

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

**Minutes
August 12, 2019**

1.0 Call to Order

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

2.0 Roll Call

LCER Board Members Duberly Beck, Jim Morris (arrived 4:09 p.m. and left at 5:11 p.m.), Sharon Page, Jessica Rodriguez, Marcia Vargas and Rick Wolf were present.

LCER Board Member Pat Caldwell, Omari Onyango and David Rib were absent.

Staff members Valli Andreasen, Fausto Barragan, Matt Cabe, Marcelo Congo, Ryan Dorcey, Teresa Dowd, David Gruber, Heather Juarez, Lisa Lamb, and Stacy Newman were also present.

3.0 Public Comments: None.

4.0 Special Presentations:

.01 Heather Juarez presented preliminary results from CAASP Testing and reviewed 4 years of data for ELA and Math. Congratulations to both schools for their scores. Parents were able to access their student's results in Illuminate over the summer. Final results with subgroup data will be presented in October.

5.0 Consent Agenda

- .01 Approve Minutes of June 6, 2019 Special Meeting
- .02 Approve Minutes of June 10, 2019 Regular Meeting
- .03 Approve Minutes of June 18, 2019 Special Meeting
- .04 Approve AAE 2019-20 Consolidated Application and Reporting System (CARS)
- .05 Approve NSLA 2019-20 Consolidated Application and Reporting System (CARS)
- .06 Approve AAE Wind Ensemble Field Trip to Walt Disney World march 19-25, 2021
- .07 Approve AAE ASB Building Growth Mindset with School Leaders Field Trip August 16-17, 2019
- .08 Approve AAE ASB Spending Plan

On a motion by Jim Morris, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved Consent Agenda Items 5.01 – 5.04 and 5.06 – 5.08.

Marcia Vargas pulled consent Agenda Item 5.05. She noted that the DELAC representative name should be a non-LEA employee and Fausto Barragan is listed. NSLA has an active ELAC committee. The NSLA 2019-20 CARS will be revised with a parent committee member listed as the representative. Fausto will be sure all the ELAC and school site council agendas and minutes are on the web page. On a motion by Marcia Vargas, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved Consent Agenda Item 5.05 with the noted revision.

6.0 Discussion/Action Items:

.01 **Discuss December 2019 LCER Board Meeting Date** – Lisa Lamb has been invited to speak at the AGU Conference with the NASA team the week of December 9. She asked if the Board would prefer she call in to the scheduled LCER Board meeting on December 9 or reschedule the meeting. The

- LCER Board would like to reschedule to December 2. An updated calendar will be brought forward at the next meeting for approval.
- .02 Appoint NSLA Expansion Executive Committee** – The committee was appointed and consists of Lisa Lamb, Marcia Vargas, Jim Morris, Fausto Barragan, David Gruber and Marcelo Congo.
 - .03 Approve Kutack Rock Bond Counsel Engagement Letter** – We have used Kutack Rock in the past and it is recommended to continue with them. On a motion by Marcia Vargas, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved the Kutack Rock Bond Counsel Engagement Letter.
 - .04 Approve RBC Capital Markets Underwriter Engagement Letter** – to mitigate risk we are going with two underwriting firms. They will be cost sharing so there is no additional fees to us. There will be a bond purchase agreement in the future. On a motion by Jessica Rodriguez, seconded by Sharon Page, vote 6-0, the LCER Board of Directors approved the RBC Capital Markets Underwriter Engagement Letter.
 - .05 Approve BB&T Capital Markets Underwriter Engagement Letter** - On a motion by Marcia Vargas, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved the BB&T Capital markets Underwriter Engagement Letter.
 - .06 Appoint Nominating Committee for Upcoming Board Vacancies, Terms and Officers** – Duberly Beck appointed Rick Wolf, Pat Caldwell, Jessica Rodriguez, Lisa Lamb and herself to the Nominating Committee for upcoming board vacancies, terms and officers.
 - .07 Discuss Succession Plan Update** – Duberly thanked the Personnel Task Force for their work to date. They have briefly discussed succession planning and will have an update at the next meeting. The LCER Board would like to be provided an updated org chart of Exec Team/ATM positions.
 - .08 Approve BP 2000 – Administration Concepts and Roles Revision** – the Personnel Task Force reviewed the Administration policies and compared them to other districts for revision. Some of the numbering was restructured as well. On a motion by Sharon Page, seconded by Jim Morris, vote 6-0, the LCER Board of Directors approved BP 2000 – Administration Concepts and Roles Revision.
 - .09 Approve BP 2110 – Administration President/CEO Responsibilities and Duties Revision** - On a motion by Jim Morris, seconded by Sharon Page, vote 6-0, the LCER Board of Directors approved BP 2110 – Administration President/CEO Responsibilities and Duties Revision.
 - .10 Approve BP 2111 – Administration President/CEO Governance Standards Revision** - On a motion by Jim Morris, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved BP 2111 – Administration President/CEO Governance Standards Revision.
 - .11 Approve BP 2121 – Administration President/CEO Employment Agreement** –Rick Wolf noted that he would like to see language that the CEO may be placed on administrative leave to complete an investigation if necessary. He also recommended that the length of the CEO contract match the term of LCER Board members, which is 3 years. The Personnel Task Force will look at updates to this policy. This item was tabled to the next meeting.
 - .12 Approve BP 2140 – Administration Evaluation of the President/CEO Revision** - On a motion by Marcia Vargas, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors approved BP 2140 – Administration Evaluation of the President/CEO Revision.
 - .13 Approve BP 2210 – Administration Administrative Discretion in Absence of Board Policy Revision** - On a motion by Jessica Rodriguez, seconded by Sharon Page, vote 6-0, the LCER Board of Directors approved BP 2210 – Administration Administrative Discretion in Absence of Board Policy Revision.
 - .14 Approve BP 2220 – Administration Administrative Staff Organization** – On a motion by Sharon Page, seconded by Jim Morris, vote 6-0, the LCER Board of Directors approved BP 2220 – Administration Administrative Staff Organization.
 - .15 Approve BP 2230 – Administration Advisory and Stakeholder Groups** – On a motion by Sharon Page, seconded by Marcia Vargas, vote 6-0, the LCER Board of Directors approved BP 2230 – Administration Advisory and Stakeholder Groups.

.16 Approve BP 5031 – Student Staff Interaction Revision – Stacy Newman reported that this policy was reviewed by the Exec Team. Our JPA is mandating that staff do additional training beyond what is required by law. Staff was trained at the All Staff meeting on August 2, 2019. On a motion by Jessica Rodriguez, seconded by Marcia Vargas, vote 6-0, the LCER Board of Directors approved BP 5031 – Student Staff Interaction Revision.

.17 Discuss Lewis Center Foundation Update – Marcia Vargas reported that we are in need of sponsors for the September 27 VVRO Golf Tournament. We may need volunteers as well. Lisa Lamb, Rick Piercy and Charity Frash met with Congressman Lewis to thank him for his donation. He was excited to hear about the progress of the schools. The Foundation would like to recognize him at the Annual Gala on May 15, 2020 at the Orange Show. The theme is Back to the Future. Marcia also encouraged LCER Board members to sign up for a monthly automatic donation. In addition, if you or anyone you know is interested in fundraising, the Lewis Center Foundation Board is in need of new members.

On a motion by Sharon page, seconded by Jessica Rodriguez, vote 6-0, the LCER Board of Directors voted to add the following item to the agenda as there was an immediate need to take action and the item came to its attention after the agenda was posted.

.18 Approve Hiring Corinne Ary as Speech and Language Pathologist on a Speech and Language Pathologist Variable Term Waiver for the Academy for Academic Excellence Campus Effective 9/1/2019 – The LCER has been trying for months to hire a Speech and Language Pathologist with no success. On a motion by Sharon Page, seconded by Marcia, Vargas, vote 6-0, the LCER Board of Directors approved hiring Corinne Ary as Speech and Language Pathologist on a Speech and Language Pathologist Variable Term Waiver for the Academy for Academic Excellence Campus Effective 9/1/2019.

7.0 Information Included in Packet:

- 01.** President/CEO Report – The LCER Board asked what the Mission Control position was. It is an operator for the GAVRT program. We are running more sessions that ever with only one operator. The position is covered by GAVRT funding. We are still on track for installing Science on a Sphere at AVCI in September, The Lewis Center Foundation funded the construction.
- 02.** LCER Financial Reports
 - Checks Over \$10K – Every couple months revenue that has come is transferred from DCB to Union Bank.
 - Budget Comparisons
- 03.** Lewis Center Foundation Financial Report
 - June 2019
- 04.** LCER Board Attendance Log
- 05.** LCER Board Give and Get
- 06.** AVUSD Correspondence Re: LCER Budget

8.0 Board/Staff Comments:

- .01 Ask a question for clarification**
- .02 Make a brief announcement** – Lisa reported that the start of school has gone well at both site. David thanked the Facilities staff at both sites for their preparation over the summer. Lisa thanked Marcia and Jessica for attending the All Staff meeting. Fausto thanked NSLA staff for pitching in with new and unfilled positions. Sharon thanked the Board and staff for strategic planning. Marcia thanked the Personnel Task Force committee for its diligence and congratulated staff on test scores.
- .03 Make a brief report on his or her own activities**
- .04 Future agenda Items** – LCER Board Calendar Revision

9.0 Closed Session:

The LCER Board of Directors convened into closed session at 5:31 p.m. to discuss:

.01 Public Employment: President/Chief Executive Officer

.02 Public Employee Performance: President/Chief Executive Officer

The LCER Board of Directors reconvened into open session at 6:08 p.m. Chairman Duberly Beck reported that no action was taken in closed session.

10.0 Adjournment

Chairman Duberly Beck adjourned the meeting at 6:09 p.m.