

**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 Foundation
Meeting at Lewis Center for Educational Research, 17500 Mana Rd., Apple Valley, CA 92307
December 10, 2019 - Public Meeting – 9:00 a.m.**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
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 shall be observed. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Chair.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of October 15, 2019 Regular Meeting
 - .02 Approve Minutes of November 5, 2019 Regular Meeting
5. **DISCUSSION/ACTION ITEMS:**
 - .01 LCER Board Chair Appointment of Jessica Rodriguez to the Lewis Center Foundation Board
 - .02 Approve Duberly Beck as a Member of the Lewis Center Foundation Board
 - .03 Officer Nomination/Election – Marcia Vargas
 - a. Nominate Chair to be Appointed by LCER Board Chair
 - b. Elect Vice Chair
 - .04 Staff/School Fundraiser – Marcia Vargas
 - .05 Addition of a New Foundation Fund Category for Lewis Center Programs
 - .06 Discuss 2020 Annual Gala and Timeline – Marcia Vargas
 - a. Gala Sponsors
 - b. Save the Date
 - c. Gala Meeting January 14, 2020
 - .07 Employee Retirement Recognition – Lisa Lamb
 - .08 Meeting Location – Lisa Lamb
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 1. October 2019 Foundation Balance Sheet
 2. October 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Board Attendance Log
7. **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
8. **RECOMMENDATIONS TO THE LCER BOARD:**
9. **ADJOURNMENT:** Chair Marcia Vargas

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by calling (760) 946-5414 x201. Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

Lewis Center Foundation
Minutes
October 15, 2019

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:50 am. The Foundation Board previewed the new Science on a Sphere prior to the beginning of the meeting.
2. **ROLL CALL:** Lewis Center Foundation Board Members Desiree Burgnon, Charity Frash, Tyler Jaramillo, Umang Patel and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Buck Goodspeed was absent.

Staff members Matt Cabe, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** Marcia Vargas stated that she was proud of the Foundation's contribution to the Science on a Sphere room remodel.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of August 6, 2019 Regular Meeting
 - .02 Approve Minutes of September 3, 2019 Regular Meeting

On a motion by Desiree Burgnon, seconded by Umang Patel, vote 5-0, the Lewis Center Foundation Board of Directors approved Consent Agenda items

5. **DISCUSSION/ACTION ITEMS:**
 1. Ratify Educational Activity Grant for Armani and Malay Petteway – Notification of Educational Activity Grants was sent out in a Parent Square email, along with promotion of an upcoming Snapology Camp. A parent applied for an Educational Activity Grant for 2 of her children for the Snapology Camp, but it was passed the time to get it on the Foundation agenda for approval so Lisa and Marcia approved the grant. On a motion by Charity Frash, seconded by Tyler Jaramillo, vote 5-0, the Lewis Center Foundation Board of Directors ratified approval of the Educational Activity Grant for Armani and Malay Petteway.
 2. Approve Garner Holt Educational Activity Grant Application – Lisa recently attended a CABE training at Garner Holt, an educational facility in Redlands that is the world leader in animatronics. Lisa won a grand prize for a field trip to the facility, and LCER will be sending 18 students from AAE and 18 students from NSLA. This grant request will provide \$5K to be split between both schools for professional development, field trip opportunities and classroom kits. On a motion by Desiree Burgnon, seconded by Tyler Jaramillo, vote 5-0, the Lewis Center Foundation Board of Directors approved the Garner Holt Educational Activity Grant of \$5K to be provided from unrestricted funds.
 3. Approve Revised Bylaws and Job Description – As discussed at the last meeting, the Lewis Center Foundation Bylaws and Job Description were updated to remove the term limit. On a motion by Tyler Jaramillo, seconded by Desiree Burgnon, vote 5-0,

the Lewis Center Foundation Board of Directors approved the revised Bylaws and Job Description.

4. Discuss LCF Board Recruitment – We are still looking for additional members on the Lewis Center Foundation Board. If you know of anyone, have them contact Teresa.
5. Review of 2019 Golf Tournament – The tournament went very well and we raised close to \$50K to split between the two organizations. The Victor Valley Chamber did a great job of organizing the event and we came through with sponsorships and volunteers. The new POS machines worked very well. Thank you to all who participated.
6. Discuss 2020 Annual Gala – Marcia distributed a preliminary timeline. Duberly will chair the committee. We can use the same colors as last year and have that be our standard colors as they're from the LCER logo. We will begin gathering historic pictures of Congressman Lewis, Rick Piercy, the Thunderbird Campus, Apple Valley Science and Technology Center, etc. Marcia will be in charge of the silent auction, with help from Tyler and Desiree. She will follow up on the digital auction. Matt is in charge of marketing, graphic design and the Delorian. Charity will help with decorations. Tyler will work on the mystery box. He will check the price of a streamer machine. It was decided to increase the \$1,000 sponsorship to \$1,250. We will put together a budget as well. The Save the Dates should go out in November. We can email those as well as print cards to hand out. Lisa will check into advertising at VMI. Lisa and Teresa will confirm with Jerry.

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

1. Lewis Center Foundation Financial Reports
 1. August 2019 Foundation Balance Sheet
 2. August 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Board Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification
2. Make a brief announcement –
3. Make a brief report on his or her own activities
4. Future agenda items

9. **RECOMMENDATIONS TO THE LCER BOARD:** Approve the revised Lewis Center Foundation Bylaws.

10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:58 a.m.

**Lewis Center Foundation
Minutes
November 5, 2019**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:05 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Tyler Jaramillo and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Desiree Burgnon, Charity Frash, Buck Goodspeed and Umang Patel were absent.

Staff members Matt Cabe, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** Marcia Vargas stated that she was proud of the Foundation's contribution to the Science on a Sphere room remodel.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of October 15, 2019 Regular Meeting

Consent Agenda Item 4.01 was not approved as a quorum was not present.

5. **DISCUSSION/ACTION ITEMS:**
 1. Discuss 2020 Annual Gala and Timeline – We have discussed the Gala with Congressman Lewis' family and they are excited about the event. The unveiling of the congressional portrait will be on May 13 at 11:00 to coincide with the Gala. Rick Piercy provided a list of key people to receive a personal invitation. Matt has been meeting with Michael Clark regarding design of the invitations and program. We will need the Save the Date by December 4 for the VMI table. We need to be sure our special guests are listed. Invitations should go out in February. Program information is due March 6. Lisa will look into bands for the Gala. We need to have banners at drop off for both schools, and get the message out at both schools of how the Lewis Center Foundation supports LCER programs.
 2. Marcia would like to schedule a special Gala Committee meeting January 14, 2020 at 9:00 a.m. An invite will be sent out.
 3. Marcia would like to change the regularly scheduled December 3, 2019 meeting to December 10, 2019. The calendar will be updated accordingly.
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - a. Lewis Center Foundation Financial Reports
 1. September 2019 Foundation Balance Sheet
 2. September 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Board Attendance Log

7. **BOARD/STAFF COMMENTS:**
 1. Ask a question for clarification
 2. Make a brief announcement –
 3. Make a brief report on his or her own activities
 4. Future agenda items
8. **RECOMMENDATIONS TO THE LCER BOARD:** Approve the revised Lewis Center Foundation Bylaws.
9. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:40 a.m.

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
October 1 - October 31, 2019

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$28,136.16
Revenue		
2019 Victor Valley Regional Open Golf Tournament Sponsorships, Raffle Tickets	\$22,088.50	
Online Donations - NSLA Capital Campaign	\$200.00	
Transfer from Savings - Scholarships	\$280.00	
<i>Total</i>	\$22,568.50	
Expenditures		
VVRO Golf Tournament Expenses	\$11,977.00	
Engraved Bricks - Sponsor Recognition	\$806.74	
Snapology - Educational Activity Grant	\$280.00	
Additional Cash Fee	\$1.25	
<i>Total</i>	\$13,064.99	
Ending Balance	<i>Total</i>	\$37,639.67

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$97,578.39
Restricted Funds- NSLA Capital Campaign		\$33,265.60
Restricted Funds - Davis Endowment		\$12,023.38
Restricted Funds - HiDAS Endowment		\$63,785.92
Restricted Funds - Scholarships		\$28,826.40
Unrestricted Funds		\$52,880.38
		\$288,360.08
Revenue		
AAE Staff Scholarship	\$15.00	
Snapology Facility Rental	\$225.00	
Interest	\$24.47	
<i>Total</i>	\$264.47	
Expenditures		
Transfer to Checking - Scholarships	\$280.00	
<i>Total</i>	\$280.00	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$97,587.20
Restricted Funds - NSLA Capital Campaign		\$33,267.56
Restricted Funds - Davis Endowment		\$12,024.36
Restricted Funds - HiDAS Endowment		\$63,791.80
Restricted Funds - Scholarships		\$28,564.34
Unrestricted Funds		\$53,109.30
	<i>Total</i>	\$288,344.55
Total Checking and Savings		\$325,984.22

Foundation Savings - 4100005285

2019-20

As of 10/31/19

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Captial Campaign	\$88,097.42		\$9,452.10	\$37.65	\$97,587.17
NSLA Capital Campaign	\$23,507.11		\$9,752.09	\$8.36	\$33,267.56
Davis Scholarship Endowment	\$12,020.18			\$4.19	\$12,024.37
HiDAS Endowment	\$64,527.90	\$761.18		\$25.00	\$63,791.72
Scholarships	\$50,051.79	\$21,580.00	\$80.00	\$12.55	\$28,564.34
Unrestricted	\$116,721.12	\$64,498.55	\$870.00	\$16.75	\$53,109.32
TOTAL					\$288,344.47

Total Unrestricted - Savings + Checking					\$55,196.42
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Restricted Scholarship Funds					
AAE PTC Scholarship	\$4,000.00	\$2,000.00			\$2,000.00
AAE Staff Scholarship	\$544.33	\$350.00	\$80.00		\$274.33
Bud Biggs Memorial Scholarship	\$1,400.00	\$1,300.00			\$100.00
Edison Scholarship	\$5,000.00	\$5,000.00			\$0.00
Kobold Scholarship	\$150.00	\$150.00			\$0.00
Mike Mangold Scholarship	\$4,250.00	\$500.00			\$3,750.00
San Manuel Scholarship	\$5,000.00	\$5,000.00			\$0.00
Schools First Scholarship	\$500.00	\$500.00			\$0.00
SLT Scholarship	\$1,500.00	\$1,500.00			\$0.00
Total Unrestricted Scholarship Funds					\$22,440.01

Restricted AAE Capital Campaign Funds					
High Desert Turtle and Tortoise Club	\$2,500.00				\$2,500.00
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$57,953.82				\$57,953.82
Total Unrestricted AAE Capital Campaign					\$34,983.35

2019-20 Donations

Date	Name	Amount	Fund	Campaign	Appeal
9/6/2019	360 Freestyle Gymnastics	\$100.00	AAE	Clubs	HOSA
10/14/2019	AAE PTC	\$2,400.00	AAE		
10/16/2019	AAE PTC	\$250.00	AAE	Department	Elementary
10/16/2019	AAE PTC	\$250.00	AAE	Department	Elementary
9/19/2019	AAE PTC	\$100.00	AAE	Department	Elementary
7/31/2019	AAE PTC	\$96.91	AAE	Department	Elementary
10/16/2019	AAE PTC	\$43.00	AAE	Department	Elementary
8/30/2019	Amazon Smile	81.24	AAE		
10/21/2019	Buck Goodspeed	\$500.00	AAE	Department	AFJROTC
9/13/2019	Carpet Club	\$200.00	AAE	Clubs	HOSA
9/6/2019	Cindy Gilmore	\$40.00	AAE	Clubs	Christian Club
8/23/2019	Greiner Buick GMC	\$1,600.00	AAE		
8/26/2019	Rick Piercy	\$250.00	AAE	Department	Athletics
	Subtotal	5,911.15			
10/7/2019	Alaska USA	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
7/8/2019	Alaska USA Mortgage Company	\$500.00	Foundation		2019 VVRO Golf Tournament
8/13/2019	Apple Valley Communications	\$1,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/26/2019	Apple Valley Dental	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	Armac Insurance Agency, Inc.	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/20/2019	Armstrong Fairway Insurance A	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/27/2019	Bridge Home Health and Hospi	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/13/2019	Burrtec Waste Industries, Inc.	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	C.A.R.S.	\$1,100.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/6/2019	Calcom Roofing, Inc.	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
7/10/2019	Caldwell, Kennedy & Porter	\$1,000.00	Foundation		2019 VVRO Golf Tournament
10/8/2019	Charter School Property Solutic	\$1,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/27/2019	Chop Stop	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	City of Victorville	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
7/10/2019	Coldwell Banker Commercial/H	\$500.00	Foundation		2019 VVRO Golf Tournament
11/14/2019	Com-Av	\$450.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/27/2019	Desiree Burgnon	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament

10/7/2019	Devoll Rubber Mfg.	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/5/2019	Dr. Michael Fanous Foot & Ank	\$2,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	First Team Real Estate High De	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/13/2019	Geo Group Foundation Inc.	\$2,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	Grand Canyon University	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/23/2019	Greiner Buick GMC	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	Heritage Victor Valley Medical	\$3,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	ICR Staffing Services	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/13/2019	Jessica Rodriguez	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/26/2019	Kimley-Horn	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/13/2019	Kona Ice of Victorville	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/17/2019	Krank It Hole LLC	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/13/2019	Leary Sport & Spine Chiropract	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
11/6/2019	Lisa Lamb	\$750.00	Foundation		
10/7/2019	Mall of Victor Valley	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/8/2019	Marcia Vargas	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/27/2019	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/27/2019	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/5/2019	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
7/27/2019	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
7/10/2019	Mitsubishi Cement Corporator	\$1,500.00	Foundation		2019 VVRO Golf Tournament
10/17/2019	Mountain Avenue Bees Inc.	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/27/2019	Off the Grid Brewery	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/17/2019	Palmdale Family Dental & Orth	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
7/10/2019	Palmdale Family Dental & Orth	\$200.00	Foundation		2019 Annual Gala - Beyond the
9/11/2019	PRMG	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	R&S Beverage Company	\$5,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/26/2019	Schools First Credit Union	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/16/2019	Sharon Page	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/25/2019	Snapology	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	Southwest Gas	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
10/7/2019	Stirling Development	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/14/2019	Thompson Family Plumbing	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
9/11/2019	Urban Futures Inc.	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/15/2019	Victorville Chevrolet Cadillac	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament

7/8/2019 Vineyard Insurance Services	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
8/13/2019 W.A. Thompson Distributing Co	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament
Subtotal	\$42,863.20			

8/19/2019 Horace Mann - Elite Insurance	\$70.00	LCER		
8/19/2019 New York Life	\$40.00	LCER		
8/15/2019 American Fidelity 2	\$25.00	LCER		
8/19/2019 American Fidelity 2	\$25.00	LCER		
8/3/2019 Cetera Investors	\$25.00	LCER		
8/21/2019 Aflac	\$10.00	LCER		
Subtotal	\$195.00			

9/5/2019 Arwa Hunsucker	\$500.00	NSLA	Department	Elementary
9/4/2019 Arwa Hunsucker	\$500.00	NSLA	Department	Elementary
8/23/2019 Bonnie Parti	\$1,000.00	NSLA		Chile Exchange
8/23/2019 Duberly Beck	\$500.00	NSLA		Chile Exchange
9/3/2019 E & R Auto Body Shop	\$40.00	NSLA		Chile Exchange
8/27/2019 Elizabeth Chronister	\$534.59	NSLA		
8/16/2019 Lifetouch	268.34	NSLA		
8/23/2019 Micaela Sepulveda	\$700.00	NSLA		Chile Exchange
8/14/2019 On Point Land Surveying	\$3,000.00	NSLA		Chile Exchange
8/23/2019 On Point Land Surveying	\$200.00	NSLA		Chile Exchange
8/24/2019 Pedro Corrales	\$102.56	NSLA		Chile Exchange
9/4/2019 Pistil and Stigma, Inc.	\$250.00	NSLA		Chile Exchange
9/10/2019 Rosalva Manzanero	\$10.00	NSLA	Department	Chile Exchange
9/25/2019 Sebastian Lamb	\$500.00	NSLA		Chile Exchange
8/12/2019 Silvia Cruzado	\$20.00	NSLA	Department	Chile Exchange
8/23/2019 Stephanie Deininger	\$100.00	NSLA		Chile Exchange
8/27/2019 Toni Preciado	\$1,500.00	NSLA		Chile Exchange
9/3/2019 Your Cause	300.00	NSLA		
9/3/2019 Your Cause	28.00	NSLA		
9/6/2019 Your Cause	28.00	NSLA		
Subtotal	\$10,081.49			

TOTAL	\$	59,050.84		
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**LCF Board Meetings
Attendance Log 2019**

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Marcia Vargas	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present		100%
Charity Frash	Present	Present	Present	Absent	Present	Present	Absent	Present	Present	Absent		70%
Umang Patel				Present	Present	Absent	Present	Absent	Present	Absent		67%
Desiree Burgnon	Present	Absent	Absent	Present	Absent	Present	Present	Present	Present	Absent		60%
Buck Goodspeed	Present	Absent	Present	Present	Present	Present	Present	Absent	Absent	Absent		60%
Tyler Jaramillo	Absent	Absent	Present	Present	Absent	Absent	Absent	Absent	Present	Present		40%