

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

**Minutes
February 10, 2020**

1.0 Call to Order

Vice Chairman Sharon Page called the meeting to order at 4:03 p.m.

2.0 Roll Call

LCER Board Members Pat Caldwell, Torii Gray (arrived at 4:13 p.m.) Omari Onyango, Sharon Page, David Rib and Rick Wolf were present.

LCER Board Members Jim Morris, Kevin Porter and Jessica Rodriguez were absent.

Staff members Valli Andreasen, Ryan Dorcey, Teresa Dowd, David Gruber and Lisa Lamb were also present.

3.0 Public Comments: None

4.0 Special Presentations:

.01 Brielle DeLaHoussaye, AAE Ambassadors President, and Alex North, AAE Ambassadors Vice President, updated the Board on events. Winter sports of basketball, cheer and soccer just ended and we are going into spring sports of baseball, softball and track. Additionally, Students Run LA are running the LA Marathon in a few weeks. The Ambassadors are hosting Mr. Knight next week to raise funds for their Sacramento trip. ASB is working on filming for an awareness project.

.02 Michael Klein from Nigro and Nigro presented highlights of the audit and described the process. As of June 30, there was an increase in our cash balance and capital assets, while liabilities remained constant. There were no findings, but best practices were noted. Rick Wolf asked if we were compliant with state and federal law – Michael stated that we were. Pat Caldwell congratulated staff on no findings.

.03 Valli Andreasen presented the School Accountability Report Card (SARC), which is published on each school's web page. It is pre-populated with State data, and then we update sections on curriculum, stakeholder involvement and salaries. It dovetails with the school dashboard. Lisa reviewed NSLA's SARC as well. We are working on misassignments at both schools, as the State has not aligned credentialing to integrated science, so we will go back to traditional classes, which will correct the situation.

5.0 Discussion Items

.01 Discuss LCER Board Chairman Leave of Absence – Chairman Kevin Porter has requested a leave of absence through March. He is planning to return to the Board in April. Vice Chairman Sharon Page will take over Chairman Duties until he returns.

.02 Discuss Development of LCER Board Hub - Access to Pertinent Documents – both schools have been using a Google HUB for documents, which has worked well for staff. We are thinking of creating a Board Google HUB with useful information for Board members. A list of ideas to include was included in the packet. Please let us know any other items you would be interested in seeing on the HUB. Once the HUB is updated, we will send the link to Board members.

.03 Discuss AAE and NSLA Development Update – Larry Rieder shared the construction timeline for NSLA. Grading should start by May 1 and underground infrastructure by June 1. We are planning for

a Certificate of Occupancy by May 1, 2021. The project unanimously passed at the San Bernardino City Council meeting. Bid packages are going out and we want to execute a guaranteed maximum price contract. There are some soil issues due to the many prior uses of the property that we will need to remediate. The site plan for the AAE Multipurpose Room was shared. It is planned to make it a central location with a master plan for flow around campus. Construction should start in June as soon as school is out.

- .04 Discuss AAE and NSLA Bond Financing Update – John Phan reported that \$9.3 million of the AAE bonds were sold to nine major investors. We received a great rate and the market timing is perfect. We hope to close NSLA bonds in June.
- .05 Discuss Lewis Center Foundation Update – Lisa Lamb reported that the Gala Save the Date cards went out electronically and invitations will be coming soon. Our honored guests are Honorable Jerry Lewis and Rick Piercy. The AAE Band and Color Guard will be presenting. The Board was asked to help secure sponsors for the event.

6.0 Action Items

- .01 Vice Chairman Sharon Page appointed Marcia Vargas as the Chair of the Lewis Center Foundation.
- .02 On a motion by Pat Caldwell, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved the Multi-Year Auditor Agreement with Nigro and Nigro.
- .03 On a motion by David Rib, seconded by Pat Caldwell, vote 6-0, the LCER Board of Directors approved the AAE Management Services Agreement, which defines LCER administrative services and fees. It includes subordination, which is necessary for the bonds.
- .04 On a motion by David Rib, seconded by Pat Caldwell, vote 6-0, the LCER Board of Directors approved Approve the NSLA Management Services Agreement, which defines LCER administrative services and fees. It includes subordination but it is not as detailed as we are not to that point yet in the bond process. The agreement may be amended in the future with updated subordination information.
- .05 On a motion by Omari Onyango, seconded by David Rib, vote 6-0, the LCER Board of Directors approved the Charter School Property Solutions Development Consultant Services Agreement for the AAE Construction Project. The fee is prorated over 8 months.
- .06 On a motion by Rick Wolf, seconded by Torii Gray, vote 6-0, the LCER Board of Directors approved the Tate Snyder Kimsey Architects Agreement (TSK) for NSLA and Head Start Construction Projects.
- .07 On a motion by Pat Caldwell, seconded by David Rib, vote 6-0, the LCER Board of Directors approved Resolution 2020-02 – 2020 Bond Financing.
- .08 On a motion by Torii Gray, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved Approve BP 4119 Revision – Unlawful Harassment, Discrimination and Retaliation.
- .09 On a motion by Pat Caldwell, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved Approve AR 5145.13 – Response to Immigration Enforcement.
- .10 On a motion by Omari Onyango, seconded by David Rib, vote 6-0, the LCER Board of Directors approved Approve BP 5145.13 – Response to Immigration Enforcement.
- .11 On a motion by David Rib, seconded by Torii Gray, vote 6-0, the LCER Board of Directors approved Approve BP 5131.2 – Bullying.
- .12 On a motion by Rick Wolf, seconded by Torii Gray, vote 6-0, the LCER Board of Directors approved Approve BP 6020 - Parent Involvement.

7.0 Consent Agenda:

- .01 Approve Minutes of December 2, 2019 Regular Meeting
- .02 Approve Minutes of January 29, 2020 Special Meeting
- .03 Approve AAE Kitty Hawk Air Society 30 Hour Famine March 8-9, 2020
- .04 Approve AAE ASB Every 15 Minutes Overnight Event March 9-10, 2020

- .05 Approve AAE HOSA Field Trip to Long Beach, CA April 2-5, 2020
- .06 Approve NSLA 7th Grade Field Trip to Dana Point Ocean Institute April 20-21, 2020
- .07 Approve NSLA 2020-21 Calendar Revision

Consent Agenda Item 7.03 was pulled and the dates corrected to May 8-9, 2020. On a motion by David Rib, seconded by Omari Onyango, vote 6-0, the LCER Board of Directors approved the AAE Kitty Hawk Air society 30 Hour Famine on May 8-9, 2020.

On a motion by Pat Caldwell, seconded by Torii Gray, vote 6-0, the LCER Board of Directors approved Consent Agenda items 7.01-7.02 and 7.04-7.07.

8.0 Information Included in Packet:

- 01. President/CEO Report – the Dashboard reports will be added to the HUB.
- 02. LCER Financial Reports
 - Checks Over \$10K
 - Budget Comparisons
 - AAE and NSLA 1st Interim Reports – David Gruber explained differences in the way expenses were accounted for in 1st Interim Reports.
 - AAE and NSLA Federal Cash Management Data Collection Reports
- 03. Lewis Center Foundation Financial Report
 - December 2019
- 04. LCER Board Attendance Log
- 05. LCER Board Give and Get

9.0 Board/Staff Comments:

- .01 Ask a question for clarification
- .02 Make a brief announcement – Lisa reminded the Board to submit their Form 700. Badri Younes, NASA's Deputy Associate Administrator for Space Communications and Navigation, and Barbara Adde, NASA's SCA Policy and Strategic Communications Director are coming to AVCI tomorrow to see the Science on a Sphere after the groundbreaking for a 34 meter antenna at Goldstone. Lisa will be meeting with them at NASA Headquarters this Friday as well after a GAVRT training at Wallops. We are working with John Guidi, Deputy Director of the Advanced Exploration Systems Division with NASA's Human Exploration and Operations Mission on getting CubeSats for High School, the Artemis Mission and Parker Solar Probe. We are also still looking to expand the NASA Visitors Center. Jisela Corona introduced herself.
- .03 Make a brief report on his or her own activities
- .04 Future agenda items

10.0 Closed Session:

The LCER Board of Directors convened into closed session at 6:24 p.m. They reconvened into open session at 7:34 p.m. Vice Chairman Page reported that no action was taken with litigation pursuant to subdivision (b) of Section 5495.6.9: (1 case). Chairman Page further reported that the Board took action, by unanimous vote, to approve the President/CEO Employment Agreement as presented. The Board discussed and approved section B.4 of the Employment Agreement in open session pertaining to the CEO Salary. Per the agreement, the CEO will continue to receive an annual base salary, in accordance with its current Administrative/CEO Salary Schedule. For 2020-21, the CEO will advance to Step 5, and will continue to advance on the salary schedule thereafter, provided she meets the salary schedule movement criteria as outlined in the Lewis Center Employee Handbook.

11.0 Adjournment

Vice Chairman Sharon Page adjourned the meeting at 7:35 p.m.