

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

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Rodriguez called the meeting to order at 4:31 p.m.

2. **ROLL CALL:** LCER Board members Pat Caldwell, Yolanda Carlos, Sharon Page, Kevin Porter, David Rib, Jessica Rodriguez and Pat Schlosser were in attendance. LCER Board member Omari Onyango was absent.

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

3. **PUBLIC COMMENTS:** Albert Rodriguez, AAE Parent, commented regarding AAE's discipline policy and bullying at school.

4. **SPECIAL PRESENTATIONS:**

.01 Update on Student Activities - LCER Ambassadors Alejandro Aguirre and Tyler Izadi gave an update on AAE activities such as guitar performance, band performances, Noche went well and Ambassadors sold 100 balloons for fundraising, Mr. Knight is coming up, senior buddies are going well, ROTC has their 2nd annual military dining in dinner, there is a Knight's Challenge with 7 other school competing, and David Rib presented a \$1,000 donation to Ambassadors on behalf of Mitsubishi Cement. NSLA school updates were that they made \$448 on the balloon sales, they are having the first formal dance of the school year, there are two upcoming drama performances, and NSLA participated in the YMCA parade in San Bernardino.

.02 AAE School Update – Chet Richards, Principal reported that attendance is low. We added a temporary attendance clerk, one student went to the cross country state championship, we are starting ELOP January 9 and partnering with the Town of Apple Valley for after school programs and are providing opportunities for parents as well. They are hiring an additional counselor for secondary students, and winter break starts next week.

.03 NSLA School Update – Victor Uribe, Principal reported that Rocket Races are happening in January, Noche was a great event and had great weather. It was a beautiful night and clear to look through the telescopes. ASB has been helping the homeless and the needy. They are recruiting for secondary students and are also working on traffic safety and traffic patterns. A lot of secondary students are out due to illness.

5. **CONSENT AGENDA:**

.01 Approve Minutes of the November 7, 2022 Regular LCER Board Meeting

.02 Approve Amendment to Victor Valley College and AAE College and Careers Access Pathways Partnership Agreement

.03 Approve AAE and NSLA 1st Interim Reports

On a motion by Pat Schlosser, seconded by Sharon Page, vote 7-0, the LCER Board of Directors approved the Consent Agenda by roll call vote.

6. **ACTION ITEMS:**

.01 Approve Nominating Committee Recommendation of Term Renewal for Jessica Rodriguez as a member of the LCER Board of Directors – On a motion by Sharon Page, seconded by Pat Caldwell, vote 7-0, the LCER Board of Directors approved the Term Renewal for Jessica Rodriguez as a member of the LCER Board of Directors by roll call vote.

.02 Approve Nominating Committee Recommendation of Slate of LCER Board Officers for 2023 –

- Chairman – Patricia Caldwell
- Vice Chairman – Jessica Rodriguez
- Secretary – Sharon Page
- Treasurer – David Rib

On a motion by Kevin Porter, seconded by Pat Schlosser, vote 7-0, the LCER Board of Directors approved the Slate of LCER Board Officers by 2023 by roll call vote.

- .03 Introduce and Approve Nominating Committee Recommendation of Marisol Sanchez as a Lewis Center Foundation Board Member – On a motion by Pat Caldwell, seconded by Sharon Page, vote 7-0, the LCER Board approved the amended motion to approve Marisol Sanchez as a LCER Governing Board Member by roll call vote. Sharon Page reported that Marisol is on the Foundation Board, is the owner of 20 McDonalds in the High Desert and Inland Empire, is Spanish speaking, an AAE parent, an attorney, has a HR background, and on the Ronald McDonald Foundation Board.
- .04 Introduce and Approve Nominating Committee Recommendation of Donna Kauffman as a LCER Governing Board Member – On a motion by Sharon Page, seconded by Kevin Porter, vote 7-0, the LCER Board of Directors approved Donna Kauffman as a LCER Governing Board member by roll call vote. Kevin Porter reported that he has known Donna as a District Attorney for many years and she is very knowledgeable, has previous Board experience and is an AAE parent.
- .05 Retroactively Approve the One-Time 5% Off-Schedule Salary Increase Given in May of 2021 That was Used to Support the Return to In-Person Instruction – Lisa Lamb reported that we didn't do this with formal Board approval in 2021, just discussed it. Retirement approved the Board approving it retroactively. On a motion by Kevin Porter, seconded by David Rib, vote 7-0, the LCER Board of Directors approved the One-Time 5% Off-Schedule Salary Increase Given in May of 2021 by roll call vote.
- .06 Approve Mid-Year Salary Increases – Lisa Lamb presented the Executive Team's rationale for this increase and how we are approaching it. Prior history of increases was shared; including a hiring bonus for hard to fill positions and restructuring the admin pay structure to align with surrounding districts. The increases range based on position. We are targeting our strategies for recruitment well. Considerations for 2023-24 were shared as well. We are actively competing with other districts and other industries. Sharon is concerned about future budgeting and wants to be sure we are mindful of that. We should have revenue increases as NSLA adds a grade level each year for the next two years and revenue increases. Pat Schlosser appreciates the cell increases. The Exec Team effort is appreciated by the Board. Lisa also commended Brook Gupta for her assistance on the salary calculations. On a motion by Kevin Porter, seconded by Pat Caldwell, vote 7-0, the LCER Board of Directors approved the mid-year salary increases.
- .07 Approve Revision of BP 3600 – Check Signing Policy – David Gruber reported that this update adds both principals to be check signers. On a motion by Sharon Page, seconded by Pat Schlosser, vote 7-0, the LCER Board approved the revision of BP 3600 – Check Signing Policy.
- .08 Approve Chet Richards, Victor Uribe, Pat Caldwell and Jessica Rodriguez as Signers on LCER Bank Accounts – On a motion by Kevin Porter, seconded by Yolanda Carlos, vote 7-0, the LCER Board of Directors approved Chet Richards, Victor Uribe, Pat Caldwell and Jessica Rodriguez as Signers on LCER Bank Accounts.
- .09 Approve Revision of BP 3540 – Transportation – These transportation policies were revised to include new updates and combine our transportation policies. On a motion by Kevin Porter, seconded by Sharon Page, vote 7-0, the LCER Board of Directors approved the revision of BP 3540 – Transportation.
- .10 Approve AR 3543 – Transportation Safety – Sharon noted that this AR doesn't include anything regarding students driving themselves and we need to be sure liability is covered. We could include this in the Transportation Safety Plan that is being developed. The AR number should also be amended to be AR 3540. On a motion by Sharon Page, seconded by Pat Schlosser, vote 7-0, the LCER Board of Directors approved AR 3540 – Transportation.
- .11 Approve Deletion of BP 3541.1 – Transportation Requirements - On a motion by Pat Schlosser, seconded by Sharon Page, vote 7-0, the LCER Board approved items 7.11 through 7.16 by roll call vote.
- .12 Approve Deletion of AR 3541.1 – Transportation – Personal Vehicle
- .13 Approve Deletion of E 3541.1 – Transportation – School Driver Certification Form
- .14 Approve Deletion of BP 3541.5 – Alternative Transportation Arrangements

- .15 Approve Deletion of BP 3541.4 – Transportation for Outside Groups
- .16 Approve Deletion of BP 3542 – School Bus Drivers
- .17 Approve Revision of BP 1312.3 Uniform Complaint Policy and Procedures – Pat brought up that the wording on item 4 on the second page doesn't make sense. We will clean up the wording and bring the policy back in January.

7. DISCUSSION ITEMS:

- .01 NSLA Gym Construction Update – David Gruber reported that we are still underway and we are still looking at April for the completion date. We have a new architect on the project. It's exciting to see it come to life.
- .02 Lewis Center Foundation Board Update – Lisa Lamb reported that the Foundation is growing. We are thinking September for the gala. The Foundation supports ongoing costs such as milestone anniversary bonuses. We are planning some spring fundraisers as well.

8. INFORMATION INCLUDED IN PACKET: *(Board members may ask questions on items for clarification.)*

- .01 President/CEO Report – Pat questioned the number of suspensions at NSLA. We just received a private viewing of the Dashboard and suspension rates are up. They are typically for vaping or fighting. We are in the process of teaching new incoming students the "Rocket Way". We are expecting a decrease soon and are collaborating with SB Sheriff's Department. Jessica had an idea of a family discussion night on some of these topics. It took time at AAE for new students to assimilate as well. Lisa and the Principals are meeting and developing interventions. A matrix was developed last year and we will continue to look at that and add additional steps as we are able. Staffing shortage is an issue that affects what we can do. The new counselors should help.
- .02 LCER Grant Tracking Report
- .03 LCER Financial Reports
 - Checks Over \$10K
 - Budget Comparisons
 - Lewis Center Foundation Financial Reports
- .04 AAE and NSLA Cash Management Data Collection for Categorical Funds
- .05 LCER Board Attendance Log
- .06 Resignation Letter from LCER Board Member Jim Morris – Lisa shared a certificate and gift that will be presented to Jim for his service on the LCER Board. He has supported us a lot over the years with his experience and connections in the Inland Empire. We are grateful to him. He was instrumental in our negotiations with the NSLA campus.

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 presented a certificate and gift to Kevin Porter for his service on the LCER Board. Kevin has been foundational to the organization from the beginning and has been here every step of the way. We are grateful to him. He has thoroughly been blessed by being on the Board and there have been great people along the way. We are in great hands and have great staff. Jessica thanked him as well. Pat Schlosser reported that the AVUSD Board is voting on improvements to the observatory dome and will be approving more in the future. We have a brand new AVCI sign on the building. We could not have had this center without the support of AVUSD. HiDAS has been moved under the support of the Lewis Center Foundation. David Rib thanked Jessica for her year of service as Chair and for Pat Caldwell for accepting the position of chair next year. Lisa commended everyone for their work at Noche. It was a huge success. Lisa also thanked our Principals and School Admin for leading so well during the first semester. They're making staff feel appreciated during these weary times.
- .02 Future agenda items

10. ADJOURNMENT: Chairman Rodriguez adjourned the meeting at 6:25 p.m.