

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
June 15, 2020 - Public Meeting – 4:00 p.m.**

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

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

<https://global.gotomeeting.com/join/349535181>

Dial in using your phone:

United States: [+1 \(312\) 757-3121](tel:+13127573121) Access Code: 349-535-181

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

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman
2. **ROLL CALL:** Chairman
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed.
4. **SPECIAL PRESENTATIONS:**
 - .01 Recognize Retirees
5. **DISCUSSION ITEMS:**
 - .01 Lewis Center Foundation Update – Jessica Rodriguez
 - .02 AAE and NSLA Reopening Plans – Lisa Lamb
 - .03 REDA Update – Lisa Lamb
 - .04 Groundbreaking Ceremonies – Lisa Lamb
6. **ACTION ITEMS:**
 - .01 Approve BP 3314 – Payment for Goods and Services Revision – David Gruber – Pg 3
 - .02 Approve BP 3314.2 – Revolving Fund Revision – David Gruber – Pg 6
 - .03 Approve AR 3314.3 – Credit Card Usage – David Gruber – Pg 8
 - .04 Approve BP 7310: Naming of Buildings or Facilities – Lisa Lamb – Pg 10
 - .05 Approve BP 5200 Cell Phones – Lisa Lamb – Pg 11
 - .06 Approve AR 6020 - Parent Involvement – Valli Andreasen and Fausto Barragan – Pg 13
 - .07 Approve Resolution 2020-05 – AAE Education Protection Account – David Gruber – Pg 23
 - .08 Approve Resolution 2020-06 – NSLA Education Protection Account – David Gruber – Pg 26
 - .09 Approve AAE/NSLA Covid-19 LCAP Operations Written Reports – Valli Andreasen and Fausto Barragan – Pg 29
 - .10 Approve 2020-21 LCER Budget – David Gruber – Pg 38

**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

7. CONSENT AGENDA:

- .01 Approve Minutes of May 11, 2020 Regular Meeting – Pg 52
- .02 Approve Minutes of May 26, 2020 Special Meeting – Pg 55
- .03 Approve Revised AAE 2020-21 School Calendar (updated February holiday date) – Pg 57
- .04 Approve AAE 2021-22 School Calendar – Pg 58
- .05 Approve NSLA 2021-22 School Calendar – Pg 59
- .06 Approve 2020-21 LCER Board Calendar – Pg 60
- .07 Approve Second Amended MOU and CCAPP Agreement between VVC and LCER for 2020-21 – Pg 61
- .08 Approve Sale of Toyota Camry Vin #4T1BF1FK3CU570119
- .09 Approve Sale of Jeep Liberty Vin #1J4GK48K02W185439

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

- .01 President/CEO Report – Lisa Lamb – Pg 67
- .02 LCER Financial Reports
 - Checks Over \$10K – Pg 72
 - Budget Comparisons – Pg 73
- .03 Lewis Center Foundation Financial Report
 - April 2020 – Pg 75
- .04 LCER Board Attendance Log – Pg 76
- .05 LCER Board Give and Get – Pg 77

9. BOARD/STAFF COMMENTS:

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

10. ADJOURNMENT: Chairman

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

Date of meeting: May 26, 2020

Title: BP 3314: Payment for Goods and Services

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

Background:

This Board Policy is being updated in alignment with the organizational changes.

Fiscal Implications (if any):

None

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

Recommendation: Approve BP 3314 – Payment for Goods and Services

Submitted by: David Gruber, Director of Finance

Lewis Center for Educational Research

BP 3314: BUSINESS
_____ Payment for Goods and Services

Adopted: September 12, 2011 __Revised: March 9, 2020June 30, 2020

~~The Governing Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) complies with applicable federal and state laws and regulations governing Business and Finance. The Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard the LCER resources. To facilitate warrant processing, the President/Chief Executive Officer (“CEO”) shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that LCER may, to the extent possible, take advantage of available discounts and avoid finance charges.~~

~~The Board~~ authorizes for payment only those goods and services that have been:

~~1. Approved by the Board at a regularly called meeting.~~

~~21. Contracted for within budgetary limits.~~

~~32. Purchased according to applicable purchasing policies and regulations.~~

~~43. Certified by the President/CEO or designee as having been received in acceptable condition. The Board authorizes the President or designee to pay in advance for certain~~

~~materials if~~

~~a decrease in cost is possible or if the material is unavailable to the organization without advance payment.~~

~~Signatures/Facsimiles~~

All payments made from the funds of ~~the organization~~ LCER shall be ~~made paid~~ by ~~check/warrant~~ duly signed by those designated by the Board as signers on ~~the organization’s~~

LCER's bank accounts. The signers shall ensure that warrants have appropriate documentary support, verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement. The Board authorizes the CEO or designee to pay in advance for certain goods or services if a decrease in cost is possible or if the goods or services are unavailable to LCER without advance payment.

LCER shall not be responsible for unauthorized purchases.

An unauthorized purchase is defined as a purchase that did not obtain all appropriate approvals, including fiscal and administration, in accordance with current purchasing procedures.

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

Date of meeting: June 15, 2020

Title: BP 3314.2: Revolving Fund

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

Background:

This Board Policy is being updated in alignment with the organizational changes.

Fiscal Implications (if any):

None

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

Recommendation: Approve BP 3314.2 – Revolving Fund

Submitted by: David Gruber, Director of Finance

Lewis Center for Educational Research

BP 3314.2: BUSINESS
Revolving Fund

Adopted: September 12, 2011

Revised: ~~_____~~ June 15, 2020

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) ~~complies with applicable federal and state laws and regulations governing Business and Finance~~ has a fiduciary responsibility to effectively manage and safeguard the organization’s assets and resources. The Board has established ~~by resolution~~ a revolving cash fund for use by the President/Chief Executive Officer (“CEO”) or designee in paying for goods, services and other charges ~~determined by the Board as needed.~~ All revolving cash funds shall be subject to the internal control procedures established by the organization to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law.

The Board shall review and revise fund usage as appropriate. The funds shall be deposited in a Board-approved bank doing business locally, whose deposits are insured by Federal Deposit Insurance Cooperation. The CEO or designee shall be responsible for the control and all payments into the accounts as well as expenditures from accounts subject to the restrictions established by the Board. The funds shall be audited annually by the auditor authorized by the Board.

~~The Board may also, by resolution, establish revolving cash funds for use by school Principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget.~~

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction and/or LCER business.

~~The revolving cash fund for supplies shall be subject to the bonding provisions of applicable Education Code. The Board shall provide an audit of revolving funds on a quarterly basis.~~

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

Date of meeting: June 15, 2020

Title: AR 3314.3: Credit Card Usage

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

Background:

This Board Policy is being updated in alignment with the organizational changes.

Fiscal Implications (if any):

None

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

Recommendation: Approve AR 3314.3 – Credit Card Usage

Submitted by: David Gruber, Director of Finance

Lewis Center for Educational Research

AR 3314.3: BUSINESS
Credit Card Usage

Adopted: June 15, 2020

Revised:

The Lewis Center for Educational Research (“LCER”) Board of Directors ("Board") complies with applicable federal and state laws and regulations governing Business and Finance.

Credit Card Issuance

The President/Chief Executive Officer (“CEO”) shall be issued an organizational credit card upon approval from the Board with a credit card limit determined by the Board and not to exceed \$8,000. The CEO may request additional cards issued to additional staff for LCER purposes.

Credit Card Usage:

Purchasing Limits

1. The monthly limit shall be no greater than \$3,000.00 per card, with the exception of the Purchasing Department card having a monthly limit no greater than \$15,000.00.
2. These limits may be adjusted on an individual case-by-case basis when requested by the CEO and approved by the Board.

The Department Director is responsible for:

- Comparing the Credit Card statements and documentation received from the cardholder.
- Reviewing charges to ensure that purchases are appropriate and that required documentation is included.
- Approving, initialing and dating the statements that were submitted by the cardholder.
- Forwarding the entire package including the original receipts and supporting documentation (i.e. packing slips, proof of delivery, quotes, etc.) to Accounts Payable.
- Notifying the Finance Department when a cardholder leaves or is transferred.

The Cardholder is responsible for:

- Ensuring the organizational credit card is used appropriately and all purchases are within the organization's allowable purchase requirements.
- Receive prior Supervisor approval for all credit card purchases, additionally purchases must be designated to a funding source.
- Reviewing the statements for accuracy and reconciling the credit card statement with the itemized vendor receipts and supporting documentation.
- Contacting the credit card company on questionable items or disputed items within 30 days of receiving the credit card statement.

Possession of a LCER credit card is a responsibility and a privilege. Misuse and/or abuse of the credit card will result in the cancellation of the cardholder's privileges and may lead to holding the employee financially responsible and/or disciplinary action up to and including release from at-will employment.

Lewis Center for Educational Research

**BP 7310: FACILITIES
 NAMING OF BUILDINGS OR FACILITIES**

Adopted: June 15, 2020

Revised:

The Lewis Center for Educational Research (LCER) Board of Directors (Board) may choose to name LCER owned buildings, parts of buildings, athletic fields, gardens, or other LCER facilities in recognition of:

- A. Individuals, living or deceased, who have provided exemplary, meritorious or philanthropic support or service to the LCER and exhibited LCER's Core Values of Integrity, Excellence, Leadership and Inclusiveness
- B. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the LCER community
- C. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance
- D. The geographic area in which the school or building is located

Naming opportunities that present themselves shall be brought before the Board for discussion and adoption.

When naming or renaming a LCER building or facility, the Board may specify the duration for which the name shall be in effect. In most cases naming is considered permanent until or unless a facility is demolished, substantially renovated or expanded, or use is discontinued. In the event of demolition or renovation of major facilities, existing names will not automatically be transferred to a new or renovated facility. In such cases the LCER reserves the right to assign a new name to the new or renovated facility or transfer the existing name to the new or renovated facility (usually a prominent or historically significant name that the LCER continues to wish to honor).

For historical purposes, any named building or facility should include a plaque or similar recognition that explains the individual's significance to the LCER.

Any name adopted for any school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

The Board shall enter into a written agreement with any person, entity or the family/estate of the deceased when naming a LCER building or facility in recognition of them. The agreement may:

1. Specify the benefits to the LCER from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement
3. Provide details related to the naming, including the building, grounds, or facility involved and the duration for which the name shall be in effect
4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy
5. Reserve the authority to terminate the name if it is determined that the person or entity the building or facility was named after has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the LCER into disrepute

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

Date of meeting: June 15, 2020

Title: BP 5200 Cell Phone Policy

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

Background:

As part of our charter renewal process and in keeping with CA Ed Code, the Board is required to adopt a Cell Phone Policy. This policy was developed in collaboration with both schools' leadership teams.

Fiscal Implications (if any):

N/A

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

By having a clear cell phone policy, LCER staff will be able to protect instructional time and minimize disruption on campus related to the usage of personal devices.

Recommendation:

It is recommended that the Board approve this policy.

Submitted by: Lisa Lamb, President/CEO

Lewis Center for Educational Research

BP 5200: STUDENTS CELL PHONES, SMARTPHONES, PAGERS & OTHER ELECTRONIC SIGNALING DEVICES

Adopted: June 15, 2020

Revised:

The Lewis Center for Educational Research (“LCER”) recognizes potential for cell phones, smartphones, pagers, and electronic signaling devices (referred to collectively as “private devices”) to disrupt the learning environment, and adopts this policy to permit students to possess but not use private devices during class time. Students who possess these private devices must keep them silenced and out of view during class time. Teachers, administrators, and staff will confiscate any private devices used by a student in violation of this policy.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- Before and after school
- Between class periods or during lunch
- In the case of an emergency, or in response to a perceived threat of danger.
- When an LCER staff member grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that staff member.
- When a licensed physician or surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student’s individualized education program (“IEP”).

Private devices shall be put away and not used:

- During class time, assemblies, and any other school/LCER activity, which takes place during the regularly scheduled school day.

Possession of private devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. All LCER employees shall remove any private device from the possession of a student found to be violating this policy. If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, a LCER staff member may remove the private device and confiscate the private device. Parents/guardians will be contacted to pick up any confiscated private devices.

All other applicable student discipline policies shall continue to apply in response to a student failing to abide by the terms of this policy. Notwithstanding any other school policies on searches in general, absent reasonable suspicion of wrongdoing with the device beyond merely possessing it or having it turned on or out in the open, LCER staff may not search any personal devices without the express authorized consent of the student and the student’s parent or legal guardian.

Students who possess a private device shall assume responsibility for its care in accordance with this policy. At no time shall the LCER be responsible for preventing theft, loss or damage to private devices brought onto campus.

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

Date of meeting: June 15, 2020

Title: AR 6020 Parent Involvement

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

Background:

USC 6318 mandates that districts that receive Title I funds develop, jointly with parents/guardians of participating students, a parent involvement policy which establishes expectations for parent involvement and describes how the school(s) will address specified components. The accompanying administrative regulation addresses the required components and optional strategies for addressing each component.

Fiscal Implications (if any):

None

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

Recommendation:

Board approval of proposed AR 6020 Parent Involvement

Submitted by:

Valli Andreasen, AAE Principal

Fausto Barragan, NSLA Principal

Lewis Center for Educational Research

**AR 6020: INSTRUCTION
PARENT INVOLVEMENT**

Adopted: June 15, 2020

Revised:

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Lewis Center for Educational Research ("LCER") shall:

1. Involve parents/guardians and family members in the joint development of a LCER plan that meets the requirements of 20 USC [6312](#) and in the development of school support and improvement plans pursuant to 20 USC [6311](#) (20 USC [6318](#)).

The President/CEO or designee may:

- a. In accordance with Education Code [52063](#), establish a LCER-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule established by the Board of Trustees
 - b. Invite input on the plan from other LCER committees and school site councils
 - c. Communicate with parents/guardians through the LCER newsletter, web site, or other methods regarding the plan and the opportunity to provide input
 - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
 - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC [6318](#))

The President/CEO or designee shall:

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the President/CEO or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the LCER has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement

- g. Establish a LCER-wide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
 - h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
 - i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
 - j. Provide a master calendar of LCER activities and LCER meetings
 - k. Provide information about opportunities for parent/guardian and family engagement through the LCER newsletter, web site, or other written or electronic means
 - l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
 - m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
 - n. Provide training and information to members of LCER and school site councils and advisory committees to help them fulfill their functions
 - o. Provide ongoing LCER-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
 - p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities
 - q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
 - r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
 - s. Assign LCER personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws

The President/CEO or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve LCER and school site representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of:
- a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions

The President/CEO or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request.

The President/CEO or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of LCER communications
 - b. Gather and monitor data regarding the number of parents/guardians and family members participating in LCER activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the LCER's parent/guardian and family engagement efforts on student achievement
5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the LCER to adequately represent the needs of

the population served by the LCER for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy

The President/CEO or designee may:

- a. Include information about school activities in LCER communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The LCER's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the LCER's local control and accountability plan in accordance with 20 USC [6312](#) and shall be distributed to parents/guardians of students participating in Title I programs.

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will:

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC [6314](#)

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs

- b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the LCER
 6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
 - b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "LCER Strategies for Title I Schools" above
 8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and

parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC [6311\(h\)](#) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements.

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code [64001](#).

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school.

LCER Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the President/CEO or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society

The President/CEO or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home

The President/CEO or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities

The President/CEO or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. Provide information about parent/guardian and family engagement opportunities through LCER, school, and/or class newsletters, the LCER's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on LCER and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians

The President/CEO or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate parent/guardian and family engagement programs into school plans for academic accountability

The President/CEO or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

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

Date of meeting: June 15, 2020

Title: Resolution No. 2020-05 Education Protection Account (“EPA”) for AAE

Presentation: Consent: X Action: Discussion: Information:

Background:

This Resolution is to be adopted annually to identify the proper expenditures applied to this portion of the LCFF calculation.

Fiscal Implications (if any):

None, organization must show expense of EPA funds in current fiscal year. These expenses are shown in the Budget that will be approved in June 2020. These funds support the costs associated with the Elementary Teachers, Certificated Salaries and statutory benefits in accordance to the resolution.

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

Recommendation:

The staff recommendation is to approve the resolution and subsequent spending plan included in this packet.

Submitted by: Lisa Lamb, President/CEO, LCER
David Gruber, Director of Finance, LCER

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

RESOLUTION NO. 2020 – 05

**Lewis Center for Educational Research Board of Directors
Resolution Regarding the AAE Education Protection Account**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of School District, County Offices of Education, Charter Schools and Community College Districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a Community College District, County Office of Education, School District, or Charter School shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each Community College District, County Office of Education, School District, or Charter School shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of Community College District, County Office of Education, School District, or Charter School shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required

by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by Community College District, County Office of Education, School District, or Charter School to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Lewis Center for Educational Research Board of Directors;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Lewis Center for Educational Research Board of Directors has determined to spend the monies received from the Education Protection Act as accounted for in the Annual Budget approved each June.

APPROVED AND ADOPTED this 15th day of June, 2020.

ATTEST:

Kevin Porter, Chairman of Board

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

Date of meeting: June 15, 2020

Title: Resolution No. 2020-06 Education Protection Account (“EPA”) for NSLA

Presentation: Consent: X Action: Discussion: Information:

Background:

This Resolution is to be adopted annually to identify the proper expenditures applied to this portion of the LCFF calculation.

Fiscal Implications (if any):

None, organization must show expense of EPA funds in current fiscal year. These expenses are shown in the Budget that will be approved in June 2020. These funds support the costs associated with the Elementary Teachers, Certificated Salaries and statutory benefits in accordance to the resolution.

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

Recommendation:

The staff recommendation is to approve the resolution and subsequent spending plan included in this packet.

Submitted by: Lisa Lamb, President/CEO, LCER
David Gruber, Director of Finance, LCER

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

RESOLUTION NO. 2020 – 06

**Lewis Center for Educational Research Board of Directors
Resolution Regarding the NSLA Education Protection Account**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of School District, County Offices of Education, Charter Schools and Community College Districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a Community College District, County Office of Education, School District, or Charter School shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each Community College District, County Office of Education, School District, or Charter School shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of Community College District, County Office of Education, School District, or Charter School shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required

by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by Community College District, County Office of Education, School District, or Charter School to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Lewis Center for Educational Research Board of Directors;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Lewis Center for Educational Research Board of Directors has determined to spend the monies received from the Education Protection Act as accounted for in the Annual Budget approved each June.

APPROVED AND ADOPTED this 15th day of June, 2020.

ATTEST:

Kevin Porter, Chairman of Board

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

Date of meeting: June 15, 2020

Title: COVID-19 LCAP Operations Written Report

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

Background:

The CDE has requested that each LEA prepare the COVID-19 LCAP Operations Report to explain to families the steps taken to provide distance learning during the school closure. The report is to be published on the LEA's website by July 1 with the Board approved budget.

Fiscal Implications (if any):

None

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

None

Recommendation:

Approval by the Board for publishing on school's website.

Submitted by: Principals



Creating Global Citizens

COVID-19 Operations Written Report for Norton Science & Language Academy

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Norton Science & Language Academy	Dr. Fausto Barragan, Principal Dr. Elizabeth Chronister, Vice Principal	fbarragan@lcer.org 909-386-2300	6/15/2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Once the decision to close the school due to COVID-19 was made, we communicated with our families through the school's website, email, and social media platforms regarding the need to close school to ensure the safety and health of our students and staff, and that learning would still continue for students. A Technology Needs survey was immediately sent out to families to determine the need for devices and the wifi availability in the home to facilitate Distance Learning. As a 1:1 device school, we were adequately prepared for Distance Learning in grades 3-8. Families in the primary grades were given weekly teacher-created packets, distributed during food service pick-up to ensure the protection of families and staff.

The instructional goal of Distance Learning was to have students continue practicing the standards that have been taught during the 19-20 school year. Distance Learning was provided both synchronously and asynchronously through Google Classroom and Zoom platforms. Teachers provided daily office hours and weekly lessons including instructional videos to ensure learning continued. Any student needing a printed copy of the materials was provided one.

To ensure students and families were healthy and safe, instructors were required to monitor student participation through a weekly Student Tracker. Our administration team monitored these weekly Student Trackers and reached out to any family with no participation or contact. This team also monitored the Google Classrooms for lessons and materials provided to students. We adopted a No Harm Policy for grading to guarantee that students would not fail, only improve. Finally, we provided the Continuity of Learning Resources on the school's website for families at the beginning of the closure and will continue to add resources for the summer.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

To further support English Learner, foster youth, and low-income students, we have ensured that families have access to information in multiple languages for distance learning and preventative measures for protecting their families. Families were surveyed to determine the best way to communicate with them through phone calls, text, and emails. We have also used built-in networks for support to locate homeless families and children in order to account for every child within the district. If a teacher, principal, or parent reports a student experiencing any anxiety, our counselor, director of student services and school psychologist provide support or prepare referrals for higher levels of service to support the family. We have encouraged and shared practices to set up daily routines for students at home that mirror the school day as best as possible. We are providing weekly meals for both breakfast and lunch.

Distance Learning was provided to all our unduplicated students from their highly-qualified, certificated classroom teacher using the school's adopted CCSS aligned curriculum. Adopted curriculum includes ELD Instruction to meet the needs of our English Learners.

Instruction was provided online through Google Classroom and with teacher-created packets available weekly for pick-up. Families who were in need of an electronic device, requested one through our IT department. Free wifi information was posted on the website and emailed to

families. Our IT department was available during normal school hours either by phone, email, or in person appointment to help any family with their technology needs.

Since our school closure, we have reached out to families by phone to check on their needs. Also, we have communicated weekly messages via Parent Square, teacher contacts, and social media regarding the resources available to parents. These resources have included information about food resources, testing resources, and job resources.

The counseling office has reached out through personal phone calls to check in with families and offer virtual counseling. Social Emotional Learning lessons were made available through their Google Classrooms.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

At NSLA, we continued to deliver high-quality learning for students during the school closure. We provided Continuity of Learning Resources on the website with links to free learning educational sites within the first week of closure and will continue throughout the summer. Both social media and email were also used to share these resources with families. As the stay at home order from Governor Newsom was given, we implemented the school's Distance Learning Plan.

The school's Distance Learning Plan provided students with access to their teacher(s) and high-quality instruction. Teachers implemented daily office hours to connect with students and discuss assignments. Teachers also provided instructional videos weekly to support the week's instructional plan. These weekly plans included a review of standards taught and enrichment opportunities. Teachers used adopted, standards-aligned curriculum to continue learning both electronically and hardcopy packets.

Education Specialists continued to support IEP goals with individualized instruction following the instructional plan developed with the IEP team.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

During the emergency closure, we provided emergency meals to all children 18 years or younger. In order to maintain social distancing efforts, we set up lunch pickup procedures for contactless pickup. Families were instructed to drive up to the pickup area with windows raised. Staff made visual contact with children in the car to confirm meals were for children. Once verified, meals were provided for each child and placed in the trunk to limit contact. Additionally, we provided lunch and breakfast for the next day to minimize exposure. We consistently worked to ensure employees were protected by providing masks and gloves, maintaining social distance during distribution, and additional disinfectant sanitizers to promote good hand cleaning practices.

In our efforts to maintain communication about meal distribution, we used social media platforms, email, and the school's website to inform families the dates, times, and procedures for meal pickup.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our plan to support the childcare needs during the day of essential service and emergency workers is ongoing. Our CEO and executive team meet regularly with surrounding community agencies. Agency representatives expressed that child care needs are being met at this time. The Lewis Center for Educational Research's website continues to update and publish child care resources, referral agencies, and other resources. Links are present on the website that connect families with a host of resources offered by child care support agencies such as CCRC, California Child Care Resource and Referral Network, Quality Start San Bernardino, CAHelp's Desert Mountain Children's Center, Quality Counts California, and the San Bernardino County Department of Public Health. Should discussions with community agencies indicate that community child care needs are no longer being met, we are prepared to utilize the emergency procedures outlined by the CDE's Early Learning and Care Division to establish additional child care resources.



COVID-19 Operations Written Report for Academy for Academic Excellence

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Academy for Academic Excellence	Valli Andreasen	vandreassen@lcer.org	6/15/2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Once the decision to close the school due to COVID-19 was made, we communicated with our families through the school's website, email, and social media platforms regarding the need to close school to ensure the safety and health of our students and staff, and that learning would still continue for students. A Technology Needs survey was immediately sent out to families to determine the need for devices and the wifi availability in the home to facilitate Distance Learning. As a 1:1 device school, we were adequately prepared for Distance Learning in grades 4-12. Families in the primary grades were given weekly teacher-created packets, distributed during food service pick-up to ensure the protection of families and staff.

The instructional goal of Distance Learning was to have students continue practicing the standards that have been taught during the 19-20 school year. Distance Learning was provided both synchronously and asynchronously through Google Classroom and Zoom platforms. Teachers provided daily office hours and weekly lessons including instructional videos to ensure learning continued. Any student needing a printed copy of the materials was provided one.

To measure student engagement in Distance Learning, instructors were required to record student participation through a weekly Student Tracker. Our administration team monitored these weekly Student Trackers and reached out to any family with no participation or contact. This team also monitored the Google Classrooms for lessons and materials provided to students. We adopted a No Harm Policy for grading to guarantee that students would not fail, only improve grades. Finally, we provided the Continuity of Learning Resources on the school's website for families at the beginning of the closure and will continue to add resources for the summer.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Distance Learning was provided to all our unduplicated students from their highly-qualified, certificated classroom teacher using the school's adopted CCSS aligned curriculum. Adopted curriculum includes ELD Instruction to meet the needs of our English Learners.

Instruction was provided online through Google Classroom and with teacher-created packets available weekly for pick-up. Families who were in need of an electronic device, requested one through our IT department. Free wifi information was posted on the website and emailed to families. Our IT department was available during normal school hours either by phone, email, or in person appointment to help any family with their technology needs.

Since our school closure, we have reached out to families by phone to check on their needs. Also, we have communicated weekly messages via Parent Square, teacher contacts, and social media regarding the resources available to parents. These resources have included information about food resources, testing resources, and job resources.

The counseling office has reached out through personal phone calls to check in with families and offer virtual counseling. Social Emotional Learning lessons were

made available through their Google Classrooms.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

At AAE, we continued to deliver high-quality learning for students during the school closure. We provided Continuity of Learning Resources on the website with links to free learning educational sites within the first week of closure and will continue throughout the summer. Both social media and email were also used to share these resources with families. As the stay at home order from Governor Newsom was given, we implemented the school's Distance Learning Plan.

The school's Distance Learning Plan provided students with access to their teacher(s) and high-quality instruction. Teachers implemented daily office hours to connect with students and discuss assignments. Teachers also provided instructional videos weekly to support the week's instructional plan. These weekly plans included a review of standards taught and enrichment opportunities. Teachers used adopted, standards-aligned curriculum to continue learning with both electronically and hardcopy packets.

Education Specialists continued to support IEP goals with individualized instruction following the instructional plan developed with the IEP team.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

During the emergency closure, we provided emergency meals to all children 18 years or younger. In order to maintain social distancing efforts, we set up lunch pickup procedures for contactless pickup. Families were instructed to drive up to the pickup area with windows raised. Staff made visual contact with children in the car to confirm meals were for children. Once verified, meals were provided for each child and placed in the trunk to limit contact. Additionally, we provided lunch and breakfast for the next day to minimize exposure. We consistently worked to ensure employees were protected by providing masks and gloves, maintaining social distance during distribution, and additional disinfectant sanitizers to promote good hand cleaning practices.

In our efforts to maintain communication about meal distribution, we used social media platforms, email, and the school's website to inform families of the dates, times, and procedures for meal pickup.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our plan to support the childcare needs during the day of essential service and emergency workers is ongoing. Our CEO and executive team meet regularly with surrounding community agencies. Agency representatives expressed that child care needs are being met at this time. The Lewis Center for Educational Research's website continues to update and publish child care resources, referral agencies, and other resources. Links are present on the website that connect families with a host of resources offered by child care support agencies such as CCRC, California Child Care Resource and Referral Network, Quality Start San Bernardino, CAHelp's Desert Mountain Children's Center, Quality Counts California, and the San Bernardino County Department of Public Health. Should discussions with community agencies indicate that community child care needs are no longer being met, we are prepared to utilize the emergency procedures outlined by the CDE's Early Learning and Care Division to establish additional child care resources.

Revenue

Name	2019-2020	2020-2021				2021-2022	2022-2023
	Estimated Total	AAE	NSLA	LCER	Total	Total	Total
ADA/LCFF	13,311,144	7,706,202	4,837,978	-	12,544,180	14,439,130	15,326,638
Property Tax	1,449,026	1,511,524	-	-	1,511,524	1,449,026	1,449,026
LCFF Supplemental	1,878,931	838,477	954,926	-	1,793,403	2,116,449	2,278,588
LCFF Concentration	760,969	-	710,402	-	710,402	900,219	1,021,395
Education Protection Act	3,550,992	1,841,063	1,259,890	-	3,100,953	3,109,075	3,257,931
Lottery	321,382	224,139	129,528	-	353,667	391,837	413,708
Lottery - Res. 6300	112,323	79,108	44,578	-	123,686	134,938	142,220
Special Needs - AB602	1,016,569	868,408	313,840	-	1,182,248	1,320,175	1,379,809
Special Needs - Federal	278,488	158,264	121,171	-	279,435	299,727	310,612
Mandate Block Grant	56,048	35,337	12,965	-	48,302	55,494	60,349
MAA	51,445	30,000	30,000	-	60,000	65,000	68,000
Low Performing Block Grant	3,365	-	-	-	-	-	-
Classified Employee Prof. Development	-	-	-	-	-	-	-
Cafeteria - Local	79,468	70,790	19,000	-	89,790	94,540	100,790
Cafeteria - State	33,146	14,629	26,794	-	41,423	44,629	46,629
Cafeteria - Federal	447,137	207,591	334,040	-	541,631	667,343	702,080
CARES Act, ESSERF	-	133,954	195,012	-	328,966	-	-
SB740	198,503	-	225,000	-	225,000	1,157,348	1,334,977
Title I	399,460	162,659	236,801	-	399,460	466,361	502,523
Title II	64,893	31,445	33,448	-	64,893	74,356	79,419
Title III	30,733	-	30,733	-	30,733	39,292	43,928
Title IV	29,344	11,949	17,395	-	29,344	34,180	36,803
COVID19	37,630	-	-	-	-	-	-
Before & After School	72,108	-	80,000	-	80,000	80,000	80,000
Donations	267,296	-	-	-	-	-	-
ROTC	131,345	80,916	-	-	80,916	80,916	80,916
Juno Project	74,991	-	-	74,990	74,990	74,990	-
Foundation	15,000	-	-	16,400	16,400	10,000	10,000
Local Outreach	28,667	-	-	24,500	24,500	24,500	24,500
	24,700,401	14,006,455	9,613,501	115,890	23,735,846	27,129,525	28,750,841

Reserves

Economic Uncertainty	-	(177,998)	(53,003)	(49,307)	(280,308)	(676,602)	(882,530)
Reserve for Lease	-	-	(400,000)	-	(400,000)	-	-
Reserve for Head Start	-	-	(50,000)	-	(50,000)	-	-
	-	(177,998)	(503,003)	(49,307)	(730,308)	(676,602)	(882,530)

Contributions to LCER

General	-	(1,515,176)	(986,591)	2,501,767	-	-	-
SPED	-	(126,237)	(126,237)	252,474	-	-	-
Nursing	-	(70,191)	(17,548)	87,739	-	-	-
	-	(1,711,604)	(1,130,376)	2,841,980	-	-	-

Total Revenue

Revenue+Reserves+Contribution to LCER	24,700,401	12,116,853	7,980,122	2,908,563	23,005,538	26,452,923	27,868,311
---------------------------------------	------------	------------	-----------	-----------	------------	------------	------------

Expenditures

36241

2019-2020

2020-2021

2021-2022

2022-2023

Name

Estimated Total

AAE

NSLA

LCER

Total

Total

Total

Certificated	9,013,537
Certificated Hourly	89,546
Certificated Substitute	250,955
Certificated Supplemental	25,352
Certificated Stipends	208,734
Certificated OT	1,457
Total Certificated	9,589,581

5,603,229	3,321,236	476,195	9,400,660
83,227	10,000	33,454	126,681
150,000	190,000	-	340,000
25,000	18,000	-	43,000
56,098	15,750	-	71,848
-	-	-	-
5,917,554	3,554,986	509,649	9,982,189

10,104,634	10,604,634
126,681	129,181
290,000	290,000
47,000	49,000
76,779	79,029
-	-
10,645,094	11,151,844

Classified	2,952,601
Classified Hourly	142,918
Classified Substitute	59,294
Classified Supplemental	32,343
Classified Stipends	28,519
Classified OT	5,227
Total Classified	3,220,902

488,733	189,656	1,157,411	1,835,800
662,700	634,126	41,268	1,338,094
65,000	32,500	-	97,500
25,000	20,000	-	45,000
40,000	4,500	-	44,500
8,000	4,500	-	12,500
1,289,433	885,282	1,198,679	3,373,394

1,848,148	1,864,619
1,388,144	1,434,343
100,000	100,000
45,000	50,000
48,000	52,000
13,000	14,000
3,442,292	3,514,962

Employee Benefits	1,808,717
STRS	1,515,626
PERS	708,926
Apple	10,027
Social Security	220,667
Medicare	179,351
State Unemployment Ins.	6,346
Workers Comp.	138,281
Total Benefits	4,587,941

1,058,525	530,091	304,717	1,893,333
930,180	541,480	63,434	1,535,094
290,283	224,170	272,319	786,772
1,389	-	-	1,389
89,736	67,422	81,565	238,723
104,502	64,386	24,771	193,659
3,605	2,221	855	6,681
100,896	62,164	23,917	186,977
2,579,116	1,491,934	771,578	4,842,628

1,989,475	2,059,476
1,705,344	1,957,544
785,227	876,240
1,104	1,104
223,213	227,719
204,267	212,669
7,044	7,334
197,222	205,334
5,112,896	5,547,420

Approved Textbooks	247,476
Classroom Books	3,896
Class Supplies	72,703
Other Supplies	28,024
Equipment (under 5k)	5,313
Reimbursables	164,692
Food	367,750
Office Supplies	38,197
Postage	11,857
Computers	381,009
Equipment for resale	-
Software	173,440
Furniture	8,025
Books, Media, Library	19,269
Total Supplies	1,521,649

122,000	63,960	-	185,960
8,700	9,253	-	17,953
74,075	39,000	-	113,075
26,550	12,295	10,900	49,745
10,500	6,000	1,750	18,250
-	-	-	-
208,930	301,669	-	510,599
22,525	17,000	3,375	42,900
-	-	16,000	16,000
127,500	100,000	7,500	235,000
-	-	-	-
99,068	101,645	39,500	240,213
15,000	3,000	500	18,500
7,500	5,000	-	12,500
722,348	658,822	79,525	1,460,695

230,000	305,000
18,700	18,700
116,575	124,075
52,600	55,100
22,250	27,250
-	-
595,385	630,295
45,900	48,400
16,000	16,000
305,000	257,500
-	-
265,068	268,568
18,000	20,500
12,500	12,500
1,697,978	1,783,888

Name	2019-2020	2020-2021				2021-2022	2022-2023
	Estimated Total	AAE	NSLA	LCER	Total	Total	Total
Employee Admin	3,662	1,050	500	500	2,050	2,050	2,300
Volunteer Fingerprinting	-	1,000	-	-	1,000	-	-
Testing	7,727	17,000	10,000	-	27,000	30,000	31,500
Referees	12,685	14,400	3,600	-	18,000	19,400	20,900
Field Trip	-	-	-	-	-	-	-
Travel/Mileage	14,758	9,280	6,788	3,950	20,018	20,230	20,730
Training & Conferences	91,056	24,950	43,850	2,749	71,549	87,699	87,699
Other Services	4,288	11,949	-	-	11,949	11,949	11,949
Provided Training	181	-	-	-	-	-	-
Dues & Membership	39,786	22,825	10,000	17,025	49,850	49,850	49,850
AVUSD Fees	14,490	118,973	-	-	118,973	119,540	119,415
SB Co Fees	91,842	-	82,632	-	82,632	106,599	119,921
Banking Fees	19,310	-	-	4,000	4,000	8,000	8,000
Insurance	162,148	65,000	65,000	30,000	160,000	170,000	175,000
Legal Fees	113,910	12,500	10,500	102,673	125,673	130,673	37,873
Consulting	133,713	28,000	130,500	10,000	168,500	188,000	213,000
Trash-Sewer	66,277	48,000	14,500	8,800	71,300	80,800	80,800
Gardening	10,529	5,000	3,500	15,000	23,500	30,000	30,000
Janitorial	138,118	25,000	77,500	6,500	109,000	151,500	151,500
Pest Control	1,526	-	2,000	-	2,000	3,500	3,500
Security	82,401	11,500	61,000	6,500	79,000	94,000	100,600
Telephone	55,548	29,100	24,000	18,492	71,592	72,592	74,592
Utilities	324,077	270,000	90,000	38,000	398,000	458,000	508,000
Copier	93,157	43,600	43,600	9,693	96,893	96,893	96,893
Emergency-First Aid	16,664	38,475	80,128	1,000	119,603	59,475	59,475
Rentals - Leases	216,506	3,150	540,000	5,000	548,150	6,000	6,000
Advertising - Marketing	6,485	6,000	7,500	750	14,250	16,750	14,250
Public Relations	1,820	6,000	7,500	2,000	15,500	20,500	20,500
Special Events	19,700	15,000	7,500	2,500	25,000	27,500	27,500
Facilities - Maintenance	93,768	68,000	25,000	10,500	103,500	115,500	120,500
Auto	8,846	-	-	1,000	1,000	1,000	1,000
Bus	30,913	49,000	4,000	-	53,000	55,000	59,000
Equipment Repairs	34,757	28,500	25,000	45,000	98,500	108,500	126,000
Total Services	1,910,646	973,252	1,376,098	341,632	2,690,982	2,341,500	2,378,247
Sites - Improvements of Site	35,439	20,000	5,000	-	25,000	25,000	25,000
Building - Improvements of Bldg	16,185	35,000	8,000	7,500	50,500	42,500	42,500
Capital Equipment (Over 5K)	21,295	-	-	-	-	10,000	10,000
Total Capital Exp	72,919	55,000	13,000	7,500	75,500	77,500	77,500
Tetra	455,292	-	-	-	-	-	-
Interest Expense	112,278	-	-	-	-	-	-
Bond Payment	707,882	580,150	-	-	580,150	3,135,663	3,414,450
Total Debt Services	1,275,452	580,150	-	-	580,150	3,135,663	3,414,450
Revenue - Expenditures	2,521,311	-	-	-	-	-	-

AAE 2019/2020 Budget

Expense Name	General Budget	Athletics Budget	Library Budget	VAPA Budget	IT Budget	ESSERF	Facilities Budget	SPED Budget	Cafeteria Budget	Title I Budget	Title II Budget	Title IV Budget	AAE Total
Rentals - Leases	-	-	-	-	-	-	3,150.00	-	-	-	-	-	3,150.00
Advertising - Marketing	6,000.00	-	-	-	-	-	-	-	-	-	-	-	6,000.00
Public Relations	6,000.00	-	-	-	-	-	-	-	-	-	-	-	6,000.00
Special Events	15,000.00	-	-	-	-	-	-	-	-	-	-	-	15,000.00
Facilities - Maintenance	-	-	-	-	-	-	68,000.00	-	-	-	-	-	68,000.00
Auto	-	-	-	-	-	-	-	-	-	-	-	-	-
Bus	-	45,000.00	-	4,000.00	-	-	-	-	-	-	-	-	49,000.00
Equipment Repairs	-	-	-	-	28,500.00	-	-	-	-	-	-	-	28,500.00
Total Services	264,973.00	70,900.00	-	4,325.00	104,700.00	30,975.00	427,650.00	15,050.00	1,500.00	23,000.00	18,230.00	11,949.00	973,252.00
Sites - Improvements of Site	-	-	-	-	-	-	20,000.00	-	-	-	-	-	20,000.00
Building - Improvements of Bldg	-	-	-	-	-	-	35,000.00	-	-	-	-	-	35,000.00
Capital Equipment (Over 5K)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Exp	-	-	-	-	-	-	55,000.00	-	-	-	-	-	55,000.00
Tetra	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Payment	580,150.00	-	-	-	-	-	-	-	-	-	-	-	580,150.00
Total Debt Services	580,150.00	-	-	-	-	-	-	-	-	-	-	-	580,150.00
Total Expenditures	1,060,123.00	86,950.00	7,500.00	19,340.00	289,018.00	68,475.00	500,000.00	23,500.00	218,455.00	27,210.00	18,230.00	11,949.00	2,330,750.00

Position Number	JobTitle	DepartmentID	Grade Level	5100	5102	5103	5104	5105	5110	5112	5113	5114	5115	5116	5200 Employee Benefits	5201 STRS	5202 PERS	5203 Apple	5204 SS Classified	5205 Medicare	5208 SUI Classified	5209 Workers Comp	Total Salaries	
				Certificated Salaries	Cert - Hourly	Cert -Subs	Cert - Supplemental	Cert - Stipend	Classified Salaries	Class - Hourly	Class - Subs	Class - Supplemental	Class - Stipend	Class - OT										
00151	Teacher, Ed Specialist	NSLA	Special Ed MS	60,511.65											6,004.20	9,772.63	-	-	877.42	-	30.26	847.16	79,043.32	
00149	Teacher, Ed Specialist	NSLA	Elementary RSP	60,511.65											13,460.25	9,772.63	-	-	877.42	-	30.26	847.16	85,499.37	
00150	Teacher, Ed Specialist	NSLA	Special Ed	75,139.60											13,460.25	12,135.05	-	-	1,089.52	-	37.57	1,051.95	102,913.94	
00141	Speech Language Pathologist	NSLA	Special Ed	93,639.60											13,460.25	15,122.80	-	-	1,367.77	-	46.62	1,310.95	124,938.19	
00140	School Psychologist	NSLA	Psychologist	80,000.00											-	8,075.00	-	-	-	725.00	-	25.00	700.00	89,525.00
00069	Ed Spec Inst Assist	NSLA	Special Ed						19,676.51						-	-	4,073.04	-	1,219.94	385.31	9.84	276.47	25,340.11	
00070	Ed Spec Inst Assist	NSLA	Special Ed One-One						20,946.30						-	-	4,955.96	-	1,484.07	347.25	11.97	336.25	21,692.29	
00071	Ed Spec Inst Assist	NSLA	Special Ed One-One						21,729.05						-	-	4,407.91	-	1,347.20	304.21	10.95	304.21	28,204.30	
	Ed Spec Inst Assist	NSLA	Special Ed						19,676.51						-	-	4,073.04	-	1,219.94	385.31	9.84	276.47	25,540.11	
00274	SLP Assistant	NSLA	Special Ed						20,878.35						-	-	4,321.62	-	1,294.46	302.74	10.44	292.30	27,100.11	
	COLA														-	-	-	-	-	-	-	-	-	
	Liability						10,000.00					7,500.00			-	-	1,615.00	1,652.50	-	465.00	253.75	8.75	245.00	21,640.00
				339,802.50	-	10,000.00	-	-	-	105,906.72	7,500.00	-	-	-	46,384.95	56,493.11	23,475.19	-	7,031.21	6,716.53	231.61	6,484.92	610,026.74	
00095	Food Service Worker II	NSLA	Cafeteria								20,264.79				0.00	-	4,194.81	-	1,256.42	293.84	10.13	283.71	26,303.70	
00092	Food Service Worker II	NSLA	Cafeteria								0.00				0.00	-	-	-	-	-	-	-	-	
00090	Food Service Lead	NSLA	Cafeteria								21,626.35				0.00	-	4,918.05	-	1,359.23	316.48	10.91	306.67	28,330.69	
00093	Food Service Worker II	NSLA	Cafeteria								10,774.40				0.00	-	2,226.30	-	669.01	156.23	5.39	150.94	13,565.17	
				0.00	0.00	0.00	0.00	0.00	0.00	52,865.54	0.00	0.00	0.00	0.00	0.00	0.00	10,943.16	0.00	3,277.66	766.55	26.43	740.12	68,619.46	
00107	Instructional Assistant	NSAA	Rocket Lab								22,235.85				0.00	-	4,602.82	-	1,378.62	322.42	11.12	311.30	28,862.13	
00109	Instructional Assistant	NSAA	Rocket Lab								20,176.98				0.00	-	4,176.63	-	1,250.97	292.57	10.09	282.46	26,189.72	
00108	Instructional Assistant	NSLA	Rocket Lab								22,235.85				0.00	-	4,602.82	-	1,378.62	322.42	11.12	311.30	28,862.13	
00112	Instructional Assistant	NSAA	Rocket Lab								22,235.85				0.00	-	4,602.82	-	1,378.62	322.42	11.12	311.30	28,862.13	
00261	Teacher on Assignment	NSAA	TOA	97,458.00											18,659.61	15,739.47	-	-	1,413.14	-	48.73	1,364.41	134,683.36	
				97,458.00	0.00	0.00	0.00	0.00	0.00	86,884.53	0.00	0.00	0.00	0.00	18,659.61	15,739.47	17,985.09	0.00	5,386.83	2,672.97	92.18	2,580.79	247,459.47	
				3,321,235.50	10,000.00	190,000.00	18,000.00	15,750.00	189,655.92	634,124.49	32,500.00	20,000.00	4,500.00	4,500.00	530,091.15	541,480.06	224,170.30	-	67,421.76	64,383.80	2,220.16	62,163.74	5,932,196.88	

NSLA 2019/2020 Budget

Expense Name	General Budget	Athletics Budget	IT Budget	ESSERF	Facilities Budget	SPED Budget	Cafeteria Budget	Title I Budget	Title II Budget	Title III Budget	Title IV Budget	NSLA Total
Utilities	-	-	-	-	90,000.00	-	-	-	-	-	-	90,000.00
Copier	-	-	43,600.00	-	-	-	-	-	-	-	-	43,600.00
Emergency-First Aid	-	-	-	80,128.00	-	-	-	-	-	-	-	80,128.00
Rentals - Leases	-	-	-	-	540,000.00	-	-	-	-	-	-	540,000.00
Advertising - Marketing	7,500.00	-	-	-	-	-	-	-	-	-	-	7,500.00
Public Relations	7,500.00	-	-	-	-	-	-	-	-	-	-	7,500.00
Special Events	7,500.00	-	-	-	-	-	-	-	-	-	-	7,500.00
Facilities - Maintenance	-	-	-	-	25,000.00	-	-	-	-	-	-	25,000.00
Auto	-	-	-	-	-	-	-	-	-	-	-	-
Bus	-	4,000.00	-	-	-	-	-	-	-	-	-	4,000.00
Equipment Repairs	-	-	25,000.00	-	-	-	-	-	-	-	-	25,000.00
Total Services	293,132.00	7,600.00	99,100.00	80,128.00	814,000.00	13,000.00	1,500.00	28,000.00	24,638.00	15,000.00	-	1,376,098.00
Sites - Improvements of Site	-	-	-	-	5,000.00	-	-	-	-	-	-	5,000.00
Building - Improvements of Bldg	-	-	-	-	8,000.00	-	-	-	-	-	-	8,000.00
Capital Equipment (Over 5K)	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Exp	-	-	-	-	13,000.00	-	-	-	-	-	-	13,000.00
Tetra	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Total Debt Services	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	418,592.00	12,600.00	246,600.00	117,628.00	832,500.00	18,000.00	311,214.00	31,000.00	24,638.00	17,753.00	17,395.00	2,047,920.00

LCER Budget 2019-2020

Position Number	JobTitle	Location	5100	5102	5110	5115	5200	5201	5202	5203	5204	5205	5208	5209	Total Salaries
			Certificated Salaries	Cert - Hourly	Classified Salaries	Class - Stipend	Employee Benefits	STRS	PERS	Apple	SS Classified	Medicare	SUI Classified	Workers Comp	Salaries
00126	Payroll and Benefits Administrator	LCER			54,978.40		13,460.25	-	11,380.53	-	3,408.66	797.19	27.49	769.70	84,822.22
00101	Finance Officer	LCER			48,264.04		6,004.20	-	9,990.66	-	2,992.37	699.83	24.13	675.70	68,650.93
00131	Finance Generalist	LCER			41,251.68		13,460.25	-	8,539.10	-	2,557.60	598.15	20.63	577.52	67,004.93
00001	Accounts Payable Specialist	LCER			51,453.36		18,953.61	-	10,650.85	-	3,190.11	746.07	25.73	720.35	85,740.08
00082	Executive Assistant	LCER			62,661.60		7,453.20	-	12,970.95	-	3,885.02	908.59	31.33	877.26	88,787.95
00064	Director of Finance	LCER			112,375.20		18,953.61	-	23,261.67	-	6,967.26	1,629.44	56.19	1,573.25	164,816.62
00147	Coordinator of Assessment & Program Evaluation	LCER	102,932.70		-		7,723.80	16,623.63	-	-	-	1,492.52	51.47	1,441.06	130,265.18
00065	Director of HR	LCER			126,405.30		18,953.61	-	26,165.90	-	7,837.13	1,832.88	63.20	1,769.67	183,027.69
00068	District Nurse	LCER	89,364.25		-		18,953.61	14,432.33	-	-	-	1,295.78	44.68	1,251.10	125,341.75
00103	Human Resources Officer	LCER			51,387.60		13,460.25	-	10,637.23	-	3,186.03	745.12	25.69	719.43	80,161.35
00104	Human Resources Officer	LCER			50,783.04		18,953.61	-	10,512.09	-	3,148.55	736.35	25.39	710.96	84,869.99
00127	President/CEO	LCER	167,029.80		-		18,953.61	26,975.31	-	-	-	2,421.93	83.51	2,338.42	217,802.58
00271	Public Information Officer	LCER			47,507.52		7,213.80	-	9,834.06	-	2,945.47	688.86	23.75	665.11	68,878.57
00060	Data Clerk	LCER			44,930.20		18,953.61	-	9,300.55	-	2,785.67	651.49	22.47	629.02	77,273.01
			359,326.75	-	691,997.94	-	201,451.02	58,031.27	143,243.59	-	42,903.87	15,244.20	525.66	14,718.55	1,527,442.85
00123	Local Outreach Supervisor	LCER		33,453.50			-	5,402.74	-	-	-	485.08	16.73	468.35	39,826.40
	Observer Operator	LCER				-	-	-	-	-	-	-	-	-	-
			-	33,453.50	-	-	-	5,402.74	-	-	-	485.08	16.73	468.35	39,826.40
00052	Comp Helpdesk Supervisor	LCER			66,931.20		6,560.16	-	13,854.76	-	4,149.73	970.50	33.47	937.04	93,436.86
00054	Computer Graphics & Helpdesk Tech	LCER			47,275.20		13,460.25	-	9,785.97	-	2,931.06	685.49	23.64	661.85	74,823.46
00066	Director of Information Technology	LCER			126,405.30		18,953.61	-	26,165.90	-	7,837.13	1,832.88	63.20	1,769.67	183,027.69
00124	Network Administrator	LCER			72,603.60		7,213.80	-	15,028.95	-	4,501.42	1,052.75	36.30	1,016.45	101,453.27
00144	IT Technician	LCER			-		-	-	-	-	-	-	-	-	-
			-	-	313,215.30	-	46,187.82	-	64,835.58	-	19,419.34	4,541.62	156.61	4,385.01	452,741.28
00004	Automated Syst Anylt PT I	LCER			-	15,186.90	-	-	3,143.69	-	941.59	220.21	7.59	212.62	19,712.60
00017	Sr. Mission Control Op	LCER			36,322.24		6,004.20	-	7,518.70	-	2,251.98	526.67	18.16	508.51	53,150.46
			-	-	36,322.24	15,186.90	6,004.20	-	10,662.39	-	3,193.57	746.88	25.75	721.13	72,863.06
00063	Manager of Facilities	LCER			64,540.80		18,659.64	-	13,359.95	-	4,001.53	935.84	32.27	903.57	102,433.60
	Groundskeeper	LCER				26,081.23	-	-	5,398.81	-	1,617.04	378.18	13.04	365.14	33,853.44
			-	-	64,540.80	26,081.23	18,659.64	-	18,758.76	-	5,618.57	1,314.02	45.31	1,268.71	136,287.04
00003	Administrative Assistant	LCER			48,818.22		18,953.61	-	10,105.37	-	3,026.73	707.86	24.41	683.46	82,319.66
00067	Director of Special Needs	LCER	116,867.10				13,460.25	PERS	24,191.49	-	7,245.76	1,694.57	58.43	1,636.14	165,153.74
			116,867.10	-	48,818.22	-	32,413.86	-	34,296.86	-	10,272.49	2,402.43	82.84	2,319.60	247,473.40

LCER 2019/2020 Budget

Expense Name	CEO Budget	Finance Budget	HR Budget	AVCI Budget	GP Budget	SPED Budget	IT Budget	Facilities Budget		LCER Total
								MRC	TBC	
Approved Textbooks	-	-	-	-	-	-	-	-	-	-
Classroom Books	-	-	-	-	-	-	-	-	-	-
Class Supplies	-	-	-	-	-	-	-	-	-	-
Other Supplies	200.00	200.00	-	10,000.00	500.00	-	-	-	-	10,900.00
Equipment (under 5k)	750.00	-	-	-	-	-	1,000.00	-	-	1,750.00
Reimburseables	-	-	-	-	-	-	-	-	-	-
Food	-	-	-	-	-	-	-	-	-	-
Office Supplies	500.00	700.00	925.00	-	-	250.00	1,000.00	-	-	3,375.00
Postage	-	16,000.00	-	-	-	-	-	-	-	16,000.00
Computers	-	-	-	-	-	-	7,500.00	-	-	7,500.00
Equipment for resale	-	-	-	-	-	-	-	-	-	-
Software	-	4,500.00	-	-	-	-	35,000.00	-	-	39,500.00
Furniture	500.00	-	-	-	-	-	-	-	-	500.00
Books, Media, Library	-	-	-	-	-	-	-	-	-	-
Total Supplies	1,950.00	21,400.00	925.00	10,000.00	500.00	250.00	44,500.00	-	-	79,525.00

Employee Admin	250.00	-	250.00	-	-	-	-	-	-	500.00
Volunteer Fingerprinting	-	-	-	-	-	-	-	-	-	-
Testing	-	-	-	-	-	-	-	-	-	-
Referees	-	-	-	-	-	-	-	-	-	-
Field Trip	-	-	-	-	-	-	-	-	-	-
Travel/Mileage	500.00	200.00	1,500.00	-	1,250.00	-	-	500.00	-	3,950.00
Training & Conferences	1,000.00	1,000.00	-	-	-	749.00	-	-	-	2,749.00
Other Services	-	-	-	-	-	-	-	-	-	-
Provided Training	-	-	-	-	-	-	-	-	-	-
Dues & Membership	12,000.00	1,150.00	3,875.00	-	-	-	-	-	-	17,025.00
AVUSD Fees	-	-	-	-	-	-	-	-	-	-
SB Co Fees	-	-	-	-	-	-	-	-	-	-
Banking Fees	-	4,000.00	-	-	-	-	-	-	-	4,000.00
Insurance	-	30,000.00	-	-	-	-	-	-	-	30,000.00
Legal Fees	15,000.00	24,800.00	50,000.00	-	-	4,000.00	-	8,873.00	-	102,673.00
Consulting	5,000.00	-	-	-	-	-	5,000.00	-	-	10,000.00
Trash-Sewer	-	-	-	-	-	-	-	5,200.00	3,600.00	8,800.00
Gardening	-	-	-	-	-	-	-	15,000.00	-	15,000.00
Janitorial	-	-	-	-	-	-	-	6,500.00	-	6,500.00
Pest Control	-	-	-	50	-	-	-	-	-	-

LCER 2019/2020 Budget

Expense Name	CEO Budget	Finance Budget	HR Budget	AVCI Budget	GP Budget	SPED Budget	IT Budget	Facilities Budget		LCER Total
								MRC	TBC	
Security	-	-	-	-	-	-	-	5,000.00	1,500.00	6,500.00
Telephone	-	-	-	-	-	-	18,492.00	-	-	18,492.00
Utilities	-	-	-	-	-	-	-	20,000.00	18,000.00	38,000.00
Copier	-	-	-	-	-	-	9,693.00	-	-	9,693.00
Emergency-First Aid	-	-	-	-	-	-	-	1,000.00	-	1,000.00
Rentals - Leases	-	-	-	-	-	-	-	5,000.00	-	5,000.00
Advertising - Marketing	-	-	750.00	-	-	-	-	-	-	750.00
Public Relations	2,000.00	-	-	-	-	-	-	-	-	2,000.00
Special Events	2,500.00	-	-	-	-	-	-	-	-	2,500.00
Facilities - Maintenance	-	-	-	-	-	-	-	9,500.00	1,000.00	10,500.00
Auto	-	-	-	-	-	-	-	1,000.00	-	1,000.00
Bus	-	-	-	-	-	-	-	-	-	-
Equipment Repairs	-	-	-	-	-	-	45,000.00	-	-	45,000.00
Total Services	38,250.00	61,150.00	56,375.00	-	1,250.00	4,749.00	78,185.00	77,573.00	24,100.00	341,632.00
Sites - Improvements of Site	-	-	-	-	-	-	-	-	-	-
Building - Improvements of Bldg	-	-	-	-	-	-	-	7,500.00	-	7,500.00
Capital Equipment (Over 5K)	-	-	-	-	-	-	-	-	-	-
Total Capital Exp	-	-	-	-	-	-	-	7,500.00	-	7,500.00
Tetra	-	-	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-
Total Debt Services	-	-	-	-	-	-	-	-	-	-
Total Expenditures	40,200.00	82,550.00	57,300.00	10,000.00	1,750.00	4,999.00	122,685.00	85,073.00	24,100.00	428,657.00

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

**Minutes
May 11, 2020**

1. **Call to Order:** Chairman Kevin Porter called the meeting to order at 4:00 p.m.
2. **Roll Call:** LCER Board Members Pat Caldwell, Kevin Porter, Sharon Page, David Rib, Jessica Rodriguez and Rick Wolf were present.

LCER Board members Torii Gray, Jim Morris and Omari Onyango were absent.

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

Heather Kinney represented the SBCSS.

Public Comments: None

3. **Special Presentations**

.01 AAE/NSLA LCAP Presentation – Heather Juarez reviewed Executive Order N-56-20. There are no State assessments this year. The annual budget is due July 1, 2020. A narrative including projected LCAP spending will be presented to the Board in June for approval.

4. **Discussion Items:**

- .01 AAE MPR and Construction Updates – Lisa Lamb update the Board on the AAE MPR. We are finalizing the landscape design and will be requesting support from the Lewis Center Foundation, which has funds for the AAE Capital Campaign. The MPR is projected to be completed by January 2021. We will be incorporating donor bricks as well.
- .02 NSLA Construction Updates – Lisa Lamb updated the Board on the NSLA Construction project. We will need a special meeting this month to approve the GMP Budget and Grading Contracts. We are hoping to pull grading and building permits by next week. The ground lease and preschool are completely signed off. We are working with the City on a traffic light issue. The appraisal came back for \$36M, which will help with SB740 funding.
- .03 Distance Learning and School Updates – Valli Andreasen and Fausto Barragan updated the Board on distance learning. We are fortunate to have a robust IT department and student devices. Assignments will be completed by the end of May. Rick Wolf asked if next year’s NSLA 9th graders could attend online AAE classes. We are working on Independent Study scenarios due to the uncertainty of the return to school and will be bringing them to the Board for approval. It wouldn’t be feasible to do that with NSLA next year due to the World Language component. Also, each school is a separate LEA and it would be tricky with the lottery process. A video of distance learning highlights was shared.
- .04 AAE and NSLA Graduation and Promotion Updates –Fausto Barragan updated the Board on NSLA Promotions. NSLA will host a Kindergarten graduation parade in the parking lot. We are working on the best idea for 8th grade. The students want to say goodbye to their friends. Valli Andreasen updated the Board on AAE’s graduations. A video of the drive through cap and gown distribution that was held to celebrate the seniors was shared. The most recent SBCSS Graduation Guidelines were shared as well. The AAE Graduation Committee has debated many ideas and we are waiting to see what options might open up, but will most likely need to do a virtual graduation. AVUSD has been working with AAE as well and included us on their congratulation banners going up around Town.
- .05 Discuss Board Policy Regarding Naming Buildings – Lisa Lamb reviewed the draft policy that was sent to the Board. LCER’s core values were included. It states entering into an agreement and the Board

was asked if they knew of such an agreement. Kevin thought a MOU with expectations outlined would suffice. Pat suggested checking with VVC. Lisa asked about donations towards signage. The sponsor of the naming could volunteer to provide a donation for signage if they were in a position to do so. The Board felt it doesn't need to be specified in the policy. The Board was asked to provide us with any additional comments and we will bring the policy to the Board for approval in June.

- .06 Schedule LCER Board Budget Workshop – David Gruber informed the Board we need to have a special meeting to approve NSLA Financing, GMP Contract and the Grading Contract, and could hold the annual budget workshop at the same time. He is now proposing May 26, 2020 from 3:00 – 6:00 p.m. as the Special Meeting date. Another workshop may need to be scheduled in August to discuss additional revisions if necessary. We are working on several scenarios. The budget will be approved at the June 15, 2020 regular Board meeting. Lisa noted that the hard work the Board as done over the past few years is helping us to withstand this downturn.

5. Action Items:

- .01 Stacy Newman reported that this policy is updated annually. This is how we investigate complaints regarding issues we receive funding for. On a motion by Jessica Rodriguez, seconded by David Rib, vote 6-0, the Lewis Center Board of Directors approved BP 1312.3 Uniform Complaint Policy and Procedures Revision.
- .02 Lisa Lamb discussed that there is no longer a need for NSLA to get out early due to the construction delays. On a motion by Sharon Page, seconded by Rick Wolf, vote 6-0, the Lewis Center Board of Directors approved the Revised NSLA 2020-21 School Calendar. NSLA will need to start later the following year due to the construction timeline. We still want to align calendars in the future so AAE and NSLA can collaborate and will be moving in that direction for 2022-23. We need to be sure our stakeholders know what we're proposing to do, are able to give their input to the Board, and that we are able to articulate what the reasons are. We will bring 2021-22 calendars forward to the Board for approval in June.

6. Consent Agenda:

- .01 Approved Revised Minutes of March 9, 2020 Regular Meeting
.02 Approve Minutes of April 13, 2020 Regular Meeting
.03 Approve Minutes of April 29, 2020 Special Meeting
.04 Approve ASB and Student Activities Spending Plans and Temporary Approvals in Light of COVID-19 School Closures
.05 Approve Electronic Waste Disposal

On a motion by Pat Caldwell, seconded by David Rib, vote 6-0, the Lewis Center Board of Directors approved Consent Agenda Items 6.01-6.05.

7. Information Included in Packet:

- .01 President/CEO – Pat Caldwell asked about the need to have a higher cash reserve percentage for our financing. Our current cash position is good, but we may be looking at deferrals. We are well beyond the 4% to be sure we're ready for NSLA payments, which aren't starting until 7/1/21.
- .02 LCER Financial Reports
- Checks Over \$10K
 - AAE and NSLA Federal Cash Management Data Collection Reports
- .03 Lewis Center Foundation Financial Report
- March 2020
- .04 LCER Board Attendance Log
.05 LCER Board Give and Get

8. **BOARD/STAFF COMMENTS:**

.01 Ask a question for clarification

.02 Make a brief announcement or report on his or her own activities

.03 Future agenda items

9. **ADJOURNMENT:** Chairman 5:57.

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

**Minutes
May 26, 2020**

1. **Call to Order:** Vice Chairman Sharon Page called the meeting to order at 3:07 p.m.
2. **Roll Call:** LCER Board Members Pat Caldwell, Torii Gray, Omari Onyango, Sharon Page, David Rib, Jessica Rodriguez, Rick Wolf (arrived at 3:15) were in attendance.

LCER Board Members Kevin Porter and Jim Morris were absent

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

Public Comments: There were no public comments.

3. **Action Items:**
 - .01 On a motion by Omari Onyango, seconded by Torii Gray, vote 7-0, the LCER Board of Directors approved Varteni Krikorian to serve as a full time multiple subject 4th grade teacher on the Academy for Academic Excellence Campus for the 2020/2021 school year on a Provisional Internship Permit (PIP). David Rib asked about the candidate. She has subbed for us for a long time and is a great teacher. We are confident with her teaching.
 - .02 On a motion by Torii Gray, seconded by Pat Caldwell, vote 7-0, the LCER Board of Directors approved the TSK Agreement for the AAE MPR construction project. The Site Plan has been submitted to Town, and once approved we can start grading.
 - .03 We are requesting board approval on items 3.03 and 3.04, even though they are subcontracts of the approved project that CSPS is handling. However Lisa and Kevin thought it would be prudent to bring these to the Board as we would like to get started this week, prior to funding. Soil toxicity was discussed. On a motion by Pat Caldwell, seconded by Torii Gray, vote 7-0, the LCER Board of Directors approved the Geocon Change Order Request 4: Soil Removal.
 - .04 On a motion by David Rib, seconded by Omari Onyango, vote 7-0, the LCER Board of Directors approved and authorized President/CEO to sign the NSLA Grading Work Contracts with Near-Cal Construction in Consultation with Charter School Property Solutions.
 - .05 On a motion by Omari Onyango, seconded by Pat Caldwell, vote 7-0, the LCER Board of Directors approved the Term Sheet with Nuveen and LCER Board Bond Financing Resolution 2020-04 Approving (a) the acquisition, financing, renovation, improvement, furnishing, equipping and leasing of real property located at 280 South Waterman Avenue to be Owned by 280 South Waterman Avenue LLC and Leased to “High Desert Partnership in Academic Excellence” Foundation, Inc. for use by NSLA. David Rib was listed twice on the resolution so one will be removed.
 - .06 Near-Cal Construction was chosen during the bid process and the contracts are ready to sign. There is one for NSLA and one for Headstart. Rick asked where it would leave us if the State cannot fund school or materials are difficult to find, David reported we will be discussing the 2020-21 budget today which should aid in this discussion. We cannot stay on our current site either way so we must move forward. Larry reported that he has not seen any interruption in supplies or materials and they expect to see reductions in costs. Lisa appreciates John and Larry’s “outside of education” perspective. David Rib asked if the list of exclusions was unusual. Larry said no, we are actually under budget and in great shape. We will work on something to

commemorate the groundbreaking. On a motion by Torii Gray, seconded by Jessica Rodriguez, vote 7-0, the LCER Board of Directors approved and authorized President/CEO to sign the NSLA Guaranteed Maximum Price Agreement with Near-Cal Construction in consultation with Charter School Property Solutions for NSLA Construction Project

.07 David reported that more business policies will be forthcoming as we restructure them to current wording and laws. We are not obligated to be under Public Contract Code so that is being removed. On a motion by David Rib, seconded by Torii Gray, vote 7-0, the LCER Board of Directors approved BP 3330 – Expenditures and Purchases Revision.

4. Discussion Items:

.01 David and Lisa presented information on our current projections for the 2020-21 budget. David reviewed expected decreases and implications, including deferrals: June will be deferred to July in 2020, and April, May and June deferred until July in 2021. Budget reduction targets were discussed and how we will reach them, including reduced substitute costs, personal necessity leave changed to 3 days of NQA and the other 4 will require documentation, reduced stipends, putting a hold on filling vacancies when possible, suspending elementary enrichment, part-time classified staffing changes, reduced travel and conferences, and reduced professional development, supplies, field trips, special events, etc. Pat asked if by reducing supplies, will parents have to provide more? No, it's mostly not classroom based supplies. Clubs also raise their own funds for events. Pat asked if the LCER has supplemented Foundation events. No, the Foundation is a totally separate account and is not included within the LCER budget. The Lewis Center has not supplemented the Foundation. There is the potential for future years to be worse, depending on the State budget. Contingencies were discussed for that realization. Our cash balance looks good. We will be receiving Covid-19 funding to help with related incurred costs. The good news is the Lewis Center is strong financially and in a good cash position. Disciplined practices have paved the way to greater stability. We have been growing into and budgeted NSLA's future construction debt payments so we are prepared. Lisa thanked the LCER Board and Exec Team for their discipline. David reviewed the big picture for 2020-21 school year. Pat asked if it has been recommended to increase custodial due to Covid-19 situation. As students have not been on site, we have been able to deep clean the campuses. Facilities and classified staff may be able to help. STRS/PERS employer contributions that have been increasing will not be increasing as much next year as anticipated, which is a great relief. We are also looking into seeking grants and additional revenue sources. Next steps are an all staff meeting tomorrow, assessing staff concerns regarding reopening, meetings with specific staff regarding changes, and follow-up staff meetings to discuss the instructional model and safety protocols for reopening. The budget will be brought to the Board for approval in June. There may be additional budget revisions in August depending on the State's August Budget Revision.

David reviewed the draft 2020-21 budget revenue and expense figures that were sent out earlier today. LCER, AAE and NSLA funds are all separate.

David Rib asked if Worker's Comp rates were going up due to Covid-19. Yes as it may be a claim.

Pat noted that David and all are to be commended for a balanced budget. Sharon thanked David and Lisa for all their hard work.

5. Adjournment: Sharon Page, Vice Chairman, adjourned the meeting at 6:04 p.m.

ACADEMY FOR ACADEMIC EXCELLENCE **2020-2021** SCHOOL YEAR

AAE STUDENT CALENDAR

180 School Days

Grading Periods 6-12

August 3-October 2 1st quarter
 August 3-December 17 1st semester
 January 11-March 19 3rd quarter
 January 11-June 10 2nd semester

Grading Periods TK-5

August 3-November 6 1st Trimester
 November 9-February 26 2nd Trimester
 March 1-June 21 3rd Trimester

Ceremonies

Kindergarten Recognition June 8
 5th Grade Recognition June 9
 8th Grade Recognition June 10
 HS Graduation June 11

No School
 Holiday
 Teacher In-Service, No Sch
 Early Release
 Min Days
 Elem Min Days

Gr 6-12 ~ 1st Semester Finals, December 16-17

2nd Semester Finals, June 9-10

Elementary Parent Conference November 9, 10, 12, 13

July-20

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

School Days (0)

August-20

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

School Days (21)

September-20

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

School Days (21)

October-20

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

School Days (12)

November-20

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

School Days (17)

December-20

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

School Days (13)

84 Day Semester

January-21

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

School Days (14)

February-21

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

School Days (19)

March-21

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

School Days (15)

April-21

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

School Days (19)

May-21

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

School Days (20)

June-21

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

School Days (9)

96 Day Semester

ACADEMY FOR ACADEMIC EXCELLENCE **2021-2022** SCHOOL YEAR

AAE STUDENT CALENDAR

180 School Days

Grading Periods 6-12

August 2-October 1 1st quarter
 August 2-December 16 1st semester
 January 10-March 18 3rd quarter
 January 10-June 9 2nd semester

Grading Periods TK-5

August 2-November 5 1st Trimester
 November 8-February 25 2nd Trimester
 February 28-June 9 3rd Trimester

Ceremonies

Kindergarten Recognition June 7
 5th Grade Recognition June 8
 8th Grade Recognition June 9
 HS Graduation June 10

No School
 Holiday
 Teacher In-Service, No Sch
 Early Release
 Min Days
 Elem Min Days

Gr 6-12 ~ 1st Semester Finals, December 15-16

2nd Semester Finals, June 8-9

Elementary Parent Conference November 8, 9, 10, 12

July-21

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

School Days (0)

August-21

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 (22)

September-21

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 (21)

October-21

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

School Days (11)

November-21

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

School Days (18)

December-21

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 (12)

84 Day Semester

January-22

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 (15)

February-22

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				

School Days (19)

March-22

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

School Days (14)

April-22

	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)

May-22

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

School Days (21)

June-22

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 (7)

96 Day Semester

NSLA 2021-2022 SCHOOL YEAR

Start and end times??? STUDENT CALENDAR

180 School Days

Grading Periods 6-9

August 30-October 29 1st Quarter
 November 1 - January 21 2nd Quarter
 January 24 - March 25 3rd Quarter
 April 4 - June 10 4th Quarter

No School Holiday

Grading Periods TK-5

August 30 - Nov. 5 1st Trimester
 Nov 8 - March 11 2nd Trimester
 March 14 -June 13 3rd Trimester

1:30 Early Release for TK-9
 12:30 Release Min Day Schedule -(Nov 12 and March 11 TK-5 only)

T1 Parent Conferences for TK-5 Nov 15-19

Ceremonies

Kindergarten Recognition June 10
 5th Grade Recognition June 9
 8th Grade Recognition June 8

Teacher In-Service, No Sch

T2 Parent Conferences for TK-5 March 21-25

Gr 6-9 1st Semester Finals >>>>>

2nd Semester Finals >>>>>

July-21

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

School Days (0)

August-21

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 (2)

September-21

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 (21)

October-21

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

School Days (21)

November-21

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

School Days (16)

December-21

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 (13)

January-22

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

School Days (20)

February-22

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				

School Days (19)

March-22

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 (19)

April-22

	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)

May-22

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

School Days (21)

June-22

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 (8)

Lewis Center for Educational Research 2020-2021 SCHOOL YEAR
LCER Board Meeting Calendar

July-19

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

August-19

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

September-19

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

October-19

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

November-19

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

December-19

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

January-20

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

February-20

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

March-20

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

April-20

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

May-20

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

June-20

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

**SECOND AMENDED MEMORANDUM OF UNDERSTANDING
AND COLLEGE AND CAREERS ACCESS PATHWAYS PARTNERSHIP AGREEMENT
BETWEEN VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
AND THE LEWIS CENTER FOR EDUCATIONAL RESEARCH
FOR THE 2020/2021 SCHOOL YEAR**

Victor Valley Community College District "COLLEGE" and The Lewis Center for Educational Research "SCHOOL DISTRICT" have agreed to the following amendments to the current July 1, 2019- June 30, 2021 Memorandum of Understanding "MOU" and College and Career Pathways (CCAP) Partnership Agreement "Agreement." This Amendment is meant to revise the course offerings within the AGREEMENT Appendix. All other terms and conditions of the MOU and AGREEMENT shall remain unchanged and in full force and effect.

RECITALS

WHEREAS, California Education Code section 76004 allows community colleges to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities with the goal of developing seamless pathways from high school to community college; and

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Victor Valley Community College District; and

WHEREAS, on April 21, 2019 COLLEGE and SCHOOL DISTRICT adopted this MOU and AGREEMENT governing the 2019/2020 and 2020/2021 CCAP programs; and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the AGREEMENT using the Appendix for purposes addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the AGREEMENT Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy cases, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

WHEREAS, in August 2019 COLLEGE was audited and determined that the courses actually being taught were inconsistent with the 2019/2020 and 2020/2021 AGREEMENT Appendix; and

WHEREAS, COLLEGE now desires to amend the MOU and AGREEMENT, pursuant to MOU section 22.1, to be consistent with the courses actually offered to students under the MOU and AGREEMENT.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

APPENDIX: COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT

1.0 COLLEGE AND SCHOOL DISTRICT INFORMATION

Victor Valley College
18422 Bear Valley Road, Victorville, CA 92395-5850

Lewis Center for Educational Research
17500 Mana Road, Apple Valley, CA 92304

1.1 COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

<u>College/District</u>	<u>Name</u>	<u>Telephone</u>	<u>Email</u>
Victor Valley College	Chris Piercy	760-559-6991	Chris.Piercy@vvc.edu
LCER	Lisa Lamb	760-946-5414	Llamb@lcer.org

PROGRAM YEAR: 2020-2021

COLLEGE: Victor Valley College

1.2 APPROVED CCAP COURSES

The COLLEGE and the SCHOOL DISTRICT agree to the following courses being approved and available to participating schools as part of their CCAP offering. Availability may be limited due to the ability of the COLLEGE to staff the requested course. No course will be offered during the duration of this MOU that is not on this approved list.

VVC APPROVED CCAP COURSES 2020-21				
	SUBJECT	COURSE	UNIT	DESCRIPTION
1	AGRN	60	1.0-4.0	HORTICULTURE LABORATORY
2	AGRN	74A	1.0	SUSTAINABLE COMMUNITY LEADERSHIP
3	AGRN	74B	1.0	BIODIVERSITY MANAGEMENT & TECHNOLOGY
4	AGRN	74D	1.0	HABITAT RESTORATION
5	AGRN	121	3.0	INTRODUCTION TO ENVIROMENTAL HORTICULTURE
6	AGRN	122	3.0	PLANT PROAGATION AND GREENHOUSE PRODUCTION
7	AGRN	123	3.0	INTRODUCTION TO PLANT SCIENCE
8	AGRN	131	4.0	INTRODUCTION TO SOIL SCIENCE
9	AGRN	141	3.0	PLANT MATERIAL AND USAGE
10	AGRN	170	4.0	ENVIROMENTAL SCIENCE AND SUSTAINABILITY
11	AGRN	172	3.0	NAT RES REMOTE SENSING AND GEOGRAPHIC INF SYST (GIS)
12	AGRN	173	3.0	WATERSHED MANAGEMENT AND RESTORATION
13	AGNR	175	3.0	SUSTAINABLE AGRICULTURE, ENVIROMENT, AND SOCIETY
14	ANTH	101	3.0	INTRODUCTION TO PHYSICAL ANTHROPOLOGY
15	ART	101	3.0	SURVEY OF ART HISTORY-PREHISTORIC TO MEDIEVAL
16	ART	102	3.0	SURVEY OF ART HISTORY-RENAISSANCE TO CONTEMPORARY
17	ART	104	3.0	FILM AS AN ART FORM

18	ART	105	3.0	INTRODUCTION TO ART
19	ART	125	3.0	DRAWING 1
20	ASL	122	4.0	AMERICAN SIGN LANGUAGE 1
21	ASL	123	4.0	AMERICAN SIGN LANGUAGE 2
22	ASL	124	4.0	AMERICAN SIGN LANGUAGE 3
23	ASL	125	4.0	AMERICAN SIGN LANGUAGE 4
24	ASTR	101	3.0	DESCRIPTIVE ASTRONOMY
25	AUTO	58	2.0	LUBRICATION TECHNICIAN
26	AUTO	59	3.0	AUTOMOTIVE TIRE TECHNICIAN
27	AUTO	77.3	2.0	AUTOMOTIVE WORKPLACE PROFESSIONALISM
28	AVA	50A	4.0	AVIATION TECHNOLOGY SURVEY
29	AVA	50B	4.0	AIRCRAFT METALLIC FABRICATION
30	BADM	100	2.0	INTRODUCTIONS TO BUSINESS ORGANIZATIONS
31	BADM	109	3.0	HUMAN RESOURCE MANAGEMENT
32	BADM	112	3.0	INTRODUCTION TO MARKETING
33	BADM	118	3.0	BUSINESS LAW
34	BIO	100	4.0	GENERAL BIOLOGY
35	BIO	107	4.0	INTRODUCTION TO HUMAN BIOLOGY
36	CHDV	106	3.0	CHILD, FAMILY, AND COMMUNITY
37	CHEM	100	4.0	INTRODUCTORY CHEMISTRY
38	CIS	101	4.0	COMPUTER LITERACY
39	CJ	92	3.0	WRITING FOR CRIMINAL JUSTICE
40	CJ	93	3.0	TRAFFIC ENFORCEMENT AND INVESTIGATION
41	CJ	101	3.0	INTRODUCTION TO CRIMINAL JUSTICE
42	CJ	103	3.0	CRIMINAL LAW
43	CJ	104	3.0	LEGAL ASPECTS OF EVIDENCE
44	CJ	135	3.0	JUVENILE LAW AND PROCEDURES
45	CMST	105	3.0	INTERCULTURAL COMMUNICATION
46	CMST	106	3.0	INTERPERSONAL COMMUNICATION
47	CMST	109	3.0	PUBLIC SPEAKING
48	CT	130	3.0	RESIDENTIAL REMODELING
49	CTMF	121A	3.0	WOODWORKING
50	CTMF	121B	3.0	INTERMEDIATE WOODWORKING
51	CTMT	120	4.0	RESIDENTIAL MAINTENANCE AND REPAIR
52	ECON	101	3.0	PRINCIPALS OF ECONOMICS: MACRO
53	EDUC	101	3.0	INTRODUCTION TO TEACHING
54	EMS	50	2.5	EMERGENCY MEDICAL RESPONDER
55	EMS	60	9.5	EMERGENCY MEDICAL TECHNICIAN
56	ENGL	101	4.0	ENGLISH COMPOSITION AND READING
57	ENGL	81	2.0	CO-REQUISITE SUPPORT FOR ENGLISH 101
58	ENGL	102	3.0	COMPOSITION AND LITERATURE
59	ENGL	104	3.0	CRITICAL THINKING AND COMPOSITION
60	FIRE	100	3.0	PRINCIPLES OF EMERGENCY SERVICES

61	FIRE	101	3.0	FUNDEMENTALS OF FIRE SERVICE OPERATIONS
62	FIRE	102	3.0	FIRE PREVENTION TECHNOLOGY
63	FIRE	109	3.0	WILDLAND FIRE CONTROL
64	FIRE	110	3.0	PRIN OF FIRE AND EMER SERVICES SAFETY AND SURVIVAL
65	GEOG	101	3.0	INTRODUCTION TO PHYSICAL GEOGRAPHY
66	GEOL	101	4.0	PHYSICAL GEOGRAPHY
67	GUID	50	1.0	COLLEGE SUCCESS
68	GUID	51	0.5	ORIENTATION TO COLLEGE
69	GUID	56	1.5	SELF ESTEEM
70	GUID	100	2.0	CAREER AND LIFE PLANNING
71	GUID	101	3.0	FIRST YEAR EXPERIENCE
72	GUID	105	3.0	PERSONAL AND CAREER SUCCESS
73	GUID	107	3.0	LEARNING STRATEGIES AND STUDY SKILLS
74	HIST	103	3.0	WORLD HISTORY TO 1500
75	HIST	104	3.0	WORLD HISTORY SINCE 1500
76	HIST	117	3.0	HISTORY OF THE UNITED STATES TO 1876
77	HIST	118	3.0	HISTORY OF THE UNITED STATES FROM 1876
78	MATH	105	4.0	COLLEGE ALGEBRA
79	MATH	85	3.0	COREQUISITE SUPPORT FOR COLLEGE ALGEBRA
80	MATH	120	4.0	INTRODUCTION TO STATISTICS
81	MATH	80	2.0	COREQUISITE SUPPORT FOR INTRODUCTORY STATISTICS
82	MUSC	101	3.0	THE FUNDAMENTALS OF MUSIC
83	MUSC	118	3.0	SURVEY OF ROCK AND ROLL
84	OCEA	101	3.0	OCEANOGRAPHY
85	PAL	100	3.0	INTRODUCTION TO PARALEGAL STUDIES
86	PHIL	101	3.0	INTRODUCTION TO PHILOSOPHY
87	PHOTO	101	3.0	INTERMDIATE PHOTOGRAPHY
88	PHOTO	111	3.0	BEGINNING DIGITAL PHOTOGRAPHY
89	PHYS	100	4.0	INTRODUCTORY PHYSICS
90	POLS	101	3.0	INTRODUCTION TO POLITICAL SCIENCE
91	POLS	102	3.0	INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS
92	PSCI	101	3.0	PRINCIPLES OF PHYSICAL SCIENCE
93	PSYC	101	3.0	INTRODUCTION TO PSYCHOLOGY
94	PSYC	110	3.0	DEVELOPMENTAL PSYCHOLOGY
95	RLST	101	3.0	INTRODUCTION TO RELIGIOUS STUDIES
96	RLST	113	3.0	RELIGION AND SOCIETY
97	RMGT	2	4.5	PREP/LINE COOK
98	RMGT	7	4.5	BAKERY/PASTERY TRAINING
99	SOC	101	3.0	INTRODUCTION TO SOCIOLOGY
100	SPAN	101	5.0	ELEMENTARY SPANISH
101	SPAN	102	5.0	ELEMENTARY SPANISH
102	TA	101	3.0	INTRODUCTION TO THEATRE
103	TA	106	3.0	BEGINNING ACTING

1.3 DATE, TIME, AND LOCATION OF ALL CCAP COURSES

All COLLEGE CCAP courses will be taught on the school site designated for each course. Classrooms will be assigned by the site administrator and will possess all required equipment. CCAP classes will be taught during the official school day Monday through Friday. CCAP courses can be taught on Saturday if the SCHOOL DISTRICT designates it as an official school day and part of their overall instructional plan.

1.4 BEGINNING AND ENDING DATES FOR ALL CCAP COURSES IN THE SCHOOL DISTRICT(S)

Fall 2020 classes will begin the week of August 3rd and run through the week of December 18th. Spring 2021 classes will begin the week of January 19th and run through the week of May 20th.

1.5 CCAP 2019-2020 COURSE TIME PERIOD

SCHOOL DISTRICT courses will begin at 2:45 P.M. and end at 4:05 P.M.

1.6 COURSES REQUESTED

Fall 2020-Academy of Academic Excellence requested AGNR 170, CMST 106 and PSYC 101. Spring 2021-Academy for Academic Excellence requested AGNR 173, ART 104 and ASTR 101.

1.7 FTES 2020-2021 ESTIMATE

The number of requested courses for 2020/2021 was 6. Based on average of 20 students per class (minimum requirement is 20) 120 students will be served. Total FTES estimate for 2020/2021 is 15.14.

2. PROGRAM SCOPE/GOAL

SCHOOL DISTRICT will provide both CTE and transfer courses to students who may not be college bound and who are underrepresented in higher education through this CCAP agreement. The goal of the program will be to develop seamless pathways that prepare students for transfer to COLLEGE and CSU/UC as well as CTE pathways aligned with the particular high school programs. CTE pathways at the high schools include Computer Science, manufacturing/Construction Tech, Engineering, Information and Communication Technologies, Family and Consumer Science, Automotive, Healthcare, and Environmental Studies.

3. BOOKS AND INSTRUCTIONAL MATERIALS

The total cost of books and instructional materials for students participating as part of the CCAP agreement will be borne by school district.

4. ASSESSMENT OF BENEFIT TO STUDENTS

COLLEGE is responsible for the tracking of students from SCHOOL DISTRICT to the college in order to assess the benefit gained from the courses in this agreement. Criteria will include, but is not limited to: the number of high school students enrolled in partnership, number of college courses offered, number and percentage of successful course completions, and number of FTES generated.

5. EMPLOYER OF RECORD

COLLEGE will be the employer of record for purposes of assignment monitoring.

6. EDUCATIONAL PROGRAMS(S) AND COURSE(S)

COLLEGE is responsible for all educational programs(s) and course(s) offered as part of this CCAP Agreement whether the educational programs(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE. School District is responsible for providing COLLEGE with a two-year course plan 150 days before the start of the first semester of this agreement. Requests for additional courses must be made no later than 90 days prior to the start of the semester. It is understood that the COLLEGE has the option of filling or not filling requested courses based on availability of instructors.

Executed on _____ 2020

By: _____
Superintendent, SCHOOL DISTRICT

By:  _____
Superintendent/President, COLLEGE

**Lewis Center for Educational Research
STAFF REPORT**

Date: June 15, 2020
 To: LCER Board of Directors
 From: Lisa Lamb
 Re: President/CEO Report

Goal 1: Build the financial capacity of the LCER, including key provisions for sustainability.	
<p>1.1 <u>Objective:</u> Each school will maintain a reserve balance of no less than 4% of the total operating budget. Reserves will be defined as unencumbered cash balance.</p>	<p>We have consistently met this objective for cash reserves for both campuses all school year. With the refinance of the bonds we are now required by the bond covenants with AAE and the development of the financing options for NSLA, to have 45 days cash on hand. 45 days cash is equivalent to approximately 12.33% cash at all times. Due to the financial impact associated with COVID-19, the State has notified all Schools that they are to plan for Deferrals beginning as early as this month. Additionally, there has been communication that we should begin to plan for additional deferrals next school year that could be as high as 25% of the State Apportionment. We are studying the impact of such deferrals and looking into different scenarios to support our financial obligations and meeting the impact on cash with such deferrals.</p>
<p>1.2 <u>Objective:</u> Support oversight and accountability of funds by LCER budget managers through monthly financial reports which include budget-to -actuals.</p>	<p>Monthly Budget Reports continue to be provided the first week of each month providing the ability for each manager to be able to review, plan and be aware of their spending. As of April 13th, we have stopped all non-essential ordering that would not support the transition to distance learning or necessary safety and disinfecting chemicals and equipment.</p>
<p>1.3 <u>Objective:</u> Most restrictive dollars (i.e.: categorical funding, one-time monies, Special Education funding, grants, etc.) will be utilized first and according to funding requirements and as approved by School Site Council.</p>	<p>During this time, with the support of the monthly financial reports, each manager is making sure that they utilize the most restricted dollars first on their spending and future expenditure plans. We are also coordinating with the LCAP to align the purchasing decisions and the approved LCAP goals. Through planning for the future with less funding coming from the State, we have continued to focus on the categorical funds and how to best utilize these funds and to reduce cost sharing from the general fund in every area available.</p>
<p>1.4 <u>Objective:</u> The Foundation Board will raise funds to support the needs of LCER schools and programs.</p>	<p>The Foundation Board and Victor Valley Chamber are still planning for the Annual Golf Tournament to be held in September, with the potential flexibility of a date in October to support the impact of COVID-19.</p> <p>The Foundation Board has also approved a plan to provide anniversary gifts to staff for incremental years of service within the Lewis Center for Educational Research. These gifts include general recognition along with some monetary money to show appreciation for the dedication and time</p>

	many staff have provided the organization. Including an opportunity to provide recognition for individuals who retire from the Lewis Center for Educational Research.
Goal 2: Develop and maintain facilities to meet the TK-12 needs at both campuses.	
2.1 <u>Objective: Complete NSLA TK-12 and Head Start campus in Winter/Spring 2021.</u>	<p>We are continuing to progress in as timely a manner as possible during the COVID-19 closures. The following are key upcoming milestones provided by Near Cal:</p> <ul style="list-style-type: none"> ● Start of Construction- June 15, 2020 ● Delivery of Buildings <ul style="list-style-type: none"> ○ Admin Bldg- May 12, 2021 ○ MPR- May 9, 2021 ○ Bldgs. A and B- June 10, 2021 ○ Bldg. E- June 4, 2021 ○ Bldg. F and H- June 13, 2021 ● Head Start- June 11, 2021 <p>It is anticipated that the bonds will close the week of June 9th.</p>
2.2 <u>Objective: Create a deferred maintenance schedule to properly identify and address the needs of aging equipment, building and infrastructure.</u>	<ul style="list-style-type: none"> ● Summer projects are in progress with an emphasis on COVID-related needs. ● Both schools are moving the health office to provide easier pick up for students who are ill and isolation space for anyone exhibiting symptoms of COVID.
2.3 <u>Objective: Monitor technological systems to protect against external and internal security threats.</u>	<p>Ryan Dorcey is continuing to meet with the low voltage contractor for Norton’s build out. In addition to staying within budget, safety and security are a driving consideration during these discussions.</p> <p>IT continues to monitor and evaluate our systems to protect against emerging threats.</p>
2.4: <u>Utilize the refinancing of the AAE Bonds to address capital campaign needs (i.e. Multipurpose Room, secondary science labs, additional athletic and P.E. fields, special education, parking lot rehabilitation, etc.).</u>	<p>The pre-construction phase for the MPR and surrounding courtyard areas is wrapping up and construction is projected to start mid-June with a completion in January 2021.</p> <p>Once this is completed, the remaining funds will be assessed to see how the additional needs for special education, science classrooms and the parking lot repair can be met.</p>
Goal 3: Strengthen the academic programs at both schools resulting in increased student mastery while preparing every student for post-secondary success in the global society.	
3.1 <u>Objective: Both schools will demonstrate continued increases in student mastery in the area of Mathematics as reported on the California</u>	<ul style="list-style-type: none"> ● Both schools are engaged in distance learning activities. State testing has been suspended due to COVID-19, so test scores will not be available for comparison this school year. ● The Principals are working with their teams to create support plans for students who have fallen further behind as a result of

<p><u>School Dashboard.</u></p>	<p>the closures.</p> <ul style="list-style-type: none"> All teachers will plan for remediation efforts once traditional classes resume in the fall.
<p><u>3.2 Objective: In order to decrease referrals for counseling and behavior incidents, both schools are implementing curricula at the elementary, middle and high school to support Social Emotional Learning (SEL). The collective outcomes of these strategies are to: enhance the ability of students to self-regulate, strengthen relationships amongst students and staff, and empower teachers to support SEL needs in the classroom.</u></p>	<ul style="list-style-type: none"> School counselors and school psychologists continue to provide SEL resources and support as feasible during the closures. Zoom sessions are provided while maintaining strict rules of confidentiality. Continuity of care for high need students and is available for family who accept teletherapy. Teachers are focusing distance learning assignments on core content areas, but are providing SEL enrichment where applicable or possible. SBCSS counselor has continued to meet with students via zoom. These students qualify for telehealth through MediCal. Ongoing progress monitoring is being reported and students and families are currently benefiting from this . General education and special education have worked proactively in identifying families and students at risk during the COVID-19 crisis. Counselors and school psychologists continue to receive referrals for services as families continue to report hardships and difficulties managing the current crisis. Counselors and school psychologists have been proactively reaching out to all families and providing links and information to community and school resources.
<p><u>3.3 Objective: Both schools will develop a more robust STEAM strand that builds upon itself in grades TK-12.</u></p>	<p>Both schools adopted Twig Science curriculum in grades TK-5. Twig Science Next Gen is a complete TK–8 program built for the NGSS, in which students investigate, design, build, and understand phenomena using a blend of hands-on, digital, video, and print resources.</p>
<p>Goal 4: Recruit, develop and retain a highly qualified and diversified staff.</p>	
<p><u>4.1 Objective: Evaluate ongoing and new recruitment efforts to ensure that all positions are filled with highly-qualified and diversified staff.</u></p>	<p>The decision was made to not fill any classified employment vacancies in the organization. The NSLA Personnel Task Force continues to meet to discuss staffing for NSLA’s buildout to high school. HR continues to work with administration to update job descriptions for both certificated and classified staff and is preparing to process reclassifications/changes for the 2020-21 school year.</p> <p>HR continues its recruitment presence for certificated positions on the Lewis Center and school websites, along with community social media and job advertising outlets to include Edjoin.org. HR is working closely with the principals and directors to screen applicants, interview (via Zoom) and fill any certificated vacancies.</p>
<p><u>4.2 Objective: Develop a comprehensive succession plan for all key positions.</u></p>	<p>Due to the school closure, the LCER Board Personnel Task force has not met regarding the development of the CEO succession plan. HR has shifted its efforts to working very closely with the Executive Team and Administration</p>

	<p>to plan and prepare the organization and staff for a safe return in August. Each director on the Executive Team continues to work on departmental succession plans with the goal to build capacity internally.</p>
<p><u>4.3 Objective: Invest in professional development for classified and certificated staff and board members.</u></p>	<p>The CEO and Executive Team held several all staff meetings during the month of May to update staff on the school closures, distance learning, health and safety measures, budget and staffing. The Executive Team and administration continues to focus its efforts on researching, training and implementing the learning platform for 2020-21. In addition, the Executive Team and administration have attended various legal and educational webinars related to distance learning and health and safety (i.e remote working, new laws pertaining to COVID-19 such as Families First Corona Virus Act, special education, credentialing, etc.)</p> <p>The CEO collaborates regularly with school and educational agencies to include both of our authorizing superintendents (for AVUSD and SBCSS) as well as attend meetings hosted by ACSA, CASBO, CCSA, etc.</p> <p>Administration held job-alike meetings with every department that employs part time salaried and hourly classified staff to discuss staff reductions, reclassifications from part time salaried to hourly, the suspension of the enrichment program at both sites, filing for unemployment benefits, etc.</p>
<p><u>4.4 Create a highly attractive environment for staff which increases and/or maintains staff retention rates LCER-wide.</u></p>	<p>HR is finalizing Offers of Employment, Salary Calculations and Notice of Pay Rates. These will be distributed to staff the week of June 1, 2020.</p> <p>Registered Nurse, Dr. Heather O’Bier is leading an LCER-wide committee to focus on wellness and safety plans for re-opening the schools. This committee is focusing on four areas: 1) Classroom Environment Protocols/Procedures, 2) Attendance Reporting, 3) Nurse’s Offices and Isolation Areas, and 4) Staff and Student Safety Protocols. The committee surveyed staff regarding safety and wellness concerns. Data gathered from the survey is being reviewed by the Executive Team and administration at both sites as they meet and plan for the reopening of both schools in August. In addition, the HR department sent a survey to staff asking about individual health or other personal concerns that may affect their return. As a result, HR and the Principals are scheduling individual meetings with staff members to address their personal health concerns.</p> <p>The HR Department is working with the Executive Team reviewing employment practices, policies, salary and benefits for staff. The Employee Handbook has been updated to reflect remote working conditions and new laws pertaining to COVID-19.</p>
<p>Goal 5: The Lewis Center for Educational Research will communicate and operate under a common vision, mission, goals and objectives.</p>	

<p><u>5.1 Objective: The Board of Directors and Executive Team will continue to participate in annual strategic planning. Progress toward goals will be reported monthly via the CEO Board Report.</u></p>	<p>The Annual Strategic Planning Meeting was held on August 9, 2019.</p> <p>A Vision Committee was established and met to codify the drafts of the revisions from the strategic planning session. That draft was presented and ratified by the Board on September 9, 2019.</p> <p>The Executive Team met to draft the objectives and tasks to support the revised goals. These were also presented on September 9, 2019.</p> <p>The Board approved the final draft of the Strategic Plan during regular session on October 14, 2019.</p> <p>The staff report template has been updated to reflect the current goals for the 2019-2020 School Year.</p>
<p><u>5.2 Objective: Board and Executive Team will actively communicate LCER’s mission to the stakeholders and communities that we serve.</u></p>	<p>Jisela Corona is working on increasing the social media presence for both LCER schools and programs. Current tasks include the following:</p> <ul style="list-style-type: none"> ● Grant writing- including a monthly status report that can be shared with Board and staff. ● LCER website updates ● “Now Enrolling” advertisements for both schools to be run in the local newspapers and social media. ● Human Interest Videos/ Snippets of students, parents, staff ● Publicizing local and school events/news on all social media sites ● Press Releases for Events/News ● Taking and Gathering Photos for Ad Distribution (which is currently lacking) ● Putting together news/info for LCER Newsletter
<p><u>5.3 Objective: Increase communication with stakeholders regarding progress toward mission, vision, and goals.</u></p>	<p>Staff receives invitations to attend monthly board meetings with the packet that contains the staff report.</p> <p>Both schools’ LCAPs reflect the Lewis Center Strategic Plan. Schoolwide systems set up for engagement around these plans include: Professional Learning Communities, Academic Leadership Teams, School Site Councils, and Parents and Pastries Open Forums. Each of these stakeholder groups meet at least monthly to discuss school- wide progress and improvement. Annual student, staff and parent surveys are also conducted to seek feedback and input.</p> <p>All Lewis Center websites and social media accounts are currently being reviewed by the LCER staff with the goal to improve the public’s ability to learn more about the Lewis Center’s mission, vision and goals.</p>

The High Desert Partnership in Academic Excellence Foundation, Inc.
 Check/Voucher Register - Board Report - 10K
 From 4/30/2020 Through 6/7/2020

<u>Effective D...</u>	<u>Check Nu...</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
4/30/2020	44365	Wells Fargo Vendor Fi...	10,516.56	Contract # 450-7712277-018 - I Pads
4/30/2020	44367	YM & C	16,385.97	Legal Services through 3/31/20
4/30/2020	454		382,172.41	Group: Payroll; Pay Date: 4/30/2020
5/12/2020	44372	Ballard Spahr LLP	25,000.00	Retainer for NSLA Bond for New Construction
5/14/2020	44379	SISC	183,638.25	Health Coverage for May 2020
5/15/2020	44377	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - May 15, 2020
5/15/2020	456		372,548.91	Group: Payroll; Pay Date: 5/15/2020
5/29/2020	44390	Kimley-Horn & Associa...	23,791.60	NSLA Const Project for Services through Mar 31, 2020
5/29/2020	458		372,310.75	Group: Payroll; Pay Date: 5/29/2020
6/2/2020	44402	SBCSS	20,284.41	NSAA PERS contributions for May
6/2/2020		SBCSS	52,897.75	LCER/AAE - PERS contributions for May
6/2/2020	44403	SchoolsFirst Federal C...	10,267.29	Employee TSA contributions - May 29, 2020
6/2/2020	44409	SBCSS	69,849.95	NSAA STRS contributions for May
6/2/2020		SBCSS	130,730.25	LCER/AAE - STRS contributions for May
6/2/2020	44410	Lewis Center for Ed Re...	12,040.00	Reimburse Petty Checking
Report Total			1,692,701.39	

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

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	23,394,181	19,495,151	3,899,030	16.67%
Expense				
Certificated Salaries	9,573,430	7,847,424	1,726,006	18.03%
Classified Salaries	3,162,047	2,608,950	553,097	17.49%
Benefits	4,694,848	3,533,362	1,161,486	24.74%
Books and Supplies	1,634,067	1,254,538	379,529	23.23%
Services & Other	2,335,445	1,628,166	707,279	30.28%
Capital Outlay	217,500	86,889	130,611	60.05%
Other Outgo	977,044	854,803	122,241	12.51%
Share of LCER	0	0	0	N/A
Total Expense	22,594,381	17,814,132	4,780,249	21.16%
Add (Subtract) to Reserves	799,800	1,681,019	(881,219)	
Total Revenue	23,394,181	19,495,151	3,899,030	83.33%
Total Expense	22,594,381	17,814,132	4,780,249	78.84%
Add (Subtract) to Reserves	799,800	1,681,019	(881,219)	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	24,219,500	20,182,917	4,036,583	16.67%
Expense				
Certificated Salaries	9,918,476	8,011,402	1,907,074	19.23%
Classified Salaries	3,463,235	2,695,366	767,869	22.17%
Benefits	4,865,499	3,824,190	1,041,309	21.40%
Books and Supplies	1,441,150	1,300,240	140,910	9.78%
Services & Other	2,277,078	1,510,714	766,364	33.66%
Capital Outlay	227,500	1,438,880	(1,211,380)	-532.47%
Other Outgo	947,000	1,275,503	(328,503)	-34.69%
Share of LCER	0	0	0	N/A
Total Expense	23,139,938	20,056,295	3,083,643	13.33%
Add (Subtract) to Reserves	1,079,562	126,622	952,940	
Total Revenue	24,219,500	20,182,917	4,036,583	83.33%
Total Expense	23,139,938	20,056,295	3,083,643	86.67%
Add (Subtract) to Reserves	1,079,562	126,622	952,940	

AAE - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	14,150,329	10,074,765	4,075,564	28.80%
Expense				
Certificated Salaries	5,704,026	4,700,218	1,003,808	17.60%
Classified Salaries	1,151,280	970,114	181,166	15.74%
Benefits	2,493,290	1,889,439	603,851	24.22%
Books and Supplies	829,630	605,286	224,344	27.04%
Services & Other	1,004,066	578,102	425,964	42.42%
Capital Outlay	137,500	41,762	95,738	69.63%
Other Outgo	977,044	849,378	127,666	13.07%
Share of LCER	1,605,370	1,297,404	307,967	19.18%
Total Expense	13,902,206	10,931,703	2,970,504	21.37%
Add (Subtract) to Reserves	248,123	(856,938)	1,105,061	
Total Revenue	14,150,329	10,074,765	4,075,564	71.20%
Total Expense	13,902,206	10,931,703	2,970,504	78.63%
Add (Subtract) to Reserves	248,123	(856,938)	1,105,061	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	14,591,131	12,159,276	2,431,855	16.67%
Expense				
Certificated Salaries	5,916,706	4,783,932	1,132,774	19.15%
Classified Salaries	1,287,916	1,011,825	276,091	21.44%
Benefits	2,555,059	2,040,625	514,434	20.13%
Books and Supplies	747,783	705,661	42,122	5.63%
Services & Other	893,203	634,852	258,351	28.92%
Capital Outlay	177,500	118,254	59,246	33.38%
Other Outgo	947,000	601,871	345,129	36.44%
Share of LCER	1,741,438	1,383,741	357,697	20.54%
Total Expense	14,266,605	11,280,761	2,985,844	20.93%
Add (Subtract) to Reserves	324,527	878,515	(553,989)	
Total Revenue	14,591,131	12,159,276	2,431,855	83.33%
Total Expense	14,266,605	11,280,761	2,985,844	79.07%
Add (Subtract) to Reserves	324,527	878,515	(553,989)	

NSLA - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	9,138,352	7,615,293	1,523,059	16.67%
Expense				
Certificated Salaries	3,400,458	2,694,970	705,488	20.75%
Classified Salaries	875,892	678,218	197,674	22.57%
Benefits	1,497,928	1,058,843	439,085	29.31%
Books and Supplies	770,364	551,341	219,023	28.43%
Services & Other	933,201	573,051	360,150	38.59%
Capital Outlay	10,000	28,603	(18,603)	-186.03%
Other Outgo	0	0	0	N/A
Share of LCER	1,098,832	1,297,404	(198,572)	-18.07%
Total Expense	8,586,675	6,882,430	1,704,246	19.85%
Add (Subtract) to Reserves	551,677	732,864	(181,187)	
Total Revenue	9,138,352	7,615,293	1,523,059	83.33%
Total Expense	8,586,675	6,882,430	1,704,246	80.15%
Add (Subtract) to Reserves	551,677	732,864	(181,187)	

2019-2020

Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	9,497,369	7,914,474	1,582,895	16.67%
Expense				
Certificated Salaries	3,516,967	2,829,460	687,507	19.55%
Classified Salaries	924,674	683,054	241,620	26.13%
Benefits	1,520,878	1,162,258	358,620	23.58%
Books and Supplies	617,939	518,305	99,634	16.12%
Services & Other	983,685	514,538	469,147	47.69%
Capital Outlay	20,000	1,299,724	(1,279,724)	-6398.62%
Other Outgo	0	2,000	(2,000)	N/A
Share of LCER	1,158,191	920,294	237,896	20.54%
Total Expense	8,742,334	7,929,633	812,700	9.30%
Add (Subtract) to Reserves	755,036	(15,159)	770,195	
Total Revenue	9,497,369	7,914,474	1,582,895	83.33%
Total Expense	8,742,334	7,929,633	812,700	90.70%
Add (Subtract) to Reserves	755,036	(15,159)	770,195	

LCER - Budget Comparison 2017/18 to 2018/19

2018-2019

Note - Revenue Reported is % of Budgeted Revenue Earned

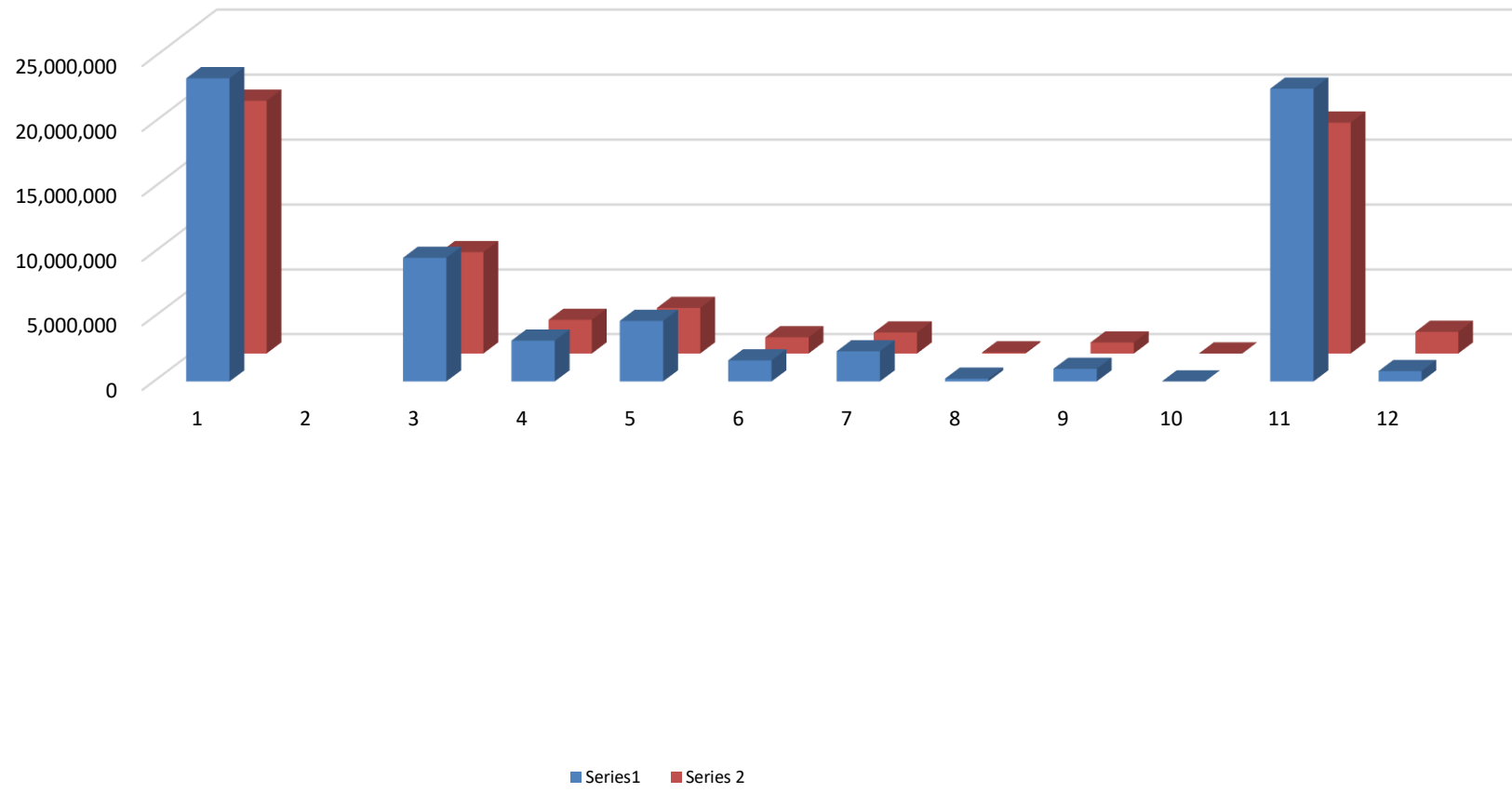
	Current Period			Percent Remaining
	Total Budget \$ - Revised	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	105,500	122,142	(16,642)	-15.77%
Expense				
Certificated Salaries	468,946	452,236	16,710	3.56%
Classified Salaries	1,134,875	960,618	174,257	15.35%
Benefits	703,630	585,080	118,550	16.85%
Books and Supplies	34,073	97,911	(63,838)	-187.36%
Services & Other	398,178	477,013	(78,835)	-19.80%
Capital Outlay	70,000	16,524	53,476	76.39%
Other Outgo	0	5,425	(5,425)	N/A
Share of LCER	(2,704,202)	(2,594,807)	(109,395)	
Total Expense	105,500	0	105,500	100.00%
Add (Subtract) to Reserves	0	122,142	(122,142)	
Total Revenue	105,500	122,142	(16,642)	115.77%
Total Expense	105,500	0	105,500	0.00%
Add (Subtract) to Reserves	0	122,142	(122,142)	

2019-2020

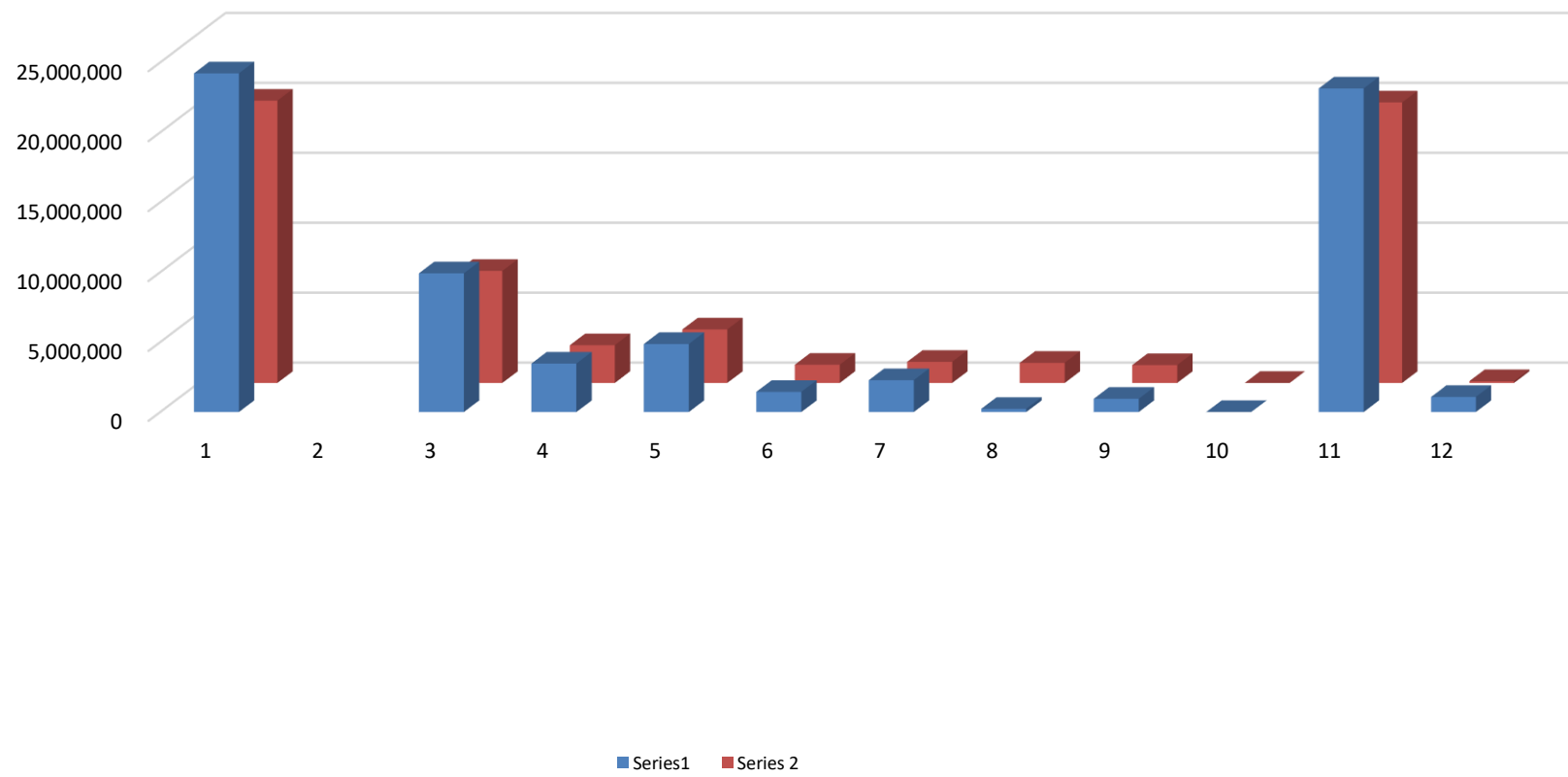
Note - Revenue Reported is % of Budgeted Revenue Earned

	Current Period			Percent Remaining
	Total Budget \$ - Original	Actual thru April	Remaining Budget	
Revenue	Annual Budgeted Revenue			
Revenue	131,000	845,901	(714,901)	-545.73%
Expense				
Certificated Salaries	484,803	398,010	86,793	17.90%
Classified Salaries	1,250,645	1,000,487	250,158	20.00%
Benefits	789,562	621,307	168,255	21.31%
Books and Supplies	75,428	76,274	(846)	-1.12%
Services & Other	400,190	361,324	38,866	9.71%
Capital Outlay	30,000	20,902	9,098	30.33%
Other Outgo	0	671,632	(671,632)	N/A
Share of LCER	(2,899,628)	(2,304,035)	(595,593)	20.54%
Total Expense	131,000	845,901	(714,901)	-545.73%
Add (Subtract) to Reserves	0	0	0	
Total Revenue	131,000	845,901	(714,901)	645.73%
Total Expense	131,000	845,901	(714,901)	645.73%
Add (Subtract) to Reserves	0	0	0	

2018-19



2019-20



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

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$15,514.36
Revenue		
Transfer from Savings - AAE PTC Scholarship	\$2,000.00	
NSLA Capital Campaign	\$100.00	
<i>Total</i>	\$2,100.00	
Expenditures		
Transfer to Savings - \$300 NSLA Capital Campaign, \$2,099.29 Biggs Scholarship	\$2,399.29	
LCER Board mtg Refreshments	\$12.70	
SOS Presenter Travel Expenses	\$514.41	
2020 Annual Gala Expenses	\$359.45	
<i>Total</i>	\$3,285.85	
Ending Balance	<i>Total</i>	\$14,328.51

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$97,630.80
Restricted Funds- NSLA Capital Campaign		\$33,778.14
Restricted Funds - Davis Endowment		\$12,029.40
Restricted Funds - Global Exchange Programs		\$12,949.28
Restricted Funds - HiDAS Endowment		\$63,820.79
Restricted Funds - Scholarships		\$33,753.96
Unrestricted Funds		\$78,421.22
		\$332,383.58
Revenue		
Bud Biggs Memorial Scholarship	\$2,099.29	
NSLA Capital Campaign	\$300.00	
Interest <i>Total</i>	\$13.59	
	\$2,412.88	
Expenditures		
Transfer to Checking - AAE PTC Scholarship	\$2,000.00	
<i>Total</i>	\$2,000.00	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$97,634.74
Restricted Funds - NSLA Capital Campaign		\$34,079.50
Restricted Funds - Davis Endowment		\$12,029.94
Restricted Funds - Global Exchange Programs		\$12,949.82
Restricted Funds - HiDAS Endowment		\$63,823.37
Restricted Funds - Scholarships		\$33,854.61
Unrestricted Funds		\$78,424.48
	<i>Total</i>	\$332,796.46
Total Checking and Savings		\$347,124.97

**LCER Board Meetings
Attendance Log 2019**

	February Regular	March Regular	April Regular	May Regular	June Regular	August Regular	Sept. Regular	Oct Regular	Nov Regular	Dec Regular	TOTAL REGULAR
Kevin Porter	Leave	Leave	Present	Present							100%
Sharon Page	Present	Present	Present	Present							100%
David Rib	Present	Present	Present	Present							100%
Rick Wolf	Present	Present	Present	Present							100%
Torii Gray	Present	Present	Present	Absent							75%
Omari Onyango	Present	Present	Present	Absent							75%
Pat Caldwell	Present	Absent	Present	Present							75%
Jessica Rodriguez	Absent	Present	Present	Present							75%
Jim Morris	Absent	Absent	Present	Absent							25%

	Jan. 29 Special	Apr. 29 Special	May 26 Special				TOTAL SPECIAL
David Rib	Present	Present	Present				100%
Jessica Rodriguez	Present	Present	Present				100%
Torii Gray	Present	Present	Present				100%
Omari Onyango	Present	Present	Present				100%
Sharon Page	Present	Present	Present				100%
Pat Caldwell	Present	Absent	Present				67%
Kevin Porter	Leave	Present	Absent				50%
Rick Wolf	Absent	Absent	Present				33%
Jim Morris	Absent	Absent	Absent				0%

LCER Board Give and Get
Current Fiscal Year 2019 /2020

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