	142,196	8.86%	142,196	8.86%	142,196	8.86%		1,605,723	1,605,723	-
Books & Supplies	4000-4999	53,454	5.04%	53,454	5.04%	53,454	5.04%	53,454	5.04%	53,454	5.04%	43,250	1,060,437	1,060,437	-
Contracts & Services	5000-5999	131,327	8.44%	131,327	8.44%	131,327	8.44%	131,327	8.44%	131,327	8.44%	147,743	1,556,766	1,556,766	-
Capital Outlay	6000-6599					7,500	57.69%						13,000	13,000	-
Other Outgo	7100-7299									1,204,330	100.00%		1,204,330	1,204,330	-
Debt Service (see Debt Form)	7400-7499														-
Total Expenditures		\$ 743,193	7.32%	\$ 743,193	7.32%	\$ 750,693	7.39%	\$ 743,193	7.32%	\$ 1,947,523	19.17%	\$ 190,993	\$ 10,158,577	\$ 10,158,577	\$ -
OTHER SOURCES/USES															
Other Sources/Contributions to Restricted Programs	8900														-
Other Uses	7600														-
Net Sources & Uses		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
PRIOR YEAR TRANSACTIONS															
		% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal	% Beg Bal			Remaining Balance		
Accounts Receivable	9210											1,300,204		-	
Prepaid Expenditures	9330											39,412		-	
Accounts Payable	9510											163,714		-	
Line of Credit Payments	9640													-	
Deferred Revenue	9650											897,989		-	
NET PRIOR YEAR TRANSACTIONS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 277,913	\$ -	\$ -	
OTHER ADJUSTMENTS (LIST)															
TOTAL MISC. ADJUSTMENTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET REVENUES LESS EXPENDITURES		\$ (249,226)	\$ (512,400)	\$ 130,339	\$ (512,400)	\$ (1,716,730)	\$ 3,361,657	\$ 1,132,385							
ENDING CASH BALANCE		\$ 5,390,606	\$ 4,878,205	\$ 5,008,544	\$ 4,496,144	\$ 2,779,414	\$ 6,141,071								

Lewis Center for Educational Research

Board Packet Agenda Items

Meeting Date: October 19, 2020

Title: Administration Board Policies

BP 3500 Business and Non-Instructional Operations Health and Safety Policy for COVID-19 – Revised

Present as: Discussion/Action items

Background: As a result of the COVID-19 pandemic, the Board adopted BP 3500 on July 16, 2020 outlining the health and safety measures the Lewis Center will take to mitigate the spread of COVID-19 among students, staff and visitors. The policy included both mandatory measures as well as recommended measures intended to guide decisions in light of practical limitations.

The Board authorized the CEO to provide the Board with regular updates as to actions taken to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities. This update contains those revisions There are two copies of the policy: one with the changes tracked and the other a clean version with all changes accepted. We ask you to consider the revisions for discussion and approval.

Fiscal Implications (if any): None.

Impact on Mission, Vision or Goals (if any): Align with Board established Goals and Objectives.

Recommendation: Approve revisions to policy.

Respectfully Submitted by: Stacy Newman, Human Resources Director

Lewis Center for Educational Research

**BP3500: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
HEALTH AND SAFETY POLICY FOR COVID-19**

Adopted: July 16, 2020

Revised:

It is the policy of the Lewis Center for Educational Research (“LCER”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students, staff and visitors at all of its campuses. In accordance with this policy, the LCER temporarily implements health and safety measures to mitigate the spread of COVID-19. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), California Department of Public Health (“CDPH”), and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. In collaboration with the county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions, Each LCER school must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

The LCER offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who are medically fragile, or would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited Campus Access:

- The LCER will allow only necessary visitors and volunteers on the LCER campus and limit the number of students and staff with whom they come into contact.
- The LCER will exclude from the campus any ~~employee~~ **staff member**, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support academic success to the greatest extent possible during exclusion.
- Students and staff who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the teacher or supervisor, respectively, and the LCER will work with them to ensure that CDC recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.

- The LCER will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Instruct drivers to remain in the vehicle, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require adults entering campus for in-person pick-up or drop-off to wear a face mask covering.
 - Provide supervision to disperse student gatherings during school arrival and departure.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The LCER will prioritize minimizing contact between adults at all time.
 - Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
 - Designate routes for entry and exit, using as many entrances as feasible.
 - Implement health screenings of students and staff upon arrival at school (see Section 2).

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- In-person wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours, or potentially been exposed to COVID-19, by asking the following questions:
 - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 10-15 minutes at one time.
 - ~~Have you traveled outside of the country in the past 14 days?~~
 - Conduct all wellness checks safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- Staff members performing in-person wellness checks shall wear appropriate Personal Protective Equipment (“PPE”).
- *Home Screening (Students)*. Parents shall be instructed to screen the student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive. ~~Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.~~
- *Home Screening (Staff)*. All staff who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. ~~Local orders may require active (on-site) in addition to passive (at home) symptom screening. Active symptom screening shall be conducted at the worksite if required by a local order.~~
 - Any employee-staff member who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to notify the supervisor and stay home from work and await further instructions. for at least 10 days after the onset of symptoms, or such period as required by local health order or directive. ~~Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.~~
 - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee-staff member can report to work and follow hygiene practices.
- *Campus Screening (Students)*. ~~Local orders may require active (on-site) in addition to passive (at home) symptom screening. If active screening is required by local order, then s~~Staff shall actively monitor each student for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check, ~~in-person wellness check~~ and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, and temperature is below 100.04 degrees Fahrenheit, student will be allowed to remain on campus.
 - If student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms or appear to have symptoms, they shall don a surgical-face mask covering and go to the isolation area; -office staff shall contact the parent to pick up the student.
- *Campus Screening (Visitors)*. Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.

- The staff member who greets the visitor at the entrance shall administer an in-person wellness check and temperature check (confirming temperature below 100.4 degrees Fahrenheit) prior to escorting the visitor to the destination:
 - If the visitor answers “no” to all questions, they may enter the school.
 - If the visitor answers “yes” to any of the questions, they may not enter the school.
- *Transportation Screening (Staff and Students)*. The driver or a staff member shall conduct a wellness check of each individual prior to entering the vehicle, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that an individual is exhibiting symptoms of COVID-19, the individual shall not be permitted to ride.
- To prevent stigma and discrimination, student and staff health screenings should be kept as private as possible to maintain the confidentiality of student and staff medical and student records. Race, nationality and country of origin should never be used as a basis for particularized health screening.
- Consult the local county health order to determine whether temperature checks are required.
- To the extent feasible or when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and maskface covering.
 - Thermometers must be properly cleaned and disinfected after each use.
 - The LCER will not penalize students and families for missing in-person instruction due to COVID-19

3. COVID-19 Testing and Reporting:

- Consistent with CDPH Guidance, the LCER will implement surveillance testing of staff as directed by the San Bernardino County Department of Public Education (“SBCDPH) and the following standards.
 - Surveillance testing is either 1) in response to an outbreak at a school site, and/or 2) on a staff-wide basis when instructed by SBC DPH based upon local disease trends.
 - In response to an outbreak, only one (1) test per symptomatic person or close contact is required. A repeat test may be necessary if the initial test is positive or if symptoms later develop.
 - For staff-wide testing, all staff shall be tested, other than any staff who only work remotely and have no contact with students or other staff. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
 - The goal of staff-wide testing is to test 100% of staff within two (2) months. This could be implemented as 50% one month and 50% the next month, or 25% every two (2) weeks.
 - If SBCDPH orders ongoing staff-wide testing, then repeated testing must be continued every two (2) months as directed by SBCDPH.
 - The LCER can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
 - If County-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
 - The LCER’s liaison must be made aware of the staff test results and report those results to SBCDPH.

- Staff cannot refuse to take a test or to report the test results to the LCER. Both the testing and the reporting are required under the local health order. The LCER cannot otherwise require employees to disclose medical information.
- The LCER cannot retaliate against an employee for disclosure of a positive test, diagnosis or order to self-quarantine or isolate. Any employee who believes that the LCER has violated this policy may file a complaint under the LCER's Uniform Complaint Procedures.
- The LCER must maintain confidentiality of test results, other than reporting the results to SBCDPH. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The LCER must have a separate confidential medical file for each employee where the LCER stores employee medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing an employee needs time off due to COVID-19, etc.
- Students and family members are strongly encouraged to be tested for COVID-19 before returning to the school facility and monthly while receiving in-person instruction.
- ~~Provided that doing so is supported by a local public health order, the LCER requires students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms, or if one or more household members or close contacts tested positive for COVID-19.~~
- In the event of a positive test result: of a student or family member:
 - The LCER requires that parents/guardians ~~and staff~~ notify school administration ~~or supervisor~~ immediately if the student ~~or staff~~ tested positive for COVID-19 or if one of the household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that ~~staff or~~ a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the LCER will take actions as required and set forth in Section 4 below.

4. Response to Ssuspected or Confirmed Cases and Close Contacts:

- In the event of notice of potential exposure,¹ the LCER will take the following actions within one (1) business day of the notice of potential exposure:

¹ Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the LCER's testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the schoolsite. (Labor Code § 6409.6, subd. (d)(3).)

- Provide a written notice to all employees who were on the premises in the same worksite² as the qualifying individual³ within the infectious period⁴ that they may have been exposed to COVID-19.⁵
- Provide a written notice to the exclusive representative, if any, of the above employees.⁶
- Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, LCER sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections applicable to employees.
- Records of the above notices shall be retained for a minimum of three (3) years.
- Ifn the event of a suspected COVID-19 case(s):
 - The LCER will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face mask-covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of ~~one or more a~~ confirmed COVID-19 case(s), in addition to the steps required in response to a notice of potential exposure, , :
- The LCER will follow the CDPH Framework for Reopening K-12 Schools and COVID-19 Industry Guidance: Schools and School Based Programs, including implementation of the following practices:
 - N~~otify the county public health department~~SBCDPH immediately by emailing or calling .800-782-4264.
 - ~~The LCER will n~~otify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Notify exposed families as relevant while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.

² The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the LCER operates multiple worksites, the LCER must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

³ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁴ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

⁵ Written notice will be provided in the same manner that the LCER ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

⁶ Written notice to the exclusive representative must contain the same information as required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the LCER. This requirement does not apply if the LCER’s employees do not have an exclusive representative.

- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
- Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

- ~~For elementary schools and other settings in which~~ Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- ~~For middle school or high school, and any settings in which~~ Where stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 A close contact is someone who has been within six feet of the ~~case~~ person who tested positive for a prolonged period of time (at least ~~10~~-15 minutes) regardless of face ~~mask covering~~ use or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.
 Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the county public health department.

- In the event of an outbreak, as defined by CDPH, at the school site:
 - Within forty-eight (48) hours, the Executive Director or designee shall notify SBCDPH of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.⁷ The Executive Director shall also report the address and North American Industry Classification System (“NAICS”) code of the worksite where the qualifying individuals work.⁸ Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
 - In accordance with state guidance regarding closing schools in response to confirmed cases,⁹ and in consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the number of cases at the school and the risk level within the specific community as determined by the local public health officer.
 - If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Consistent with the LCER’s adopted Distance Learning Policy and Procedures, distance learning shall include all of the following:
 - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
 - Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
 - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
 - Special education, related services, and any other services required by a student’s individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment;
 - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
 - Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness in the form of internet or telephonic communication, or by other means permissible under public health orders; and
 - Continuing to provide school meals.

⁷ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁸ The NAICS code for a K-12 school is 611110.

⁹ California Department of Public Health: COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020).

- o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Close contacts to confirmed COVID-19 case(s):
 - o Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after the last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - o No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - o Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- Returning to school after home isolation:
 - o ~~Symptomatic individuals who test positive negative for COVID-19 can return ten (10) days after onset of symptoms, and at least twenty-four (24) hours have passed since last fever without the use of fever-reducing medications, and symptoms (cough, shortness of breath, etc.) have improved. 72 hours after resolution of fever (if any) and improvement in symptoms.~~
 - o ~~Documentation of a negative test result should be provided to LCER District Nurse (students)/Human Resources Department (staff).~~
 - o ~~In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.~~
 - o ~~Asymptomatic individuals who test positive for COVID-19 can may return 14-10 days after symptom onset their first positive test. If they develop symptoms, the requirements for symptomatic individuals outlined above apply.~~
 - o ~~Symptomatic individuals who test negative for COVID-19, can return after no fever for 24 hours, without the use of fever-reducing medications, AND have felt well for 24 hours. OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.~~
 - o Asymptomatic individuals who never had symptoms but were tested due to a close contact with a laboratory-confirmed case patient, and who tested negative test positive for COVID-19 can may return no earlier than fourteen (14) days after the last known close contact with the case patient. positive test result.
 - o ~~If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.~~
 - o ~~If they test negative, e~~Close contacts to confirmed COVID-19 cases can at home or outside school can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes the isolation.

5. Sanitizing/Hygiene Materials and Practices:

- The LCER will develop routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Sanitation routines will enable students and staff to regularly wash hands at staggered intervals.

- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The LCER shall make soap, tissues, no-touch trashcans, face ~~masks~~coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- If soap and water are not readily available, the LCER shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol (Note: frequent handwashing is more effective than the use of hand sanitizers).
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The LCER shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Staff should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

6. **Routine Cleaning and Disinfecting:** The LCER will incorporate the CDPH and CDC Guidance for Cleaning, ~~and~~ Disinfecting and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and the spread of COVID-19 at the school site.

- Custodial staff may perform ~~routine-thorough~~ cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The LCER will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handlesknobs, will be routinely disinfected.
- Students and staff are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, when possible.
- When sharing is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and CalOSHA requirements for in-the safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the LCER will use those approved for use against COVID-19 on the Environment Protection Agency (EPA) approved list "N" and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the LCER will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The LCER will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff should follow label directions for appropriate dilution rates and contact times.
 - The LCER will establish a cleaning and disinfecting schedule in order to avoid both under and over use of cleaning products.

- Subject to available resources, disposable disinfecting wipes shall be made available so that staff can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. **Disinfectant wipes and sprays will be kept away from students.**
- To the extent feasible, site resources that necessitate sharing or touching items (e.g. drinking fountains) will not be used and replacement items (e.g. reusable water bottles) will be used to the extent practicable.
- Each student's belongings-materials will be kept separate in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

7. Facility Mmeasures: The LCER will incorporate CDE guidance for maintaining a healthy facility to include some or all of the following:-

- Facilities staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk **by exacerbating seasonal allergies or asthma symptoms.**
 - The LCER will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Facilities staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8. Physical Distancing (Staff): The LCER will incorporate CDE guidance with respect to physical distancing between staff.

- The LCER will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The LCER will arrange desks and workspaces to create a minimum of six (6) feet between individuals.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Encourage staff to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

9. Physical Distancing (Students): The LCER will incorporate CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:-

- The LCER will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day. ~~through the use of a blended learning model.~~
- The LCER will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. ~~In ELEMENTARY school classrooms:~~
 - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
 - ~~In MIDDLE and HIGH school classrooms secondary grades or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.:~~
 - ~~Reduce disease transmission risk by m~~Maximizeing the space between seating and student desks.
 - ~~In ALL classrooms:~~
 - Distance teacher and staff desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. to minimize adult to child disease transmission.
 - ~~Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable~~Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The LCER will implement measures to maintain physical distancing while students move between classrooms, that are easy for students to understand and are developmentally appropriate. ~~-including potentially~~ one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band (i.e. wind instruments) and choir practice and performances are not permitted indoors.
 -
- The LCER will implement procedures for turning in assignments and materials to minimize contact.

- The LCER will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
- The LCER will implement appropriate physical distancing measures during physical activities.
 - Sporting Events and Gatherings: Outside and indoor sporting events and competitions, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted.
 - Playgrounds and Recess: The LCER will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Youth Sports and Physical Education: The LCER will ~~consider conducting~~ conduct sports and physical education classes only when the following can be maintained (1) physical distancing of at least six (6) feet and (2) a stable cohort, such as a class, that limits the risk of transmission. Activities should take place outside to the maximum outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.
 - For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and only where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
 - Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
 - Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

10. Use of cloth face ~~masks~~ coverings: The LCER will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face ~~masks~~ coverings. All staff are encouraged to review ~~these guidelines.~~ the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission. ~~or the purposes of this policy, the term face mask is inclusive of facial coverings including masks, shields, bandanas, gaiters, etc.~~

11.10.

- Until such time as the statewide or local health order is lifted, all adults must wear a face ~~mask~~ covering in accordance with current CDPH, CDE and CDC guidance.
 - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff should wear a clean face ~~mask~~ covering to work every day.

- Staff should avoid touching the face covering and should wash their hands frequently, including after removing the face covering.
- Staff are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Staff may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations to enable students to see faces and avoid potential barriers to phonological instruction as long as the wearer maintains a physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The LCER will post signs regarding the proper use, removal, and washing of face coverings.
- The LCER will post signs to remind staff that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks-coverings to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability should wear a clean cloth face maskcovering:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when eating or drinking).
 - While leaving school.
- Elementary school students in grades TK-2 are stronglyshould be encouraged, but are not required, to wear a cloth face mask-covering within the stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear a face covering properly.
- Middle school and high school sStudents in grades 3 and above are required to should use cloth face masks-coverings when in the classroom even if they are in a stable classroom cohort.
- Proper use of cloth face coverings by student will be strictly enforced. The LCER will exclude from campus, anyone who refuses to wear a face covering.
- Students excluded from face mask-covering requirements include: ~~(1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask-covering without assistance. and (2) students with special needs who are unable to tolerate a face mask. The IEP Team may make recommendations for alternative face masks.~~
- The LCER shall educate students, particularly younger elementary school students, on the rationale and proper use of face maskscoverings.
- A cloth face covering or face shield may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
 - ~~If a student or staff experiences difficulty wearing a face mask, allow the individual to remove it for a short period of time.~~
 - ~~It is not necessary to exclude a student from the classroom who occasionally fails to wear a face mask, or if a few students in the classroom are consistently unable to wear a face mask, when required. Students without face masks should maintain physical distance to the extent feasible.~~
- The LCER will provide face masks-coverings for students and staff who lose them or forget to bring them to school.

12.11. Use of Gloves and PPE: The LCER requires staff to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The LCER will provide surgical masks, face shields, and disposable gloves for staff engaging in Wellness and Temperature Screenings.

- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The LCER will provide a clear plastic barrier or face ~~mask~~ covering and disposable gloves for front office and food service staff.
- The LCER will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and face mask or respirator) in addition to PPE as required by product instructions.
 - Cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the LCER will provide training on the proper use of PPE to protect staff from the hazards of the cleaning products used.
- Staff must wash hands after removing gloves.

13. Protection of higher risk staff:

- ~~The LCER recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.¹⁰~~
- ~~The LCER will designate a staff liaison for responding to COVID-19 concerns.~~
- ~~Consistent with operational needs, the LCER shall support options to telework, if available and reasonable.~~
- ~~The LCER shall attempt to limit vulnerable staff’s duties to minimize contact with visitors and other staff.~~

12. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The LCER Registered Nurse will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The LCER Registered Nurse will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The LCER will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness including the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventative measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

13. Maintaining Healthy Operations: The LCER will follow local public health orders and CDPH Guidance for maintaining health operations, including the following practices:

- Monitor, on a weekly basis, COVID-19 Guidance from SBCDPH, CDPH, and the San Bernardino County Office of Education.

¹⁰This includes staff with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement routine surveillance testing of staff as directed by local county health officers. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Consult with local health departments when routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g. PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

14. Protection of Higher Risk Staff:

- The LCER recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.¹¹
- Consistent with operational needs, the LCER shall support options to telework, if available and reasonable.
- The LCER shall attempt to limit vulnerable staff duties to minimize their contact with visitors and other employees.

14.15. Communications to the LCER community:

- The LCER will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Prior to the start of the school year, the LCER will communicate to staff, students, and parents about new, COVID-19-related protocols, including
 - Enhanced sanitation practices.
 - Physical distancing requirements and recommendations.
 - Proper use, removal and washing of face masks coverings and PPE/EPG.
 - Proper hygiene, cleanliness and disinfection protocols.
 - Screening practices.
 - How COVID-19 is spread.
 - ~~Cleanliness and disinfection.~~ COVID-19 specific symptom identification.
 - ~~Transmission prevention~~
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.

¹¹ This includes staff with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including testing arranged by the LCER.
- Guidelines for staff regarding COVID-19 specific symptom identification and when to seek medical attention.
- Guidelines for families about when to keep students home from school.
- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- The LCER will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The LCER will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- Communications will be targeted to the most vulnerable members of the LCER community.
- The LCER will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.

The President/CEO is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the LCER’s charter schools’ petitions. The President/CEO shall provide the Board with regular updates as to actions taken pursuant to this section.

Lewis Center for Educational Research

**BP3500: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
HEALTH AND SAFETY POLICY FOR COVID-19**

Adopted: July 16, 2020

Revised:

It is the policy of the Lewis Center for Educational Research (“LCER”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students, staff and visitors at all of its campuses. In accordance with this policy, the LCER temporarily implements health and safety measures to mitigate the spread of COVID-19. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), California Department of Public Health (“CDPH”), and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. In collaboration with the county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions, each LCER school must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

The LCER offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who are medically fragile, or would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited Campus Access:

- The LCER will allow only necessary visitors and volunteers on the LCER campus and limit the number of students and staff with whom they come into contact.
- The LCER will exclude from the campus any staff member, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support academic success to the greatest extent possible during exclusion.
- Students and staff who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the teacher or supervisor, respectively, and the LCER will work with them to ensure that CDC recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.

- The LCER will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Instruct drivers to remain in the vehicle, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
 - Provide supervision to disperse student gatherings during school arrival and departure.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The LCER will prioritize minimizing contact between adults at all time.
 - Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
 - Designate routes for entry and exit, using as many entrances as feasible.
 - Implement health screenings of students and staff upon arrival at school (see Section 2).

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- In-person wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours, or potentially been exposed to COVID-19, by asking the following questions:
 - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test

confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 10-15 minutes at one time.

- Conduct all wellness checks safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- Staff members performing in-person wellness checks shall wear appropriate Personal Protective Equipment (“PPE”).
- *Home Screening (Students)*. Parents shall be instructed to screen the student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff)*. All staff who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by a local order.
 - Any staff member who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to notify the supervisor and stay home from work and await further instructions.
 - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the staff member can report to work and follow hygiene practices.
- *Campus Screening (Students)*. Staff shall actively monitor each student for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, and temperature is below 100.04 degrees Fahrenheit, student will be allowed to remain on campus.
 - If student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms or appear to have symptoms, they shall don a face covering and go to the isolation area; office staff shall contact the parent to pick up the student.
- *Campus Screening (Visitors)*. Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
 - The staff member who greets the visitor at the entrance shall administer an in-person wellness check and temperature check (confirming temperature below 100.4 degrees Fahrenheit) prior to escorting the visitor to the destination:
 - If the visitor answers “no” to all questions, they may enter the school.
 - If the visitor answers “yes” to any of the questions, they may not enter the school.
- *Transportation Screening (Staff and Students)*. The driver or a staff member shall conduct a wellness check of each individual prior to entering the vehicle, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that an individual is exhibiting symptoms of COVID-19, the individual shall not be permitted to ride.
- To prevent stigma and discrimination, student and staff health screenings should be kept as private as possible to maintain the confidentiality of student and staff medical and student

records. Race, nationality and country of origin should never be used as a basis for particularized health screening.

- Consult the local county health order to determine whether temperature checks are required.
- To the extent feasible or when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and face covering.
 - Thermometers must be properly cleaned and disinfected after each use.
 - The LCER will not penalize students and families for missing in-person instruction due to COVID-19

3. COVID-19 Testing and Reporting:

- Consistent with CDPH Guidance, the LCER will implement surveillance testing of staff as directed by the San Bernardino County Department of Public Education (“SBCDPH) and the following standards.
 - Surveillance testing is either 1) in response to an outbreak at a school site, and/or 2) on a staff-wide basis when instructed by SBC DPH based upon local disease trends.
 - In response to an outbreak, only one (1) test per symptomatic person or close contact is required. A repeat test may be necessary if the initial test is positive or if symptoms later develop.
 - For staff-wide testing, all staff shall be tested, other than any staff who only work remotely and have no contact with students or other staff. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
 - The goal of staff-wide testing is to test 100% of staff within two (2) months. This could be implemented as 50% one month and 50% the next month, or 25% every two (2) weeks.
 - If SBCDPH orders ongoing staff-wide testing, then repeated testing must be continued every two (2) months as directed by SBCDPH.
 - The LCER can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
 - If County-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
 - The LCER’s liaison must be made aware of the staff test results and report those results to SBCDPH.
 - Staff cannot refuse to take a test or to report the test results to the LCER. Both the testing and the reporting are required under the local health order. The LCER cannot otherwise require employees to disclose medical information.
 - The LCER cannot retaliate against an employee for disclosure of a positive test, diagnosis or order to self-quarantine or isolate. Any employee who believes that the LCER has violated this policy may file a complaint under the LCER’s Uniform Complaint Procedures.
 - The LCER must maintain confidentiality of test results, other than reporting the results to SBCDPH. All medical information about any employee must be stored separately from the employee’s personnel file in order to limit access to this confidential information. The LCER must have a separate confidential medical file for each employee where the LCER stores employee medical information. Medical information includes COVID-19 test results, an employee’s

statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing an employee needs time off due to COVID-19, etc.

- Students and family members are strongly encouraged to be tested for COVID-19 before returning to the school facility and monthly while receiving in-person instruction.
- In the event of a positive test result: of a student or family member:
 - The LCER requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of the household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the LCER will take actions as required and set forth in Section 4 below.

4. Response to Suspected or Confirmed Cases and Close Contacts:

- In the event of notice of potential exposure,¹ the LCER will take the following actions within one (1) business day of the notice of potential exposure:
 - Provide a written notice to all employees who were on the premises in the same worksite² as the qualifying individual³ within the infectious period⁴ that they may have been exposed to COVID-19.⁵
 - Provide a written notice to the exclusive representative, if any, of the above employees.⁶
 - Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, LCER sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections applicable to employees.

¹ Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the LCER's testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the schoolsite. (Labor Code § 6409.6, subd. (d)(3).)

² The "worksite" does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the LCER operates multiple worksites, the LCER must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

³ A "qualifying individual" means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁴ The "infectious period" means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

⁵ Written notice will be provided in the same manner that the LCER ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

⁶ Written notice to the exclusive representative must contain the same information as required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the LCER. This requirement does not apply if the LCER's employees do not have an exclusive representative.

- Records of the above notices shall be retained for a minimum of three (3) years.
- In the event of a suspected COVID-19 case(s):
 - The LCER will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of one or more confirmed COVID-19 case(s), in addition to the steps required in response to a notice of potential exposure, , the LCER will follow the CDPH Framework for Reopening K-12 Schools and COVID-19 Industry Guidance: Schools and School Based Programs, including implementation of the following practices:
 - Notify the SBCEPH immediately by emailing or calling..
 - Notify all staff in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Notify exposed families as relevant while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
 - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
 - Maintain regular communications with the local public health department.
 - Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
 - Where stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 A close contact is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes) regardless of face covering use or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you. Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
 - For all settings: Provide information regarding close contacts to the county public health department.

- In the event of an outbreak, as defined by CDPH, at the school site:
 - Within forty-eight (48) hours, the Executive Director or designee shall notify SBCDPH of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.⁷ The Executive Director shall also report the address and North American Industry Classification System (“NAICS”) code of the worksite where the qualifying individuals work.⁸ Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
 - In accordance with state guidance regarding closing schools in response to confirmed cases,⁹ and in consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the number of cases at the school and the risk level within the specific community as determined by the local public health officer.
 - If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Consistent with the LCER’s adopted Distance Learning Policy and Procedures, distance learning shall include all of the following:
 - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
 - Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
 - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
 - Special education, related services, and any other services required by a student’s individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment;
 - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
 - Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness in the form of internet or telephonic communication, or by other means permissible under public health orders; and
 - Continuing to provide school meals.

⁷ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) an individual who has died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁸ The NAICS code for a K-12 school is 611110.

⁹ California Department of Public Health: COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020).

- - Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - Close contacts to confirmed COVID-19 case(s):
 - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after the last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
 - Returning to school after home isolation:
 - Symptomatic individuals who test positive for COVID-19 can return ten (10) days after onset of symptoms, and at least twenty-four (24) hours have passed since last fever without the use of fever-reducing medications, and symptoms (cough, shortness of breath, etc.) have improved. Asymptomatic individuals who test positive for COVID-19 may return 10 days after their first positive test. If they develop symptoms, the requirements for symptomatic individuals outlined above apply.
 - Symptomatic individuals who test negative for COVID-19, can return after no fever for 24 hours, without the use of fever-reducing medications, AND have felt well for 24 hours.
 - Asymptomatic individuals who never had symptoms but were tested due to a close contact with a laboratory-confirmed case patient, and who tested negative may return no earlier than fourteen (14) days after the last known close contact with the case patient.
 - Close contacts to confirmed COVID-19 cases at home or outside school can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes the isolation.

5. Sanitizing/Hygiene Materials and Practices:

- The LCER will develop routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Sanitation routines will enable students and staff to regularly wash hands at staggered intervals.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The LCER shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- If soap and water are not readily available, the LCER shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol (Note: frequent handwashing is more effective than the use of hand sanitizers).
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The LCER shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.

- Staff should visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

6. Routine Cleaning and Disinfecting: The LCER will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and the spread of COVID-19 at the school site.

- Custodial staff may perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The LCER will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- Students and staff are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, when possible.
- When sharing is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer’s directions, and CalOSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the LCER will use those approved for use against COVID-19 on the Environment Protection Agency (EPA) approved list “N” and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the LCER will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The LCER will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff should follow label directions for appropriate dilution rates and contact times.
 - The LCER will establish a cleaning and disinfecting schedule in order to avoid both under and over use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that staff can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.
- To the extent feasible, site resources that necessitate sharing or touching items (e.g. drinking fountains) will not be used and replacement items (e.g. reusable water bottles) will be used to the extent practicable.
- Each student’s materials will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

7. Facility Measures: The LCER will incorporate CDE guidance for maintaining a healthy facility to include some or all of the following:

- Facilities staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
 - The LCER will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Facilities staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8. Physical Distancing (Staff): The LCER will incorporate CDE guidance with respect to physical distancing between staff.

- The LCER will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The LCER will arrange desks and workspaces to create a minimum of six (6) feet between individuals.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Encourage staff to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

9. Physical Distancing (Students): The LCER will incorporate CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The LCER will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The LCER will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. :
 - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
 - In secondary grades or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.

- Maximize space between seating and desks. Distance teacher and staff desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The LCER will implement measures to maintain physical distancing while students move between classrooms, that are easy for students to understand and are developmentally appropriate, including one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band (i.e. wind instruments) and choir practice and performances are not permitted indoors.
- The LCER will implement procedures for turning in assignments and materials to minimize contact.
- The LCER will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
- The LCER will implement appropriate physical distancing measures during physical activities.
 - Sporting Events and Gatherings: Outside and indoor sporting events and competitions, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted.
 - Playgrounds and Recess: The LCER will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Youth Sports and Physical Education: The LCER will conduct sports and physical education classes only when the following can be maintained (1) physical distancing of at least six (6) feet and (2) a stable cohort, such as a class, that limits the risk of transmission. Activities should take place outside to the maximum extent practicable.
 - For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and only where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
 - Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.

- Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

10. Use of cloth face coverings: The LCER will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide or local health order is lifted, all adults must wear a face covering in accordance with current CDPH, CDE and CDC guidance.
 - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff should wear a clean face covering to work every day.
- Staff should avoid touching the face covering and should wash their hands frequently, including after removing the face covering.
- Staff are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Staff may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations to enable students to see faces and avoid potential barriers to phonological instruction as long as the wearer maintains a physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The LCER will post signs regarding the proper use, removal, and washing of face coverings.
- The LCER will post signs to remind staff that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face coverings to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability should wear a clean cloth face covering:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when eating or drinking).
 - While leaving school.
- Elementary school students in grades TK-2 are strongly encouraged, but are not required, to wear a cloth face covering within the stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear a face covering properly.
- Students in grades 3 and above are required to use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Proper use of cloth face coverings by student will be strictly enforced. The LCER will exclude from campus, anyone who refuses to wear a face covering. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The LCER shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

- A cloth face covering or face shield may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- The LCER will provide face coverings for students and staff who lose them or forget to bring them to school.

11. Use of Gloves and PPE: The LCER requires staff to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The LCER will provide surgical masks, face shields, and disposable gloves for staff engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The LCER will provide a clear plastic barrier or face covering and disposable gloves for front office and food service staff.
- The LCER will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and face mask or respirator) in addition to PPE as required by product instructions.
 - Cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the LCER will provide training on the proper use of PPE to protect staff from the hazards of the cleaning products used.
- Staff must wash hands after removing gloves.

12. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The LCER Registered Nurse will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The LCER Registered Nurse will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The LCER will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness including the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventative measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

13. Maintaining Healthy Operations: The LCER will follow local public health orders and CDPH Guidance for maintaining health operations, including the following practices:

- Monitor, on a weekly basis, COVID-19 Guidance from SBCDPH, CDPH, and the San Bernardino County Office of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them

promptly as needed.

- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement routine surveillance testing of staff as directed by local county health officers. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Consult with local health departments when routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g. PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

14. Protection of Higher Risk Staff:

- The LCER recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.¹⁰
- Consistent with operational needs, the LCER shall support options to telework, if available and reasonable.
- The LCER shall attempt to limit vulnerable staff duties to minimize their contact with visitors and other employees.

15. Communications to the LCER community:

- The LCER will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Prior to the start of the school year, the LCER will communicate to staff, students, and parents about new, COVID-19-related protocols, including
 - Enhanced sanitation practices.
 - Physical distancing requirements and recommendations.
 - Proper use, removal and washing of face coverings
 - Proper hygiene, cleanliness and disinfection protocols..
 - Screening practices.
 - How COVID-19 is spread.
 -
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
 - Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including testing arranged by the LCER.
 - Guidelines for staff regarding COVID-19 specific symptom identification and when to

¹⁰ This includes staff with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- seek medical attention.
- Guidelines for families about when to keep students home from school.
- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- The LCER will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The LCER will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- Communications will be targeted to the most vulnerable members of the LCER community.
- The LCER will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.

The President/CEO is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the LCER’s charter schools’ petitions. The President/CEO shall provide the Board with regular updates as to actions taken pursuant to this section.

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

**Minutes
September 14, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** On behalf of Chairman Kevin Porter, Lisa Lamb called the meeting to order at 4:02 p.m.
2. **ROLL CALL:** LCER Board Members Pat Caldwell, Torii Gray, Jim Morris, Omari Onyango, Sharon Page and Kevin Porter were in attendance.

LCER Board Members David Rib, Jessica Rodriguez and Rick Wolf were absent.

Staff members Valli Andreasen, Fausto Barragan, Ryan Dorcey, Teresa Dowd, Lisa Lamb and Stacy Newman were also in attendance.

Heather Kinney represented the SBCSS.

3. **PUBLIC COMMENTS:** Public comments were read from Connie Villela-Collins regarding the Learning Continuity and Attendance Plan and CJ McFarland regarding the Parent Survey.

4. **SPECIAL PRESENTATIONS:**

- .01 Public Hearing to Seek Stakeholder Input on the Development of the AAE and NSLA Learning Continuity and Attendance Plans Prior to Final Adoption – Community members/stakeholders were encouraged to send in public comments and to use the Questions feature of GoToWebinar during the hearing. Some questions were read and answered and others will be contacted directly. Fausto Barragan and Valli Andreasen presented the plan drafts, which show how LCER is operating under COVID-19 conditions and is utilizing COVID-19 funding. This plan replaces the LCAP at this time. We will consider the input received and finalize the plan for approval at a special meeting tentatively on September 21, 2020. Lisa gave special recognition to Heather Juarez for her work on the plans.

5. **DISCUSSION ITEMS:**

- .01 Discuss Potential Date of September 21, 4:00 p.m. for a Special LCER Board Meeting to Approve the AAE and NSLA Learning Continuity and Attendance Plans – Lisa Lamb asked if this date worked for the Board. It does and the special meeting will be scheduled for this date.
- .02 Discuss Potential Date of October 22 for All Day Strategic Planning Meeting – This item was tabled to the September 21 special meeting.
- .03 Discuss AAE and NSLA Phase 2 School Reopening Plans, Including Waiver Application Process, Liability Considerations and Other Issues – Lisa Lamb reported that we are looking at what is required to enter into Phase 2 of reopening. We have been meeting with SBCSS and DPH, and they do not want all grades coming back at the same time. We will be applying for a waiver for AAE soon as we should be off the watch list. We will return in phases by grade level – i.e. special education first, then TK-2, then 3-5, then MS/HS. Parent surveys show 73% want to come back in person, even with a hybrid situation. NSLA will return a little bit later than AAE as San Bernardino data is different than Apple Valley, but they will also return in phases. There is a bill to protect schools from liability, and we looking at asking families to sign an assumption of risk. We are ensuring that policies and procedures we have in place are being followed.
- .04 Discuss Timeline for AAE MPR Construction –David Gruber reported that construction on the AAE MPR is underway, and the foundation should be poured the beginning of October. The project is about a month behind schedule. The noise level has not been a distraction.

- .05 Discuss Timeline for NSLA Campus Construction, Anticipated Move Schedule, and Lease Update – Lisa Lamb and David Gruber reported that the groundbreaking went well. Office foundations have been poured, and the fire hydrant needs to be installed before lumber can be on site. Work on Edison lines is delayed due to their staff being pulled away for repairs due to fires. Currently there are no completion delays anticipated, and are looking at starting school the end of August.
- .06 Discuss AAE and NSLA School Calendar and Bell Schedule Alignment for 2022-23 School Year – Lisa Lamb reported that we are still working on aligning our calendar and bell schedules with both schools. NSLA will have a later start date next year due to construction, so we cannot align next school year. We need to be vacated from the current campus by June 30, 2020 and hope to start instruction by end of August. The 2022-23 school year is when school bell schedules are required to have a later start time, so it makes sense to align everything at the same time. We are looking at aligning master schedules as much as possible as well. We can maximize our in house knowledge as well as outside programs we bring to students. Sharon asked about tracking absenteeism, like attendance near holidays. Staff has pulled and tracked that data, which will be taken into consideration. We will be sure to have parent forums on these changes.
- .07 Discuss Potential Miracle League Field in San Bernardino – Lisa Lamb reported that Mayor Valdivia contacted her to connect with Chris Stewart, former MLB player, who wants to start a Miracle League field in San Bernardino with the Lewis Center. A Miracle League Field is an adaptive baseball field for children with disabilities. They usually do an adaptive playground as well. There is a park behind the new NSLA campus that would fit the parameters. The park is adjacent to 3 schools that could benefit from its use. We will be presenting to the City of San Bernardino and are looking at getting major supporters. There are students from Cal Baptist University that are interested in doing design on the project and TSK is interested in collaborating as well. Jim Morris discussed the challenges in operations and maintenance. We were already planning on using the field at the park and having a MOU with the City. We would take partial responsibility, and Sandals Church is committed to helping maintain as well. The plan needs to be sustainable. We want to be a good community member but need to go in with our eyes open and be sure the fields are used as designed. Kevin suggested discussing any anticipated issues with Miracle League, as they will have encountered them during their history.
- .08 Discuss October 30, 2020 30 Year Anniversary Multimedia Presentation – Lisa Lamb and Jisela Corona reported that we have begun interviews and interviewed Rick Piercy and Dorothy Harp today. There are many more interviews scheduled, and she will also be contacting the Board.
- .09 Discuss AAE MPR Building Naming MOU and Plaque – this item was tabled to the next meeting.
- .10 Lewis Center Foundation Update – Lisa Lamb reported that there will be a Call to Action Fundraiser in conjunction with the 30 year anniversary presentation. The goal is to raise \$30K. The Foundation is working on other virtual fundraisers as well.

6. **ACTION ITEMS:** None

7. **CONSENT AGENDA:**

- .01 Approve Minutes of August 10, 2020 Regular Meeting
- .02 Approve AAE Consolidated Application and Reporting System (CARS) Report
- .03 Approve NSLA Consolidated Application and Reporting System (CARS) Report
- .04 Approve NSLA 2020-21 School Calendar

On a motion by Pat Caldwell, seconded by Sharon Page, vote 6-0, the LCER Board of Directors approved Consent Agenda items 7.01-7.04.

8. **INFORMATION INCLUDED IN PACKET:**

- .01 President/CEO Report – Lisa Lamb
- .02 LCER Financial Reports
 - Checks Over \$10K
 - Budget Comparisons
- .03 Lewis Center Foundation Financial Report 50

- July 2020
- .04 LCER Grant Tracking Sheet
- .05 NSLA Adopted Budget Narrative from San Bernardino County Superintendent of Schools
- .06 LCER Board Attendance Log
- .07 LCER Board Give and Get

9. BOARD/STAFF COMMENTS:

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

10. ADJOURNMENT: Adjourned at 5:51 p.m.

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

**Minutes
September 21, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Kevin Porter called the meeting to order at 4:01 p.m.

2. **ROLL CALL:** LCER Board members Pat Caldwell, Torii Gray, Sharon Page, Kevin Porter, David Rib, Jessica Rodriguez and Rick Wolf were present.

LCER Board members Jim Morris and Omari Onyango were absent.

LCER Staff members Fausto Barragan, Jisela Corona, Ryan Dorcey, Teresa Dowd, David Gruber and Lisa Lamb were also present.

3. **PUBLIC COMMENTS:** None.

4. **DISCUSSION ITEMS:**

.01 Discuss LCER Board Strategic Planning Date – Lisa Lamb discussed that we will need to meet in November rather than October for Strategic Planning. The LCER Board decided on November 13th from 9:00 – 3:00. We will update our current strategic plan as well as plan for NSLA opening.

.02 Discuss AAE MPR Building Naming MOU and Plaque – David Rib reported that he has been working on a proposal for a plaque, and will be getting quotes. A draft MOU is being worked on as well. David will bring the final draft of the plaque proposal and MOU to the Board. David let the Board know Mitsubishi committed \$10K towards the NSLA construction project. The Board thanked David and Mitsubishi. While interviewing Dorothy Harp (one of the original Science Center volunteers) for the 30th Anniversary, we heard the story of how she introduced Bud Biggs to Rick Piercy.

.03 Discuss Upcoming 2020-21 LCER Budget Revisions – Lisa Lamb discussed plans the Exec Team has to bring a revised budget to the Board for approval in October. When we originally planned the LCER budget we had built in an across the board salary increase, however due to proposed 10% State cuts and deferrals due to COVID, the budget was proactively reduced to accommodate these updates. Expected revenues have changed over the last several months and the Exec Team is revising the budget to reinstate some of the adjustments that were made as well as an across the board salary increase that will be retroactive to July 1. These adjustments will be received by staff on their November 15 paycheck. We feel confident we are in a sustainable position to make these revisions. We received a PPE loan to offset salaries, which has helped with cash flow. We should qualify for loan forgiveness on the loan. The goal is to continue to reduce the gap in salaries compared to other districts. There will still be deferrals, and David is doing a cash flow analysis. Staff will be notified of the revised budget changes once the Board has approved the budget revision.

5. **ACTION ITEMS:**

.01 Approve AAE and NSLA Learning Continuity and Attendance Plans – Staff reviewed public comments and input received regarding the plans, and made a few minor revisions. These plans replace the LCAP for this year. On a motion by Pat Caldwell, seconded by Jessica Rodriguez, vote 7-0, the LCER Board of Directors approved the final AAE and NSLA Learning Continuity and Attendance Plans.

6. **ADJOURNMENT:** Chairman Kevin Porter adjourned the meeting at 4:28 p.m.

**Lewis Center for Educational Research
STAFF REPORT**

Date: October 19, 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.	The Finance Department is working to create a cash flow model to align with the current State Deferral schedule set forth in the adopted State Budget. This will support the future expectation of this objective and secure the proper spending necessary to meet the needs and still be fiscally responsible during the current financial hardship being placed on the schools in California by way of cash deferrals.
1.2 <u>Objective:</u> Support oversight and accountability of funds by LCER budget managers through monthly financial reports which include budget-to -actuals.	The Finance Department is continuing to provide Monthly Encumbrance Reports at the beginning of each month. These reports will be revised to address the large amount of COVID funds each school site received this year that was not awarded prior to the submittal of the 2020/2021 Budget.
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 the School Site Council.	We have continued working with the school administration to utilize the most restrictive dollars. At this time, due to COVID and the impacts that have been placed on the regular operations, the schools have set forth the priority to best utilize these funds first to make sure that we are supporting the staff, students, and families with the technology and safety necessary to provide the highest level of instruction.
1.4 <u>Objective:</u> The Foundation Board will raise funds to support the needs of LCER schools and programs.	The Foundation Board is planning a 30th Anniversary Call to Action fundraiser. Donation amounts will be in multiples of \$30 and various incentives will be given for each month from October 19 - December 31, 2020. The Foundation and the Victor are currently considering options for the anniversary event.
Goal 2: Develop and maintain facilities to meet the TK-12 needs.	
2.1 <u>Objective:</u> Complete NSLA TK-12 and Head Start campus in Winter/Spring 2021.	The current building delivery schedule is as follows: Head Start- May 1, 2020 Administration- June 1, 2020 MPR- June 1, 2020 Balance of buildings- August 1, 2020

This doc looks a bit long

Do you want Grammarly to check this document, or are you just reading?

	NSLA to vacate the current property no later than June 30, 2020
2.2 <u>Objective: Create a deferred maintenance schedule to properly identify and address the needs of aging equipment, building and infrastructure.</u>	Ryan Chamberlain has created a deferred maintenance schedule for AAE in relation to the HVAC system, Roofing, Restrooms, Vehicles, Lighting, Fire Life Safety, etc. The schedule supports the breakdown of each component and a monthly to quarterly operational practice for preventative maintenance to extend the life of each piece of equipment and begin to prepare a replacement schedule to work within the budget. We are hoping to be able to work within the maintenance work order system to support the accuracy and continued practice of this schedule.
2.3 <u>Objective: Monitor technological systems to protect against external and internal security threats.</u>	COVID funding has allowed for the upgrade to our technological systems. Our wired and wireless network has been totally replaced. These upgrades are the newest generation of wifi and allow for greater speed and throughput and far less latency. We also purchased new firewalls which will be installed within the next few weeks.
2.4: <u>Utilize the refinancing of the AAE Bonds to address capital campaign needs (i.e. Multipurpose Room, secondary science labs, additional athletics and P.E. fields, special education, parking lot rehabilitation, etc.).</u>	The AAE MPR construction is underway. The project is expected to be completed between January and February 2021. The refinancing of the bonds has provided the capital to complete the MPR which will meet the needs of a TK-12 cafeteria, as well as provide flexible space for visual/performing arts performances, assemblies, large meetings, and indoor activities. Additional shade, landscaping, outdoor dining areas, and an indoor/outdoor stage are part of this project. The additional facilities' needs such as secondary science labs, additional fields, and parking lot repair will be allocated out of general funding in the coming years.
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.	
3.1 <u>Objective: Both schools will demonstrate continued increases in student mastery in the area of Mathematics as reported on the California School Dashboard.</u>	The school MTSS (Multi-tiered Systems of Support) team continues to plan mitigation of learning loss intervention for all content areas. Some interventions will be planned to provide additional mathematics support based on assessment data that is currently being reviewed. Interventions will include, supplemental instruction, after-school tutoring, push-in support, and pull-out support. Teachers and classified instructional personnel will be given the opportunity to provide mitigation services. Pre and post data will be gathered to collect data and evaluate the effectiveness of the interventions.
3.2 <u>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</u>	The school MTSS teams continue to hold weekly planning meetings to discuss the overall socioemotional, behavioral and academic needs of students. ATM teams are also consulted in terms of the overall trends and direction adopted to support SEL needs and accomplish our different objectives. During the month of September, both schools have concurrently run

<p><u>Emotional Learning (SEL). The 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>Socioemotional Learning (SEL) surveys across the 3-12 grade levels. Research-based SEL assessments (i.e. Panorama, CROPS) were utilized to develop these SEL measures. Assessments were developed and delivered to students in a multiple-choice format on a Likert scale. Data was collected, interpreted and shared with staff and students. Parents of students at-risk are contacted and offered additional SEL and counseling support. The Counseling Team is also working with teachers and modeling lessons and instruction of SEL skills.</p> <p>Counselors are providing teachers with lessons and videos and demonstrations in virtual classrooms. In addition to SEL supports, during our weekly staff meetings, counselors share wellness activities and reviews students lessons with teachers in order to support SEL curriculum implementation. The MTSS team at NSLA plans to implement the Second Step SEL curriculum. The Second Step curriculum is currently being used at AAE with highly positive results.</p> <p>In addition to supporting SEL curriculum implementation, Counselors and School Psychologists are currently providing virtual and in-person counseling sessions at both school sites. Parents, students and staff can make appointments with a Counseling Team member and receive direct services in person or virtually.</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 Air Force JROTC has applied to be one of the first units to transition to Space Force JROTC. Ten units will be selected to participate. Colonel Armstrong and MSgt. Padua are eagerly leading this process.</p> <p>The Lewis Center Programs Department will be offering additional after school Space Science Classes to mitigate learning loss at both schools. This program consists of ten 2-hour sessions to be held on Wednesdays. Amy Ritter will work on advertising, recruitment, and enrollment. She will begin teaching the classes in late October.</p> <p>A majority of the COVID relief funds we received have been allocated to increasing educational technology and infrastructure at both campuses. We have now distributed 1-to-1 devices to all students in all grades at both schools. This is a huge step in ensuring equitable access for all students. We have also distributed close to 100 hotspots to families and staff in need of wifi. Moving forward, these technology upgrades will support a hybrid and distance learning model. This will allow better access to digital curricula and resources in all phases.</p> <p>The elementary Twig Science adoption is going well. This move has proven to be a strong fit for distance and hybrid learning.</p>
<p>Goal 4: Recruit, develop, and retain highly qualified and diversified staff.</p>	
<p><u>4.1 Objective: Evaluate ongoing</u></p>	<p>We are in the process of finalizing all the updated job descriptions. Once</p>

<p><u>and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</u></p>	<p>the recruitment season begins in winter/spring 2021, these updates will help ensure that we are able to clearly communicate the advantages of working within the Lewis Center and provide a clear description of the expectations.</p> <p>Recruitment is also a focus of the NSLA Task Force. The personnel committee plans to attend job fairs, online events, college events, etc. We will also use alternative means of advertising such as billboards, networking, job boards, social media, and campaigns.</p> <p>HR is continuing to recruit on Edjoin for open positions. There is a low response from certificated and classified substitutes. We believe this is attributed to unemployment benefits they have been receiving. HR is virtually recruiting substitutes.</p>
<p><u>4.2 Objective: Develop a comprehensive succession plan for all key positions.</u></p>	<p>The environment surrounding COVID-19 has prompted each department to evaluate key positions. Each director has looked at cross-training to make sure that if any key person is out, support and services are able to continue, as well as remote work options.</p> <p>The executive team and HR will continue to monitor staff absenteeism and develop options of providing trained back-up staff where available. HR has brought on resident certificated substitutes who are working daily, regardless if there is a teaching assignment available. These resident substitutes are attending all teachers/staff training to ensure they are trained and ready to step into the classrooms as needed.</p> <p>The board personnel committee will continue to plan for CEO succession.</p>
<p><u>4.3 Objective: Invest in professional development for classified and certificated staff and board members.</u></p>	<p>Recent Training for teachers includes:</p> <ul style="list-style-type: none"> ● Swivl Training to support hybrid instruction ● Infinite Campus/Attendance/Grading ● Best practices for hybrid instruction ● Multiple Tier Support Systems (MTSS)- system to support struggling students ● Reading A to Z Kids (RAZ Kids)- online guided reading program ● iReady Diagnostic (Grades 2-8) ● iReady Math Curriculum (Elementary) <p>Upcoming Diversity Training:</p> <ul style="list-style-type: none"> ● The Together United Committee is made up of Lewis Center administrators, teachers, and staff with the purpose of designing, building, reviewing, and recommending appropriate resources,

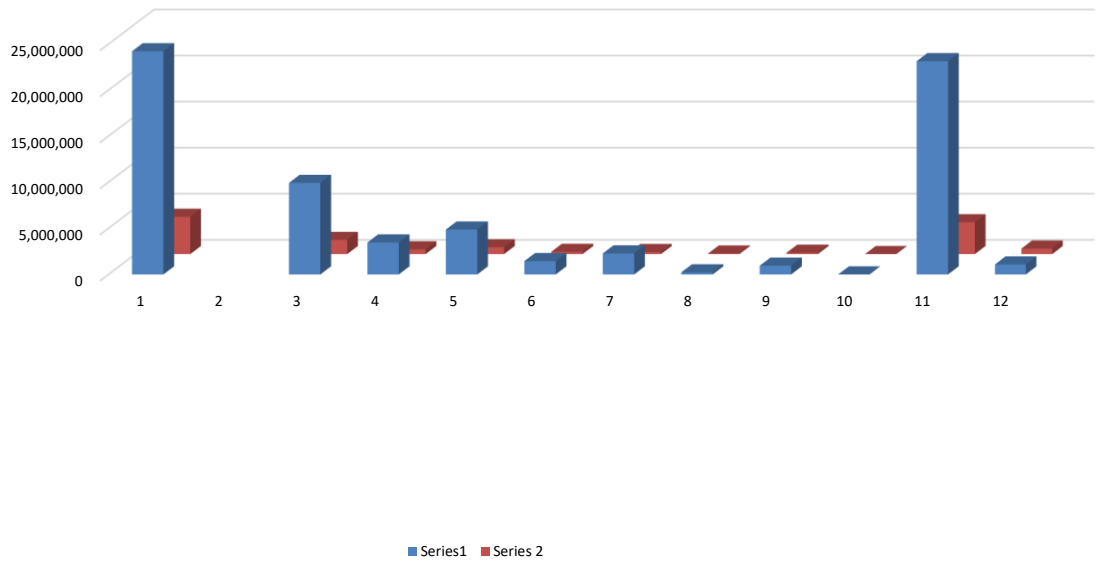
	<p>professional learning opportunities, and approaches aimed at practicing cross-cultural competencies to foster an inclusive and equitable learning environment for all students and staff. Through these practices the Lewis Center will be able to achieve its vision of Developing Global Citizens:</p> <ul style="list-style-type: none"> ○ Provide unconscious bias workshops to all staff ○ Facilitate Staff Learning Experiences ie: Museum of Tolerance staff tripe, etc. ○ Revise existing policies to ensure the inclusivity of all (what does all include?) ○ Curate curriculum, lessons, and classroom libraries regarding diversity and cross-cultural understanding, staff outings (Olvera Street) ○ Develop new high school World Language/Ethnic Studies/Language course ○ Outline and adopt procedures for addressing hate-motivated behaviors in schools ○ Teach conversation protocols to recognize, interrupt and repair incidents of bias and discrimination ○ Host workshops on restorative practices, which aim to end unfair disciplinary practices and build an organizational culture of unity ○ Increase social-emotional curriculum on core tenets like social awareness
<p><u>4.4 Create a highly attractive environment for staff which increases and/or maintains staff retention rates LCER-wide.</u></p>	<p>One of the areas of greatest need is increasing compensation. The Executive Team has prepared a revised 2020-2021 budget to include an across the board salary increase of 3.5% retroactive to July 1st. We are also budgeting for increases to athletic coaching stipends and hourly wages as these have not been increased in years.</p> <p>HR is working with staff and administration very closely to ensure the healthiest and safest work environment possible during this pandemic. HR is working with individuals pertaining to their unique health conditions and need for accommodations and time off, i.e. FFCRA and other leaves, etc.</p>
<p>Goal 5: The Lewis Center for Educational Research will communicate and operate under a common vision, mission, goals, and objectives.</p>	
<p><u>5.1 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>	<p>Strategic Planning for 2020-2021 is scheduled for November 13, 2020. Progress toward the revised goals will be reported via the monthly staff report.</p>
<p><u>5.2 Objective: Board and</u></p>	<p>Members of the Board and Executive Team are actively involved in our</p>

<p><u>Executive Team will actively communicate LCER's mission to the stakeholders and communities that we serve.</u></p>	<p>communities. Lisa Lamb's current community outreach includes ongoing Town of Apple Valley leader meetings, San Bernardino County Sheriff Community Workgroup, Victor Valley Chamber of Commerce, Miracle League Development Team, NASA Citizen Science Network, and NASA/JPL Partnership.</p>
<p><u>5.3 Objective: Increase communication with stakeholders regarding progress toward mission, vision, and goals.</u></p>	<p>There has been an increase in public relations and marketing to both of our communities in recent months. This includes a revision of our websites and social media accounts. Several videos have been created and disseminated, including Principal's forums, virtual campus tours, virtual new family orientations, and AAE's 9/11 Ceremony produced with the Town of Apple Valley.</p> <p>Through distance learning, two-way communication has increased. Both schools have held regular parent forums and have sent surveys to staff and families in order to guide planning. Board meetings have also been more heavily attended with the GoToWebinar options than they have been in the past with no virtual option available.</p>

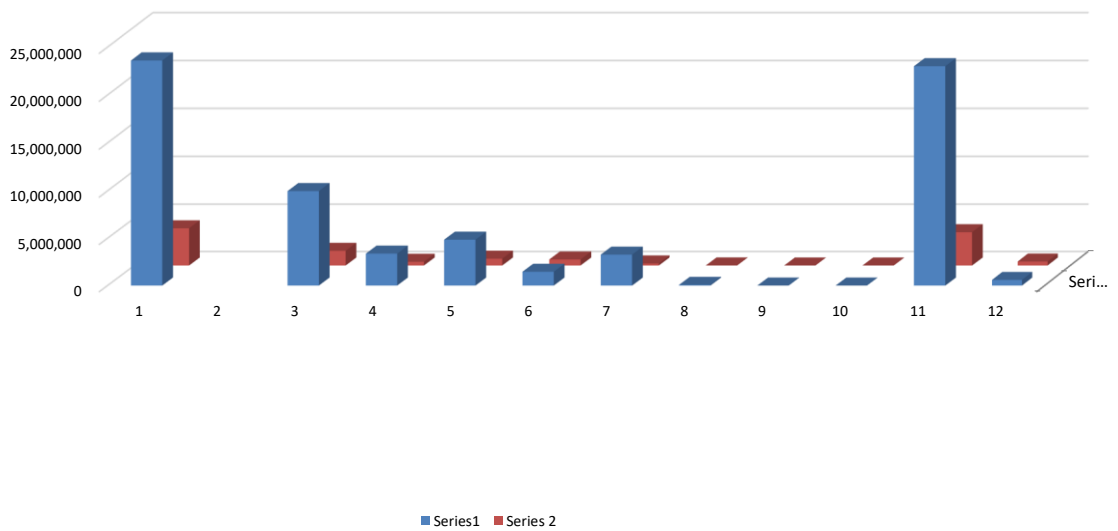
The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 8/1/2020 Through 9/30/2020

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
8/3/2020	44684	SBCSS	10,441.39	NSAA PERS contributions for Julu 20
8/3/2020		SBCSS	49,607.97	LCER/AAE - PERS contributions for July 20
8/3/2020	44688	SBCSS	64,443.27	NSAA STRS contributions for July
8/3/2020		SBCSS	120,691.10	LCER/AAE - STRS contributions for July
8/11/2020	44698	Carnegie Learning	15,401.70	PO# 2021-0036-AAE
8/11/2020	44707	Illuminate Education, Inc	14,944.02	PO# 2021-0057-LCER
8/11/2020	44722	Southern California Edison	10,024.27	Acct# 2-35-953-2850
8/11/2020		Southern California Edison	14,868.23	Acct# 2-21-356-3786 - MRC Campus
8/11/2020	44736	Apple Computer, Inc.	16,039.25	IPads for Distance Learning
8/14/2020	003		339,086.60	Group: Payroll; Pay Date: 8/14/2020
8/17/2020	44748	SISC	185,973.85	Health Coverage for August 2020
8/20/2020	44757	KDC Technologies	30,973.89	PO# 2021-0096-NSLA
8/20/2020		KDC Technologies	32,059.56	PO# 2021-0095-AAE
8/25/2020	44760	SBMWD Customer Service	50,722.00	NSLA - Water Installation / Head Start - Water Installation
8/27/2020	44771	Curriculum Associates, Inc.	10,740.00	PO# 2021-0002-NSLA - I Ready
8/27/2020	44799	TWIG Education	133,410.30	PO# 2021-0001-AAE
8/31/2020	005		382,811.64	Group: Payroll; Pay Date: 8/31/2020
9/1/2020	44811	CharterSAFE	35,507.00	Insurance premium pymt for September
9/1/2020	44814	SBCSS	18,989.73	NSAA PERS contributions for August
9/1/2020		SBCSS	59,719.95	LCER/AAE - PERS contributions for August
9/1/2020	44817	SBCSS	67,891.09	NSAA STRS contributions for August
9/1/2020		SBCSS	125,307.93	LCER/AAE - STRS contributions for August
9/15/2020	009		387,477.50	Group: Payroll; Pay Date: 9/15/2020
9/16/2020	44823	Apple Inc.	28,870.65	PO# 2021-0076-LCER 13 MacBook Air
9/16/2020		Apple Inc.	218,596.73	PO# 2021-0076-LCER
9/16/2020	44846	IXL Learning	14,155.00	PO# 2021-0161-LCER
9/16/2020	44863	SBCSS	81,941.38	2019-2020 Charter School Oversight Fees
9/16/2020	44865	Southern California Edison	11,478.70	Acct# 2-21-356-3786
9/16/2020		Southern California Edison	12,383.76	Acct# 2-35-953-2850
9/16/2020	44869	SISC	189,570.95	Health Coverage for September 2020
9/16/2020	44873	SWIVL	81,674.50	PO# 21-2002-IT-H
9/16/2020	44877	Virtual Graffiti	24,276.46	PO# 2021-0135-LCER
9/16/2020	44880	Wells Fargo Vendor Fin Serv	54,787.81	PO# 20-1003-IT-O - Apple I Pad
9/29/2020	44890	SBMWD Customer Service	31,845.00	205 South Allen Street (Head Start Facility) Fire Services
9/29/2020		SBMWD Customer Service	136,106.00	230 South Waterman Avenue (NSLA) Fire Service
9/30/2020	010		383,054.11	Group: Payroll; Pay Date: 9/30/2020
Report Total			<u>3,445,873.29</u>	

2019-20



2020-21



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

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$15,525.61
Revenue		
Online donations to NSLA Capital Campaign	\$100.00	
<i>Total</i>	\$ 100.00	
Expenditures		
Grand Canyon University - Ambassadors/Peacock Scholarship - Brielle DeLaHou	\$ 1,000.00	
UC Santa Cruz - Ambassadors/Casillas Scholarship - Alex North	\$ 1,000.00	
Grand Canyon University - Ambassadors/Bud Biggs Scholarship - CJ O'Bier	\$ 1,000.00	
<i>Total</i>	\$ 3,000.00	
Ending Balance	<i>Total</i>	\$12,625.61

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$97,646.92
Restricted Funds- NSLA Capital Campaign		\$34,383.70
Restricted Funds - Davis Endowment		\$12,031.62
Restricted Funds - Global Exchange Programs		\$12,951.50
Restricted Funds - HiDAS Endowment		\$63,831.34
Restricted Funds - Scholarships		\$26,524.48
Unrestricted Funds		\$78,434.56
		\$325,804.10
Revenue		
Interest		\$13.75
<i>Total</i>	\$13.75	
Expenditures		
Bloomerang Annual Fee		\$1,366.20
<i>Total</i>	\$1,366.20	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$97,650.90
Restricted Funds - NSLA Capital Campaign		\$34,385.07
Restricted Funds - Davis Endowment		\$12,032.17
Restricted Funds - Global Exchange Programs		\$12,952.05
Restricted Funds - HiDAS Endowment		\$63,833.95
Restricted Funds - Scholarships		\$26,525.85
Unrestricted Funds		\$77,071.66
	<i>Total</i>	\$324,451.65
Total Checking and Savings		\$337,077.26

2020 Grant Tracking Sheet

<u>Grant</u>	<u>Amount</u>	<u>Results</u>
NOAA Grant	\$5,000,000	NO
Astronomy & Astrophysics Research	\$48,500,000	In Pursuit
Captain Planet Foundation	\$2,500	In Pursuit
Henry T. Nicholas III Foundation	N/A	In Pursuit
NASA ROSES	\$80,000	In Pursuit
San Manuel Foundation	\$5,000	NO
Equity Training	\$20,000	In Pursuit

**NSLA 2020-2021 School Year Enrollment Numbers
October 2020**

Grade	Enrolled	MAX Enrollment	Available Spots	Waitlisted
TK	22	25	3	1
Kinder	117	125	8	3
1	115	125	10	2
2	90	100	10	0
3	105	112	7	2
4	97	84	-13	9
5	91	84	-7	7
6	84	90	6	9
7	60	60	0	10
8	50	60	10	1
Grand Total	831	865	34	44

**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
Kevin Porter	Leave	Leave	Present	Present	Present	Present	Present				100%
Sharon Page	Present	Present	Present	Present	Present	Present	Present				100%
David Rib	Present	Present	Present	Present	Present	Present	Absent				86%
Rick Wolf	Present	Present	Present	Present	Present	Present	Absent				86%
Torii Gray	Present	Present	Present	Absent	Present	Present	Present				86%
Omari Onyango	Present	Present	Present	Absent	Present	Present	Present				86%
Pat Caldwell	Present	Absent	Present	Present	Present	Present	Present				86%
Jessica Rodriguez	Absent	Present	Present	Present	Present	Absent	Absent				57%
Jim Morris	Absent	Absent	Present	Absent	Present	Present	Present				57%

	Jan. 29 Special	Apr. 29 Special	May 26 Special	July 15 Special	Sept 21 Special		TOTAL SPECIAL
Torii Gray	Present	Present	Present	Present	Present		100%
Sharon Page	Present	Present	Present	Present	Present		100%
David Rib	Present	Present	Present	Present	Present		100%
Jessica Rodriguez	Present	Present	Present	Present	Present		100%
Omari Onyango	Present	Present	Present	Present	Absent		80%
Pat Caldwell	Present	Absent	Present	Present	Present		80%
Kevin Porter	Leave	Present	Absent	Present	Present		75%
Rick Wolf	Absent	Absent	Present	Present	Present		60%
Jim Morris	Absent	Absent	Absent	Present	Absent		20%

**LCER Board Give and Get
Current Fiscal Year 2020/2021**

Member	Give	Get	In-kind	Total
Pat Caldwell				\$ -
Torii Gray				\$ -
James Morris				\$ -
Omari Onyango				\$ -
Sharon Page				\$ -
Kevin Porter				\$ -
Jessica Rodriguez				\$ -
David Rib		\$ 10,000		\$ 10,000
Rick Wolf				\$ -
Total	\$ -	\$ 10,000	\$ -	\$ 10,000