

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

**Minutes
September 11, 2017**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 4:05 p.m.

2.0 Roll Call

LCER Board Members Bud Biggs, Buck Goodspeed, Andy Jaramillo, Kirt Mahlum, Kevin Porter, Russ Stringham, Peter Torres, Marcia Vargas and Rick Wolf were present.

LCER Board Members Duberly Beck, Jose Palafox and Regina Weatherspoon-Bell were absent.

Staff members Ricky Baca, Ryan Dorcey, Teresa Dowd, Fausto Barragan, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn and Paul Rosell were also present.

3.0 Public Comments: The AAE Student Ambassadors informed the Board they will be travelling to Washington D.C. to advocate for charter schools and education. They will also be going to Goldstone with Congressman Cook and will then meet with him in D.C. They will be visiting NASA Administration, and JPL GAVRT representative Shannon McConnell will be going with the group. The students are asking for donations from local businesses. Bud told the students they could send a letter to Mitsubishi Cement to request a donation. They need to raise \$16K, and just made \$1,200 at a yard sale.

4.0 Special Presentations:

.01 Bud Biggs recognized David Bains and Robert Lovingood for their service on the Board. Their certificate and clock will be given to them as they were not able to attend.

.02 Dr. Steven Levin (project scientist for Juno project for GAVRT program), Lisa Lamb and Ryan Dorcey gave an overview of the GAVRT program, the partnership between NASA, JPL and LCER. They reviewed past, current and future campaigns. JPL wants to study the efficacy on the impact of the program to help get funding, but need funding for the study. The next steps are to build new campaigns, improve pedagogy based on best practices, new curriculum needs to be developed, and we need to evaluate what we're doing. Kevin asked if there's anything the LCER can do to enhance partnership. Dr. Levin likes the direction we're going and the energy. JPL is the science & technical side, LCER is the education and people side. JPL pays scientists to work with GAVRT, pays for maintenance of telescope, and the JUNO project gives funding to LCER to produce Jupiter data (\$75K). LCER can look for grants as a separate funding stream, and can advocate for funding in D.C.

5.0 Standing Board Committee Reports

.01 Finance Committee – Kirt Mahlum reported that LCER has hired a new Finance Director, Jim Foley. The Committee will be meeting on 9/27. NSLA lease negotiations are ongoing - the delay is with the City and County. Attorneys are involved. Jim Quinn will continue working on the environmental land trust.

.02 Lewis Center Foundation – Marcia Vargas reported that the Foundation is moving along. We just welcomed 2 new Board members Tyler Jaramillo, AAE alumni, and Desiree Burgnon, AAE parent. Bonnie Parti from the NSLA community is interested also if we can alter the

time. Next steps are to develop a short term and long term development plan for LCER, AAE and NSLA. Marcia spoke to both Principals regarding surveying staff for short term needs. GAVRT is a long term need. We need another member from the LCER Board to join the Foundation. As LCER Board members term out, it's another way to stay involved. Let Teresa know if you would like to sign up for monthly donations. Foundation financial reports are included in the packet.

- .03 Personnel Committee – Stacy Newman reported that the committee hasn't met.
- .04 Executive Committee – Bud Biggs reported that the Executive Committee met and reviewed the Bylaws, LCER Board Member Job Description, Code of Ethics and Procedural Guidelines for removal of a LCER Board member. The Executive Committee recommends the LCER Board approve these items.

6.0 Consent Agenda

1. Approve Minutes of June 12, 2017 Regular Meeting – Pg 3
2. Approve Sale of Truck – Vin # 1FTDF15N1MKA00951
3. Ratify Sale/Trade-In of Car – Vin # 3GNDA13D98S581237
4. Ratify LCER Board Meeting Schedule – Pg 8
5. Ratify Duberly Beck as LCER Board Vice Chairman

Item 6.1 was pulled by Kirt Mahlum. On a motion by Kevin Porter, seconded by Kirt Mahlum, vote 9-0, the LCER Board of Directors approved Consent Agenda Items 6.2-6.5. On a motion by Kevin Porter, seconded by Russ Stringham, vote 8-0, with Kirt Mahlum abstaining, Consent Agenda Item 6.1 was approved by the LCER Board of Directors.

7.0 Discussion/Action Items

- .01 Approve Revised LCER Bylaws – Lisa Lamb reviewed the revisions made to the Bylaws. On a motion by Kevin Porter, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved the revised LCER Bylaws.
- .02 Approve Revised Board of Directors Job Description/Agreement – Lisa Lamb worked with Pat Caldwell on the revisions. The Code of Ethics were separated into a separate document. On a motion by Marcia Vargas, seconded by Buck Goodspeed, vote 9-0, the LCER Board of Directors approved the revised Board of Directors Job Description/Agreement.
- .03 Approve Revised Board of Directors Code of Ethics - Lisa Lamb worked with Pat Caldwell on the revisions. Kirt thinks it does a good job of clarifying the Board's responsibilities. On a motion by Kirt Mahlum, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved the revised Code of Ethics.
- .04 Approve Procedural Guidelines for Removal of a Director on the LCER Board– Lisa Lamb worked with Pat Caldwell on these guidelines. They clarify the procedures in writing and provide guidelines for the Chairman to follow. On a motion by Kevin Porter, seconded by Buck Goodspeed, vote 9-0, the LCER Board of Directors approved the Procedural Guidelines for Removal of a Director.
- .05 Update on Status of Board Policy Revisions – Lisa Lamb reported that the Exec Team and Principals working on revisions to bring forward.
- .06 Approve Revision of AR 7330 Use of Lewis Center Facilities – Lisa Lamb reported that this revision gives LCER the ability to issue keys to non LCER employees if a pre-approved agreement is in place. On a motion by Buck Goodspeed, seconded by Marcia Vargas, vote 9-0, the LCER Board of Directors approved the revision of AR 7330.

- .07 Approve Revision of AR 7515 Security Incident & Key Control – On a motion by Buck Goodspeed, seconded by Marcia Vargas, vote 9-0, the LCER Board of Directors approved the revision of AR 7515.
- .08 Approve Deletion of BP 7320 Memorial Plaques – Lisa Lamb reported that the memorial garden no longer exists, and it is not a recommendation by intervention support to place memorial items on campus as they may need be removed in the future, which may upset the family. They suggest individual recognition. On a motion by Kirt Mahlum, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved deleting BP 7320.

8.0 Information Included in Packet:

- .01 Staff Reports
- .02 Lewis Center Foundation Financial Reports
- .03 LCER Financial Reports
- .04 LCER Board Attendance Log
- .05 LCER Board Give and Get
- .06 Upcoming Events
- .07 Scott Johnson Resignation

9.0 Board/Staff Comments

- .01 **Ask a question for clarification** - Peter asked if we have a proposal from the County for the lease. We are currently in negotiations. Peter also asked what is next after determining our 4 goals for the LCER Strategic Plan. Lisa will report on each goal in the Board packet each month.
- .02 **Make a brief announcement** – Wes and Valli thanked the Board members who attended the 9-11 ceremonies this morning and today’s meetings.
- .03 **Make a brief report on his or her own activities**
- .04 **Future agenda Items** - Rick Wolf would like to discuss the CSBA policy numbering system at the next meeting.

10.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 5:25 p.m.