

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
March 14, 2022 - Public Meeting – 4:30 p.m.**

Meeting at 17500 Mana Rd., Apple Valley, CA, Bldg H (Multipurpose Room)
Additional Locations: 230 S. Waterman Ave., San Bernardino, CA, Bldg D (Multipurpose Room)
2150 Cordillera Ave. Colton 92324

To participate by teleconference, register for the meeting at this link:

<https://attendee.gotowebinar.com/rt/6305717194233748747>

Dial in using your phone: +1 (415) 930-5321 Passcode: 670-496-002

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Chairman Rodriguez
2. **ROLL CALL:** Chairman Rodriguez
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 per person and 15 minutes per topic shall be observed. If more than one person wishes to speak on the same topic, subsequent speakers should limit their remarks to new information only. If you are attending virtually and wish to send in a public comment to be read 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 Update on AAE Student Activities: LCER Ambassadors
 - .02 Update on NSLA Student Activities: NSLA ASB
5. **DISCUSSION ITEMS:**
 - .01 NSLA Gym Construction Update – David Gruber
 - .02 LCER 2022-23 Budget Development Update – David Gruber
 - .03 Update on Current and Projected COVID Regulations – Lisa Lamb and Stacy Newman
 - .04 Discuss LCER Board Strategic Planning to be held on April 15, 2022 at NSLA – Lisa Lamb
 - .05 Discuss Brown Act Training – Use Modules from Charter Schools Development Center (CSDC) at Own Pace (1.5 hours), as a Group at a Regular Board Meeting (1.5 hrs), or have CSDC Present the Training – Lisa Lamb
 - .06 Lewis Center Foundation Board Update – Jisela Corona
6. **CONSENT AGENDA:**
 - .01 Approve Minutes of the February 14, 2022 Regular LCER Board Meeting – Pg 3
 - .02 Approve LCER, AAE and NSLA 2023-2024 School Calendars – Pg 6
7. **ACTION ITEM:**
 - .01 Approve Updated Injury and Illness Prevention Plan for COVID-19 – Stacy Newman – Pg 12
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 President/CEO Report – Lisa Lamb
 - .02 LCER Grant Tracking Report – Pg 30
 - .03 LCER Financial Reports
 - Checks Over \$10K – Pg 31
 - Budget Comparisons – Pg 32

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- Lewis Center Foundation Financial Reports – Pg 34
 - AAE and NSLA Federal Cash Management Data Collection for Categorical Funds – Pg 36
- .04 AAE and NSLA Enrollment Data – Pg 42
.05 LCER Board Attendance Log – Pg 44

9. BOARD/STAFF COMMENTS:

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

10. CLOSED SESSION:

- .01 Public Employment: President/CEO
- .02 Public Employee Performance: President/CEO

11. ADJOURNMENT: Chairman Rodriguez

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board
February 14, 2022**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Vice Chairman Rib called the meeting to order at 4:05 p.m.
2. **ROLL CALL:** LCER Board Members Pat Caldwell, Omari Onyango, Sharon Page, Kevin Porter, David Rib and Pat Schlosser were in attendance.

LCER Board members Torii Gray, Jim Morris and Jessica Rodriguez were absent.

Staff members Valli Andreasen, Fausto Barragan, Marcello Congo, Jisela Corona, Ryan Dorcey, Teresa Dowd, David Gruber, Heather Juarez, Lisa Lamb, Stacy Newman and Toni Preciado were also present.

3. **PUBLIC COMMENTS:** A public comment from Christian Lopez was read regarding masking.
4. **SPECIAL PRESENTATIONS:**

- .01 Rick Wolf introduced his replacement on the LCER Board, Pat Schlosser, who was appointed by the Apple Valley Unified School District. Lisa Lamb also welcomed Pat to the Board.
- .02 LCER Ambassadors Melissa Mangold and Apple Cheung gave an update on AAE student activities.
- .03 Acacia Smith and Myles Long gave an update on NSLA student activities.
- .04 Rick Wolf was recognized by Lisa Lamb for his service on the LCER Board. Kevin noted it is a bittersweet transition as we have been helped by his perspective. David thanked him for his service. Pat said to enjoy his retirement. Omari enjoyed his voice of wisdom.
- .05 Jeff Nigro presented the 2020-2021 LCER audit and reviewed each section. The timeline of the audit was delayed due to Covid. There were no findings and it was a clean audit. Pat and Lisa commended David and his staff that there were no findings.
- .06 Valli presented the annual AAE school update, including enrollment, challenges faced in 2021-22, highlights of 2021-22 including a new MPR, Air Force JROTC transition to Space Force JROTC, ARISS contact with the International Space Station, new computer science and robotics classes, ranked Best High Schools in US News, Best of the Desert awards, 100% graduation rate class of 2021, Multi-Tiered Support System team update and goals to support academic support, targeted intervention, tutoring and professional development, social emotional and behavioral supports, Go Beacon and Stop It programs that are working well to identify students who need these supports, student performance data, and financial data.

5. **DISCUSSION ITEMS:**

- .01 Stacy Newman provided a Covid update with statistics on cases, contact tracing, and school masking, which is being reassessed on 2/28 by the State. We have testing on our campuses T – Th.
- .02 Lisa Lamb discussed AB361, which provides teleconferencing during a state of emergency. We qualify, but legal cautions boards who enact this as we then should not hold any in person meetings as it undermines the rationale. Pat S. shared that AVUSD is providing the opportunity in case the need arises. Sharon would like to agendaize this to have the opportunity just in case it's needed. Pat C. noted that if our students can be in person we should be in person. We can agendaize this just in case schools close.
- .03 David Gruber reported that NSLA gym plans are being submitted next week for approval by the City.
- .04 Lisa Lamb reported she will now be the liaison between the Lewis Center Foundation and the LCER Board. Tyler Jaramillo is not able to be on the Foundation Board any longer and cannot be the chair. Jisela will be sending a survey to our constituents regarding the Foundation Board and propose some alternate days/times of meetings to recruit more members. The Foundation has become integral to projects on the campuses and employee recognition.

6. CONSENT AGENDA:

- .01 Approve Minutes of the January 10, 2022 Regular LCER Board Meeting
- .02 Approve LCER Ambassador Field Trip to Sacramento Week of March 28-April 1, 2022

On a motion by Kevin Porter, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved Consent Agenda Items 6.01-6.0 2 by roll call vote.

7. ACTION ITEMS:

- .01 Jessica Rodriguez, LCER Board Chair, to Appoint Tyler Jaramillo as the Lewis Center Foundation Board Chair – Tyler Jaramillo is unable to serve as chair so he was not appointed.
- .02 Approve CSDC Agreement – David Gruber reported that CSPS is the property management company that has worked with us on the AAE MPR and NSLA campus expansion. They will continue on with the NSLA gym project. Pat noticed exhibit A and B were not included. It is an ad service and a continuation process. On a motion by Omari Onyango, seconded by Sharon Page, vote 5-0, with Pat Schlosser abstaining, the LCER Board of Directors approved the CSPS Agreement by roll call vote. Pat S. will abstain from voting on NSLA items at this time.
- .03 Approve NearCal Agreement – Pat C. noted that the last 3 exhibits J, K and L should be removed as they are for the preschool. On a motion by Sharon Page, seconded by Kevin Porter, vote 5-0, with Pat Schlosser abstaining, the LCER Board of Directors approved the NearCal Agreement by roll call vote.
- .04 Approve MOU with Lewis Center for Educational Re, search Data Sharing with Transitional Assistance Department & the Human Services Research – David Gruber reported that this MOU with the County of San Bernardino Transitional Assistance Department identifies student populations at our campuses. As we already provide universal free meals to students, families will not need to report income. This data will be able to provide us a direct report for certification. On a motion Kevin Porter, seconded by Pat Schlosser, vote 6-0, the MOU was approved by roll call vote.
- .05 Approve AAE Safety Plan – Valli Andreasen reported that the AAE Safety Plan must be updated annually. A template is used to be sure all requirements are met. On a motion by Pat Caldwell, seconded by Sharon Page, vote 6-0, the LCER Board of Directors approved the AAE Safety Plan by roll call vote.
- .06 Approve NSLA Safety Plan - Fausto Barragan discussed the NSLA Safety Plan. Kevin Porter asked if it included the preschool, which it does not. On a motion by Kevin Porter, seconded by Pat Caldwell, vote 5-0, with Pat Schlosser abstaining, the LCER Board of Directors approved the NSLA Safety Plan by roll call vote.

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

- .01 President/CEO Report - Lisa Lamb reminded the Board to complete their Form 700. We have been in contact with the Sheriff's department and will be scheduling violent intruder trainings at both schools. The Board is invited to participate. Pat Caldwell asked if the Sheriff zoom presentation will be recorded so the Board can watch it. Yes, we will do so and send the link. Sharon Page noted that Lisa was surprised last Friday by the VVC Foundation with the Distinguished Service in Education Award. She will be inducted into their hall of fame on April 23 at their gala. Pat Schlosser thanked the Board for the warm welcome. He noted that AVUSD is also seeing a decline in attendance. The CEO evaluation process will begin with the previous Board member volunteers.
- .02 LCER Grant Tracking Report
- .03 LCER Financial Reports
 - Checks Over \$10K
 - Budget Comparisons
 - Lewis Center Foundation Finance Reports
- .04 Supplemental LCAP Reports for AAE and NSLA
- .05 AAE and NSLA Enrollment Data
- .06 LCER Board Attendance Log

9. BOARD/STAFF COMMENTS:

- .01 Ask a question for clarification
- .02 Make a brief announcement or report on his or her own activities
- .03 Future agenda items – Add AB361 to the next agenda

10. CLOSED SESSION: The Board convened into closed session at 6:17 p.m. to discuss Public Employee Discipline/Dismissal/Release. The Board reconvened into open session at 6:57 p.m. Vice Chairman David Rib reported that no action was taken in closed session.

11. ADJOURNMENT: Vice Chairman Rib adjourned the meeting at 6:59 p.m.

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

Date of meeting: March 14, 2022

Title: Lewis Center for Educational Research 2023-2024 School Calendars

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

Background: The Lewis Center for Educational Research is working towards having a uniform school calendar with both Academy for Academic Excellence & Norton Science & Language Academy. School calendars from the District of Residence for each site were taken into consideration when planning school breaks to ensure the maximizing of Average Daily Attendance.

Fiscal Implications (if any): NA

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

Recommendation: To approve the 2023-2024 Lewis Center for Educational Research School Calendars as presented.

Submitted by: Veronica Calderon, *Finance Administrator*



LEWIS CENTER FOR EDUCATIONAL RESEARCH

2023-2024 SCHOOL YEAR

LCER School CALENDAR

180 School Days



AAE Ceremonies

Kindergarten Recognition	June 4
5th Grade Recognition	June 5
8th Grade Recognition	June 6
HS Graduation	June 7

NSLA Ceremonies

Kindergarten Recognition	June 6
8th Grade Recognition	June 4

No School

Holiday

Teacher In-Service, BOTH Schools

July-23

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

School Days 0

August-23

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

School Days 22

September-23

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

School Days 20

October-23

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Days 17

November-23

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

School Days 16

December-23

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

School Days 10

January-24

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

School Days 17

February-24

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

School Days 20

March-24

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

School Days 11

April-24

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

School Days 22

May-24

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

School Days 21

June-24

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

School Days 4

Total Student School Days 180
Teacher in Service Days 5



ACADEMY FOR ACADEMIC EXCELLENCE

2023-2024 SCHOOL YEAR

STUDENT CALENDAR

180 School Days



Grading Periods TK-5

August 2-October 27	1st Trimester
October 30-February 23	2nd Trimester
February 26-June 13	3rd Trimester

Grading Periods 6-12

August 2-October 6	1st Quarter
August 2-December 14	1st Semester
January 8-March 15	3rd Quarter
January 8-June 6	2nd Semester

Ceremonies

Kindergarten Recognition	June 4
5th Grade Recognition	June 5
8th Grade Recognition	June 6
HS Graduation	June 7

No School
 Holiday
 Early Release
 Teacher In-Service, No School

12:30 Release Min Day Schedule TK - 5 Only (Nov. 6-9 Parent Conferences)
 12:30 Release for ALL GRADES TK-12
 FIRST & LAST Days of school

July-23

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

School Days 0

August-23

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

School Days 22

September-23

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

School Days 20

October-23

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Days 17

November-23

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

School Days 16

December-23

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

School Days 10

January-24

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

School Days 17

February-24

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

School Days 20

March-24

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

School Days 11

April-24

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

School Days 22

May-24

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

School Days 21

June-24

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

School Days 4

Total Student School Days 180
Teacher in Service Days 5



ACADEMY FOR ACADEMIC EXCELLENCE

2023-2024 Año Escolar

CALENDARIO *ESTUDIANTIL*

180 Días Escolares



Periodos de calificaciones TK-5

2 de agosto-27 de octubre	1er trimestre
30 de octubre-23 de febrero	2do trimestre
26 febrero-13 de junio	3er trimestre

Periodos de calificaciones 6-12

2 de agosto-6 de octubre	1er cuarto
2 de agosto-14 de diciembre	1er semestre
8 de enero-15 de marzo	3er cuarto
8 de enero-13 de junio	2do semestre

Ceremonias

Promoción de kinder	4 de junio
Promoción de 5to grado	5 de junio
Promoción de 8vo grado	6 de junio
Graduación de la prepa	7 de junio

No hay clases
 Día festivo
 Salida temprano
 Día de trabajo para maestros, no hay clases

Salida a las 12:30 solo para **TK - 5** (Nov. 6-9 Conferencias del padre y maestro)
 12:30 Release for **ALL GRADES TK-12**
 PRIMERO & ÚLTIMOS días de escuela

Julio-2023

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

Días escolares 0

Agosto-2023

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

Días escolares 22

Septiembre-2023

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

Días escolares 20

Octubre-2023

L	M	X	J	V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Días escolares 17

Noviembre-2023

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

Días escolares 16

Diciembre-2023

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

Días escolares 10

Enero-2024

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

Días escolares 17

Febrero-2024

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

Días escolares 20

Marzo-2024

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

Días escolares 11

Abril-2024

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

Días escolares 22

Mayo-2024

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

Días escolares 21

Junio-2024

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

Días escolares 4

Total de días escolares 180
 Días de trabajo para maestros 5



NORTON SCIENCE & LANGUAGE ACADEMY

2023-2024 SCHOOL YEAR

STUDENT CALENDAR

180 School Days



Creating Global Citizens

Grading Periods TK-5

August 2-October 27	1st Trimester
October 30-February 23	2nd Trimester
February 26-June 13	3rd Trimester

Grading Periods 6-10

August 2-October 6	1st Quarter
August 2-December 15	1st Semester
January 8-March 15	3rd Quarter
January 8-June 13	2nd Semester

NSLA Ceremonies

Kindergarten Recognition	June 6
8th Grade Recognition	June 4

No School
 Holiday
 Early Release
 Teacher In-Service, No School

12:30 Release Min Day Schedule TK - 5 Only (Nov. 4 & March 3 = last day of trimester, Nov. 14 - 18 & Mar. 13 - 17 Parent Conferences)

12:30 Release for grades TK-10
 FIRST & LAST Days of school

July-23

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

School Days 0

August-23

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

School Days 22

September-23

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

School Days 20

October-23

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Days 17

November-23

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

School Days 16

December-23

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

School Days 10

January-24

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

School Days 17

February-24

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

School Days 20

March-24

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

School Days 11

April-24

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

School Days 22

May-24

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

School Days 21

June-24

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

School Days 4



NORTON SCIENCE & LANGUAGE ACADEMY

2022-2023 Año Escolar

CALENDARIO ESTUDIANTIL

180 Días Escolares



Periodos de calificaciones TK-5

2 de agosto-27 de octubre	1er trimestre
30 de octubre-23 de febrero	2do trimestre
26 febrero-13 de junio	3er trimestre

Periodos de calificaciones 6-10

2 de agosto-6 de octubre	1er cuarto
2 de agosto-15 de diciembre	1er semestre
8 de enero-15 de marzo	3er cuarto
8 de enero-13 de junio	2do semestre

Ceremonias

Promoción de kinder	6 de junio
Promoción de 8vo grado	4 de junio

No hay clases
 Día festivo
 Salida temprano
 Día de trabajo para maestros, no hay clases

Salida a las 12:30 solo para TK - 5 (Nov. 14 - 18 y Mar. 13 - 17 Conferencias del padre y maestro)
 Salida a las 12:30 para TK-10
 PRIMERO & ÚLTIMOS días de escuela

Julio-2023

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

Días escolares 0

Agosto-2023

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

Días escolares 22

Septiembre-2023

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

Días escolares 20

Octubre-2023

L	M	X	J	V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Días escolares 17

Noviembre-2023

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

Días escolares 16

Diciembre-2023

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

Días escolares 10

Enero-2024

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

Días escolares 17

Febrero-2024

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

Días escolares 20

Marzo-2024

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

Días escolares 11

Abril-2024

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

Días escolares 22

Mayo-2024

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

Días escolares 21

Junio-2024

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

Días escolares 4

Total de días escolares 180
Días de trabajo para maestros 5

Lewis Center for Educational Research
Board Packet Agenda Items
Meeting Date: March 14, 2022

Title: **Injury and Illness Prevention Plan COVID-19 Addendum**

Present as: **Discussion/Action items**

Background: As a result of the COVID-19 pandemic, California employers are required to establish and implement an effective written COVID-19 Injury and Illness Prevention Program to protect employees from all worksite hazards, including infectious diseases. The Lewis Center for Educational Research (“LCER”) adopted this Injury and Illness Prevention Plan COVID-19 Addendum (“Addendum”) to accommodate safely reopening its schools for in-person instruction for the 2021-22 school year. This Addendum was written and amended to confirm to Cal/OSHA’s COVID-19 Emergency Temporary Standards (“ETS”) that were most recently revised on January 14, 2022.

The LCER Board authorized the CEO to provide the Board with regular updates as to actions taken to implement changes or additions to this Addendum 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 with changes tracked. 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 LCER Board established Goals and Objectives.

Recommendation: Approve revisions to Addendum.

Respectfully Submitted by: Stacy Newman, Human Resources Director



Lewis Center for Educational Research Injury and Illness Prevention Plan COVID-19 Addendum

With some exceptions, all California employers are required to establish and implement an effective written COVID-19 Injury and Illness Prevention Program (“IIPP”) to protect employees from all worksite hazards, including infectious diseases. The Lewis Center for Educational Research (“LCER”) has adopted this Injury and Illness Prevention Plan COVID-19 Addendum (“Addendum”) to accommodate safely reopening its schools for in-person instruction for the 2021-22 school year. The schools, the Academy for Academic Excellence and Norton Science and Language Academy, will be collectively referred to herein as (“LCER Schools”). This Addendum was written and amended to conform to CAL/OSHA’s ~~updated~~ COVID-19 Emergency Temporary Standards (“ETS”) ~~June 2021~~ that were most recently revised on January 14, 2022. In addition to these requirements, employers must follow the Governor’s executive and other public health orders of COVID-19 such as, as well as follows the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year from the California Department of Public Health (“CDPH”) and the Guidance for COVID-19 Prevention in K-12 Schools from the Center for Disease Control and Prevention (“CDC”).

This Addendum contains three (3) parts. Part one (1) contains background information regarding COVID-19, including known symptoms, emergency warning signs and high-risk factors. Part two (2) provides guidelines for implementation of a COVID-19 Infection Control Plan, which includes short-term measures to implement while COVID-19 remains endemic in states and communities. Part three (3) contains measures to maintain a healthy workforce until the global incidence of COVID-19 comes under control.

Background

In November 2019, a novel coronavirus (SARS-CoV-2) was discovered in Wuhan, China, which was found to cause a viral respiratory illness (coronavirus disease 2019, or “COVID-19”) leading to severe injury and death in certain populations, particularly elderly persons and persons with underlying health conditions.

COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. In response to the COVID-19 Pandemic, public health officers in many states and counties ordered all individuals to stay home or at their place of residence (i.e., “Shelter in Place”), except as needed to maintain continuity of operations of certain critical infrastructure sectors. Across the nation, public schools and most other government offices and private businesses were closed in order to slow the spread of the coronavirus in the community. Many states and localities implemented a phased reopening of schools in 2021-22 school year.

On ~~July 9, 2021~~ January 13, 2022, the Center for Disease Control and Prevention (“CDC”) published its updated recommendations for K-12 schools. On ~~August 2, 2021~~ January 12, 2022, the CDPH published its updated COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year. The guidance applies CDC’s recommendations to the California context, in order to help K-12 schools formulate and implement plans for safe, successful, and full in-person instruction for the 2021-22 school year.

The CDC identifies the following symptoms of COVID-19, which typically appear within 2-14 days after exposure to the virus:

- 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

The CDC also recommends that, if a person shows any of the following emergency warning signs, he or she should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue colored skin, Bluish lips, or nail beds, depending on skin tone or face

*Please note that this is not a complete list of all possible symptoms. Anyone experiencing any other symptoms that are severe or concerning should contact a medical provider.

Certain people are at higher risk for severe illness from COVID-19, including:

- ~~People 65 years and older~~ Unvaccinated older adults
- Unvaccinated pPeople who live in a nursing home or long-term care facility
- Unvaccinated pPeople of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

The surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is getting vaccinated and a strong emphasis on layering multi-mitigation strategies. By providing guidelines for the design of a control plan for COVID-19, part two (2) of this Addendum is intended to ~~allow for the return of~~continue full in-person instruction by implementing measures to prevent and slow the spread of COVID-19 within the workplace.

COVID-19 Infection Control Plan

Before resuming full in-person school activities, ~~the~~ LCER ~~must~~ prepared and implemented a COVID-19 preparedness, response, control and prevention plan (i.e., COVID-19 Infection Control Plan). Federal, state, and local public health communications ~~must be~~ monitored to keep up with information available about COVID-19 regulations, guidance, and recommendations, to ensure that ~~workers~~ employees have access to the timeliest information.

1. Design, Implement, Update and Maintain a COVID-19 Infection Control Plan:

The overall goal of the COVID-19 Infection Control Plan is to decrease the spread of COVID-19 and lower the impact of the disease in the workplace. This includes the following objectives:

- Prevent and reduce transmission among employees;
- Maintain healthy school operations; and
- Maintain a healthy work environment.

All site administrators should implement and update as necessary a control plan that:

- Is specific to your workplace;
- Identifies all areas and job tasks with potential exposures to COVID-19; and
- Includes control measures in this policy to eliminate or reduce such exposures.

COVID-19 Infection Control Plans should consider that employees may be able to spread COVID-19 even if they are vaccinated, or do not show symptoms, which is a source of anxiety in the workforce, particularly among higher-risk individuals. Therefore, it is important to have discussions with ~~workers~~ employees about planned changes and seek their input. Additionally, collaboration with ~~workers~~ employees to effectively communicate important COVID-19 information.

2. Adjust Operations to Slow the Spread:

- Employees who have COVID-19 symptoms should notify their supervisor and stay home as directed.
- Sick employees should follow CDC-recommended steps for self-~~quarantine~~ isolation. Employees should not return to work until the all of the following criteria to discontinue home isolation are met, in consultation with their supervisor, local health departments and healthcare providers.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, students, and visitors, and sent home.
- Adopt a procedure for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- All employees who report to work in person are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. If implementing in-person health screenings, conduct them safely and respectfully. Protect the screener using social distancing, barrier or partition controls, or personal protective equipment (“PPE”). ~~However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.~~
- Complete the health screenings in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.

- Further detailed information regarding LCER’s screening procedures may be found in the COVID-19 Health and Safety Policy.
- Should any LCER employees screen positive while at home or on campus, employees must follow all policies and procedures regarding isolation, quarantine, and testing to prevent or reduce the possible transmission of COVID-19 in the workplace.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin or any other protected characteristics, and be sure to maintain confidentiality of each individual’s medical status and history.

3. Conduct a Workplace Hazard Assessment:

The purpose of a hazard assessment of the workplace is to identify where and how workers-employees might be exposed to COVID-19 at work. Combinations of controls from the hierarchy of controls are used to limit the spread of COVID-19 (see Controls Table in Appendix A). These include engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers-employees from the identified hazards.

- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls are needed for specific job duties.
 - Evaluating potential workplace exposures which employees or other persons at LCER Schools may encounter.
 - Evaluating places where LCER employees or others may congregate on campus, such as hallways, bathrooms, and break rooms.
 - Reviewing and incorporating all applicable federal, state, and local public health guidance related to COVID-19, as well as any other industry-specific guidance.
 - From time to time, evaluate existing COVID-19 health and safety measures to determine whether additional or different measures are necessary.
 - Periodically conduct inspections to identify any potential COVID-19 unhealthy conditions, work practices, procedures, and to ensure compliance with all COVID-19 health and safety measures.
 - Encouraging employees to participate and assist LCER in identifying and evaluating potential COVID-19 workplace hazards. LCER will do so by:
 - Hold regular health and safety meetings with employees, administration, nurses, facilities, and others to ensure ongoing feedback from all areas within the organization and across both campuses
 - Provide periodic reminders to employees of importance of reporting potential COVID-19 workplace hazards. This may be done via email, webinars, virtual meetings, department meetings, etc.
 - Hold quarterly virtual all-staff meetings to disseminate the latest COVID-19 information and to solicit input from employees
- When engineering and administrative controls cannot be implemented or are not fully protective:
 - Determine what PPE is needed for each workers’-employees’ specific job duties,
 - Select and provide appropriate PPE to the workers-employees at no cost, and
 - Train their workers-employees on its correct use.
- In the event that a hazard assessment reveals any potential COVID-19 hazards, LCER will take corrective action to remediate any potential COVID-19 hazards, including revising existing policies and practices

related to health and safety, social distancing, cleaning and disinfection, any other action necessary to reduce the spread of COVID-19.

4. Suspected or Confirmed Case of COVID-19:

- Upon one (1) “COVID-19 case”¹ in the workplace, LCER will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the school campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other LCER employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the school campus during the “high-risk exposure period”².
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information³ of the COVID-19 case, to:
 - 1) All employees who may have had COVID-19 exposure, and
 - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:
 - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
 - Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- Exclusion requirements for employees who test positive for COVID-19 or who are close contact exposure to a positive case:

Employees who are exposed to someone with COVID-19 (Quarantine)	
<p><u>Requirements apply to employees who are:</u></p> <ul style="list-style-type: none"> • <u>Unvaccinated; OR</u> • <u>Vaccinated and booster-eligible but have not yet received their booster dose.**</u> 	<ul style="list-style-type: none"> • <u>Must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.</u> • <u>Exposed employee must test on day 5</u> • <u>Quarantine can end and exposed employees may return after day five (5) if symptoms are not present AND a diagnostic specimen collected on day five (5) or later tests negative.</u> • <u>If an employee is unable or chooses not to test and</u>

¹ Cal/OSHA regulations define a “COVID-19 case” as a person who: 1) Has a positive COVID-19 test, OR 2) Has a positive COVID-19 diagnosis from a licensed health care provider, OR 3) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 4) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

² “High-risk exposure period” is defined by Cal/OSHA as: 1) For COVID-19 cases who develop COVID-19 symptoms, from two (2) days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved. 2) For COVID-19 cases who never develop COVID-19 symptoms, from two (2) days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

³ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.

<p><u>**Employers are not required to exclude asymptomatic employees in this category if a negative diagnostic test is obtained within 3-5 days after last exposure to a case and employee continues to have no symptoms.</u></p>	<p><u>does not develop symptoms, quarantine can end and the employee may return to the workplace after day 10.</u></p> <ul style="list-style-type: none"> • <u>If an exposed employee tests positive for COVID-19, they must follow the isolation requirements.</u> <p><u>If an exposed employee develops symptoms, they must be excluded pending the results of a test.</u></p>
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<p><u>Employees who test positive for COVID-19 (Isolation)</u></p>	
<p><u>Requirements apply to ALL employees, regardless of vaccination status, previous infection, or lack of symptoms.</u></p>	<p><u>Asymptomatic employees:</u></p> <ul style="list-style-type: none"> • <u>Asymptomatic employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days from date the diagnostic specimen was collected.</u> • <u>Isolation can end and employees may return to the workplace after day 5 if a diagnostic specimen (preferably antigen test) collected on day 5 or later tests negative and the employee remains asymptomatic.</u> • <u>If the employee is unable to or chooses not to test again, isolation can end and the employee may return to the workplace after day 10.</u> <p><u>Symptomatic employees:</u></p> <ul style="list-style-type: none"> • <u>Symptomatic employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days from the onset of symptoms.</u> • <u>Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, AND a diagnostic specimen (preferably antigen test) collected on day 5 or later tests negative.</u> • <u>If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves.</u> • <u>If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving OR until after day 10 from the positive test.</u>

- Pursuant to current Cal/OSHA regulations:
 - All employees with COVID-19 close contact exposure shall be excluded from the school campus until the return to work provisions are met except, with the following exceptions (Close contact means being within six feet of someone, who was within 6 feet of an infected person for a

~~cumulative total of 15 minutes or more over a 24-hour period starting form 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated, even if they were wearing a mask while they were around someone with COVID-19):~~

- ~~▪—Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.~~
- ~~▪—COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 symptoms, for 90 days after the first positive test.~~
- ~~Employees who had a close contact exposure, may return to work as follows:~~
 - ~~▪—If asymptomatic, close contact exposure may return to work when 10 days have passed since the last known exposure to the positive case.~~
 - ~~▪—If symptomatic, close contact exposure may return
 - ~~•—At least twenty four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, AND~~
 - ~~•—2) COVID-19 symptoms have improved, AND~~
 - ~~•—3) At least ten (10) days have passed since COVID-19 symptoms first appeared.~~~~
 - ~~▪—LCER employees with confirmed COVID-19 must not return to the school campus as follows⁴:~~
 - ~~▪—For employees who test positive and have symptoms consistent with COVID-19:~~
 - ~~▪—At least twenty four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, AND~~
 - ~~▪—COVID-19 symptoms have improved, AND~~
 - ~~▪—At least ten (10) days have passed since COVID-19 symptoms first appeared.~~
 - ~~▪—Employees who test positive but remain asymptomatic shall not return to the school campus until at least ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.~~
- ~~Employees who tested positive for COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms.~~
- ~~Employees who tested positive for COVID-19 cases who returned to work per our return-to-work criteria and never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test.~~
- ~~Employees excluded from work due to COVID-19 exposure will be provided with information on available benefits where permitted by law. This shall include any exclusion pay, COVID-19-related leave, state-mandated leave and LCER supplemental sick leave leave—salary continuation during quarantine/isolation exclusion period. LCER will instruct employees on applicable state/federal COVID leave, as well as paid sick leave that may be available during this period of time.~~ Any salary continuation benefits will account for funds received from public sources during this period, as well as any indemnity benefits as part of any applicable workers' compensation claim related to the employee's COVID-19 exposure.
 - ~~▪ If employee has exhausted applicable leave during the ~~ten (10) day~~ exclusion period, they will be given information about how to apply for unpaid FMLA and/or state disability.~~
 - ~~▪ If an LCER employee is unable to work for reasons other than protecting other employees or students at the school campus from possible COVID-19 transmission, the employee is not entitled to salary continuation during the ten (10) day exclusion period.~~

⁴ ~~LCER will not require a negative test prior to an employee returning to work. 8 CCR 3505(e)(11)(D).~~

- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- In the event of a confirmed COVID-19 case at the school campus, LCER will notify the local public health department, as required by law, as well as report through the CDPH Shared Portal for Outbreak Tracking (SPOT).
- Upon notice any COVID-19-related serious illnesses or death⁵ of an employee occurring in a place of employment or in connection with any employment, LCER will immediately report such information to Cal/OSHA.

5. Required Reporting and Notification:

- In accordance with AB 685, effective January 1, 2021, employers are required to provide certain notices in response to a “notice of potential exposure to COVID-19,” in accordance with Labor Code section 6409.6. A “notice of potential exposure” means any of the following:
 - Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite;
 - Notification from an employee, or their emergency contact, that the employee is a qualifying individual;
 - Notification through the school’s testing protocol that the employee is a qualifying individual; or
 - Notification from a subcontracted employer that a qualifying individual was on the school site.
- Upon receipt of a “notice of potential exposure,” LCER must take the following actions within one (1) business day of the notice:
 - Provide a written notice to all employees who were on the premises in the same worksite⁶ as the qualifying individual⁷ within the infectious period⁸ that they may have been exposed to COVID-19.⁹
 - Provide a written notice to the exclusive representative, if any, of the above employees.¹⁰ 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,

⁵ Pursuant to 8 CCR §330(h), “Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.”

⁶ The “worksites” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If LCER operates multiple worksites, LCER must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

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) 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 “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).)

⁹ Written notice must be provided in the same manner that 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.

¹⁰ 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 school. This requirement does not apply if the school’s employees do not have an exclusive representative.

workers' compensation, and options for exposed employees, including COVID-19-related leave, LCER sick leave, state-mandated leave, supplemental sick leave, as well as anti-retaliation and antidiscrimination protections applicable to employees.

- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.
- Records of the above notices must be retained for a minimum of three (3) years.
- Effective January 1, 2021 LCER must also take the following responses in the event of a COVID-19 "outbreak," as defined by CDPH:
 - Within forty-eight (48) hours, the Chief Executive Officer ("CEO") or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.¹¹
 - The CEO shall also report the address and NAICS code of the worksite where the qualifying individuals work.
 - Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
- In accordance with SB1159, LCER shall report to their claims administrator, within three (3) business days any time an employee, who has worked outside of the home, tests positive for COVID-19. This is not specific to cases that are potentially work related, rather ALL known positive cases. The following information shall be reported:
 - An employee has tested positive. No personal information should be provided, unless the employee feels they contracted it at work. If so, then the employee should be provided a DWC1 claim form.
 - The date that the employee tested positive.
 - The specific address or addresses of the employees work site during the 14-day period preceding the positive test.
 - The highest number of employees who reported to work at the employee's specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment. This mean EACH DAY, not the cumulative total.

6. Other Relevant Public Health Guidance

Specific guidelines for responding to suspected and confirmed cases of COVID-19 in schools are also found in the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year published by the CDPH and last updated on August 2, 2021. In most cases, you do not need to shut down the facility. If it has been less than seven (7) days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting twenty-four (24) hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been seven (7) days or more since the sick employee used the facility, additional cleaning and

¹¹ 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) 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).)

disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDPH and CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and other PPE appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Measures to Maintain Healthy Ongoing School Operations

1. Identify a Workplace Coordinator:

Director of Human Resources, Stacy Newman, will be responsible for COVID-19 issues and their impact at the workplace.

2. Protect Employees at Higher Risk for Severe Illness Through Supportive Policies and Practices:

Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

- Provide options to telework, if available and reasonable.
- Offer vulnerable ~~workers~~ employees duties that minimize their contact with students and other employees, if the ~~worker~~ employee agrees to this.
- Offer flexible options such as telework to employees where available and reasonable to eliminate the need for employees living in higher transmission areas to travel to workplaces in lower transmission areas and vice versa.

3. Communicate Supportive Workplace Policies Clearly, Frequently, and Via Multiple Methods.

Employers may need to communicate with non-English speakers in their preferred languages.

- Train ~~workers~~ employees on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
- Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures without fear of reprisal.
- Employees may contact human resources regarding concerns and may request to remain anonymous. Consistent with the Employee Handbook and all applicable policies, LCER will not tolerate discrimination, harassment, or retaliation against any employee who reports COVID-19 symptoms or hazards.

4. Face Coverings:

- ~~As necessary, LCER will provide clean and undamaged face coverings, including N-95 masks, to any employee who requests one and ensure they are properly worn by employees when required by orders from the CDPH.~~
- The CDPH has ordered that all school employees must wear a face covering indoors, while in the presence of students, regardless of vaccination status through March 11, 2022. Effective March 12, 2022, the universal masking requirement for TK-12 Schools will terminate. CDPH strongly recommends that employees in these settings continue to mask in indoor settings when the universal masking requirement lifts. Other face covering requirements within the ETS remain in place, including provisions requiring face coverings in outbreaks and in employer provided transportation.
 - A face covering contains the wearer’s respiratory droplets to help protect their co-workers and others.
 - Face coverings help prevent those who do not know they have the virus from spreading it to others.
- The CDC also recommends all employees wear masks indoors, regardless of vaccination status.
- The following exceptions to the use of face coverings still apply at LCER when masks are required:
 - When an employee is alone in a room or their individual work space.
 - While eating or drinking provided employees are distanced at least six (6) feet apart or outside.
 - Employees wearing respirators.
 - Employees who cannot wear face coverings due to a medical or mental condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives, such as a face shield with a drape, will be considered on a case-by-case basis.
- ~~As necessary, LCER will provide clean and undamaged face coverings including N-95 to any employee who requests one~~
- Employees that are not fully vaccinated may request a respirator for voluntary use, without fear of retaliation. Employees voluntarily using respirators will be trained in how to properly wear them and how to perform a proper seal check.
- All face coverings must be worn, cleaned, and replaced as needed, and unless an applicable exception to wearing a facial covering applies, consistent with LCER’s COVID-19 Health and Safety Policy.
- ~~If an employee cannot wear a face covering, face shield with a drape, respiratory protection, or another effective alternative to a facial covering, the employee shall maintain a distance of 6 feet apart from all other employees, students, and persons.~~

5. Engineering Controls:

- To the maximum extent feasible, LCER will implement all appropriate actions to protect employees consistent with the COVID-19 Health and Safety Policy, as well as this Plan.
- To the greatest extent feasible, LCER will maximize the quantity of outside air in buildings or by natural ventilation systems compatible with our existing ventilation systems, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards to employees.
- LCER will cConduct monthly inspections of the HVAC system to ensure proper maintenance and adjustments as needed.
- To the extent feasible, LCER will increase the filtration efficiency of its existing ventilations systems to the highest level that is safely allowable.

6. Hand Sanitizing:

- Provide soap and water in the workplace. All employees are encouraged to wash their hands frequently

and will be provided ample time to do so. Employees should wash their hands for at least twenty (20) seconds each time.

- To the extent feasible, dependent on a hazard assessment, and consistent with LCER's COVID-19 Health and Safety Plan, LCER will consider providing additional handwashing facilities.
- If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. LCER prohibits hand sanitizer containing methanol (i.e. methyl alcohol). Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.
- Provide tissues and no-touch trash cans.

7. Limit Sharing of Tools, Equipment, and PPE:

- LCER will not allow any employees, students, or any other persons to share any form of PPE, including but not limited to: Gloves, facial coverings, masks, and goggles.
- LCER will minimize the sharing of tools and equipment, including: Phones, headsets, desks, keyboards, and writing materials. Where sharing is required, the School will follow all cleaning and disinfection procedures, consistent with this Plan.
- In LCER vehicles, high touch points such as steering wheels, seatbelt buckles, armrests, and seats will be disinfected between uses, consistent with this Plan.

8. Perform Routine Cleaning:

- Incorporate the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them in accordance with Healthy Schools Act protocols.
 - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage workers-employees from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

9. Perform Enhanced Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility:

- In the event of a suspected or confirmed COVID-19 case at LCER, LCER will determine all areas, materials, and equipment used by the case during the high-risk exposure period.
- Once identified, LCER will clean and disinfect in accordance with all CDC cleaning and disinfection recommendations of all pertinent areas.

10. Minimize Risk to Employees When Planning Meetings and Gatherings:

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- For large work-related meetings or gatherings that can only occur in-person, shall be held in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain maximize distancing and wear face coverings.

11. COVID-19 Testing:

- LCER will continue to make COVID-19 testing available at no cost to employees during employees' paid time.
- Tests will be available to symptomatic employees, regardless of vaccination status and will be available to all employees after an exposure.
- Tests will also be available for employees to satisfy the CDPH weekly diagnostic screening testing requirements for unvaccinated employees members.
- Consistent with Cal/OSHA regulations, in the event of one (1) COVID-19 case, an outbreak¹², or a major outbreak at a LCER campus, LCER will offer COVID-19 testing to employees with exposure at no charge, and during working hours.
- In the event of one (1) COVID-19 case in the workplace, COVID-19 testing will be offered to all employees who have had potential COVID-19 exposure.
- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - LCER must provide testing to all employees who were present in the exposed workplace group.
 - Pursuant to Cal/OSHA regulations, "employees in the exposed workplace shall be tested and then tested again one (1) week later."¹³
 - After the first ~~two (2)~~ COVID-19 tests, LCER must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until the workplace no longer qualifies as an outbreak-criteria are no longer met.
- In the event of a "major COVID-19 outbreak,"¹⁴ LCER will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a ~~ten-fourteen (1014)~~ day period.
- Consistent with current Cal/OSHA regulations, the School will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations, LCER will procure on-site

¹² An outbreak is defined by Cal/OSHA as one that is declared by the local public health department, or where there are three (3) or more employee cases on campus within a 14-day period. 8 CCR §3205.1(a)(1).

¹³ 8 CCR §3205.1(b)(2)A).

¹⁴ Cal/OSHA defines a major outbreak as "20 or more COVID-19 employee cases in an exposed workplace within a 30-day period."

COVID-19 testing through Valencia Branch Lab or other vendor. employees may procure on-site testing for COVID-19 through:

- Valencia Branch Laboratory
- If COVID-19 is not mandated by Cal/OSHA regulations, but testing is otherwise needed, employees may procure testing, likely free of charge, through their local county or from their health provider.
- To comply with CalOSHA requirements, over-the-counter (OTC) tests may not be both self-administered and self-read unless observed by LCER or an authorized telehealth proctor. For example, LCER can validate the test through the use of a proctored test that is supervised by a licensed, authorized telehealth provider via video proctoring, or by a point-of-care test provider. Or LCER could proctor the OTC test itself, including by video.

12. Vaccination:

- The LCER will follow the CDPH mandate requiring verification of vaccination status among all school employees, or will require diagnostic screening testing of unvaccinated workers employees at a minimum of once per week.
- An employee is considered fully vaccinated if LCER has documented that the employee received a COVID-19 vaccine that meets the following requirement:
 - Two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses, that meet one of the following three criteria:
 1. Approved or authorized for emergency use by the FDA
 2. Listed for emergency use by the World Health Organization (WHO)
 3. Administered as part of a clinical trial at a U.S. site, if the recipient was
 - Vaccinated with the active (not placebo) vaccine, for which vaccine efficacy has been independently confirmed, or
 - Vaccinated with a COVID-19 vaccine that is neither approved nor authorized for use by the FDA but is listed for emergency use by WHO

OR

- Two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO. The second dose of the series must not be received earlier than 17 days after the first dose.
- The LCER will verify vaccine status of all workers-employees according to the following modes:
 - COVID-19 Vaccine Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of person vaccinated, type of vaccine provided and date last dose administered OR
 - A photo of a Vaccination Record Card as a separate document; OR
 - A photo of the employee's Vaccination Record Card stored on a phone or electronic device; OR
 - Documentation of COVID-19 vaccination from a health care provider: OR
 - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the employee's name, date of birth, vaccine dates and vaccine type; OR
- The LCER will track verified employee vaccination status in a confidential manner, and will be stored in a confidential medical file, separate from the employee's personnel file.
- Employees who are not fully vaccinated, or for whom vaccine status is unknown or

documentation is not provided, must be considered unvaccinated.

- Unvaccinated or incompletely vaccinated employees must be tested **at least once weekly** with either PCR testing or antigen testing
- Unvaccinated or incompletely vaccinated employees must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

13. Training:

LCER will provide employees with training on:

- Symptoms, emergency warning signs, and high-factors for COVID-19
- Policies and procedures to reduce the spread of COVID-19
- Information regarding COVID-19 transmission, including that COVID-19 “is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales; as well as that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; as well as that infectious people may have no symptoms.”
- Information regarding the fact that particles containing the virus can travel more than six (6) feet, especially indoors; and thus, why social distancing, proper hygiene, and PPE are so important.
- Importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Cleaning and disinfection safety protocols such as reading labels, wearing proper PPE, steps to minimize harm to employees, etc.
- Proper use of face coverings to include when and where to wear them, proper way to wear them, exceptions for wearing them, and where to obtain them
- Appropriate use of PPE to include when it’s necessary, how to use, handle and dispose of PPE.
- Safe work practices, such safe use of cleaners and disinfectants, avoiding sharing personal items, etc.
- Stress management and recourses for employees and families to help them cope with anxiety and stress during the pandemic
- COVID-19 related benefits under federal, state, and local law, including any potential benefits under current workers’ compensation laws, LCER’s leave policies, and other benefits

14. Record Keeping and Availability of Plan:

- LCER will maintain records of the steps taking to implement this Plan for at least one (1) year, consistent with 8 CCR §3202(b).
- This Plan shall be made available at the workplace to all LCER employees, authorized representatives, and Cal/OSHA representatives immediately upon request.
- LCER will track all COVID-19 cases, by keeping a record of the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by

law, with personal identifying information removed.

The Executive Director is authorized to implement changes or additions to this Addendum in order to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”) and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this Addendum.

Appendix A

Controls Table

The following table presents examples of controls to implement in the workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

Engineering (Facilities and Equipment)
<ul style="list-style-type: none">• Assess job hazards for feasibility of engineering controls• Ensure ventilation and water systems operate properly• Alter office workspaces to maintain social distancing. Examples include:<ul style="list-style-type: none">○ Configure partitions as a barrier shield○ Move electronic payment reader away from cashier in cafeteria○ Use verbal announcements, signage, and visual cues to promote social distancing○ Remove/rearrange furniture
Administrative
<p>Management and Communications</p> <ul style="list-style-type: none">• Monitor state and local public health communications about COVID-19• Require students who are ill to stay home• Encourage sick workers <u>employees</u> to report symptoms, stay home, and follow CDC guidance• Develop strategies to:<ul style="list-style-type: none">○ communicate with employees○ manage employee’s concerns• Remind employees of available support services• Communicate to partners, suppliers, other contractors on policies and practices• Encourage social distancing and the use of face coverings (if appropriate) in the workplace• Use technology to promote social distancing (e.g., telework and virtual meetings)• Cancel group events• Close/limit use of shared spaces• Consider policies that encourage flexible sick leave and alternative work schedules.• Schedule stocking during off-peak hours <p>Cleaning and Disinfection</p> <ul style="list-style-type: none">• Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays)• Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19
Training

Provide employees with training on:

- Symptoms, emergency warning signs, and high-factors for COVID-19
- Policies and procedures to reduce the spread of COVID-19
- Information regarding COVID-19 transmission, including that COVID-19 “is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales; as well as that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; as well as that infectious people may have no symptoms.”
- Information regarding the fact that particles containing the virus can travel more than six (6) feet, especially indoors; and thus, why social distancing, proper hygiene, and PPE are so important.
- General hygiene
- Cleaning and disinfection
- Face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management
- COVID-19 related benefits under federal, state, and local law

Personal Protective Equipment (PPE)

- Conduct workplace hazard assessment
- Determine what PPE is needed for ~~their workers'~~employees specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the ~~workers~~employees at no cost, and train employees in the use of the PPE.
-

GRANT TRACKING SHEET			
Grant	Amount	Due Date	Result
NOAA	\$5,000,000	04/02/2020	NO
Astronomy & Astrophysics Research	\$48,500,000	Ongoing	Not Applicable
Captain Planet Foundation	\$2,500	Ongoing	Awaiting New Cycle
Henry T. Nicholas III Foundation	NA	Ongoing	No Progress
NASA ROSES- Solar Patrol	\$80,000		Awarded
San Manuel Foundation	\$5,000	10/01/2020	NO
Equity Training	\$20,000	2020	Not Applicable
Lowe's Playground Grant	*\$50,000	???	Not Applicable
Snapdragon Book Foundation - AAE	\$11,000	02/14/2021	Completed
Snapdragon Book Foundation - NSLA	\$15,000	02/14/2021	Completed
San Manuel Foundation	\$5,000		Awaiting New Cycle
Amazon Grant	\$		Awarded

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 2/1/2022 Through 2/28/2022

Effective Date	Check Number	Vendor Name	Check Amount	Transaction Description
2/3/2022	46755	CharterSAFE	52,277.00	Insurance premium pymt for January
2/3/2022	46758	SBCSS	32,286.82	NSAA PERS contributions for January 22
2/3/2022		SBCSS	69,393.85	LCER/AE - PERS contributions for January
2/3/2022		SBCSS	104,929.52	NSAA STRS contributions for January
2/3/2022		SBCSS	148,862.90	LCER/AE - STRS contributions for January
2/3/2022	46759	SchoolsFirst Federal Credit	10,222.90	Employee TSA contributions - January 31,2022
2/8/2022	46854	Nigro & Nigro, PC	10,170.00	Progress Billing 2020/21 Audit Services
2/8/2022	46860	Preferred Meal Systems, Inc.	14,489.28	Cafeteria Food for AAE 1/10/22
2/8/2022	46888	Waxie Sanitary Supply	10,868.30	PO# 2122-0403-NSLA
2/8/2022	46890	Wells Fargo Vendor Fin Serv	18,543.05	Contract # 450-0004712-000
2/15/2022	072		260,111.45	Group: Payroll; Pay Date: 2/15/2022
2/15/2022	073		259,177.43	Group: 11mo Payroll; Pay Date: 2/15/2022
2/15/2022	46908	SISC	228,717.45	Health Coverage for February 22
2/16/2022	46918	Swun Math, LLC	20,000.00	PO# 2122-0717-NSLA Professional Development
2/28/2022	075		261,941.34	Group: Payroll; Pay Date: 2/28/2022
2/28/2022	076		<u>258,420.28</u>	Group: 11mo Payroll; Pay Date: 2/28/2022
Report Total			<u>1,760,411.57</u>	

All Funds - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue	33,834,573	19,736,834	14,097,739	41.67%
Expense				
Certificated Salaries	10,367,719	5,487,327	4,880,392	47.07%
Classified Salaries	3,620,540	1,654,688	1,965,852	54.30%
Benefits	5,010,607	2,584,607	2,426,000	48.42%
Books and Supplies	3,625,619	2,751,539	874,080	24.11%
Services & Other	3,474,242	1,262,615	2,211,627	63.66%
Capital Outlay	125,500	5,183	120,317	95.87%
Other Outgo	0	22,435	(22,435)	N/A
Share of LCER	0	0	0	N/A
Total Expense	26,224,227	13,768,393	12,455,834	47.50%
Add (Subtract) to Reserves	7,610,346	5,968,441	1,641,905	
Total Revenue	33,834,573	19,736,834	14,097,739	58.33%
Total Expense	26,224,227	13,768,393	12,455,834	52.50%
Add (Subtract) to Reserves	7,610,346	5,968,441	1,641,905	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue*	37,081,283	16,567,011	20,514,272	55.32%
Expense				
Certificated Salaries	12,985,633	6,551,544	6,434,089	49.55%
Classified Salaries	5,004,461	2,174,751	2,829,710	56.54%
Benefits	6,590,649	3,255,543	3,335,106	50.60%
Books and Supplies	4,259,816	1,741,073	2,518,743	59.13%
Services & Other	6,729,180	3,305,570	3,423,610	50.88%
Capital Outlay	1,010,361	1,195,026	(184,665)	-18.28%
Other Outgo	0	23,918	(23,918)	N/A
Share of LCER	0	0	0	N/A
Total Expense	36,580,100	18,247,425	18,332,675	50.12%
Add (Subtract) to Reserves	501,183	(1,680,414)	2,181,597	
Total Revenue	37,081,283	16,567,011	20,514,272	44.68%
Total Expense	36,580,100	18,247,425	18,332,675	49.88%
Add (Subtract) to Reserves	501,183	-1,680,414	2,181,597	

AAE - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue	18,665,577	9,577,406	9,088,171	48.69%
Expense				
Certificated Salaries	6,088,835	3,404,899	2,683,936	44.08%
Classified Salaries	1,408,907	582,137	826,770	58.68%
Benefits	2,635,795	1,415,389	1,220,406	46.30%
Books and Supplies	1,018,355	950,597	67,758	6.65%
Services & Other	1,627,643	719,942	907,701	55.77%
Capital Outlay	100,000	5,183	94,817	94.82%
Other Outgo	0	14,477	(14,477)	N/A
Share of LCER	1,633,758	953,026	680,733	41.67%
Total Expense	14,513,293	8,045,649	6,467,644	44.56%
Add (Subtract) to Reserves	4,152,284	1,531,757	2,620,527	
Total Revenue	18,665,577	9,577,406	9,088,171	51.31%
Total Expense	14,513,293	8,045,649	6,467,644	55.44%
Add (Subtract) to Reserves	4,152,284	1,531,757	2,620,527	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue*	18,515,432	9,134,594	9,380,838	50.66%
Expense				
Certificated Salaries	6,909,149	3,544,450	3,364,699	48.70%
Classified Salaries	1,975,125	816,539	1,158,586	58.66%
Benefits	3,164,726	1,571,976	1,592,750	50.33%
Books and Supplies	1,883,523	615,886	1,267,637	67.30%
Services & Other	1,962,964	1,029,855	933,109	47.54%
Capital Outlay	885,511	233,120	652,391	73.67%
Other Outgo	0	18,513	(18,513)	N/A
Share of LCER	1,637,799	955,383	682,416	41.67%
Total Expense	18,418,797	8,785,721	9,633,076	52.30%
Add (Subtract) to Reserves	96,635	348,872	(252,237)	
Total Revenue	18,515,432	9,134,594	9,380,838	49.34%
Total Expense	18,418,797	8,785,721	9,633,076	47.70%
Add (Subtract) to Reserves	96,635	348,872	-252,237	

NSLA - Budget Comparison 2020/21 to 2021/22

2020-2021				
Total Budget \$ - Revised	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue	12,763,322	5,321,493	7,441,829	58.31%
Expense				
Certificated Salaries	3,748,496	1,783,579	1,964,917	52.42%
Classified Salaries	936,039	341,657	594,382	63.50%
Benefits	1,576,808	720,497	856,311	54.31%
Books and Supplies	1,072,549	814,769	257,780	24.03%
Services & Other	1,504,967	315,039	1,189,928	79.07%
Capital Outlay	13,000	0	13,000	100.00%
Other Outgo	0	7,958	0	N/A
Share of LCER	1,046,037	610,188	435,849	41.67%
Total Expense	9,897,896	4,593,687	5,312,167	53.67%
Add (Subtract) to Reserves	2,865,426	727,806	2,129,662	
Total Revenue	12,763,322	5,321,493	7,441,829	41.69%
Total Expense	9,897,896	4,593,687	5,312,167	46.41%
Add (Subtract) to Reserves	2,865,426	727,806	2,129,662	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue*	17,941,028	7,122,651	10,818,377	60.30%
Expense				
Certificated Salaries	5,366,913	2,595,760	2,771,153	51.63%
Classified Salaries	1,568,657	539,970	1,028,687	65.58%
Benefits	2,441,558	1,113,284	1,328,274	54.40%
Books and Supplies	2,321,668	818,771	1,502,897	64.73%
Services & Other	4,320,211	2,000,434	2,319,777	53.70%
Capital Outlay	100,000	947,056	(847,056)	-84.70%
Other Outgo	0	4,727	(4,727)	N/A
Share of LCER	1,399,930	816,626	583,304	41.67%
Total Expense	17,518,937	8,836,628	8,682,309	49.56%
Add (Subtract) to Reserves	422,091	(1,713,977)	2,136,068	
Total Revenue	17,941,028	7,122,651	10,818,377	39.70%
Total Expense	17,518,937	8,836,628	8,682,309	50.44%
Add (Subtract) to Reserves	422,091	-1,713,977	2,136,068	

LCER - Budget Comparison 2020/21 to 2021/22

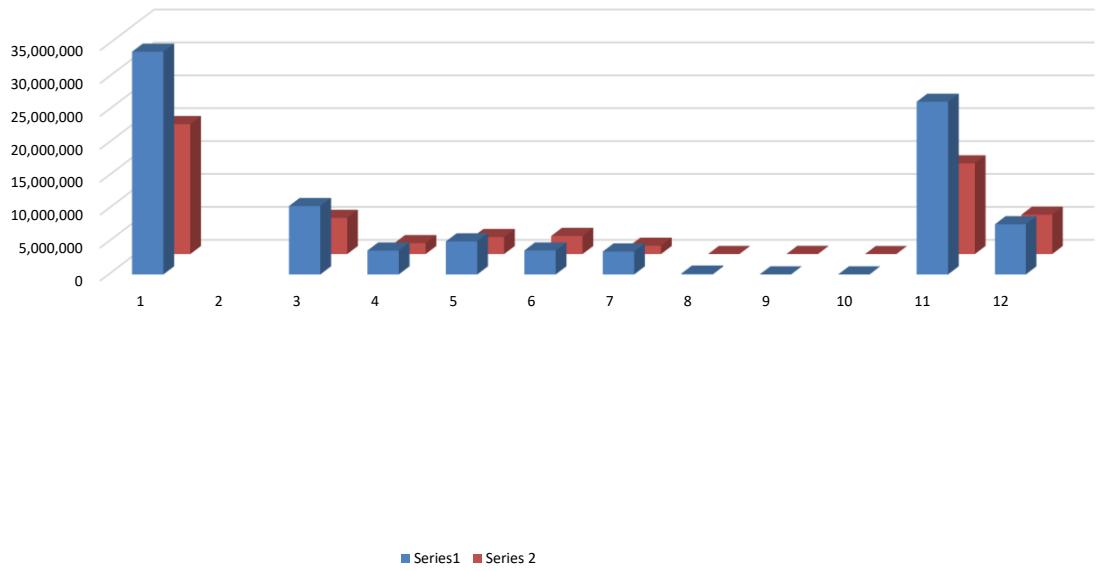
2020-2021				
Total Budget \$ - Revised	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue	2,405,674	1,342,100	1,063,574	44.21%
Expense				
Certificated Salaries	530,388	298,849	231,539	43.65%
Classified Salaries	1,275,594	730,894	544,700	42.70%
Benefits	798,004	448,721	349,283	43.77%
Books and Supplies	1,534,715	986,173	548,542	35.74%
Services & Other	341,632	227,634	113,998	33.37%
Capital Outlay	12,500	0	12,500	100.00%
Other Outgo	0	0	0	N/A
Share of LCER	(2,679,795)	(1,563,214)	(1,116,581)	
Total Expense	1,813,038	1,129,057	683,981	37.73%
Add (Subtract) to Reserves	592,636	213,043	379,593	
Total Revenue	2,405,674	1,342,100	1,063,574	55.79%
Total Expense	1,813,038	1,129,057	683,981	62.27%
Add (Subtract) to Reserves	592,636	213,043	379,593	

Note - Revenue Reported is % of Budgeted Revenue Earned

2021-2022				
Total Budget \$ - Original	Current Period Actual		Remaining Budget	Percent Remaining
	thru January			
Revenue				
Revenue*	624,823	309,766	315,057	50.42%
Expense				
Certificated Salaries	709,571	411,334	298,237	42.03%
Classified Salaries	1,460,679	818,242	642,437	43.98%
Benefits	984,365	570,284	414,081	42.07%
Books and Supplies	54,625	306,416	(251,791)	-460.95%
Services & Other	446,005	275,281	170,724	38.28%
Capital Outlay	24,850	14,850	10,000	40.24%
Other Outgo	0	677	(677)	N/A
Share of LCER	(3,037,729)	(1,772,009)	(1,265,720)	41.67%
Total Expense	642,366	625,076	17,290	2.69%
Add (Subtract) to Reserves	(17,543)	(315,310)	297,767	
Total Revenue	624,823	309,766	315,057	49.58%
Total Expense	642,366	625,076	17,290	97.31%
Add (Subtract) to Reserves	-17,543	-315,310	297,767	

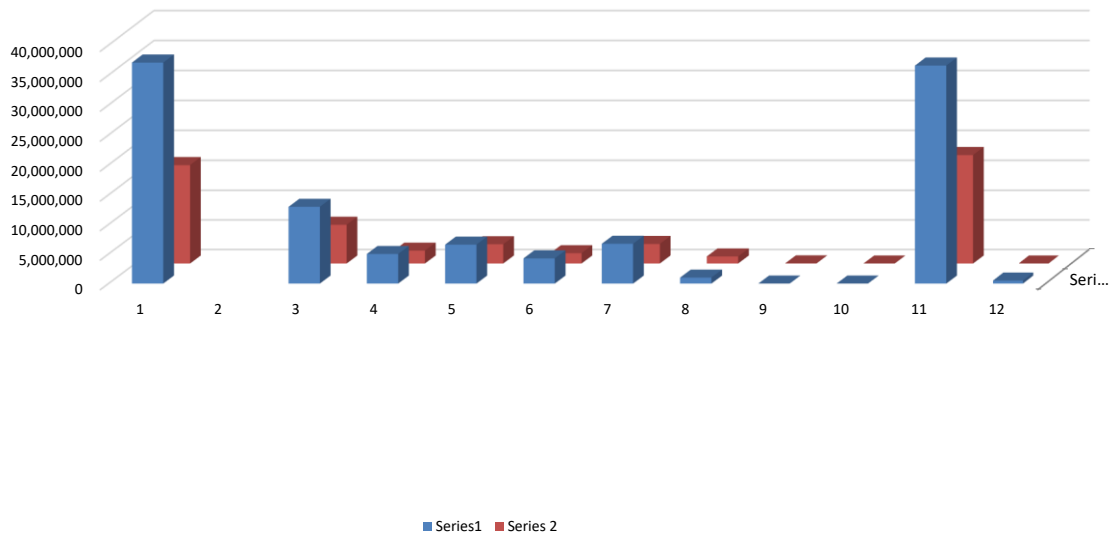
*Bank Account Reconciliation is not completed due to December timing. Revenue amounts are the same as October

2020-21



Series1 Series 2

2020-21



Series1 Series 2

Foundation Savings - 4100005285

2020-21

As of 1/30/22

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Captial Campaign	\$83,025.40	\$18,179.09	\$14,680.61	190.17	\$79,717.09
NSLA Capital Campaign	\$45,517.82		\$20,380.61	69.73	\$65,968.16
Davis Scholarship Endowment	\$11,543.99			25.35	\$11,569.34
Global Exchange Programs	\$12,963.85			25.35	\$12,989.20
HiDAS Endowment	\$63,890.02			120.45	\$64,010.47
Scholarships	\$31,813.89		\$5,970.00	50.72	\$37,834.61
Unrestricted	\$74,462.07	\$24,872.75	\$85,900.35	152.14	\$135,641.81
TOTAL					\$407,730.68

Restricted Scholarship Funds					
AAE Ambassadors Scholarship	(\$500.00)		\$500.00		\$0.00
AAE PTC Scholarship	\$0.00				\$0.00
AAE Staff Scholarship	(\$320.00)	\$500.00	\$335.00		-\$485.00
Bud Biggs Memorial Scholarship	\$599.29				\$599.29
Edison Scholarship	\$0.00				\$0.00
John Phan Scholarship	\$5,000.00				\$5,000.00
Mike Mangold Scholarship	\$3,250.00				\$3,250.00
San Manuel Scholarship	\$0.00				\$0.00
Sandra Perea Scholarship	\$8,300.00		\$135.00		\$8,435.00
SLT Scholarship	\$0.00				\$0.00
Total Unrestricted Scholarship Funds					\$21,035.32

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	\$43,239.48	\$18,179.09			\$25,060.39
Total Unrestricted AAE Capital Campaign					\$50,006.70

Restricted NSLA Capital Campaign Funds					
Playground	\$5,000.00				\$5,000.00

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
January 1 - January 31, 2022**

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$16,011.18
Revenue		
Online Donation to NSLA Capital Campaign	\$ 100.00	
Online Donation to AAE Shade Fundraiser	\$ 9.92	
Transfer from Savings- Unrestricted - Milestone and Foundation Recognition	\$ 1,662.19	
Donation to ASB	\$ 49.64	
Interest	\$ 0.38	
<i>Total</i>	\$ 1,822.13	
Expenditure		
Transfer to Savings - NSLA Capital Campaign Donations	\$ 300.00	
Visa - Milestone and Foundation Recognition Expenses	\$ 662.19	
AAE ASB Donation	\$ 49.64	
Transfer to Savinsg - Science on a Sphere Funds	\$ 4,309.39	
LCER - 4th Quarter Milestone Anniversary Bonuses	\$ 1,000.00	
<i>Total</i>	\$ 6,321.22	
Ending Balance	<i>Total</i>	\$11,512.09

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$79,686.13
Restricted Funds- NSLA Capital Campaign		\$65,656.81
Restricted Funds - Davis Endowment		\$11,565.21
Restricted Funds - Global Exchange Programs		\$12,985.07
Restricted Funds - HiDAS Endowment		\$63,990.86
Restricted Funds - Scholarships		\$37,826.35
Unrestricted Funds		\$132,799.84
		\$404,510.27
Revenue		
Transfer from Checking - NSLA Capital Campaign	\$ 300.00	
Noche t-shirt sales	\$ 120.00	
Donation in honor of Jerry Lewis	\$ 50.00	
Transfer from Checking - Science on a Sphere Funds	\$ 4,309.39	
Interest	\$ 103.21	
<i>Total</i>	\$ 4,882.60	
Expenditure		
Transfer to Checking - Milestone and Foundation Recognition	\$ 1,662.19	
<i>Total</i>	\$ 1,662.19	
Ending Balance		
Restricted Funds - AAE Capital Campaign	\$ 79,717.09	
Restricted Funds - NSLA Capital Campaign	\$ 65,968.16	
Restricted Funds - Davis Endowment	\$ 11,569.34	
Restricted Funds - Global Exchange Programs	\$ 12,989.20	
Restricted Funds - HiDAS Endowment	\$ 64,010.47	
Restricted Funds - Scholarships	\$ 37,834.61	
Unrestricted Funds	\$ 135,641.81	
	<i>Total</i>	\$ 407,730.68
Total Checking and Savings		\$419,242.77

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

Date of meeting: 3.14.2022

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

Fiscal Year 2021-22, CMDC Report 3

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 1/28/2022 1:03:29 PM

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

Submitted by:

Veronica Calderon

Title: Finance Administrator; E-mail: vcalderon@lcer.org

<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$168,440
Title II, Part A Resource Code: 4035	Cash Balance	-\$6,621
Title IV, Part A Resource Code: 4127	Cash Balance	\$3,681

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2021-22, CMDC Report 3

Academy for Academic Excellence (CDS Code: 36750773631207)

Submitted 1/28/2022 1:03:29 PM

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

Date of meeting: 3.14.2022

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

Fiscal Year 2021-22, CMDC Report 3

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 1/28/2022 1:06:42 PM

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

Submitted by:

Veronica Calderon

Title: Finance Administrator; E-mail: vcalderon@lcer.org

<u>Federal Program</u>	<u>Description</u>	<u>Data Collected</u>
Title I, Part A Resource Code: 3010	Cash Balance	-\$100,573
Title II, Part A Resource Code: 4035	Cash Balance	-\$8,265
Title III, LEP Resource Code: 4203	Cash Balance	\$17,051
Title IV, Part A Resource Code: 4127	Cash Balance	\$4,930

Federal Cash Management Data Submission - CA Dept Of Education

Fiscal Year 2021-22, CMDC Report 3

Norton Science and Language Academy (CDS Code: 36103630115808)

Submitted 1/28/2022 1:06:42 PM

AAE 2021-22 School Year								
Grade Level	Capacity	Enrollment	Pending Enrollment	Available Seats	Waiting List	Upcoming Lottery (Sept. 16, 21)	Upcoming Lottery (Feb. 17, 22)	Upcoming Lottery (May 19, 22)
3yr. - TK	25	25	0	0	408	30	45	12
K	100	98	0	2	147	14	11	1
1	100	99	0	1	92	13	9	2
2	100	97	0	3	218	5	19	3
3	112	106	0	6	146	10	4	1
4	112	109	0	3	178	3	10	3
5	112	110	0	2	248	12	13	2
6	125	125	0	0	108	10	15	5
7	125	119	0	6	130	11	7	3
8	125	121	0	4	114	7	7	3
9	120	110	0	10	123	4	2	1
10	120	110	0	10	52	7	6	1
11	120	99	0	21	7	3	2	
12	120	97	0	23	0			
Total	1516	1425	0	91	1971	129	150	37

NSLA 2021/2022 School Year Enrollment

Grade Level	Capacity	Current Enrollment	SDC Enrollment	Available Seats	Pending Enrollment Packets	Anticipated Available Seats	Waiting List	22-23 Wait List
TK	25	26		0	0	0	28	0
K	125	125		0	0	0	16	0
1	125	125		0	0	0	25	24
2	100	105		0	0	0	56	25
3	112	112	1	0	1	0	11	56
4	84	99	2	0	0	0	67	11
5	84	92	6	0	0	0	61	67
6	120	123	3	0	0	0	30	33
7	120	111	2	9	1	8	0	30
8	120	86	5	34	3	31	0	1
9	120	67	1	53	2	51	0	9
10								0
Total	1135	1071	20	96	7	90	294	256
Updated as of 03/07/22- AR								

**LCER Board Meetings
Attendance Log 2021**

	January Regular	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Pat Caldwell	Present	Present										100%
Sharon Page	Present	Present										100%
Kevin Porter	Present	Present										100%
David Rib	Present	Present										100%
Pat Schlosser		Present										100%
Omari Onyango	Absent	Present										50%
Jessica Rodriguez	Present	Absent										50%
Torii Gray	Absent	Absent										0%
Jim Morris	Absent	Absent										0%

			TOTAL SPECIAL
David Rib			
Jessica Rodriguez			
Pat Caldwell			
Omari Onyango			
Pat Schlosser			
Torii Gray			
Sharon Page			
Kevin Porter			
Jim Morris			