

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 Foundation Board  
October 19, 2020 - Public Meeting – 9:00 a.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:

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

<https://global.gotomeeting.com/join/586566605>

**Dial in using your phone:**

**United States: +1 (312) 757-3121 Access Code: 586-566-605**

**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 [foundation@lcer.org](mailto:foundation@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:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
3. **PUBLIC COMMENTS:** Members of the public may address the Foundation Board during Public Comments or as items appearing on the agenda are considered. 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 [foundation@lcer.org](mailto:foundation@lcer.org). Your comment will be read at the meeting during public comments or as the agenda item is heard. A time limit of three (3) minutes shall be observed.
4. **SPECIAL PRESENTATION:**
  - .01 LCER 30<sup>th</sup> Anniversary Presentation – Jisela Corona
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of June 2, 2020 Regular Meeting
  - .02 Approve Minutes of August 3, 2020 Regular Meeting
  - .03 Approve Minutes of September 14, 2020 Regular Meeting
  - .04 Approve Minutes of September 25, 2020 Special Meeting
6. **ACTION ITEMS:**
  - .01 Approve \$500 Stipend for Steve Orsinelli for Work on 30<sup>th</sup> Anniversary Video
7. **DISCUSSION ITEMS:**
  - .01 Discuss LCER 30<sup>th</sup> Anniversary Call to Action Fundraiser
  - .02 Review and Update Contact Data of Users in Give Smart
  - .03 Foundation Board Research of Corporate Donations – i.e. Amazon, Community Causes
  - .04 Giving Tuesday
  - .05 Recruitment for Lewis Center Foundation Board
8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  - .01 Lewis Center Foundation Financial Reports
    1. August 2020 Foundation Savings Report and Balance Sheet
    2. Donations 2020-21
    3. LCF Board Attendance Log

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**9. BOARD/STAFF COMMENTS:**

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

**10. RECOMMENDATIONS TO THE LCER BOARD:**

**11. 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**  
**June 2, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:10 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Desiree Burgnon, Charity Frash, Tyler Jaramillo, Umang Patel, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Member Buck Goodspeed was absent.

Staff members Valli Andreasen, Teresa Dowd, David Gruber and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** None

4. **CONSENT AGENDA:**

- .01 Approve Minutes of May 5, 2020 Regular Meeting
- .02 Approve 2020-21 Lewis Center Foundation Board Meeting Calendar

On a motion by Duberly Beck, seconded by Desiree Burgnon, vote 7-0, the Lewis Center Foundation Board approved Consent Agenda items 4.01-4.02.

5. **ACTION ITEMS:**

.01 Duberly discussed the proposal she distributed to recognize employee years of service and retirement. Duberly will work on a projected cost analysis for the next 5 years. Lisa stated it is a great plan that will make our staff feel valued. The \$ towards a celebration could go towards a little good bye party with a cake or light food brought in. The years of service recognition could be presented by the Foundation at the all staff meeting presentations. Valli shared what AAE has planned for our retirees this year. They will be doing a drive by to their homes to bring a beach chair, umbrella and cooler with drinks. The Foundation can reimburse for these items. On a motion by Desiree Burgnon, seconded by Tyler Jaramillo, vote 7-0, the Lewis Center Foundation Board approved the Retirement and Milestone Recognition Plan, effective for this year's retirees and the years of service recognition to begin 2020-21 school year, based on cost analysis. We could do a budget for it for the year. The funds will come out of the Unrestricted Funds. Pricing for pins will be provided, as it was cut from the LCER budget this year. Lisa will discuss the recognition program with Exec Team, including going to a milestone recognition program rather than recognizing each year of service.

6. **DISCUSSION ITEMS:**

.01 Fundraising: Lisa reported that the VV Chamber discussed the golf tournament yesterday. They still really want to do it and are hoping to still hold it with modifications. We hope to start planning in July. The Foundation should begin speaking with donors and letting them know. Lisa will reach out to Mark regarding sponsorship levels. We will want to use the Give Smart platform for this event.

7. **INFORMATION INCLUDED IN PACKET:**

.01 Lewis Center Foundation Financial Reports

1. April 2020 Foundation Savings Report and Balance Sheet - Marcia asked what HiDAS was. It is the High Desert Astronomical Society. They were given a large endowment where the principle is held and they can use the interest for observatory equipment.
2. Donations 2019-20
3. LCF Board Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification – Marcia asked if scholarships had been given out. They have been decided. Lisa updated the Foundation on the Board's approval of club fund changes due to school changes. Marcia asked about construction updates. The NSLA grading process has begun, with June 13, 2021 as the completion date with school to start August 30 2021. AAE should start grading next week for the MPR. January 2021 is the expected completion date. On a suggestion by LCER Board member David Rib, the LCER Governing Board has been discussing naming the MPR after Bud Biggs. Marcia asked about the return to school. We are doing a lot of planning of what that will look like and it will be consistent between the schools. Marcia congratulated the teachers on behalf of the Foundation Board for all their work with distance learning.
2. Make a brief announcement or report on his or her own activities
3. Future agenda items

9. **RECOMMENDATIONS TO THE LCER BOARD:** Let them know communications will be forthcoming for the golf tournament, and share the Retirement and Recognition plan.

10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:05 a.m.

**Lewis Center Foundation**  
**Minutes**  
**August 3, 2020**

1. **CALL TO ORDER:** Chairman Marcia Vargas called the meeting to order at 9:10 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Buck Goodspeed and Marcia Vargas were in attendance.

Lewis Center Foundation Board Member Duberly Beck, Desiree Burgnon, Charity Frash, Tyler Jaramillo, Umang Patel and Jessica Rodriguez were absent.

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

3. **PUBLIC COMMENTS:** None

4. **CONSENT AGENDA:**

.01 Approve Minutes of June 2, 2020 Regular Meeting

Consent Agenda item 4.01 was not approved, as a quorum was not present.

5. **ACTION ITEMS:** None

6. **DISCUSSION ITEMS:**

.01 Employee/Retirement Recognition – A budget forecast was distributed and sustainability was discussed. We currently have enough funds to sustain this program for 3 years. The Foundation needs to consistently raise \$25K-\$30K annually for this program and the Foundation's portion of the PR position.

.02 Discuss Fundraising –

- Our currently fundraisers are on hold due to COVID-19. We hope to still have the golf tournament as it is outside, and we will continue to pursue this. We need to think of new, innovative ideas for virtual fundraising. Marcia asked Jisela to review the recordings from Give Smart and Bloomerang to see what virtual options they recommend. We will discuss this next month. We need to let stakeholders know we are still here and not lose momentum.
- Marcia also mentioned a fundraiser for “Classroom in a Box” and asking funders for smaller things.
- The Gala is still on for next year. A lot of footwork is already done. We should get information out by December and reconnect with the contacts.
- The 30<sup>th</sup> Anniversary of the Lewis Center is coming up in October. We are planning a multi-media presentation. Jisela is going to work with Rick to get videos of key people that we could use for the Gala as well. This would be a good time to do a virtual fundraiser to continue the work of the Lewis Center and keep the vision going.

7. **INFORMATION INCLUDED IN PACKET:**

.01 Lewis Center Foundation Financial Reports

1. June 2020 Foundation Savings Report and Balance Sheet
2. Donations 2019-20
3. LCF Board Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification
2. Make a brief announcement or report on his or her own activities – Lisa reported that today is the first day of school for AAE and tomorrow is the first day for NSLA. All staff is back.
3. Future agenda items – Give Smart and Bloomerang Virtual Fundraiser Ideas

9. **RECOMMENDATIONS TO THE LCER BOARD:**

10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 9:45 a.m.

**Lewis Center Foundation  
Regular Meeting Minutes  
September 14, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas called the meeting to order at 9:07 a.m.

2. **ROLL CALL:** Lewis Center Foundation Board Members Marcia Vargas and Tyler Jaramillo were in attendance.

Lewis Center Foundation Board Members Duberly Beck, Desiree Burgnon, Charity Frash, Buck Goodspeed, Umang Patel and Jessica Rodriguez were absent.

LCER Staff Members Jisela Corona, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** None.

4. **CONSENT AGENDA:**

1. Approve Minutes of June 2, 2020 Regular Meeting
2. Approve Minutes of August 3, 2020 Regular Meeting

The Consent Agenda was not approved as a quorum was not present.

5. **ACTION ITEMS:** None

6. **DISCUSSION ITEMS:**

1. Discuss Virtual Fundraising and Platforms – Tyler Jaramillo presented virtual fundraising ideas such as Crowdfunding, Go Fund Me, online poker or virtual 5K run. Jisela presented the idea of an endurance challenge with community leaders. There could be target items to raise funds for.
2. Discuss October 30, 2020 30 Year Anniversary Multimedia Presentation and Possible Fundraiser – Jisela has started filming interviews and is gathering news clippings, pictures and videos. The presentation will also kick off a Call to Action Fundraiser that will run October - December. Donation requests will be in multiples of \$30, which a goal of raising \$30K. Ideas for donation incentives were a bumper sticker, etched LCER wine glass, and a lawn sign. A planning meeting was scheduled for September 25 at 11:00 a.m.

7. **INFORMATION INCLUDED IN PACKET:**

- .01 Lewis Center Foundation Financial Reports
  1. July 2020 Foundation Savings Report and Balance Sheet
  2. Donations 2020-21
  3. LCF Board Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification
2. Make a brief announcement or report on his or her own activities – Lisa is looking into training for Board members regarding community outreach. She also updated the Board on how school is going and a proposed Miracle League project in San Bernardino.
3. Future agenda items

9. **RECOMMENDATIONS TO THE LCER BOARD:** None

10. **ADJOURNMENT:** Chair Marcia Vargas adjourned the meeting at 10:11 a.m.

**Lewis Center Foundation  
Special Meeting Minutes  
September 25, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Desiree Burgnon, Tyler Jaramillo, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Charity Frash, Buck Goodspeed and Umang Patel were absent.

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

3. **PUBLIC COMMENTS:** None

4. **DISCUSSION ITEMS:**

.01 LCER Call to Action Fundraiser in Conjunction with LCER 30<sup>th</sup> Anniversary – Marcia discussed the need to get going on fundraising. Jisela presented a draft Call to Action through Give Smart. She will send it to the group in an email. She has been working on a documentary to celebrate the 30<sup>th</sup> anniversary. There is so much footage we will be dividing it into a 3 part series, maybe in 10 year segments. We want to release part one on the actual LCER anniversary of October 19, part 2 in early December, and part 3 by spring break. The Call to Action Fundraiser will run October 19 – December 31. Donation levels will be in multiples of \$30.

Jisela will work with Michael Clark on designing a bumper sticker and yard sign for donor levels. It could say “Proud Supporter of LCER – 30 Years of Academic Excellence” and have AAE/NSLA on it.

Desiree will look into someone to etch LCER onto the wine glasses we have on hand.

The committee will meet weekly. The members will be Marcia Vargas, Duberly Beck, Desiree Burgnon and Tyler Jaramillo.

We need to figure out how to upload our database into Give Smart, and a way to get the info. out to alumni as well.

5. **ADJOURNMENT:** Chair Marcia Vargas adjourned the meeting at 12:00 p.m.



**LEWIS CENTER FOUNDATION  
COMBINED BALANCE SHEET AND INCOME STATEMENT  
August 1 - August 31, 2020**

**CHECKING (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		<b>\$15,525.61</b>
<b>Revenue</b>		
Online donations to NSLA Capital Campaign	\$100.00	
<i>Total</i>	\$ 100.00	
<b>Expenditures</b>		
Grand Canyon University - Ambassadors/Peacock Scholarship - Brielle DeLaHou	\$ 1,000.00	
UC Santa Cruz - Ambassadors/Casillas Scholarship - Alex North	\$ 1,000.00	
Grand Canyon University - Ambassadors/Bud Biggs Scholarship - CJ O'Bier	\$ 1,000.00	
<i>Total</i>	\$ 3,000.00	
<b>Ending Balance</b>	<i>Total</i>	<b>\$12,625.61</b>

**SAVINGS (LEWIS CENTER FOUNDATION)**

<b>Beginning Balance</b>		
Restricted Funds - AAE Capital Campaign		\$97,646.92
Restricted Funds- NSLA Capital Campaign		\$34,383.70
Restricted Funds - Davis Endowment		\$12,031.62
Restricted Funds - Global Exchange Programs		\$12,951.50
Restricted Funds - HiDAS Endowment		\$63,831.34
Restricted Funds - Scholarships		\$26,524.48
Unrestricted Funds		\$78,434.56
		<b>\$325,804.10</b>
<b>Revenue</b>		
Interest		\$13.75
	<i>Total</i>	\$13.75
<b>Expenditures</b>		
Bloomerang Annual Fee		\$1,366.20
	<i>Total</i>	\$1,366.20
<b>Ending Balance</b>		
Restricted Funds - AAE Capital Campaign		\$97,650.90
Restricted Funds - NSLA Capital Campaign		\$34,385.07
Restricted Funds - Davis Endowment		\$12,032.17
Restricted Funds - Global Exchange Programs		\$12,952.05
Restricted Funds - HiDAS Endowment		\$63,833.95
Restricted Funds - Scholarships		\$26,525.85
Unrestricted Funds		\$77,071.66
	<i>Total</i>	<b>\$324,451.65</b>
<b><i>Total Checking and Savings</i></b>		<b>\$337,077.26</b>

**Foundation Savings - 4100005285**

**2019-20**

**As of 8/31/20**

<b>Description</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Interest</b>	<b>Ending Balance</b>
AAE Captial Campaign	\$97,642.86			\$8.33	\$97,651.19
NSLA Capital Campaign	\$34,182.31		\$200.00	\$2.93	\$34,385.24
Davis Scholarship Endowment	\$12,031.08			\$1.03	\$12,032.11
Global Exchange Programs	\$12,950.94			\$1.10	\$12,952.04
HiDAS Endowment	\$63,828.62			\$5.36	\$63,833.98
Scholarships	\$44,402.43	\$17,894.33	\$15.00	\$2.35	\$26,525.45
Unrestricted	\$78,431.23	\$1,366.20		\$6.60	\$77,071.63
<b>TOTAL</b>					<b>\$324,451.64</b>

<b>Total Unrestricted - Savings + Checking</b>					<b>\$79,858.20</b>
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<b>Restricted Scholarship Funds</b>					
AAE Ambassadors Scholarship	\$4,000.00	\$4,000.00			\$0.00
AAE PTC Scholarship	\$0.00				\$0.00
AAE Staff Scholarship	\$394.33	\$394.33	\$15.00		\$15.00
Bud Biggs Memorial Scholarship	\$2,299.29	\$1,000.00			\$1,299.29
Edison Scholarship	\$5,000.00	\$5,000.00			\$0.00
Mike Mangold Scholarship	\$3,750.00				\$3,750.00
San Manuel Scholarship	\$5,000.00	\$5,000.00			\$0.00
Schools First Scholarship	\$500.00	\$500.00			\$0.00
SLT Scholarship	\$1,000.00	\$1,000.00			\$0.00
<b>Total Unrestricted Scholarship Funds</b>					<b>\$21,461.16</b>

<b>Restricted AAE Capital Campaign Funds</b>					
High Desert Turtle and Tortoise Club	\$2,500.00				\$2,500.00
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$57,953.82				\$57,953.82
<b>Total Unrestricted AAE Capital Campaign</b>					<b>\$35,047.37</b>

## Donations 2020-21

Date	Recognition Name	Amount	Fund	Campaign	Note
7/16/2020	CAS Tax Services	\$1,000.00	AAE		1000 cloth masks for staff and students
7/29/2020	AAE PTC	\$1,000.00	AAE	Department	2019-20 3rd Grade Field Trip
8/6/2020	High Desert Church	\$750.00	AAE		150 pencil boxes filled with pencils, eraser
9/25/2020	Desert Mountain Children's Center	\$7,600.00	AAE	Department	95 Backpacks and school supplies for Senic
10/1/2020	TGG Inc.	\$300.00	AAE		Donation of KFC to AAE Staff
7/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
8/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/29/2020	Mitsubishi Cement Corporation	\$10,000.00	Foundation	NSLA Capital Campaign	
7/22/2020	Lisa Lamb	\$1,983.00	LCER	Unrestricted	
		<b>\$22,942.90</b>			

	Jan-20	Feb-20	Mar-20	May-20	Jun-20	Aug-20	Sep-20	Sep 25 Special Mtg	Oct-20	Nov-20	Dec-20	TOTAL
Marcia Vargas	Present	Present	Present	Present	Present	Present	Present	Present				100%
Tyler Jaramillo	Present	Present	Absent	Present	Present	Absent	Present	Present				75%
Duberly Beck	Present	Absent*	Present	Present	Present	Absent	Absent	Present				63%
Umang Patel	Present	Absent	Present	Present	Present	Absent	Absent	Absent				50%
Desiree Burgnon	Present	Absent	Present	Absent	Present	Absent	Absent	Present				50%
Charity Frash	Present	Absent	Absent	Present	Present	Absent	Absent	Absent				38%
Buck Goodspeed	Present	Absent*	Absent	Present	Absent	Present	Absent	Absent				38%
Jessica Rodriguez	Absent	Present	Absent	Absent	Present	Absent	Absent	Present				38%

\*Listened in by phone but location not posted on agenda so not part of quorum.