

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  
August 10, 2020 - Public Meeting – 4:00 p.m.**

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

**Register for the meeting at this link:**

<https://attendee.gotowebinar.com/register/6295243238129965840>

**Dial in using your phone: United States: +1 (213) 929-4212**

**Access Code: 199-238-034**

**If you wish to make a public comment at this meeting, prior to the meeting please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at [lcerboard@lcer.org](mailto:lcerboard@lcer.org) by 3:00 p.m. on August 10, 2020. Your comment will be read at the meeting during public comments or as the agenda item is heard.**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman
2. **ROLL CALL:** Chairman
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. If you wish to make a public comment at this meeting, prior to the meeting please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at [lcerboard@lcer.org](mailto:lcerboard@lcer.org) by 3:00 p.m. on August 10, 2020. Your comment will be read at the meeting. A time limit of three (3) minutes shall be observed.
4. **SPECIAL PRESENTATIONS:**
  - .01 Diversify Our Narrative Campaign
  - .02 Near-Cal General Contractor Introduction and Overview of AAE MPR Construction Timeline
5. **DISCUSSION ITEMS:**
  - .01 Update on Back to School – Lisa Lamb, Valli Andreasen, Fausto Barragan
  - .02 Stakeholder Input on the AAE and NSLA Learning Continuity and Attendance Plan Template
  - .03 Groundbreaking Ceremonies – Lisa Lamb
  - .04 Discuss October 30, 2020 30 Year Anniversary – Lisa Lamb
  - .05 Lewis Center Foundation Update – Jessica Rodriguez
6. **CONSENT AGENDA:**
  - .01 Approve Minutes of June 15, 2020 Regular Meeting – Pg 3
  - .02 Approve Minutes of July 16, 2020 Special Meeting – Pg 6
7. **ACTION ITEMS:** None
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  - .01 President/CEO Report – Lisa Lamb – Pg 9
  - .02 LCER Financial Reports
    - Checks Over \$10K – Pg 15

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- Budget Comparisons – Pg 17
- AAE and NSLA Federal Cash Management Data Collection for Categorical Funds – Pg 19
- .03 Lewis Center Foundation Financial Report
  - June 2020 – Pg 23
- .04 LCER Grant Tracking Sheet – Pg 24
- .05 LCER Board Attendance Log – Pg 25
- .06 LCER Board Give and Get – Pg 26
- .07 AVUSD Correspondence – Pg 27

**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**

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

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

**Minutes  
June 15, 2020**

1. **Call to Order:** Chairman Kevin Porter called the meeting to order at 4:02 p.m.
2. **Roll Call:** LCER Board Members Pat Caldwell, Torii Gray, Jim Morris, Sharon Page, Kevin Porter, Omari Onyango, David Rib, Jessica Rodriguez (arrived at 4:10) and Rick Wolf were in attendance. No Board Members were absent.

Staff members Valli Andreasen, Ryan Dorcey, Teresa Dowd, David Gruber, and Stacy Newman were also in attendance.

3. **Public Comments:** There were no public comments
4. **Special Presentations:**
  - .01 Recognize Retirees: Matt Huffine, Margie Rollins, Anne Stockwell and Karen Wilson were recognized on their retirement.
5. **Discussion Items:**
  - .01 Lewis Center Foundation Update - Jessica Rodriguez informed the Board that at the last Lewis Center Foundation meeting they approved a plan to recognize milestone years of service and retirements. They are currently getting quotes on a small retirement gift and Duberly doing an analysis of the budget for the plan.
  - .02 AAE and NSLA Reopening Plans – Lisa Lamb reported that they have been working to develop a reopening plan based on parent survey data. They have also been attending webinars with state, local, and county representatives and are finally getting guidance. A letter is being sent home this week to parents. We will continue to offer distance learning to those that want it, but it will be synchronous and graded. We hope to schedule those who want to come in to be in person Monday, Tuesday, Thursday and Friday, with Wednesday being distance learning. Parents will need to designate their preference and we will need to try to work within guidelines to ensure 6’ social distancing in classrooms. We also will be following safety precautions for cleaning, one way traffic, masks, hand sanitizers, temperature checks, exposure questionnaire, etc. We will provide a clear overview of the model and safety precautions, with a clearly detailed opening plan to follow so parents are aware of what to expect. We will ask our JPA regarding liability questions, such as a signed acknowledgement page. Health offices at both campuses have been repositioned to have an isolation area.
  - .03 Lisa Lamb reported that we are working with Jason Krotts at REDA about the delay in NSLA construction due to Covid-19. He is open to some reduction in the rent penalties due to the delay.
  - .04 Lisa Lamb reported that we do not have an update on the groundbreaking ceremonies at this time.
6. **Action Items:**
  - .01 On a motion by Sharon Page, seconded by Pat Caldwell, vote 9-0, the LCER Board of Directors approved BP 3314 – Payment for Goods and Services Revision.

- .02 On a motion by Omari Onyango, seconded by David Rib, vote 9-0, the LCER Board of Directors approved BP 3314.2 – Revolving Fund Revision.
- .03 On a motion by Pat Caldwell, seconded by David Rib, vote 9-0, the LCER Board of Directors approved AR 3314.3 – Credit Card Usage.
- .04 On a motion by David Rib, seconded by Jessica Rodriguez, vote 9-0, the LCER Board of Directors approved BP 7310: Naming of Buildings or Facilities
- .05 Rick Wolf asked if there were consequences for students using the video feature on their cell phone. Consequences of actions are in our discipline policy in the charter and in the student handbook. This policy is regarding a students’ right to have a cell phone and when it can be used per Ed Code requirements. On a motion by Pat Caldwell, seconded by Sharon Page, vote 9-0, the LCER Board of Directors approved BP 5200 - Cell Phones.
- .06 On a motion by Omari Onyango, seconded by Sharon Page, vote 9-0, the LCER Board of Directors approved AR 6020 – Parent Involvement.
- .07 The Educational Protection Account states where this percentage of apportionment comes from, designates how it is used, and any restrictions associated with it, and states what we cannot use funds for. On a motion by Omari Onyango, seconded by Torii Gray, vote 9-0, the LCER Board of Directors approved Resolution 2020-05 – AAE Education Protection Account.
- .08 On a motion by Pat Caldwell, seconded by Jim Morris, vote 9-0, the LCER Board of Directors approved Resolution 2020-06 –NSLA Education Protection Account
- .09 As LCAP provisions were extended, we were required to do a recap of the last 3 months due to COVID-19. The full LCAP will be adopted in December. On a motion by Jim Morris, seconded by Torii Gray, vote 9-0, the LCER Board of Directors approved the AAE/NSLA COVID-19 LCAP Operations Written Reports.
- .10 On a motion by David Rib, seconded by Jim Morris, vote 9-0, the LCER Board of Directors Approved the 2020-21 LCER Budget. There may be a revision in August due to State updates.

**7.0 Consent Agenda:**

- .01 Approve Minutes of May 11, 2020 Regular Meeting
- .02 Approve Minutes of May 26, 2020 Special Meeting
- .03 Approve Revised AAE 2020-21 School Calendar (updated February holiday date)
- .04 Approve AAE 2021-22 School Calendar
- .05 Approve NSLA 2021-22 School Calendar
- .06 Approve 2020-21 LCER Board Calendar
- .07 Approve Second Amended MOU and CCAPP Agreement between VVC and LCER for 2020-21
- .08 Approve Sale of Toyota Camry Vin #4T1BF1FK3CU570119
- .09 Approve Sale of Jeep Liberty Vin #1J4GK48K02W185439

On a motion by Rick Wolf, seconded by Torii Gray, vote 9-0, the LCER Board of Directors approved Consent Agenda items 7.01-7.09.

**8.0 Information Included in Packet:**

- .01 President/CEO Report – Pat Caldwell commended Lisa on her monthly report.
- .02 LCER Financial Reports
  - Checks Over \$10K
  - Budget Comparisons – Jim Morris asked where the reserves are reported on the balance sheet. We will have \$6 million at the close of June, and will see that in

September on the unaudited actuals balance sheet. Jim asked if we could have an ongoing account balance on statements. Pat Caldwell commented that she was thankful for the finance information and the transparency.

.03 Lewis Center Foundation Financial Report

- 02 LCER Financial Reports
- Checks Over \$10K

.04 LCER Board Attendance Log

.05 LCER Board Give and Get

9.0 **Board/Staff Comments:**

.01 Ask a question for clarification

.02 Make a brief announcement – Lisa Lamb updated Board about a personal family issue that has been taking her time and thanked the Exec Team for their support.

.03 Make a brief report on his or her own activities - Exec Team met about a draft letter LCER would like to send to our families addressing the current racial issues. We will send it to the Board for feedback and perspective before sending it out. Lisa will be joining local community groups and putting together student advisory panels and a LCER panel.

.04 Future agenda items

10. **Adjournment:** Chairman Kevin Porter adjourned the meeting at 5:35 p.m.

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

**Minutes  
July 16, 2020**

1. **Call to Order:** Chairman Kevin Porter called the meeting to order at 4:01 p.m.
2. **Roll Call:** LCER Board Members Pat Caldwell, Torii Gray, Jim Morris, Sharon Page, Kevin Porter, Omari Onyango, David Rib, Jessica Rodriguez (arrived at 4:10) and Rick Wolf were in attendance. No Board Members were absent.

Staff members Valli Andreasen, Ryan Dorcey, Teresa Dowd, David Gruber, and Stacy Newman were also in attendance.

3. **Public Comments:** A comment from a group of students was read - Diversify Our Narrative. Pat asked Lisa to follow-up with the students. Lisa stated that we are developing a Together United committee. We will add this to the next board agenda.

4. **Consent Agenda:**

.01 Approve Sale of MRC Excess River Rock – on a motion by Pat Caldwell, seconded by Jim Morris, vote 9-0, the LCER Board of Directors approved the sale of the excess river rock.

5. **Discussion Items:**

.01 Discuss Learning Continuity and Attendance Plan and Public Hearing to be held August 10, 2020 – Lisa reported that the plan is one of the new requirements we have to comply with. A draft template was released, but CDE has not finalized the template. The plan must be approved by September 30 and we must have a public hearing prior to approval. We will be posting the hearing at our regular meeting in August and it will be approved at our regular September meeting. The plan provides structure to distance learning and gives us benchmarks.

6. **Action Items:** Public Comments regarding reopening (35 comments) were read by Jessica Rodriguez, Secretary, before Action Items 6.01 and 6.02 were discussed.

.01 Lisa Lamb reviewed BP 3500: Health and Safety Policy for COVID-19. It is based on the CDE guidebook, our Health and Wellness taskforce, and our law firm YM&C. It takes all responsible measures to prevent the spread of COVID-19. We have ordered supplies to have on hand for screenings, such as thermometers, gloves and other PPE supplies. We also have sanitizing foggers, ionizing vents and enhanced filters. Our District Nurse has been very active in researching these guidelines.

Jim Morris stated that he appreciates the care and level of detail that has gone into this policy and asked if we been able to assess what we think the costs of following this policy are going to be. We did receive some state funds for COVID and will also receive some federal funds as well to help with these costs. We are able to shift classified staff to cover some of these duties if needed. We are also applying for any grants available and should be able to stay on target with the budget.

Sharon Page thanked the staff for their hard work putting this together and asked if we have enough desk and chairs for onsite learning since seating arrangements have changed previously. We are looking at limiting the number of students per classroom and other spacing options.

Pat Caldwell asked if students were still able to do team projects. This is a challenge but our students are savvy and can work collaborative digitally, or if back on campus without shared materials. She also asked if there were any provisions for staff members with underlying conditions or at a higher risk age if they don't want to come back. There are specific leaves that can be used, and we may be able to accommodate working at home for individual accommodations.

Jessica Rodriguez noted that we need to be aware that teachers may not come back if we open too soon. We need a plan to be ready to teach our students. There is a spectrum of views on coming back to campus. If local events support coming back, we will have everything in place to support a safe environment.

David Rib thanked stakeholders for their comments and noted that this plan is more in depth than what he has been seeing.

Jim Morris provided a common framework for how to look at this plan. The plan is based upon what we know today. Some are guidelines, and the more particular we get about it, the practicality of implementing such detail gives a false sense of doing something meaningful. It is best to view them as a decision we are making today. Things we don't like may go away, or things we don't see may be added later. The plan may be different when we reopen anyway. It's a very fluid environment.

Action Item 6.01 was briefly tabled until 6.02 was heard. After both items were heard, on a motion by Omari Onyango, seconded by David Rib, vote 9-0, the LCER Board of Directors approved BP 3500: Health and Safety Policy for COVID-19.

- .02 Reopening Plan – Lisa Lamb, Fausto Barragan and Valli Andreasen presented the reopening plan for AAE and NSLA Instructional Programs. The policy is how we act and behave on campus. This is direction of the instructional model. The safe reopening plan should be on our websites by tomorrow and will be sent out on social media. We also have 3 parent forums tomorrow. We are looking at 3 specific criteria for reopening based on Stronger Together, CDC and CDE, which gives us a good framework to make decisions. Criteria include Local Conditions such as Stay at Home Orders and Local Public Health Clearance. We feel that we do not meet the targets for local public health clearance for either school at this time. Most local districts are starting with a distance learning program. We are asking the Board to approve a phased approach to bringing students back on campus. A timeline was presented with bringing staff back first, beginning classes with a distance learning format, and if local conditions allow, beginning to phase in in-person instruction after Labor Day. Phase I is Distance learning, Phase 2 is Hybrid Learning (full distance learning and in person learning), and Phase 3 is another Hybrid Learning (in person 4 days per week and distance 1 day per week). Families will continue to have the option to choose to remain on full distance learning. A Sample Teaching Schedule was presented that includes professional development time for distance learning strategies. Families will need to choose a learning model and will only be able to change it at designated times. When it is deemed safe to return to school, we will follow State, County, and Local guidelines and follow CIF guidance for sports and athletics. We will not be having a fall sports season.

Pat Caldwell asked what would happen if a student/parent wanted to change the learning model, and the new cohort was full at the time. The student cohorts will be assigned to classrooms whether they are distance or in person so the cohort wouldn't change. Learning will be recorded so if students aren't able to join in at the appointed time, they can watch it later or again if necessary.

Jim Morris stated he worries about the economic impact on households. We need to think about how we provide an option for people with economic needs. We do realize distance learning is not

easy and will be providing training to parents. We have already been providing 1:1 support for connectivity problems. We are hoping to provide day care on Wednesdays once we are able to be back for high need essential worker families. The principals will be overseeing that program. Staff and Board members children will begin the program and then we will expand it to families. We have special populations of students that will need support and will bring them in 1:1 for assessments and services. Kindergarten is another group we would like to bring in, in small groups.

Torii Gray asked what the training plan for teachers was. Previously we were using too many systems as well. Previously we weren't able to provide training to teachers on distance learning. The Principals are planning training on quality distance learning and best practices. We are also implementing a new Student Information System, as well as a swivel system that will enhance the distance learning experience. Google Classroom will be the universal learning platform and Zoom will be used to connect. The district nurse will be doing health training and the facilities manager will do cleanliness training.

Omari Onyango asked how teachers expressing reservation about coming back to school would affect training. Staff will be working independently in their classroom during Phase I and trainings will be done electronically

Sharon Page asked how teachers with children will do distance learning for their child. We are implementing a staff day care program, and they can also keep their child with them if they prefer. She also asked how we help children who may be being abused. Our Director of Student Services has been working closely with the counseling team on social emotional supports and family resources.

Jessica asked if we are training staff for emotional support for COVID? The Director of Student Services is leading that area and we also have support from SELPA. The psychologists are available for staff as well.

Valli Andreasen clarified concerns about accommodating families that desire to be here physically. As the surveys indicated that 20-25% of families desire to continue distance learning, once remaining students are divided into cohorts, we feel will have plenty of space to accommodate all that want to come in person.

Omari Onyango how to socially distance the students. The students will be in stable cohorts, physically distanced and with masks. There will be anxiety for the entire school if there is a positive case, but we will be able to trace contact. The plan for positive cases is in the policy.

Sharon Paged asked what the timeline was to enter Phase 2. Reopening of school would be more transparent to have the Board approve, but the CEO will have the authority and the Board will be kept in the loop. Hopefully we'll have more clarity soon.

Kevin Porter thanked the Board, staff and the public. We will remain vigilant to listen to stakeholders and will remain nimble.

On a motion by Pat Caldwell, seconded by Jim Morris, vote 9-0, the LCER Board of Directors approved the reopening plan.

7. **Adjournment:** Chairman Kevin Porter adjourned the meeting at 6:59 p.m.



**Lewis Center for Educational Research  
STAFF REPORT**

Date: August 10, 2020  
 To: LCER Board of Directors  
 From: Lisa Lamb  
 Re: President/CEO Report

<b>Goal 1: Build the financial capacity of the LCER, including key provisions for sustainability.</b>	
<p>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.</p>	<p>Both of our schools were successful in closing the fiscal year with the highest level of cash reserves. This will be even more of a necessity as we enter another challenging time for schools and their cash position. During the final approval of the 2020/2021 fiscal year budget, the Governor agreed with legislation to continue to fund schools with the impact occurring around cash apportionments. At this time, and without the assurance of any Federal support, we are anticipating up to 5 months of cash deferrals starting in February of 2021. We will continue to work on a monthly cash flow process to be prepared for the potential impacts associated with the cash deferrals.</p>
<p>1.2 <u>Objective:</u> Support oversight and accountability of funds by LCER budget managers through monthly financial reports which include budget-to -actuals.</p>	<p>Finance is completing the current year Budget Reports and will begin to provide each Manager/Director with their Monthly Budget Report the first week of each month. We are continuing to focus all of our needs around the immediate equipment to support the new Distance Learning Model LCER is implementing for our staff and students.</p>
<p>1.3 <u>Objective:</u> Most restrictive dollars (i.e.: categorical funding, one-time monies, Special Education funding, grants, etc.) will be utilized first and according to funding requirements and as approved by School Site Council.</p>	<p>During the change in funding and the impacts of Deferrals from the State, this objective is even more of a focus point. It is always the best business practice to utilize the most restrictive dollars first and through the changes necessary in operation with our School Site Councils (SSC) we will be developing and implementing a School Plan for Student Achievement (SPSA) to help support the direction that our School Administrators and stakeholders place priority and making sure that it aligns with the supplies and services our students need. This will be supported in our monthly Budget Reports in alignment with this objective.</p>
<p>1.4 <u>Objective:</u> The Foundation Board will raise funds to support the needs of LCER schools and programs.</p>	<p>The Foundation Board and Victor Valley Chamber Board have postponed the Annual Golf Tournament. Both organizations are open to rescheduling once local conditions permit.</p> <p>The Foundation Board has continued to offer LCER with an annual donation of \$10,000 to support the personnel costs of our Public Relations and Marketing Coordinator.</p>

<b>Goal 2: Develop and maintain facilities to meet the TK-12 needs at both campuses.</b>	
<p>2.1 <u>Objective: Complete NSLA TK-12 and Head Start campus in Winter/Spring 2021.</u></p>	<ul style="list-style-type: none"> <li>● Construction at our new 230 S Waterman Avenue campus is underway.</li> <li>● The Groundbreaking Ceremony is scheduled for August 12th at 10:00 am. Dignitaries, NSLA staff and LCER Board will be in attendance.</li> <li>● David and Lisa continue to meet weekly with the school development team to make sure the project remains within budget and on time.</li> </ul> <p>Key milestones provided by Near Cal:</p> <ul style="list-style-type: none"> <li>● Delivery of Buildings <ul style="list-style-type: none"> <li>○ Admin Bldg- May 12, 2021</li> <li>○ MPR- May 9, 2021</li> <li>○ Bldgs. A and B- June 10, 2021</li> <li>○ Bldg. E- June 4, 2021</li> <li>○ Bldg. F and H- June 13, 2021</li> </ul> </li> <li>● Head Start- June 11, 2021</li> </ul>
<p>2.2 <u>Objective: Create a deferred maintenance schedule to properly identify and address the needs of aging equipment, building and infrastructure.</u></p>	<ul style="list-style-type: none"> <li>● We are in the process of migrating our fixed asset system to better align with the IT Inventory System. This will provide a more integrated overview of LCER assets and will be a cost savings.</li> <li>● The goal is to have this completed by mid-October.</li> <li>● The deferred maintenance schedule will be developed after the migration for AAE. NSLA will open the new campus with a deferred maintenance schedule.</li> </ul>
<p>2.3 <u>Objective: Monitor technological systems to protect against external and internal security threats.</u></p>	<p>Ryan Dorcey is continuing to meet with the low voltage contractor for Norton’s build out. In addition to staying within budget, safety and security are a driving consideration during these discussions.</p> <p>IT continues to monitor and evaluate our systems to protect against emerging threats.</p>
<p>2.4: <u>Utilize the refinancing of the AAE Bonds to address capital campaign needs (i.e. Multipurpose Room, secondary science labs, additional athletic and P.E. fields, special education, parking lot rehabilitation, etc.).</u></p>	<p>Grading has been delayed due to COVID and available staffing within various agencies. It is expected to begin in August.</p> <p>Once the MPR is completed, any remaining funds will be assessed to see how the additional needs for special education, science classrooms and the parking lot repair can be met.</p>
<b>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.</b>	

<p><u>3.1 Objective: Both schools will demonstrate continued increases in student mastery in the area of Mathematics as reported on the California School Dashboard.</u></p>	<ul style="list-style-type: none"> <li>● AAE elementary teachers received Ready Math virtual training on July 29.</li> <li>● Math instruction and interventions will be provided virtually to all grade levels through Distance Learning as we begin the 2020-21 SY.</li> <li>● Math needs will be included in our schools' plan to mitigate learning losses due to the impact of COVID-19.</li> <li>● The coordinator of instructional p[rogras will work with new teachers to train and provide resources to begin teaching on the first day of school</li> <li>● SWUN math training is scheduled throughout the school year. A focus will be placed on teaching and learning with the use of virtual resources.</li> <li>● Teachers will be receiving training on Best practices in Dual Immersion in a virtual teaching environment. These trainings will be provided throughout the year. teaching in a Dual Language</li> </ul>
<p><u>3.2 Objective: In order to decrease referrals for counseling and behavior incidents, both schools are implementing curricula at the elementary, middle and high school to support Social Emotional Learning (SEL). The 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>	<ul style="list-style-type: none"> <li>● School counselors and school psychologists continued to provide socioemotional resources and support when possible during the closure.</li> <li>● Direct services and Zoom sessions will resume August 3rd for both campuses and will be provided while maintaining strict rules of confidentiality.</li> <li>● Continuity of care for high need students is available if school personnel is unable to provide immediate support.</li> <li>● Family counseling resources are also available through referrals.</li> <li>● SPED Teachers have begun surveying parents and developing comprehensive distance learning plans for high need students.</li> <li>● SBCSS counselors will continue to meet with students via zoom. These students qualify for telehealth through MediCal. Ongoing progress monitoring is being reported and students and families are currently benefiting from this .</li> <li>● General education and special education have worked proactively in identifying families and students at risk during the COVID-19 crisis.</li> <li>● Counselors and school psychologists continue to receive referrals for services as families continue to report hardships and difficulties managing the current crisis.</li> <li>● Counselors and school psychologists have been proactively reaching out to all families and providing links and information to community and school resources.</li> <li>● The socioemotional counseling team will provide direct virtual counseling services and will set office hours starting on August 3rd.</li> <li>● Socioemotional resources have been made available to staff, parents and students during staff meetings and community outreach efforts.</li> <li>● Counselors will resume SEL teaching and will support staff in the implementation of SEL curriculum.</li> </ul>

<p>3.3 <u>Objective: Both schools will develop a more robust STEAM strand that builds upon itself in grades TK-12.</u></p>	<ul style="list-style-type: none"> <li>● Newly adopted Twig Science curriculum for grades TK-5 was received. Consumable materials will be distributed to students for Distance Learning.</li> <li>● Gizmos, which offers online interactive science simulations, are being purchased for AAE secondary Science teachers. This will provide Science lab-type opportunities for students during Distance Learning.</li> <li>● AAE is offering increased Computer Science classes through online BYU high school courses.</li> <li>● NSLA will continue to receive training on the newly adopted TWIG Science curriculum</li> <li>● NSLA will invest in technology-based programs and applications to increase access to extended science literature, resources and connections that will enhance virtual learning.</li> </ul>
<p><b>Goal 4: Recruit, develop and retain a highly qualified and diversified staff.</b></p>	
<p>4.1 <u>Objective: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</u></p>	<p>HR continues to work with administration to update job descriptions for both certificated and classified staff and is preparing to process reclassifications/changes for the 2020-21 school year.</p> <p>HR continues its virtual recruitment presence for certificated positions on the Lewis Center and school websites, along with community social media and job advertising outlets to include Edjoin.org. HR is working closely with the principals and directors to screen applicants, interview (via Zoom) and fill any certificated vacancies.</p>
<p>4.2 <u>Objective: Develop a comprehensive succession plan for all key positions.</u></p>	<p>Due to the school closure, the LCER Board Personnel Task force has not met regarding the development of the CEO succession plan. HR continues to work very closely with the Executive Team and Administration to plan and prepare the organization and staff for a safe return in August. Each director on the Executive Team will continue to work on departmental succession plans with the goal to build capacity internally.</p>
<p>4.3 <u>Objective: Invest in professional development for classified and certificated staff and board members.</u></p>	<p>The CEO and her Executive Team collaborate regularly with school, educational agencies and political leaders to include both of our authorizing superintendents (for AVUSD and SBCSS) as well as attend meetings hosted by ACSA, CASBO, CCSA, CDE, ACSA, San Bernardino County Department of Public Health, California Department of Public Health, CDC, Charter Safe and Young Minney &amp; Corr.</p> <p>The Executive Team and Administration continue to attend various legal and educational webinars related to distance learning, physical and emotional health and safety, new and/or updated legislation pertaining to COVID-19 such as Families First Corona Virus Act, special education, credentialing, etc.) The Lewis Center Health and Safety Policy was created and presented to the Board in July. The CEO and Executive Team held several virtual staff meetings throughout June and July to update staff on the school closures, distance learning, health and safety measures, budget</p>

	<p>and staffing and the reopening plans for both schools’. Each school principal held back-to-school teacher trainings on July 29 and 30. Topics include in the training was distance learning, the new student database-Infinite Campus and technology.</p> <p>The Executive Team held the Annual Back-to-School All Staff meeting on Friday, July 31. All employees of the Lewis Center were required to attend. The Executive Team trained on the following topics: welcome/overview on the reopening plan and the phased approach, distance learning requirements, health and safety procedures, finance/HR updates and managing stress and anxiety for staff and students.</p> <p>Administration held management meetings with all Lewis Center managers and to discuss reopening plans for both schools’. In addition, individual department meetings are being scheduled to discuss reopening plans that pertain to each specific department.</p>
<p><u>4.4 Create a highly attractive environment for staff which increases and/or maintains staff retention rates LCER-wide.</u></p>	<p>HR mailed offers of employment, salary calculations and notice of pay rates to all employees. These were distributed the week of June 1. HR has been tracking the return of these agreements.</p> <p>The HR department continues to work with staff regarding individual health or other personal concerns that may affect their return. As a result, HR and the Principals are scheduling individual meetings with staff members to address their personal health concerns.</p> <p>Both schools’, under the direction of NSLA Dean of Students, Myrna Foster and Elementary Vice Principal, Lisa Longoria have been planning for the employee daycare program for Lewis Center staff members. This program was offered in response to HR’s survey from staff, indicating the high level of concern for our staff’s concern about childcare. As of July 30, AAE had 57 children enrolled and NSLA had 7.</p> <p>CEO and Foundation Board are working with HR to restructure the existing employee recognition program to include adding additional monetary incentives for milestone anniversaries, as well create a streamlines recognition program for retirees.</p>
<p><b>Goal 5: The Lewis Center for Educational Research will communicate and operate under a common vision, mission, goals and objectives.</b></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</u></p>	<p>The Annual Strategic Planning Meeting was held on August 9, 2019.</p> <p>A Vision Committee was established and met to codify the drafts of the revisions from the strategic planning session. That draft was presented and ratified by the Board on September 9, 2019.</p>

<p><u>Board Report.</u></p>	<p>The Executive Team met to draft the objectives and tasks to support the revised goals. These were also presented on September 9, 2019.</p> <p>The Board approved the final draft of the Strategic Plan during regular session on October 14, 2019.</p> <p>The staff report template has been updated to reflect the current goals for the 2019-2020 School Year.</p>
<p><u>5.2 Objective: Board and Executive Team will actively communicate LCER's mission to the stakeholders and communities that we serve.</u></p>	<p>Jisela Corona is working on increasing the social media presence for both LCER schools and programs. Current tasks include the following:</p> <ul style="list-style-type: none"> <li>● Grant writing- including a monthly status report that can be shared with Board and staff</li> <li>● NSLA Groundbreaking Ceremony</li> <li>● LCER website updates</li> <li>● Virtual New Parent Orientations</li> <li>● Creating a PR repository to be used for marking, grant writing and PR</li> <li>● Human Interest Videos/ Snippets of students, parents, staff</li> <li>● Publicizing local and school events/news on all social media sites</li> <li>● Press Releases for Events/News</li> <li>● Putting together news/info for LCER Newsletter</li> </ul>
<p><u>5.3 Objective: Increase communication with stakeholders regarding progress toward mission, vision, and goals.</u></p>	<p>Staff receives invitations to attend monthly board meetings with the packet that contains the staff report.</p> <p>Both schools' LCAPs reflect the Lewis Center Strategic Plan. Schoolwide systems set up for engagement around these plans include: Professional Learning Communities, Academic Leadership Teams, School Site Councils, and Parents and Pastries Open Forums. Each of these stakeholder groups meet at least monthly to discuss school- wide progress and improvement. Annual student, staff and parent surveys are also conducted to seek feedback and input.</p> <p>All Lewis Center websites and social media accounts are currently being reviewed by the LCER staff with the goal to improve the public's ability to learn more about the Lewis Center's mission, vision and goals.</p>

The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 4/30/2020 Through 7/30/2020

Effective D...	Check Nu...	Vendor Name	Check Amount	Transaction Description
4/30/2020	44365	Wells Fargo Vendor Fi...	10,516.56	Contract # 450-7712277-018 - I Pads
4/30/2020	44367	YM & C	16,385.97	Legal Services through 3/31/20
4/30/2020	454		382,172.41	Group: Payroll; Pay Date: 4/30/2020
5/12/2020	44372	Ballard Spahr LLP	25,000.00	Retainer for NSLA Bond for New Construction
5/14/2020	44379	SISC	183,638.25	Health Coverage for May 2020
5/15/2020	44377	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - May 15, 2020
5/15/2020	456		372,548.91	Group: Payroll; Pay Date: 5/15/2020
5/29/2020	44390	Kimley-Horn & Associa...	23,791.60	NSLA Const Project for Services through Mar 31, 2020
5/29/2020	458		372,310.75	Group: Payroll; Pay Date: 5/29/2020
6/2/2020	44402	SBCSS	20,284.41	NSAA PERS contributions for May
6/2/2020		SBCSS	52,897.75	LCER/AE - PERS contributions for May
6/2/2020	44403	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - May 29, 2020
6/2/2020	44409	SBCSS	69,849.95	NSAA STRS contributions for May
6/2/2020		SBCSS	130,730.25	LCER/AE - STRS contributions for May
6/2/2020	44410	Lewis Center for Ed Re...	12,040.00	Reimburse Petty Checking
6/11/2020	44425	CharterSAFE	106,520.00	2020/2021 Insurance Deposit
6/11/2020	44461	San Bernardino City Sc...	29,715.00	School Police Services for NSLA
6/11/2020	44468	Town of Apple Valley	10,737.91	Acct# 06-AC 196653
6/12/2020	462		10,447.59	Group: Payroll; Pay Date: 6/12/2020
6/15/2020	44478	SchoolsFirst Federal C...	12,433.95	Employee TSA contributions - June 15, 2020
6/15/2020	44479	SISC	183,638.25	Health Coverage for June 2020
6/15/2020	460		358,639.19	Group: Payroll; Pay Date: 6/15/2020
6/23/2020	465		41,290.68	Group: Payroll; Pay Date: 6/30/2020
6/24/2020	44483	City of San Bernardino	30,172.74	PO# 1920-0879-LCER Reimbursement for NSLA Const Project
6/26/2020	44490	SBCSS	68,524.65	NSAA STRS contributions for June
6/26/2020		SBCSS	129,987.21	LCER/AE - STRS contributions for June
6/30/2020	44489	SBCSS	20,077.06	NSAA PERS contributions for June
6/30/2020		SBCSS	60,293.80	LCER/AE - PERS contributions for June
6/30/2020	464		314,180.03	Group: Payroll; Pay Date: 6/30/2020
7/15/2020	44509	SISC	187,568.00	Health Coverage for July 2020
7/15/2020	44511	Swun Math, LLC	18,333.33	PO# 1920-0061-NSLA
7/15/2020		Swun Math, LLC	18,333.34	SWUN Math 3rd Installment
7/15/2020	466		321,157.67	Group: Payroll; Pay Date: 7/15/2020
7/16/2020	44512	17500 Mana Road, LLC	48,346.00	Lease Payment for AAE Bond August 2020
7/16/2020	44516	Swun Math, LLC	18,333.34	SWUN Math 3rd Installment
7/16/2020		Swun Math, LLC	34,452.73	PO# 1920-0061-NSLA
7/17/2020	25594	Lewis Center for Ed Re...	3,777,500.00	Transfer Funds From DCB Chaecking to Union Checking
7/21/2020	44517	Abila	12,067.00	Acct# 13850 - MIP Annual
7/21/2020	44537	Curriculum Associates,...	158,919.35	PO# 1920-0852-AAE - I Ready
7/21/2020	44548	Hayes Software Systems	10,000.00	PO# 21-104-IT-S Annual Software Maintenance Renewal
7/21/2020	44553	Infinite Campus	25,700.00	Installment 1
7/21/2020		Infinite Campus	38,490.60	PO# 21-100-IT-S
7/21/2020	44555	JAMF Software	19,285.00	PO# 21-106-IT-S
7/21/2020	44563	Nigro & Nigro, PC	11,025.00	Progress Billing 2019/2020 Audit Services
7/21/2020	44581	TWIG Education	128,789.86	PO# 1920-0851-NSLA 8 Implentation Package
7/21/2020	44598	Hayes Software Systems	10,000.00	PO# 21-104-IT-S Annual Software Maintenance Renewal
7/21/2020	44603	Infinite Campus	25,700.00	Installment 1
7/21/2020		Infinite Campus	38,490.60	PO# 21-100-IT-S
7/21/2020	44605	JAMF Software	19,285.00	PO# 21-106-IT-S
7/21/2020	44606	Hayes Software Systems	10,000.00	PO# 21-104-IT-S Annual Software Maintenance Renewal
7/21/2020	44611	Infinite Campus	25,700.00	Installment 1
7/21/2020		Infinite Campus	38,490.60	PO# 21-100-IT-S
7/21/2020	44613	Nigro & Nigro, PC	11,025.00	Progress Billing 2019/2020 Audit Services
7/21/2020		JAMF Software	19,285.00	PO# 21-106-IT-S
7/21/2020	44621	Nigro & Nigro, PC	11,025.00	Progress Billing 2019/2020 Audit Services
7/21/2020	44631	TWIG Education	128,789.86	PO# 1920-0851-NSLA 8 Implentation Package

The High Desert Partnership in Academic Excellence Foundation, Inc.  
 Check/Voucher Register - Board Report - 10K  
 From 4/30/2020 Through 7/30/2020

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
7/21/2020	44639	TWIG Education	128,789.86	PO# 1920-0851-NSLA 8 Implentation Package
7/29/2020	44658	Collegeboard Institutions	18,889.00	Ap Exams, AP Capstone Exams
Report Total			8,383,130.59	



All Funds - Budget Comparison 2018/19 to 2019/20

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Revised	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	23,394,181	23,394,181	0	0.00%
Expense				
Certificated Salaries	9,573,430	9,411,376	162,054	1.69%
Classified Salaries	3,162,047	3,147,409	14,638	0.46%
Benefits	4,694,848	4,116,756	578,092	12.31%
Books and Supplies	1,634,067	1,681,316	(47,249)	-2.89%
Services & Other	2,335,445	2,455,815	(120,370)	-5.15%
Capital Outlay	217,500	55,906	161,594	74.30%
Other Outgo	977,044	409,541	567,503	58.08%
Share of LCER	0	0	0	N/A
Total Expense	<b>22,594,381</b>	<b>21,278,119</b>	<b>1,316,262</b>	<b>5.83%</b>
Add (Subtract) to Reserves	<b>799,800</b>	<b>2,116,062</b>	<b>(1,316,262)</b>	
Total Revenue	<b>23,394,181</b>	<b>23,394,181</b>	<b>0</b>	<b>100.00%</b>
Total Expense	<b>22,594,381</b>	<b>21,278,119</b>	<b>1,316,262</b>	<b>94.17%</b>
Add (Subtract) to Reserves	<b>799,800</b>	<b>2,116,062</b>	<b>-1,316,262</b>	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Original	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	24,219,500	24,219,500	0	0.00%
Expense				
Certificated Salaries	9,918,476	9,582,803	335,673	3.38%
Classified Salaries	3,463,235	3,218,351	244,884	7.07%
Benefits	4,865,499	4,586,027	279,472	5.74%
Books and Supplies	1,441,150	1,571,767	(130,617)	-9.06%
Services & Other	2,277,078	1,919,923	357,155	15.68%
Capital Outlay	227,500	2,445,113	(1,217,613)	-548.40%
Other Outgo	947,000	1,286,191	(339,191)	-35.82%
Share of LCER	0	0	0	N/A
Total Expense	<b>23,139,938</b>	<b>23,640,175</b>	<b>(500,237)</b>	<b>-2.16%</b>
Add (Subtract) to Reserves	<b>1,079,562</b>	<b>579,325</b>	<b>500,237</b>	
Total Revenue	<b>24,219,500</b>	<b>24,219,500</b>	<b>0</b>	<b>100.00%</b>
Total Expense	<b>23,139,938</b>	<b>23,640,175</b>	<b>-500,237</b>	<b>102.18%</b>
Add (Subtract) to Reserves	<b>1,079,562</b>	<b>579,325</b>	<b>500,237</b>	

AAE - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Revised	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	14,150,329	10,074,765	4,075,564	28.80%
Expense				
Certificated Salaries	5,704,026	5,699,817	4,209	0.07%
Classified Salaries	1,151,280	1,188,431	(37,151)	-3.23%
Benefits	2,493,290	2,194,782	298,508	11.97%
Books and Supplies	829,630	754,240	75,390	9.09%
Services & Other	1,004,066	967,343	36,723	3.66%
Capital Outlay	137,500	25,778	111,722	81.25%
Other Outgo	977,044	314,578	662,466	67.80%
Share of LCER	1,605,370	1,495,136	110,234	6.87%
Total Expense	<b>13,902,206</b>	<b>12,640,105</b>	<b>1,262,101</b>	<b>9.08%</b>
Add (Subtract) to Reserves	<b>248,123</b>	<b>(2,565,340)</b>	<b>2,813,463</b>	
Total Revenue	<b>14,150,329</b>	<b>10,074,765</b>	<b>4,075,564</b>	<b>71.20%</b>
Total Expense	<b>13,902,206</b>	<b>12,640,105</b>	<b>1,262,101</b>	<b>90.92%</b>
Add (Subtract) to Reserves	<b>248,123</b>	<b>-2,565,340</b>	<b>2,813,463</b>	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Original	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	14,591,131	14,591,131	0	0.00%
Expense				
Certificated Salaries	5,916,706	5,727,850	188,856	3.19%
Classified Salaries	1,287,916	1,204,148	83,768	6.50%
Benefits	2,555,059	2,449,729	105,330	4.12%
Books and Supplies	747,783	938,309	(190,526)	-25.48%
Services & Other	893,203	801,535	91,668	10.26%
Capital Outlay	177,500	122,148	55,352	31.18%
Other Outgo	947,000	601,871	345,129	36.44%
Share of LCER	1,741,438	1,655,165	86,273	4.95%
Total Expense	<b>14,266,605</b>	<b>13,500,755</b>	<b>765,850</b>	<b>5.37%</b>
Add (Subtract) to Reserves	<b>324,527</b>	<b>1,090,376</b>	<b>(765,850)</b>	
Total Revenue	<b>14,591,131</b>	<b>14,591,131</b>	<b>0</b>	<b>100.00%</b>
Total Expense	<b>14,266,605</b>	<b>13,500,755</b>	<b>765,850</b>	<b>94.63%</b>
Add (Subtract) to Reserves	<b>324,527</b>	<b>1,090,376</b>	<b>-765,850</b>	

NSLA - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Revised	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	9,138,352	9,138,352	0	0.00%
Expense				
Certificated Salaries	3,400,458	3,234,819	165,639	4.87%
Classified Salaries	875,892	823,639	52,253	5.97%
Benefits	1,497,928	1,283,650	214,278	14.30%
Books and Supplies	1,070,364	811,476	(41,112)	-5.34%
Services & Other	933,201	941,937	(8,736)	-0.94%
Capital Outlay	10,000	29,090	(19,090)	-190.90%
Other Outgo	0	18,267	0	N/A
Share of LCER	1,098,832	1,495,136	(396,304)	-36.07%
Total Expense	<b>8,586,675</b>	<b>8,638,014</b>	<b>(33,072)</b>	<b>-0.39%</b>
Add (Subtract) to Reserves	<b>551,677</b>	<b>500,338</b>	<b>33,072</b>	
Total Revenue	<b>9,138,352</b>	<b>9,138,352</b>	<b>0</b>	<b>100.00%</b>
Total Expense	<b>8,586,675</b>	<b>8,638,014</b>	<b>-33,072</b>	<b>100.60%</b>
Add (Subtract) to Reserves	<b>551,677</b>	<b>500,338</b>	<b>33,072</b>	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Original	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	9,497,369	9,497,369	0	0.00%
Expense				
Certificated Salaries	3,516,967	3,368,675	148,292	4.22%
Classified Salaries	924,674	804,466	120,208	13.00%
Benefits	1,520,878	1,385,467	135,411	8.90%
Books and Supplies	617,939	549,952	67,987	11.00%
Services & Other	983,685	750,084	233,601	23.75%
Capital Outlay	20,000	1,332,063	(1,312,063)	-6560.32%
Other Outgo	0	2,000	(2,000)	N/A
Share of LCER	1,158,191	1,100,812	57,378	4.95%
Total Expense	<b>8,742,334</b>	<b>9,293,519</b>	<b>(551,186)</b>	<b>-6.30%</b>
Add (Subtract) to Reserves	<b>755,036</b>	<b>203,850</b>	<b>551,186</b>	
Total Revenue	<b>9,497,369</b>	<b>9,497,369</b>	<b>0</b>	<b>100.00%</b>
Total Expense	<b>8,742,334</b>	<b>9,293,519</b>	<b>-551,186</b>	<b>106.30%</b>
Add (Subtract) to Reserves	<b>755,036</b>	<b>203,850</b>	<b>551,186</b>	

LCER - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

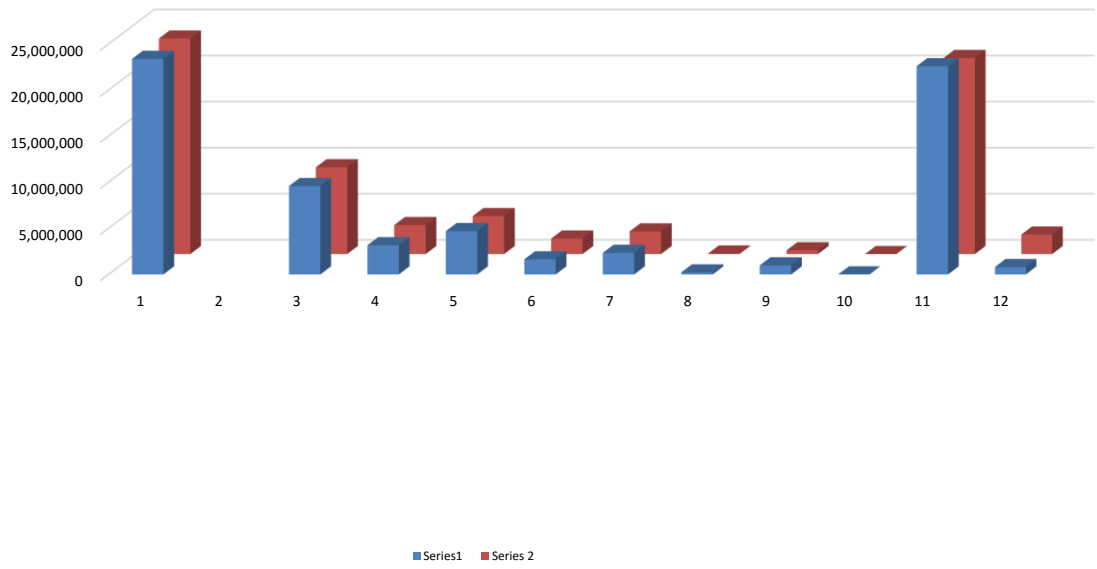
	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Revised	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	105,500	122,142	(16,642)	-15.77%
Expense				
Certificated Salaries	468,946	476,740	(7,794)	-1.66%
Classified Salaries	1,134,875	1,135,339	(464)	-0.04%
Benefits	703,630	638,324	65,306	9.28%
Books and Supplies	34,073	115,600	(81,527)	-239.27%
Services & Other	398,178	546,535	(148,357)	-37.26%
Capital Outlay	70,000	1,038	68,962	98.52%
Other Outgo	0	76,696	(76,696)	N/A
Share of LCER	(2,704,202)	(2,990,272)	286,070	
Total Expense	<b>105,500</b>	<b>0</b>	<b>105,500</b>	<b>100.00%</b>
Add (Subtract) to Reserves	<b>0</b>	<b>122,142</b>	<b>(122,142)</b>	
Total Revenue	<b>105,500</b>	<b>122,142</b>	<b>-16,642</b>	<b>115.77%</b>
Total Expense	<b>105,500</b>	<b>0</b>	<b>105,500</b>	<b>0.00%</b>
Add (Subtract) to Reserves	<b>0</b>	<b>122,142</b>	<b>-122,142</b>	

2019-2020

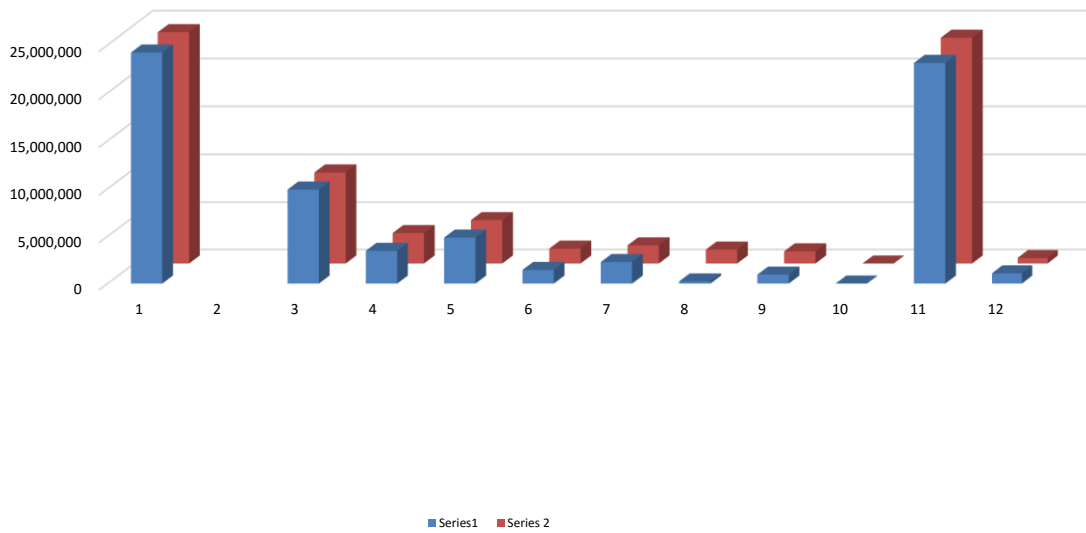
Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period		Remaining Budget	Percent Remaining
	Total Budget \$ - Original	Actual thru June		
Revenue	Annual Budgeted Revenue			
Revenue	131,000	845,901	(714,901)	-545.73%
Expense				
Certificated Salaries	484,803	486,278	(1,475)	-0.30%
Classified Salaries	1,250,645	1,209,737	40,908	3.27%
Benefits	789,562	750,831	38,731	4.91%
Books and Supplies	75,428	83,506	(8,078)	-10.71%
Services & Other	400,190	368,304	31,886	7.97%
Capital Outlay	30,000	20,902	9,098	30.33%
Other Outgo	0	682,320	(682,320)	N/A
Share of LCER	(2,899,628)	(2,755,977)	(143,651)	4.95%
Total Expense	<b>131,000</b>	<b>845,901</b>	<b>(714,901)</b>	<b>-545.73%</b>
Add (Subtract) to Reserves	<b>0</b>	<b>0</b>	<b>0</b>	
Total Revenue	<b>131,000</b>	<b>845,901</b>	<b>-714,901</b>	<b>645.73%</b>
Total Expense	<b>131,000</b>	<b>845,901</b>	<b>-714,901</b>	<b>645.73%</b>
Add (Subtract) to Reserves	<b>0</b>	<b>0</b>	<b>0</b>	

2018-19



2019-20



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

Date of meeting: 8.3.2020

Title: AAE Federal Cash Management Report

Presentation:  Consent:  Action:  Discussion:  Information:

Background:

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

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

Fiscal Implications (if any):

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

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

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

Recommendation:

Informative, no recommendation.

Submitted by: Veronica Calderon, Finance Officer

# Federal Cash Management Data Submission - CA Dept Of Education

2020-21

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 7/31/2020 10:14:52 AM

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

**Submitted by:**

Veronica Calderon

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

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<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$188,753
Title II, Part A Resource Code: 4035	Cash Balance	-\$650
Title IV, Part A Resource Code: 4127	Cash Balance	\$2,986

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

Date of meeting: 8.3.2020

Title: NSLA Federal Cash Management Report

Presentation:  Consent:  Action:  Discussion:  Information:

Background:

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

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

Fiscal Implications (if any):

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

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

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

Recommendation:

Informative, no recommendation.

Submitted by: Veronica Calderon, Finance Officer

# Federal Cash Management Data Submission - CA Dept Of Education

2020-21

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 7/31/2020 10:13:00 AM

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

**Submitted by:**

Veronica Calderon

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

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<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$130,936
Title II, Part A Resource Code: 4035	Cash Balance	\$714
Title III, LEP Resource Code: 4203	Cash Balance	\$24,006
Title IV, Part A Resource Code: 4127	Cash Balance	-\$19,089

**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
June 1 - June 30, 2020**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$12,428.51</b>
<b>Revenue</b>		
<i>Total</i>	\$0.00	
<b>Expenditures</b>		
Valli Andreasen - Reimbursement for Retirement Gifts	\$269.51	
Transfer to Savings - NSLA Capital Campaign	\$100.00	
<i>Total</i>	\$369.51	
<b>Ending Balance</b>	<i>Total</i>	<b>\$12,059.00</b>

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		
Restricted Funds - AAE Capital Campaign		\$97,638.58
Restricted Funds- NSLA Capital Campaign		\$34,080.82
Restricted Funds - Davis Endowment		\$12,030.47
Restricted Funds - Global Exchange Programs		\$12,950.35
Restricted Funds - HiDAS Endowment		\$63,825.88
Restricted Funds - Scholarships		\$38,885.93
Unrestricted Funds		\$78,427.66
		\$337,839.68
<b>Revenue</b>		
NSLA Capital Campaign	\$100.00	
Schools First Scholarship	\$500.00	
SLT Scholarship	\$1,000.00	
Ambassador Scholarship	\$4,000.00	
AAE Staff Scholarship	\$15.00	
Interest	\$14.86	
	<i>Total</i> \$5,629.86	
<b>Expenditures</b>		
	<i>Total</i>	\$0.00
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$97,642.89
Restricted Funds - NSLA Capital Campaign		\$34,182.31
Restricted Funds - Davis Endowment		\$12,031.06
Restricted Funds - Global Exchange Programs		\$12,950.94
Restricted Funds - HiDAS Endowment		\$63,828.70
Restricted Funds - Scholarships		\$44,402.42
Unrestricted Funds		\$78,431.22
	<i>Total</i>	<b>\$343,469.54</b>
<b><i>Total Checking and Savings</i></b>		<b>\$355,528.54</b>

## 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



**LCER Board Meetings  
Attendance Log 2019**

	<b>February Regular</b>	<b>March Regular</b>	<b>April Regular</b>	<b>May Regular</b>	<b>June Regular</b>	<b>August Regular</b>	<b>Sept. Regular</b>	<b>Oct Regular</b>	<b>Nov Regular</b>	<b>Dec Regular</b>	<b>TOTAL REGULAR</b>
Kevin Porter	Leave	Leave	Present	Present	Present						100%
Sharon Page	Present	Present	Present	Present	Present						100%
David Rib	Present	Present	Present	Present	Present						100%
Rick Wolf	Present	Present	Present	Present	Present						100%
Torii Gray	Present	Present	Present	Absent	Present						80%
Omari Onyango	Present	Present	Present	Absent	Present						80%
Pat Caldwell	Present	Absent	Present	Present	Present						80%
Jessica Rodriguez	Absent	Present	Present	Present	Present						80%
Jim Morris	Absent	Absent	Present	Absent	Present						40%

	<b>Jan. 29 Special</b>	<b>Apr. 29 Special</b>	<b>May 26 Special</b>	<b>July 15 Special</b>		<b>TOTAL SPECIAL</b>
David Rib	Present	Present	Present	Present		100%
Jessica Rodriguez	Present	Present	Present	Present		100%
Torii Gray	Present	Present	Present	Present		100%
Omari Onyango	Present	Present	Present	Present		100%
Sharon Page	Present	Present	Present	Present		100%
Pat Caldwell	Present	Absent	Present	Present		75%
Kevin Porter	Leave	Present	Absent	Present		67%
Rick Wolf	Absent	Absent	Present	Present		50%
Jim Morris	Absent	Absent	Absent	Present		25%

**LCER Board Give and Get**  
**Current Fiscal Year 2019 /2020**

<b>Member</b>	<b>Give</b>	<b>Get</b>	<b>In-kind</b>	<b>Total</b>
Duberly Beck	\$ 500			\$ 500
Pat Caldwell		\$ 1,103		\$ 1,103
Torii Gray				\$ -
James Morris				\$ -
Omari Onyango	\$ 1,400			\$ 1,400
Sharon Page	\$ 150			\$ 150
Kevin Porter		\$ 150		\$ 150
Jessica Rodriguez	\$ 150			\$ 150
David Rib		\$ 4,500		\$ 4,500
Marcia Vargas	\$ 2,136			\$ 2,136
Rick Wolf				\$ -
<b>Total</b>	<b>\$ 4,336</b>	<b>\$ 5,753</b>	<b>\$ -</b>	<b>\$ 10,089</b>



# Apple Valley Unified School District

BOARD OF TRUSTEES:

Dennis K. Bender • Donna Davis • Maria Okpara • Rick Roelle • Wilson F. So

**SUPERINTENDENT**  
Trenae Nelson

June 22, 2020

Lisa Lamb  
Academy for Academic Excellence  
18500 Mana Road  
Apple Valley, CA 92307

RE: The Academy for Academic Excellence (AAE) Budget for Fiscal Year 2020-2021

Dear Ms. Lamb:

Pursuant to Education Codes §47604.32 and §47604.33, the Office of the Assistant Superintendent of Administrative Services for the Apple Valley Unified School District has reviewed the Budget submitted by the Academy for Academic Excellence (AAE), for the period of July 1, 2020 through June 30, 2021. This review included an analysis of the Academy's projected revenues, expenditures, fund balance, estimated average daily attendance (ADA), and multi-year financial projections. *The following are our notes:*

**Revenue Projections** (Note: The AAE reports only those revenues received from the State of California, or its agencies, within their financial statements.)

- The AAE receives the majority of their funding from the State of California. The main source of revenue is now through the Local Control Funding Formula (LCFF). The majority of funds come from State revenues, with a portion of that revenue based on property tax (In-Lieu Property Tax). Therefore, with AAE's State funding revenue projection of \$8,632,447, Education Protection Account Revenue of \$1,841,063, and an In-Lieu Property Tax revenue projection of \$1,423,756, the total 2020-21 Local Control Funding Formula entitlement for AAE is projected to be \$11,897,266.

Other AAE revenue resources include: Federal funds, Lottery, and AB 602 Special Education funding. The combined total of the secondary revenue resources is projected to be \$2,104,794. Therefore, AAE's total projected revenue for the 2020-21 school year is projected to be \$14,002,060.

As noted earlier, the State funded revenue is paid directly to AAE; however, the In-Lieu Property Tax revenue is passed through AVUSD to AAE on a monthly basis. (Note: The District currently withholds 1% of the In-Lieu Property Tax revenue that is passed through to AAE for oversight purposes. It is estimated that AVUSD will withhold \$14,237 in the 2020-21 school year.)

- Due to the COVID-19 Pandemic and the current depressed state of the California economy, the AAE Charter is projecting a -7.92% COLA decrease in the LCFF revenue for the 2020-21 school year, a 0% COLA for 2021-22 and a 0% COLA in the 2022-23 year. These increases are in line with the School Services Dashboard projections for the LCFF available for the 2020-21 budget submission.

### **Expenditure Projections**

- Expenditures are projected to fall within the projected revenues for 2020-21, creating a projected surplus of \$169,065. These expenditures include: salary and benefits costs; supplies, services, capital outlay and debt service.

The AAE's budget no longer appears to be continuing with the assumption that additional contributions from the Foundation will be forthcoming for future expenditures. It is to be noted that the Foundation has historically funded any shortfall of revenues in AAE financial records on an annual basis, or more often, if needed.

### **Average Daily Attendance (ADA) Projections**

- The AAE Charter has projected the 2020-21 ADA to 1402.60, AAE has projected ADA to remain flat throughout the 2022/23 School Year.

Enrollment is projected to be 1,446 students for the 2020-21 school year, with the subsequent 2021-22 and 2022-23 years to increase to 1,452 and 1,454 respectively. If the enrollment and subsequent budgeted ADA does not materialize, AAE will need to revise their budget accordingly.

### **Multi-Year Projections**

- Due to the current economic issues at both the State and Federal levels, it is important that the AAE Charter Board and AAE administration closely monitor and manage the Charter's financial resources. As economic downturn due to COVID-19 in California continues, it is becoming likely that with a new administration and the full funding of the LCFF, there are challenges on the horizon. COLA only adjustments to future state budgets will require close monitoring of their financial condition. Monthly cash flow reviews to ensure the maintenance of a positive cash condition will be a critical part of the monitoring.

### **Conclusion**

Based on our analysis of the projections provided, the Academy for Academic Excellence should meet its financial obligations for the budgeted year, and two subsequent years. Given the current economic uncertainties with the current State Budget proposal, it is advisable that AAE continue to monitor and revise assumptions/projections on an ongoing basis in order to maintain fiscal solvency.

Close monitoring of AAE's operations and financial situation should ensure the financial solvency of the AAE Charter School.

Please be advised of the financial reporting requirements for Charter Schools. Since January 1, 2004, and pursuant to Education Code §47604.32 and §47604.33, Charter Schools have been required to submit budgets, interim reports and final end-of-fiscal-year unaudited financial reports to the chartering agency for review. It is the chartering agency's responsibility to monitor the fiscal condition of each Charter School under its authority.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Schulenberg". The signature is fluid and cursive, with the first name "Matthew" written in a larger, more prominent script than the last name "Schulenberg".

Matthew Schulenberg  
Assistant Superintendent, Administrative Services

MS:ck

c: Annette Baker, Business Services Advisor  
SBCSS – Business Advisory Services