

**Lewis Center Foundation
Minutes
January 30, 2018**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:03 a.m.
2. **Roll Call:** Lewis Center Foundation members Desiree Burgnon, Buck Goodspeed, Tyler Jaramillo, and Marcia Vargas were in attendance. Member Donna Siegel was absent.

Staff members Fausto Barragan, Teresa Dowd, Jim Foley, Lisa Lamb and Toni Preciado, as well as LCER Board member Duberly Beck, were also in attendance.

3. **Public Comments:** None

4. **Consent Agenda:**

.01 On a motion by Buck Goodspeed, seconded by Desiree Burgnon, vote 4-0, the November 7, 2017 minutes were approved.

5. **Discussion/Action Items:**

.01 Recruitment – we are still looking for more members to join the Foundation. The focus is fundraising and ties in both areas would be good.

.02 NSLA Donation Recordings – NSLA donations are not reflected in the provided LCER financial reports as donation monies and forms are not received through the LCER. AAE PTC runs all monies through LCER, and then pay for activities. Duberly stated that NSLA PTO has had issues with this procedure. Fausto stated that we need an itemization of the accounting. Duberly would also like written policies and procedures. A meeting is needed to clarify procedures and have draft SOPs written, including all forms needed. Both parent groups could also meet together and share best practices. NSLA needs to also be sure donation forms are completed and sent in with all donation deposits.

.03 NSLA 10 Year Anniversary Celebration – ideas to celebrate NSLA’s 20 year anniversary with families include a community carnival, food truck event, family picnic, and health fair. Marcia asked if there should also be an adult community event to fundraise for NSLA’s capital campaign. The PTO president is working on a spring carnival and proceeds from that event will go to the school. The Foundation and school staff will work on a fundraising dinner and proceeds from that event will go to the capital campaign. We will work on getting sponsors and possibly each grade level could create a basket to auction off at the dinner. We will need to determine a date, venue, food, entertainment, theme and invitation list. Everyone is to look into venues and bring pack information to an ad hoc committee meeting on February 9 at 9:00 a.m.

.04 A draft form to request Lewis Center Foundation funds was included in the packet. Please give Teresa any comments or changes for the form. Staff can use this form to request funds for unbudgeted items. Requests should be approved by a supervisor. We will add a signature line to the form.

.05 On a motion by Desiree Burgnon, seconded by Tyler Jaramillo, vote 4-0, the Lewis Center Foundation approved \$5,000 as the minimum level approval is needed for unrestricted funds.

- .06 On a motion by Buck Goodspeed, seconded by Desiree Burgnon, vote 4-0, the Lewis Center Foundation approved \$10,000 as the minimum level to keep in unrestricted funds.
- .07 Lisa reported she has asked other charter schools what they were paying for a PR position. It is about \$60K. She is getting job descriptions and asking CCSA for references. The position would combine PR and fundraising. Someone at JPL may be interested. Lisa will reach out to her.
- .08 Short Term Funding Needs
- a. School Needs – AAE needs funding for their softball field upgrade. NSLA also needs upgrades to their field but doesn't know what their permanent location will be yet. Science funds are needed at both schools.
- .08 Long Term Funding Needs
- a. NSLA Capital Campaign – The NSLA anniversary event is being planned to generate funds.
 - b. PR/Marketing staff

6. **Information Included in Packet**

- .01 Lewis Center Foundation Financial Reports
- Foundation Balance Sheet
 - Foundation Savings Report
 - Donations

7. **Board/Staff Comments**

- .01 Ask a question for clarification:
- .02 Make a brief announcement: Lisa thanked everyone for their work. Marcia thanked staff for speaking at the County Supervisor's meeting on behalf of NSLA. It is generating interest.
- .03 Make a brief report on his or her own activities:
- .04 Future agenda items:

8. **Recommendations to the LCER Board:**

9. **Adjournment:** Marcia Vargas adjourned the meeting at 10:40 a.m.