

**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

**Minutes for Regular Meeting of the Lewis Center for Educational Research Board  
September 12, 2022**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Chairman Rodriguez called the meeting to order at 4:30 p.m.
2. **ROLL CALL:** LCER Board members Pat Caldwell, Omari Onyango, Sharon Page, Kevin Porter, David Rib, Jessica Rodriguez and Pat Schlosser were present.

LCER Board members Yolanda Carlos and Jim Morris were absent.

LCER staff members Jisela Corona, Marcelo Congo, Ryan Dorcey, Teresa Dowd, David Gruber, Heather Juarez, Lisa Lamb, Stacy Newman, Chet Richards and Victor Uribe were also in attendance.

3. **PUBLIC COMMENTS:** A public comment was read from former AAE student Evangeline Archuleta regarding student comments towards her, AAE parent Shauna Archuleta commented regarding bullying on campus, and AAE student Riley Archuleta commented regarding bullying on campus.
4. **SPECIAL PRESENTATIONS:**
  - .01 Update on Student Activities - LCER Ambassador Tyler Izadi, Ambassador Treasurer, reported on AAE student activities. The Ambassadors hosted a blood drive last week, Saturday band and ROTC are attending the Hesperia Days Parade, Mock Trial has begun, and we are expanding Ambassadors to NSLA and recruitment has begun.
  - .02 AAE and NSLA Assessment Data – Chet Richards, Victor Uribe and Heather Juarez presented updated assessment data from each school. The reports are in the packet. The Nation is seeing lower test scores overall due to the pandemic. We have a mission and plan to bring the scores back up. She reported that NSLA’s charter will be presented for renewal next year and we will be starting on the revision. Chet discussed the walk throughs that they are doing and the data that is being collected. He also discussed the future fencing of the AAE campus. AAE will have their 71<sup>st</sup> lottery this month. Sharon asked what kind of things are being looked for during the walk throughs. They provide the teacher feedback with personalized notes. The teachers receives a copy of what they will be looking at prior to the visit such as content, engagement, classroom management, and instructional practices. NSLA uses an app called DigiCoach that is similar. Victor looks for individualized feedback to share with the teachers. Sports have begun at NSLA and interviews have begun for ASB.

5. **CONSENT AGENDA:**
  - .01 Approve Minutes of the August 8, 2022 Regular LCER Board Meeting
  - .02 Approve AAE 8<sup>th</sup>-10<sup>th</sup> grade Field Trip to Washington D.C. October 9 -14, 2022

On a motion by Sharon Page, seconded by Pat Caldwell, vote 7-0, the LCER Board approved the consent agenda by roll call vote.

6. **ACTION ITEM:**
  - .01 Approve Deletion of AR and BP 1312 – Complaints Concerning the Lewis Center – Lisa reported that the Exec Team is reviewing policies and seeing what revisions are needed. This policy and AR was outdated. General complaints are covered in our employee handbook and parent/student handbook. We are working on policies for more specific complaints. On a motion by Pat Schlosser,

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seconded by Sharon Page, vote 7-0, the LCER Board approved the deletion of AR and BP 1312 by roll call vote.

- .02 Approve Revision of AR and BP 1312.1 – Complaints Concerning LCER Personnel – Lisa reported that there were only minor grammatical updates on these revisions. On a motion by David Rib, seconded by Kevin Porter, vote 7-0, the LCER Board approved the revision of AR and BP 1312.1 by roll call vote.
- .03 Approve Revision of AR and BP 1312.2 – Complaints Concerning Instructional Materials – Lisa reported that there were extensive revisions on this AR and BP as they were quite outdated. David Rib asked about the number on a committee to review changes. Other policies reviewed did not designate a number on the committee. On a motion by Omari Onyango, seconded by David Rib, vote 7-0, the LCER Board approved the revision of AR and BP 1312.2 by roll call vote.
- .04 Approve AR and BP 5123 – Promotion/Acceleration/Retention – Lisa reported that we had a situation that made us realize we should have an appeal process for promotion, acceleration and retention. The information was in our parent/student handbook, but not in policy. On a motion by Sharon Page, seconded by Kevin Porter, vote 7-0, the LCER Board approved AR and BP 5123 by roll call vote.

**7. DISCUSSION ITEMS:**

- .01 Review and Discuss Bylaws Update – Lisa Lamb reviewed some changes we wanted to implement, including a fingerprinting requirement for Board members. We will extend this requirement to our Foundation Board as well. Legal is still reviewing them for legal updates and best practices. We will bring them forward for approval at the next Board meeting.
- .02 Updated Specialized Services Supplemental Rate Salary Schedule – David Gruber reported that we have various amounts of hourly rates of pay, and this year we identified that specialized services needed additional hourly rates to be developed. Human Resources has been reviewing comparative schedules. The rate they would like to offer is \$90 per hour for adding additional time as needed that is above and beyond their regular assignment. It is not overtime.
- .03 Implementation of Catapult EMS System for School Safety – Lisa Lamb and Ryan Dorcey presented a new system we will be implementing that will have many new safety features that will allow staff to be notified if onsite events occur. It will allow texts for lockdowns, track response times, and allow real time notifications that staff and students are safe. Any staff member would be able to initiate a lock down or safety issue and it will connect us to first responders. Lisa will send a video link out.
- .04 NSLA Gym Construction Update – David Gruber reported that the City has issued permits and footings were poured and approved. They are starting the walls this week. The foundation should be poured the first week of October.
- .05 Lewis Center Foundation Board Update – Lisa Lamb reported that the Foundation is hosting a Brew Fest on 9/28. We have some great raffle prizes and hope we have great participation. Please attend, bring some friends and spread the word. We currently don’t have a gala scheduled this school year, so this event and Giving Tuesday are what we are doing so far. Lisa commended Teresa and Jisela for keeping the Foundation going as we need to recruit some new members. The current other members are so stretched with other commitments. We are continuing with the milestone recognition and scholarships. If you know of anyone, please send them our way.

**8. INFORMATION INCLUDED IN PACKET:**

- .01 President/CEO Report to the Board – Kevin noted the decline in students at NSLA. They had quite a few students that did not drop until school had started and we had to be sure they were enrolled elsewhere before filling the spot. We are building the program and some have left for other opportunities. We are ok financially and the budget is on track. We have strong wait lists at the

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elementary level and need to continue building the secondary program. Sharon asked about the staff retention objective and graph. Lisa described how it was calculated. Lisa commended Brook and Rebecca for their help with these statistics. This will be updated each month.

.02 LCER Grant Tracking Report

.03 LCER Financial Reports

- Checks Over \$10K
- Budget Comparisons
- Lewis Center Foundation Financial Reports
- AAE and NSLA Cash Management Data Collection for Categorical Funds

.04 LCER Board Attendance Log

**9. BOARD/STAFF COMMENTS:**

.01 Ask a question for clarification

.02 Make a brief announcement or a brief report on his or her own activities – Lisa thanked AVUSD for providing violent intruder training last minute due to a cancellation from the provider we were expecting. We are closing out an \$80K GAVRT grant, and we are applying for 2 more. We are updating the signage at AVCI to include the AVCI logo and LCER and AVUSD logos. Lisa commended Victor and Chet for their leadership of the schools. We are excited to add LCER Ambassadors from NSLA. We are planning to go to Washington D.C. and are fundraising and asking for corporate donations. It is great to provide these leadership opportunities to our students. We will have additional policies coming forward for approval. Lisa asked if the Board would like to have a Principal’s update at each Board meeting, and they would.

.03 Future agenda items

**10. ADJOURNMENT:** Chairman Rodriguez adjourned the meeting at 5:56 p.m.