

**Regular Joint Meeting of the
Lewis Center for Educational Research Board of Directors
Academy for Academic Excellence School Board Committee and
Norton Science and Language Academy School Board Committee**

**Minutes
June 12, 2017**

1.0 Call to Order

Chairman Bud Biggs called the meeting to order at 7:05 a.m. Chairman Biggs asked that the budget and closed session items be moved up first on the agenda.

2.0 Roll Call

LCER Board Members David Bains, Duberly Beck, Bud Biggs (stepped out for a period), Buck Goodspeed, Andrew Jaramillo, Kirt Mahlum (left at 9:40 a.m.), Jose Palafox (by phone-left at 9:40 a.m.), Russell Stringham, Peter Torres (arrived at 7:20 a.m. and left at 9:55 a.m.) and Rick Wolf were present.

LCER Board Members Robert Lovingood, Kevin Porter, Marcia Vargas and Regina Weatherspoon-Bell were absent.

AAE School Board Committee Members David Bains, Jose Palafox (by phone), and Russell Stringham were present.

AAE School Board Committee Members Robert Lovingood and Kevin Porter were absent.

NSAA School Board Committee Members Duberly Beck, Andrew Jaramillo, and Peter Torres were present.

NSAA School Board Committee Member Marcia Vargas was absent.

Staff members Michael Allen, Tom Atkisson, Fausto Barragan, Veronica Calderon, Ryan Dorcey, Teresa Dowd, Wes Kanawyer, Lisa Lamb, Stacy Newman, Toni Preciado, Jim Quinn, Paul Rosell, Carolyn Schmidt and Amber Watson were also present.

3.0 Public Comments: None

4.0 Special Presentations:

.01 Cesar Adrian Chi, NSLA 7th grader, presented on the “Kids That Code” camp he attended, funded by a Lewis Center Foundation Educational Activity Grant. The camp was 3 days and he learned coding skills, how to make 3D models and programming to command characters. He said it was challenging. Jose noted that this is the future of our kids and one of the stories he’d like to see out in the press to promote our schools. Duberly reported that 2 additional NSLA students were able to attend through scholarships.

.02 Bud Biggs recognized Donna Siegel and Scott Johnson for their service on the Board. Their certificate and clock will be given to them as they were not able to attend.

5.0 Standing Board Committee Reports

- .01 (a) Finance Committee – Kirt Mahlum reported that the committee met at a special meeting on April 28 to get answers to finance questions. He said it went very well and wants to keep it in mind for the future. Russ Stringham met with the auditors. The committee met in May regarding the budget, and while they didn't come to an agreement on a recommendation to the Board, Kirt felt everyone was fully informed and prepared.
- (b) Personnel Committee – Duberly Beck reported that the committee worked on the President/CEO contract, recommended a resolution for Jim Quinn to continue in the Director of Finance position until a replacement is found, and recommended Bud Biggs appoint Buck Goodspeed to the committee due to Scott Johnson's resignation.
- (c) Lewis Center Foundation – Lisa Lamb reported that the Foundation has not met.

6.0 AAE School Board Committee Consent Agenda

On a motion by David Bains, seconded by Rick Wolf, vote 3-0, the AAE School Board Committee approved Consent Agenda items 6.01-6.06.

- .01 Approve May 11, 2017 Regular Meeting Minutes
- .02 Approve Victor Valley College Dual Enrollment MOU
- .03 Approve July 13, 2017 AFJROTC Cadet Officer Candidate Training School
- .04 Approve August 4, 2017 AFJROTC Cadet Advanced Leadership Training School
- .05 Approve AAE Educational Protection Account Resolution 2017-04
- .06 Approve AAE 2nd Interim Report

7.0 AAE School Board Committee Action Item

Lisa Lamb presented information on the AAE LCAP. On a motion by Jose Palafox, seconded by Rick Wolf, vote 3-0, the AAE School Board Committee approved the AAE LCAP.

8.0 NSLA School Board Committee Consent Agenda

On a motion by Andy Jaramillo, seconded by Peter Torres, vote 3-0, the NSLA School Board Committee approved Consent Agenda items 8.01 – 8.04.

- .01 Approve April 18, 2017 Regular Meeting Minutes
- .02 Approve May 16, 2017 Regular Meeting Minutes
- .03 Approve NSLA Education Protection Account Resolution
- .04 Approve NSLA 2nd Interim Report

9.0 NSLA School Board Committee Action Item

Lisa Lamb presented information on the NSLA LCAP. On a motion by Andy Jaramillo, seconded by Peter Torres, vote 3-0, the NSLA School Board Committee approved the NSLA LCAP.

10.0 LCER Board Consent Agenda

On a motion by Jose Palafox, seconded by David Bains, vote 9-0 (Bud Biggs stepped out of the meeting), the LCER Board of Directors approved Consent Agenda items 10.01-10.06.

- .01 Approve March 13, 2017 Regular Meeting Minutes

- .02 Approve April 7, 2017 Special Meeting Minutes
- .03 Approve April 10, 2017 Special Meeting Minutes
- .04 Approve April 28, 2017 Special Meeting Minutes
- .05 Approve May 10, 2017 Special Meeting Minutes
- .06 Approve Credit Card for BreAnna Beare and Sam Scantlin in the Amount of \$2,000 each for ASB

11.0 Discussion/Action Items

- .01 Approve Natural Resources Group, Inc. Proposal** – Lisa Lamb reported that Robert Lovingood asked for this item to be tabled as he is talking to additional environmental groups. On a motion by Russ Stringham, seconded by Peter Torres, vote 9-0, the LCER Board of Directors tabled this item to the next meeting.
- .02 Discuss Lewis Center Solar Cost Comparison Update** – Jim Quinn reported that Simeon Trotter’s report shows we will have more savings than anticipated, especially during longer days. The NSLA solar grant is currently on hold until we are certain of a placement site.
- .03 Discuss Prop 39 Offer by San Bernardino City Unified School District for NSLA** – Lisa Lamb reported that SBCUSD has offered NSLA 16 classrooms on Monterey Ave. We currently have not accepted the offer as we are still in negotiations with the County and City of San Bernardino regarding the current property.
- .04 Discuss Progress on Update of Board Policies, Including Medical Emergency Policies** – Lisa Lamb reported that staff is currently working on Business policies to bring to the Board in September. Staff will also develop a medical emergency policy for when the nurse is not onsite, and rely on the nurse for emergencies when she is onsite.
- .05 Elect New Vice Chairman due to Resignation of Scott Johnson** – Duberly Beck volunteered to serve as Vice Chairman of the Board. She will act in this capacity until ratified at the September LCER Board meeting.
- .06 Appoint Personnel Committee Member due to Resignation of Scott Johnson** – Bud Biggs appointed Buck Goodspeed to the Personnel Committee.
- .07 Approve BP 5110 Admission as Recommended by Safe Haven Ad Hoc Committee** – Rick Wolf reported that the committee recommended this policy, but with a different number. Lisa Lamb noted that as a charter school, we have not necessarily followed CSBA policy numbers as charters are not always required to follow Ed Code and may not have the same policy. The LCER already had a policy with the suggested number. Staff can look into aligning policy numbers with CSBA, but this will take some time and research, and the policies will need to be brought back to the Board with the new numbers. David Bains asked to table this policy for further discussion as he was unable to attend the Save Haven Ad Hoc Committee meeting. On a motion by Kirt Mahlum, seconded by Russ Stringham, vote 4 (David Bains, Jose Palafox, Kirt Mahlum, Buck Goodspeed) - 6 (Bud Biggs, Duberly Beck, Andy Jaramillo, Russ Stringham, Peter Torres, Rick Wolf), the policy was not tabled for further discussion. Duberly Beck would like the policy approved as a majority of the committee members were present and brought forth the policy for recommendation. On a motion by Duberly Beck, seconded by Bud Biggs, vote 6 (Bud Biggs, Duberly Beck, Andy Jaramillo, Russ Stringham, Peter Torres, Rick Wolf) – 2 (David Bains, Jose Palafox), with 2 abstaining (Kirt Mahlum, Buck Goodspeed), BP 5110 Admission was approved by the LCER Board of Directors.
- .08 Approve AR 5125.1 Release of Directory Information as Recommended by Safe Haven Ad Hoc Committee** – Rick Wolf discussed the content of AR 5125.1 On a motion by Duberly Beck, seconded by Andy Jaramillo, vote 10-0, the LCER Board of Directors approved AR 5125.1 Release of Directory Information.

- .09 Approve Resolution 2017-06 Exception to 180 day Government Wait Code** – This resolution allows Jim Quinn to stay on as Director of Finance until a replacement is found and trained. On a motion by Kirt Mahlum, seconded by Duberly Beck, vote 9-0, the LCER Board of Directors approved Resolution 2017-06 Exception to 180 day Government Wait Code.
- .10 Approve Budget for 2017-18 School Year** – Jim Quinn went over the budget for the 2017-18 school year. There were 2 versions presented – the original was the budget the Finance Committee reviewed, and the revision was based on committee recommendations. Lisa Lamb pointed out some revenue increase possibilities such as medical billing for allowable services, NSLA running their after school program, AAE adding 5 students per middle school grade level, increasing attendance through incentives, CSUSB partnership, grants for AVCI, environmental land bank and GAVRT funding. AAE will look at running their after school program in the future. Jim reviewed the State budget process and that no deferrals are expected, but one time funding is postponed until next year. State funding is expected to increase over the next several years but will mostly be absorbed by pension cost increases. David Bains asked why AAE was not increasing students at the high school level. There is not enough facility space as the classrooms were not built to house so many students. The way funds are tracked separately for each school was discussed, as well as joint expenditures such as general administration. We are making more detailed allocations of these expenses, which the auditors will be reviewing. We are also systematically working on building up reserves. Andy Jaramillo feels we need to be more competitive with salaries. Jose Palafox commended the balanced budget, but noted that as salaries are our biggest expense he doesn't agree with the process we're taking, and feels there should be more aggressive salary cuts. Kirt Mahlum felt that more staffing cuts would affect the quality of our education, and we would lose staff with across the board cuts. We will need to see how we are able to operate with the cuts we did make. Administration feels they're doing everything they reasonably can at this point. On a motion by Buck Goodspeed, seconded by Duberly Beck, vote 7 (Duberly Beck, Peter Torres, Andy Jaramillo, Kirt Mahlum, Rick Wolf, Buck Goodspeed, Bud Biggs) – 3 (Russ Stringham, Jose Palafox, David Bains), the LCER Board of Directors approved the budget for the 2017-18 school year.
- .11 Approve Changing LCER Board Meeting Schedule to Monthly** – Lisa Lamb suggested that with ongoing issues such as lease negotiations, and that the Board has been having to schedule special meetings often, it would be a good idea to meet more frequently, more on a monthly schedule. The school board committees could then meet quarterly. All in attendance were in favor of changing the schedule. A new meeting schedule will be developed and implemented, and then ratified at the September LCER Board meeting.
- .12 Approve Changing Time of LCER Board Meetings to Evening** – Lisa Lamb noted that we have received requests by staff and parents to hold the Board meetings in the evening. Wes Kanawyer noted that he surveyed AAE staff members and 74% preferred evening Board meetings and would occasionally participate. All in attendance were in favor of scheduling the LCER Board Meetings at 4:00 p.m. The time of 4:00 p.m. will be implemented, and then ratified at the September LCER Board meeting.
- .13 Schedule Annual LCER Strategic Planning in August to Develop Strategic Plan to Approve in September** – Suggested dates for Strategic Planning are August 10, 16 or 17. Teresa Dowd will send out a poll to determine availability.
- .14 Schedule Executive Committee Meeting in July to Review Bylaws, LCER Board Job Description, Code of Conduct and LCER Board Member Evaluation Procedures for LCER Board Approval in September** – Teresa Dowd will work on scheduling this meeting.

12.0 Information Included in Packet:

- .01 Staff Reports**
- .02 Lewis Center Foundation Financial Reports**
- .03 LCER Financial Reports**
- .04 LCER Board Attendance Log**
- .05 LCER Board Give and Get**
- .06 Upcoming Events**
- .07 Scott Johnson Resignation**

13.0 Board/Staff Comments

- .01 Ask a question for clarification**
- .02 Make a brief announcement** – Lisa Lamb thanked Kevin Porter, Duberly Beck and Marcia Vargas for attending the NSLA 8th Grade Graduation, as well as the 6 Board members that attended the AAE 12th Grade Graduation.
- .03 Make a brief report on his or her own activities**
- .04 Future agenda Items**

14.0 Closed Session

.01 The LCER Board of Directors convened into closed session at 8:15 a.m. to discuss the construction audit and Public Employee Appointment: President/CEO. They reconvened into open session at 9:05 a.m. Chairman Biggs reported that no action was taken in closed session regarding the construction audit, and that the Board took action, by unanimous vote, to appoint Lisa Lamb as President/ CEO as well as approve the President/CEO Employment Agreement as presented.

In open session, the Board discussed and approved section B.4 of the Employment Agreement regarding the CEO salary. Per the agreement, the CEO will receive an annual base salary, in accordance with its current Administrative/CEO salary schedule. The CEO will be placed on Step 2, and will progress to the next step on the salary schedule annually thereafter, provided she meets the salary schedule movement criteria as outlined in the LCER Employee Handbook.

15.0 Adjournment

Chairman Bud Biggs adjourned the meeting at 10:07 a.m.