

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 Foundation

Meeting at Lewis Center Mojave River Campus - Gym Conference Room
17500 Mana Rd., Apple Valley, CA 92307

Additional Location: Norton Science and Language Academy - Room K5
503 E. Central Ave., San Bernardino, CA 92408

November 7, 2017 - Public Meeting – 9:00 a.m.

1. **CALL TO ORDER:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
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. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Secretary.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of September 5, 2017 – Pg 2-3
5. **DISCUSSION/ACTION ITEMS:**
 - .01 Approve New Lewis Center Foundation Board Member Buck Goodspeed
 - .02 Recruitment
 - .03 Draft Business Cards
 - .04 Branding
 - .05 Fundraising Event – NASA/Science Theme
 - .06 Unrestricted Funds
 - .07 Short Term Fundraising Needs
 - a. School Needs
 - .08 Long Term Fundraising Needs
 - a. NSLA Capital Campaign
 - b. PR/Marketing Staff
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 - Foundation Balance Sheet – September 2017 – Pg 4
 - Foundation Savings Report – September 2017 – Pg 5
 - Donations – 2017-18 – Pg 6-8
7. **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
8. **RECOMMENDATIONS TO THE LCER BOARD:**
9. **ADJOURNMENT:** Chair Marcia Vargas

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by calling (760) 946-5414 x201.

Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

**Lewis Center Foundation
Minutes
September 5, 2017**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:05 a.m.
2. **Roll Call:** Lewis Center Foundation members Donna Siegel and Marcia Vargas were in attendance.

Staff members Teresa Dowd, Jim Foley and Lisa Lamb were also in attendance. Tyler Jaramillo and Desiree Burgnon are joining the Lewis Center Foundation and were also in attendance.

3. **Public Comments:** None

4. **Consent Agenda:**

.01 Approve Minutes of August 3, 2017

On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, the August 3, 2017 minutes were approved.

5. **Discussion/Action Items:**

.01 Recruitment of Lewis Center Foundation Board Members: When recruiting new members, think about qualities that are needed and what the person could bring to the Foundation. A background in foundations or fundraising is always good. Also people from various industries from both regions. Another question was if the time and location of the meeting was good, especially since we need representation from both schools. We can possibly alternate sites for the meetings, and can definitely teleconference the meeting. Tyler and Desiree noted that they are both flexible. Marcia will speak to Bonnie Parti, who was interested in joining but cannot attend at the time and location scheduled, and see what time might be good for her.

.02 On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, Desiree Burgnon was approved as a Lewis Center Foundation Board Member. Desiree has been with AAE 10-11 years as a parent, and was with the Highway Patrol for 20 years. She is now in real estate and has been on the Victor Valley Community Hospital Foundation Board for 5 years.

.03 On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, Tyler Jaramillo was approved as a Lewis Center Foundation Board Member. Tyler is a 2011 AAE graduate and works with Jaramillo Financial Services.

.04 Donation/donor update: Foundation donation request letters were sent out to past donors and supporters. The AAE and NSLA will be sending a similar request letter to parents. A report of donations since the beginning of the school year was distributed. NSLA support doesn't funnel through the same way so we're currently not able to record their donations, especially by PTO. We need to make sure this happens or donors will not be included in end of year reports or invited to attend a recognition dinner. Teresa will send Desiree and Tyler access to Bloomerang, our donor tracking software.

It was asked what the Foundation is focused on regarding fundraising. The biggest need right now is NSLA capital campaign funding for construction either on a new site or on the current site. The Foundation also has 2 endowments, one for astronomy and one for aviation, and

scholarship funds. The need for a PR/marketing/fundraising person was discussed, but we need the funds to staff such a position.

.05 Next steps: We still need to work on recruiting members so we can set our focus and develop short term and long term plans. We can get input from staff from both schools for short term needs. Both schools need recognition as Lewis Center schools. Site signs, stationery, etc. needs the Lewis Center logo included. Tyler asked if we could find out who our parents are employed by as they would be a connection to asking for donations. Tyler also suggested a student competition between both schools. Marcia thinks the timing for that isn't good due to misconceptions, and we need to build a team concept first - get to know each other, get student groups connected, get staff connected, have an annual event, etc. A good way to integrate the schools is through the GAVRT program. It was discussed to get business cards for LCF members. Teresa will send a draft out.

.06 The next meeting scheduled for October 3 is during fall break. It was decided to meet next on November 7 at 9:00 a.m. and to teleconference the meeting so members can attend from NSLA as well.

6. 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: Friendraising event with NASA/science theme. Alien Run?

7. Recommendations to the LCER Board: None

8. Adjournment: Marcia Vargas adjourned the meeting at 11:07 a.m.

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
September 1 - September 30, 2017**

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$3,024.66
Revenue		
Donations - Unrestricted	\$293.90	
Donation - AAE Staff Scholarship	\$10.00	
Transfer from Savings - AAE Capital Campaign	\$9,506.44	
\$1,742.30 Unrestricted		
<i>Total</i>	\$9,810.34	
Expenditures		
Transfer to Savings - Unrestricted Donations	\$293.90	
Transfer to Savings - AAE Staff Scholarship Donations	\$10.00	
UC Santa Cruz - Norene Hakel - San Manuel Scholarship	\$1,000.00	
Hi Desert Trophy & Awards - clocks	\$129.30	
Evenflo Raingutters - shade structure	\$9,506.44	
<i>Total</i>	\$10,939.64	
Ending Balance	<i>Total</i>	\$1,895.36

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - Capital Campaign		\$175,645.41
Restricted Funds - Scholarships		\$38,159.74
Restricted Funds - Davis Endowment		\$10,951.53
Restricted Funds - HiDAS Endowment		\$64,410.93
Unrestricted Funds		\$34,904.32
		\$324,071.93
Revenue		
AAE Capital Campaign - Brick Campaign	\$300.00	
History of Apple Valley Books	\$120.00	
Unrestricted Donations	\$3,293.90	
AAE Staff Scholarship Donations	\$45.00	
Interest	\$25.38	
<i>Total</i>	\$3,784.28	
Expenditures		
AAE Capital Campaign - Shade Structure - transfer to checking	\$9,506.44	
<i>Total</i>	\$9,506.44	
Ending Balance		
Restricted Funds - Capital Campaign		\$166,453.69
Restricted Funds - Scholarships		\$38,208.04
Restricted Funds - Davis Endowment		\$10,952.29
Restricted Funds - HiDAS Endowment		\$64,416.01
Unrestricted Funds		\$38,319.75
	<i>Total</i>	\$318,349.77

Total Checking and Savings **\$320,245.13**

Foundation Savings - 4100005285

2017-2018

As of 9/30/17

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
Captial Campaign	\$175,983.28	\$9,876.36	\$300.00	\$46.75	\$166,453.67
Scholarships	\$44,811.78	\$14,100.00	\$7,485.79	\$10.48	\$38,208.05
Davis Scholarship Endowment	\$10,949.87			\$2.41	\$10,952.28
HiDAS Endowment	\$64,399.87			\$16.13	\$64,416.00
Unrestricted	\$34,023.72	\$3,108.50	\$7,399.70	\$4.84	\$38,319.76
TOTAL					\$318,349.76

Restricted Scholarship Funds					
AAE PTC Scholarship	\$3,016.80	\$1,000.00	\$2,000.00		\$4,016.80
AAE Staff Scholarship	(\$65.67)		\$135.00		\$69.33
Ambassador's Scholarship	\$500.00				\$500.00
IT Scholarship	\$4.29				\$4.29
Kobold Sholarship	\$518.00	\$500.00			\$18.00
LCER Board Scholarship	\$1,886.29	\$1,000.00			\$886.29
Mike Mangold Scholarship	\$4,750.00				\$4,750.00
VPA Scholarship	\$0.00				\$0.00
TOTAL					\$10,244.71

Restricted Capital Campaign Funds					
NSLA Capital Campaign	\$96.62				\$96.62
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$74,053.82				\$74,053.82
TOTAL					\$76,300.44

Date	Name	Amount	Fund	Campaign	Appeal
9/12/2017	Cindy Gilmore	\$40.00	AAE	Clubs	Christian Club
8/1/2017	Yan Zheng	\$50.00	AAE	Department	Art
11/1/2017	Eric Cox	\$50.00	AAE	Department	Elementary
8/3/2017	Shauna Archuleta	\$65.00	AAE	Department	Visual and Performing Arts
8/29/2017	Angie Cheung	\$100.00	AAE	Department	Art
10/23/2017	Leah Valdez	\$100.00	AAE	Department	Elementary
9/29/2017	Annabel Fields	\$100.00	AAE	Department	Elementary
9/29/2017	Annabel Fields	\$100.00	AAE	Department	Elementary
10/24/2017	Horace Mann Insurace	\$100.00	AAE	Clubs	Interact Club
10/24/2017	Rebecca Kobold	\$100.00	AAE		
9/11/2017	Vir Nanda	\$150.00	AAE	Department	SRLA
9/5/2017	Chalk 2 Inc.	\$150.00	AAE	Department	SRLA
9/2/2017	High Desert Chimney Sweep	\$150.00	AAE	Department	SRLA
9/5/2017	Andrew Jaramillo	\$150.00	AAE	Department	SRLA
9/25/2017	AAE PTC	\$150.00	AAE	Department	SRLA
10/20/2017	Norma Quintana	\$150.00	AAE	Clubs	Spanish Club
9/21/2017	Gallegos-Cordero Group	\$150.00	AAE	Department	SRLA
9/21/2017	PS Ortho Inc.	\$150.00	AAE	Department	SRLA
7/27/2017	AAE PTC	\$200.00	AAE		
9/5/2017	Vineyard Insurance Services	\$250.00	AAE	Department	2017 Mail Campaign
8/14/2017	Greiner Buick GMC	\$300.00	AAE	Department	Elementary
8/14/2017	Greiner Buick GMC	\$300.00	AAE	Department	Visual and Performing Arts
9/28/2017	Lorena Sanchez	\$300.00	AAE	Department	Athletics
10/20/2017	Crismali Foot & Ankle	\$300.00	AAE	Department	SRLA
9/25/2017	Sierra West Finish, Inc.	\$300.00	AAE	Department	SRLA
7/2/2017	Cornerstone Vending	\$394.47	AAE	Clubs	ASB
8/11/2017	Hanh Doan	\$500.00	AAE	Department	Elementary
9/21/2017	Premier Fleet Services, Inc.	\$500.00	AAE	Department	Athletics
8/8/2017	Desert Cities Chiropractic	\$840.00	AAE	Department	Athletics
10/31/2017	WalMart	\$1,250.00	AAE	Department	Athletics
9/5/2017	Geo Group Foundation Inc.	\$1,500.00	AAE	Department	SRLA
8/11/2017	Chalk 2 Inc.	\$2,000.00	AAE	Department	Athletics
7/31/2017	Greiner Buick GMC	\$2,500.00	AAE		
10/3/2017	AAE PTC	\$2,500.00	AAE		
		\$15,939.47	AAE Subtotal		

7/2/2017	Teresa Dowd	\$10.61	Foundation	Unrestricted	
8/2/2017	Teresa Dowd	\$10.61	Foundation	Unrestricted	
9/2/2017	Teresa Dowd	\$10.61	Foundation	Unrestricted	
10/2/2017	Teresa Dowd	\$10.61	Foundation	Unrestricted	
11/2/2017	Teresa Dowd	\$10.61	Foundation	Unrestricted	
7/31/2017	Charlotte Street	\$35.00	Foundation	Scholarships	AAE Staff Scholarship
7/31/2017	Laura Unferdorfer	\$70.00	Foundation	Scholarships	AAE Staff Scholarship
7/31/2017	Paul Rosell	\$70.00	Foundation	Scholarships	AAE Staff Scholarship
7/31/2017	Cynthia Allen	\$70.00	Foundation	Scholarships	AAE Staff Scholarship
7/14/2017	Marcia Vargas	\$103.30	Foundation	Unrestricted	
8/14/2017	Marcia Vargas	\$103.30	Foundation	Unrestricted	
9/14/2017	Marcia Vargas	\$103.30	Foundation	Unrestricted	
10/14/2017	Marcia Vargas	\$103.30	Foundation	Unrestricted	
7/7/2017	Lisa Lamb	\$200.00	Foundation	Unrestricted	
8/7/2017	Lisa Lamb	\$200.00	Foundation	Unrestricted	
9/7/2017	Lisa Lamb	\$200.00	Foundation	Unrestricted	
10/7/2017	Lisa Lamb	\$200.00	Foundation	Unrestricted	
9/1/2017	Lisa Lamb	\$300.00	Foundation	AAE Capital Camp	Brick Campaign
11/1/2017	Nela Regan	\$300.00	Foundation	AAE Capital Camp	Brick Campaign
9/8/2017	Apple Valley Communications	\$500.00	Foundation	Unrestricted	2017 Mail Campaign
7/14/2017	Mitsubishi Cement Corporator	\$1,725.00	Foundation		
8/11/2017	AAE PTC	\$2,000.00	Foundation	Scholarships	AAE PTC Scholarship
9/11/2017	Rancho Motor Co.	\$2,500.00	Foundation	Unrestricted	2017 Mail Campaign
10/27/2017	Mitsubishi Cement Corporator	\$2,500.00	Foundation	Unrestricted	2017 Mail Campaign
		\$11,336.25	Foundation Subtotal		

8/10/2017	Cornerstone Vending	\$5.46	LCER
7/27/2017	DiNapolis Firehouse	\$20.00	LCER
8/4/2017	American Fidelity	\$25.00	LCER
7/28/2017	American Fidelity	\$25.00	LCER
7/27/2017	Apple Valley Car Wash	\$29.99	LCER
8/4/2017	Fausto Barragan	\$30.00	LCER
8/4/2017	Flowers by Denise	\$45.00	LCER
7/28/2017	Angelina DeRugama	\$50.00	LCER
8/4/2017	Schools First Credit Union	\$50.00	LCER
8/4/2017	Angelina DeRugama	\$50.00	LCER
7/28/2017	Schools First Credit Union	\$50.00	LCER

7/26/2017	Massage Envy	\$60.00	LCER
8/10/2017	Cornerstone Vending	\$60.32	LCER
7/26/2017	AMC Theaters	\$84.00	LCER
7/21/2017	Los Domingos	\$100.00	LCER
7/28/2017	Horace Mann Insurace	\$100.00	LCER
8/16/2017	AAE PTC	\$125.91	LCER
9/21/2017	Mitsubishi Cement Corporatior	\$1,012.50	LCER
7/14/2017	Mitsubishi Cement Corporatior	\$1,613.00	LCER
		\$3,536.18	LCER Subtotal

7/5/2017	Vincent Garcia	\$140.00	NSLA	Laptop Program
7/5/2017	Teresa Villanueva	\$140.00	NSLA	Laptop Program
9/11/2017	Tom Rosenbaum	\$200.00	NSLA	Department Athletics
		\$480.00	NSLA Subtotal	

31,291.90 TOTAL