

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

**Minutes  
September 17, 2018**

**1.0 Call to Order**

Chairman Kevin Porter called the meeting to order at 4:04 p.m.

**2.0 Roll Call**

LCER Board Members Kirt Mahlum, Jim Morris, Omari Onyango, Sharon Page, Kevin Porter David Rib, Marcia Vargas and Rick Wolf were present.

LCER Board Member Duberly Beck was absent.

Staff members Fausto Barragan, Ryan Dorcey, Teresa Dowd, David Gruber, Lisa Lamb, and Stacy Newman, and Paul Rosell were also present.

**3.0 Public Comments: None**

**4.0 Special Presentations:**

**.01** Brielle DeLaHoussaye and Bryce Szarzynski, AAE Student Ambassadors gave an update on school activities such as sports, the blood drive and the Ambassadors trip to New York in the spring to visit the United Nations. They are requesting sponsors for the trip.

**.02** NSLA ASB President Juan Daniel Hernandez and Vice President Mariah Cuencas updated the Board on school activities such as “Be Nice Week”, the recycling program, staff shadowing and a communication wall. They are currently fundraising for dances.

**.03** Arely Flores, AAE Spanish Teacher, presented regarding the upcoming Spanish field trip to Spain and Paris. The trip is through Explorica, who have many safety features, a tour director and travel protection.

**5.0 Consent Agenda**

**.01** Approve Minutes of August 13, 2018 Regular Meeting

**.02** Approve AAE Spanish Field Trip to Spain/Paris March 22-31, 2019

**.03** Approve AAE Student Ambassador Field Trip to New York City April 1-6, 2019

**.04** Approve AAE 6<sup>th</sup> Grade Field Trip to Irvine Ranch Outdoor Education Ctr May 22-24, 2019

On a motion by Kirt Mahlum, seconded by Omari Onyango, vote 8-0, the LCER Board of Directors approved Consent Agenda Items 5.01 – 5.04.

**6.0 Discussion/Action Items:**

**.01 Lewis Center Foundation Update** – Marcia Vargas reminded the Board of the Wine and Cheese Social on September 27. The Foundation has been working hard and has established 3 main fundraisers per year at this point: the annual gala, the annual social and Give Big day, which is an event for San Bernardino County. The Foundation would like an additional LCER Board member be on the Board. Marcia also brought up the need for a Director of Development for the LCER to do marketing, PR and grant writing. We will keep that in mind for the Strategic Planning meeting.

- .02 AAE Prop 39 Energy Efficiency Project – Closeout Report** –The report was included in the packet. David reported that we had received funding for NSLA, but due to the fact it would now be used at a different location we will need to return the funds. We can apply for assistance for the new campus.
- .03 Approve Resolution 2018-01 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974** – On a motion by Jim Morris, seconded by Sharon Page, vote 8-0, the LCER Board of Directors approved the amended conflict of interest code.
- .04 Approve Deletion of BP 5133: Uniform Assistance Policy** – Both schools take care of uniform needs through their parent/teacher associations. On a motion by Sharon Page, seconded by Jim Morris, vote 8-0, the LCER Board of Directors approved the deletion of BP 5133.
- .05 LCER Board Recruitment** – We have 2 LCER Board members that will term out in December. We need to have a pool of applicants to fill vacancies. Please reach out to those you feel would be qualified and have them submit their letter of interest and resume to Teresa. We specifically need an additional member from the San Bernardino area.
- .06 VVWRA Easement** – VVWRA needs to realign their sewer line that runs through the Desert Knolls Wash on LCER property. They made an offer to purchase the easement and for a temporary easement for construction. Kevin has been working with us regarding this and is asking for additional language in the agreement regarding emergency situations that would affect ADA. On a motion by Rick Wolf, seconded by Jim Morris, vote 8-0, the LCER Board of Directors approved \$1K towards getting comps and for Lisa to sign the agreement once Kevin Porter has completed negotiations. If it is not completed by the next meeting, Kevin will report back to the Board with an update.
- .07 Discuss Specific Powers of the Board Regarding Hiring** – Rick Wolf brought up the fact that currently the LCER Board only hires the President/CEO, and the President/CEO hires the rest of the staff. He offered the suggestion of the Board also hiring the CFO, who would also report to the Board. It would be challenging for the Board to take that on as well. Currently there isn't a strong evaluation process for the CEO so an additional position would create even more work for a volunteer board. It could also create conflict for 2 leaders that were equal. Kirt noted that the Board is responsible to hold the CEO responsible to do the job and we can strengthen the evaluation process of the CEO with checks and balances. It is key to have Exec Team input. Nick Driver offered to look at this anecdotally pro bono.
- .08 Discuss Annual Election of Officers** – LCER Board officers are elected each year at the annual meeting in December. It was suggested that the Chairperson should not serve more than 2 consecutive terms to allow more individual board members the opportunity to work closely with LCER Administration. This language will be added to the Bylaws and brought to the next meeting for approval.

## 7.0 Information Included in Packet:

### 01. Staff Reports

- President/CEO – Lisa Lamb – Lisa is glad to have a contingency from both schools at the upcoming STEAM conference. GAVRT will be presented at the conference. Also the City of San Bernardino and San Bernardino County have not provided written comments nor voted on the NSLA lease agreement as of yet.
- Human Resources Director – Stacy Newman – Stacy asked Marcia what she should bring to the Strategic Planning meeting regarding the Director of Development position that was mentioned. Marcia would like to bring up staffing at the meeting as a board concern and does not need anything additional at this time.

- Finance Director – David Gruber
- AAE Principal – Valli Andreasen – Kirt noted that the 2 students receiving their pilot licenses over the summer was amazing.
- NSLA Principal - Fausto Barragan – Fausto noted that the new drop off/pick up strategy has improved safety and traffic flow and has decreased tardies.

**02. LCER Financial Reports**

- Checks Over \$10K
- Budget Comparisons

**03. Lewis Center Foundation Financial Report**

- June 2018

**04. LCER Board Attendance Log**

**05. LCER Board Give and Get**

**8.0 Board/Staff Comments**

**.01 Ask a question for clarification** – None

**.02 Make a brief announcement** – None

**.03 Make a brief report on his or her own activities** - None

**.04 Future agenda Items** - None

**9.0 Closed Session**

The LCER Board of Directors did not convene into closed session.

**10.0 Adjournment**

Chairman Kevin Porter adjourned the meeting at 5:08 p.m.