

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

**Minutes
October 16, 2017**

1.0 Call to Order

Vice Chair Duberly Beck called the meeting to order at 4:02 p.m.

2.0 Roll Call

LCER Board Members Duberly Beck, Buck Goodspeed, Kirt Mahlum, Jose Palafox (by phone), Kevin Porter, Russ Stringham (by teleconference), Peter Torres, Marcia Vargas and Rick Wolf were present.

LCER Board Members Bud Biggs and Andy Jaramillo were absent.

Staff members Valli Andreasen, Fausto Barragan, Teresa Dowd, Myrna Foster, Wes Kanawyer, Lisa Lamb and Stacy Newman were present.

Staff members Veronica Calderon, Ryan Dorcey, Heather Juarez, Corbin Lee, Paul Rosell and Anne Stockwell were present by teleconference.

3.0 Public Comments: None

4.0 Special Presentations:

.01 The Board thanks and recognizes Regina Weatherspoon-Bell for her service on the Board. Her certificate and clock will be given to her as she was not able to attend.

.02 Fausto Barragan presented on NSLA's smarter balanced assessment. He and staff are reviewing SBAC data to guide instructional best practices. They are reviewing results and implementing methods to improve the program. It was asked if the dual language program had any effect on scores. They are analyzing this, but Spanish is not the issue. There are other measurements to use as well, and triangulation is key. Wes Kanawyer and Valli Andreasen presented on AAE's smarter balanced assessment. They showed annual trends, cohort trends, comparatives with local districts and college readiness. They are implementing an improvement plan. It would be interesting to see scores of students that have been at the schools since K. Kirt asked for an update from Principals from meeting to meeting. It is important to have good reviews of the schools on online sites as this is a factor in ratings. We need more marketing and promoting.

.03 The presentation on the trip to China and partnership with Pudong Educators was tabled.

5.0 Standing Board Committee Reports

.01 Finance Committee – Kirt Mahlum reported that the Finance Committee met in September where Jim Foley presented on additional sources of revenue, purchasing processes, business practices, energy uses, supplemental hours and analyzing ADA with staff. The transition is going smoothly. The committee will be meeting before each LCER board meeting. Kirt would like someone from the NSLA School Board Committee to be on the Finance Committee.

.02 Lewis Center Foundation – Marcia Vargas reported that the next Foundation meeting is November 7. The Foundation is looking for more members, especially from the Inland

Empire. The commitment is a monthly meeting, fundraising and ideas to expand the Foundation's vision.

- .03 Personnel Committee – Duberly Beck reported that the committee hasn't met but will begin meeting soon regarding the CEO Evaluation process.

6.0 Consent Agenda

1. Approve Minutes of September 11, 2017 Regular Meeting
2. Approve Minutes of September 11, 2017 Special Meeting

On a motion by Kevin Porter, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved Consent Agenda Items 6.01-6.02.

7.0 Discussion/Action Items

- .01 Lisa Lamb reviewed the revisions made to the LCER Strategic Plan. There are 4 goals: Financial, Facilities, Academic and Organizational Effectiveness. The Strategic Planning minutes were added to the appendices as well as the new Strengths, Weaknesses, Opportunities and Threats. On a motion by Kirt Mahlum, seconded by Kevin Porter, vote 9-0, the LCER Board of Directors approved the revised LCER Strategic Plan.
- .02 Lisa Lamb noted that the revision of BP 9100 – Board Vacancies is to allow for flexibility in the number of Board members on the nominating committee. Peter asked how we recruit new Board members. Typically we ask for recommendations from current Board members. Ideas were to advertise through social media and ask parents for recommendations. Teresa will send the qualification list to the Board. Kirt would like to add a discussion at the December Board meeting on the preferred size of the Board. On a motion by Kevin Porter, seconded by Kirt Mahlum, vote 9-0, the LCER Board of Directors approved the revision of BP 9100 – Board Vacancies.
- .03 Lisa Lamb noted that the revision of BP 9110 – Terms and Officers is to allow for flexibility in the number of Board members on the nominating committee. On a motion by Marcia Vargas, seconded by Kevin Porter, vote 9-0, the LCER Board of Directors approved the revision of BP 9110 – Terms and Officers.
- .04 Stacy Newman noted that these policies were reviewed and combined into one policy. The new combined policy was reviewed by our attorneys YM&C. On a motion by Russ Stringham, seconded by Peter Torres, vote 9-0, the LCER Board of Directors approved the revision of BP 4119 – Unlawful Harassment, and deletion of BP 4030 – Nondiscrimination in Employment, deletion of AR 4030 – Nondiscrimination in Employment, deletion of AR 4031 – Nondiscrimination Complaints, deletion of AR 4119.11 (a) – Unlawful Harassment Descriptions and Notifications, and deletion of AR 4119.11 (b) – Student Sexual Harassment Descriptions and Notifications.
- .05 On a motion by Jose Palafox, seconded by Rick Wolf, vote 9-0, the LCER Board of Directors approved the Notice of Intent to Employ Tamara Walsh on a Provisional Internship Permit to fill open AAE 2nd grade position.
- .06 Rick Wolf initiated a discussion on aligning Board Policy numbers with CSBA. He thought it would make more sense in case anyone wanted to compare policies. We originally followed AVUSD's numbering but have changed or added our own numbers as well, though our policies are in the same category headings. Rick will provide the numbering system for us to review and is willing to help with the process. We are systematically revising all of our policies and will bring forward revisions in batches. Renumbering may be included as part

of the revisions. We will commit to moving in that direction and add it as an action item at the next meeting.

8.0 Information Included in Packet:

.01 Staff Reports

- President/CEO – Lisa Lamb
- Human Resources Director – Stacy Newman
- IT Director – Ryan Dorcey
- Regina Weatherspoon-Bell Resignation
- Letter from AVUSD Regarding Budget Analysis

.02 Lewis Center Foundation Financial Report

- August 2017

.03 LCER Financial Reports

- Checks Over \$10K – Jose asked how checks are vetted before signing. We have limited the number of signers to 4 and ask more questions. Anything over \$50K that is unbudgeted must come before the Finance Committee. Lisa will ask Jim Foley if he has ideas on best practices for notifying Board members of unexpected expenses.
- Budget Comparison
- Statement of Financial Position
- Unaudited Actuals

.04 LCER Board Attendance Log

.05 LCER Board Give and Get

9.0 Board/Staff Comments

.01 Ask a question for clarification

- Duberly Beck asked what Board members should do when parents email them regarding issues. They should forward them to the Principal. Duberly asked if the Board could receive a response that staff is following up on the issue. Rick Wolf asked that any information sent to the Board as follow-up not contain any employee or student names. Stacy can let the Board know of anything pending and if we think it will escalate.
- Peter Torres asked about drop off and parking issues at NSLA. Duberly asked him to bring that issue up at a NSLA School Board Committee meeting.
- Marcia Vargas asked if the Board could receive the meeting minutes sooner. We will send them out upon completion, but they will not be the official minutes until they have been voted upon at a regularly scheduled meeting.

.02 Make a brief announcement – Jose noted that his term is up in December and he has enjoyed being on the Board. He is proud of the LCER and noted that we need to toot our own horn.

.03 Make a brief report on his or her own activities

.04 Future agenda Items

- Kirt Mahlum would like to discuss the preferred size of the Board.
- Rick Wolf would like to add an action item to align our Board Policy numbers with CSBA.

10.0 Adjournment

Vice Chair Duberly Beck adjourned the meeting at 6:26 p.m.