

LEWIS CENTER FOR EDUCATIONAL RESEARCH

17500 Mana Road, Apple Valley, CA 92307 (760) 946-5414 (760) 946-9193 fax

Agenda for Regular Meeting of the Lewis Center Foundation

Meeting at Apple Valley Center for Innovation
20702 Thunderbird Rd., Apple Valley, CA 92307
October 15, 2019 - Public Meeting – 9:00 a.m.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Chair.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of August 6, 2019 Regular Meeting
 - .02 Approve Minutes of September 3, 2019 Regular Meeting
5. **DISCUSSION/ACTION ITEMS:**
 - .01 Ratify Educational Activity Grant Application for Armani and Malay Petteway – Lisa Lamb
 - .02 Approve Garner Holt Educational Activity Grant Application – Lisa Lamb
 - .03 Approve Revised Bylaws and Job Description – Lisa Lamb
 - .04 Discuss LCF Board Recruitment – Marcia Vargas
 - .05 Review of 2019 VVRO Golf Tournament – Marcia Vargas
 - .06 Discuss 2020 Annual Gala – Marcia Vargas
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 1. August 2019 Foundation Balance Sheet
 2. August 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Board Attendance Log
7. **BOARD/STAFF COMMENTS:**
 - .01 Ask a question for clarification
 - .02 Make a brief announcement
 - .03 Make a brief report on his or her own activities
 - .04 Future agenda items
8. **RECOMMENDATIONS TO THE LCER BOARD:**
9. **ADJOURNMENT:** Chair Marcia Vargas

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by calling (760) 946-5414 x201.

Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

**Lewis Center Foundation
Minutes
August 6, 2019**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:15 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Desiree Burgnon, Buck Goodspeed, Umang Patel and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Charity Frash and Tyler Jaramillo were absent.

Staff members Lisa Lamb, Matt Cabe, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** Marcia Vargas informed the Lewis Center Foundation Board that member Armando Quintana resigned his position due to his move out of state.
4. **SPECIAL PRESENTATIONS:**
 - .01 Lisa Lamb introduced new PR and Marketing Coordinator Matthew Cabe. He also has a PR intern, AAE student Ysabella Sardillo.
5. **CONSENT AGENDA:**
 - .01 Approve Minutes of June 4, 2019 Regular Meeting – On a motion by Desiree Burgnon, seconded by Umang Patel, vote 4-0, the Lewis Center Foundation Board of Directors approved Consent Agenda Item 5.01.

6. **DISCUSSION/ACTION ITEMS:**
 1. Discuss 2019 Golf Tournament with Victor Valley Chamber – our responsibility is to get sponsors. The tournament is September 27. Desiree will be the raffle sponsor.
 2. Planning of Congressman Lewis Recognition and Picture Unveiling – Thank you Charity for establishing the relationship and getting this donation. Charity, Rick Piercy and Lisa had lunch with Congressman Lewis to thank him. The Foundation would like to tie in the unveiling with the gala. Congressman Lewis would be a draw to get supporters. Square Update – We have purchased 3 POS square devices, and received 1 plug in square free. The costs was \$1,300 with \$300 in rebate credits. We can use these devices at our fundraising events such as the golf tournament and gala.
 3. Discuss Fundraising Campaigns – The gala is May 15, 2020 at the Orange Show, The theme will be Back to the Future. The PR intern can help with the design of the invitation, materials, etc. We can use original designs of center and old pictures as well. The Foundation would also like to encourage stakeholders to sign up for ongoing monthly donations. We will also review the items given to donors to show we care. New ideas were tours, special seating at events, mug or license plate frame.
 4. Redesign of Lewis Center Foundation Webpage – Matt and Ysabella are working on the redesign of the Lewis Center Foundation Webpage and are looking at all of our web pages.

5. Discuss LCF Board Recruitment and Review Terms, Chair, Bylaws and Job Description - We need additional members on the Lewis Center Foundation Board. We can send it out on social media. It was discussed that this Board should not have term limits. We will edit the bylaws and job description for review at the next meeting and then approval at following meeting. Chair nominations should be in November, and a recommendation provided to the LCER Board chair to appoint the Chair in December.
6. Approval of Lewis Center Foundation Fund Request for NASA Science on a Sphere – The Thunderbird Campus (AVCI) needs renovation of a classroom to house the donation of NASA’s Science on a Sphere. On a motion by Desiree Burgnon, seconded by Buck Goodspeed, vote 4-0, the Lewis Center Foundation Board of Directors approved up to \$20,000 for this request.
7. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 1. Lewis Center Foundation Financial Reports
 1. June 2019 Foundation Balance Sheet
 2. June 2019 Foundation Savings Report
 3. Donations 2018-19 – Marcia noted that we are not getting donation information from Norton. We will meet with the new Administrative Assistant regarding donations and finance procedures.
 - .02 Scholarship Thank You
 - .03 Educational Activity Grant Thank You
8. **BOARD/STAFF COMMENTS:**
 1. Ask a question for clarification
 2. Make a brief announcement
 3. Make a brief report on his or her own activities
 4. Future agenda items
9. **RECOMMENDATIONS TO THE LCER BOARD:** Marcia will inform the LCER Board of the golf tournament, gala, science on sphere, and Foundation Board recruitment.
10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:59 a.m.

**Lewis Center Foundation
Minutes
September 3, 2019**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:09 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Desiree Burgnon, Charity Frash, and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Buck Goodspeed, Tyler Jaramillo and Umang Patel were absent.

Staff members Matt Cabe, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:**
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of August 6, 2019 regular Meeting – Consent Agenda Item 4.01 was not approved as a quorum was not present.
5. **DISCUSSION/ACTION ITEMS:**
 1. Review and/or Approve Revised Bylaws and Job Description – the documents were reviewed. Changes reflect the bylaws and the fact that the Foundation Board does not need term limits. Marcia would like to bring on the authorized AAE student. We will bring the documents for approval to the next meeting.
 2. Discuss LCF Board Recruitment – We are still looking for additional members on the Lewis Center Foundation Board. Marcia will talk to Jessica on the LCER Board. People from organizations with footprints in both communities would be ideal, such as Goodwill and Kona Ice, as well as chamber members.
 3. Discuss 2019 Golf Tournament – the Chamber was concerned about sponsors but they have been coming in. A few more are needed. Volunteers are need the morning of September 27 at 6:00 a.m. – Duberly, Marcia, Charity and Desiree will be there.
 4. Discuss 2020 Annual Gala – the theme is Back to the Future. The AAE band is working on the theme song. We are inviting Congressman Lewis to be our honoree. Duberly will chair the Gala Committee. We will get banners for each school to promote the gala. Matt and Bea will work with Michael on designing the invitations. Matt found a Delorian to rent with props. He will reserve it for that date. We will develop a timeline at the next meeting.
Discuss Science on a Sphere – We are just finishing renovation on the room that will house the sphere. The sphere should be delivered by the end of next week and installed the following week. NASA HQ is coming out soon and we are still in discussions about the NASA visitor’s center. Matt and Orlando from the Town are working on a business plan for the visitor’s center.

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

1. Lewis Center Foundation Financial Reports – Marcia asked why the 2019 Gala \$ had not shown up in the report yet. We were waiting for a sponsorship that has not been received. The funds will be reflected in the next report. She also asked that donations to the Chile Exchange be tracked.
 1. June 2019 Foundation Balance Sheet
 2. June 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification
2. Make a brief announcement –
 - Lisa noted that AVCI had a kick off assembly for AAE last week and the AAE STEM night is tomorrow night.
 - Lisa was contacted by SBCSS to attend a Mandarin delegation. Our partner Jia Quan attended and spoke highly of LCER. AAE just hosted 19 Chinese teachers and two of the Ambassadors were able to provide them information in Mandarin. AAE is also hosting six Chinese teachers in October. The world language presence is really taking hold.
 - There is good news on the propositions. CCSA provided good compromises. There is a moratorium on blended schools, there is more authorizer oversight, and appeal provisions have been added back in.
 - Lisa was invited again to apply for the State of Education Board. She was a finalist last round.
 - AAE is co-sponsoring the 9/11 ceremony with the Town.
3. Make a brief report on his or her own activities
4. Future agenda items – the next meeting will be held at AVCI.

9. **RECOMMENDATIONS TO THE LCER BOARD:** Marcia will not be at the LCER Board meeting. Matt will update the Board on the gala, golf tournament and sphere.

10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:25 a.m.

EDUCATIONAL ACTIVITY GRANT APPLICATION

To request financial support towards opportunities to participate in extracurricular activities that are likely to contribute significantly to your knowledge, experience and/or professional development, please fill out this application and submit it to the Lewis Center Foundation. Recipients are selected by Lewis Center Foundation Board members and Lewis Center staff. **(Not applicable for college tuition, books, etc.)**

1

Name: Armani and Malay Petteway		Date:	
Address: 15588 peace pipe Street	City: Victorville	Zip Code:	
Phone #: 8057546329	E-mail: only13tiffany@gmail.com		
Site: <input type="checkbox"/> AAE <input type="checkbox"/> NSLA	McSorran/Grant Petelski 2nd		<input type="checkbox"/> Teacher
Name of Activity: snapology Minecraft	Date of Activity: October 7-11 break		
Student Requested: \$280 (140 per	Total Cost of Activity: 280 or 140 per child		

2

Purpose of Grant: this activity would allow my kids to exercise thier mind during fall break while remaining active socially _____

3

How will this opportunity contribute to your knowledge, experience or professional development?

This opportunity is one that we often pass on due to the price. The academic success of the twins would continue to be enriched with the snapology activity in addition to continuing to improve social skills. Working with tactile kinetic activities are especially beneficial for Armani and Malay Petteway. They Excel academically so this opportunity to do additional work would continue to inspire their creativity

4

What efforts are you pursuing to raise the necessary funds?

We are saving money but with the need for after school program (Asap) it is difficult. The twins are doing chores as well to earn money since they missed the event over summer due to my work schedule. This year fall break for my school

EDUCATIONAL ACTIVITY GRANT APPLICATION

To request financial support towards opportunities to participate in educational activities that are likely to contribute significantly to your knowledge, experience and/or professional development, please fill out this application and submit it to the Lewis Center Foundation. The activity should support the mission of the Lewis Center for Educational Research, which is “to ensure our schools and programs prepare students for success in a global society through data driven, innovative, and research proven practices in a safe and inclusive culture”. Awards must be for activities that are outside of the approved Lewis Center for Educational Research budget. Recipients are selected by Lewis Center Foundation Board members and Lewis Center staff. **(Not applicable for college tuition, books, etc.)**

1	Name: Lisa Lamb	Date: 10/9/19	
Address: 17500 Mana Rd.		City: Apple Valley	Zip Code: 92307
Phone #: 760-403-0484		E-mail: llamb@lcer.org	
Site: <input type="checkbox"/> AAE <input type="checkbox"/> NSLA <input checked="" type="checkbox"/> LCER		<input type="checkbox"/> Student/Grade _____	<input type="checkbox"/> Teacher <input checked="" type="checkbox"/> LCER Staff
Name of Activity: Garner Holt STEAM/Innovation integration		Date of Activity: tbd	
Amount Requested: \$5,000		Total Cost of Activity:	

2	Purpose of Grant: Requesting funds to support Garner Holt STEAM/Innovation integration at both schools - \$2,500 for AAE and \$2,500 for NSLA
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3	<p>How will this opportunity contribute to your knowledge, experience or professional development?</p> <p>Teachers and students will learn what STEAM/Innovation opportunities are available at Garner Holt and also be provided STEAM resources to be used in the classroom.</p>
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4	<p>What efforts are you pursuing to raise the necessary funds?</p> <p>These funds will jumpstart our relationship with Garner Holt. Future professional development and field trip funds will be budgeted at each school site.</p>
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BYLAWS OF THE LEWIS CENTER FOUNDATION

ARTICLE I – NAME

1.0 Name

The name of this organization shall be the Lewis Center Foundation (hereinafter referred to as "Foundation").

ARTICLE II – OFFICE

2.0 Principal Office

The principal office and address of the Foundation shall be that of the Lewis Center for Educational Research ("LCER"): specifically, 17500 Mana Road, Apple Valley, CA 92307.

ARTICLE III – PURPOSES

3.0 Purposes

The Foundation has two purposes (1) supporting the mission of the LCER, which is “to ensure that the schools and programs operated by the LCER prepare students for success in a global society through data-driven, innovative and research proven practices in a safe and inclusive culture,” and (2) to provide supplemental financial support to the LCER and any and all schools and programs it operates. By providing such financial support, the Foundation will enable the LCER:

- a. to serve the educational needs of the communities it serves,
- b. to receive and utilize funds acquired through the solicitation of donations, gifts, grants, and bequests, and
- c. to be a careful steward of the resources entrusted to it.

ARTICLE IV – ORGANIZATION AND GOVERNANCE

4.0 Organization and Governance

The Foundation is organized as a subordinate standing committee authorized and sponsored by the LCER Board. Its activities are governed by the Lewis Center Foundation Board which is empowered by and reports to the LCER Board. The Foundation shall at all times

operate and conduct its affairs in compliance with the values and Code of Ethics established by the LCER Board for all of its members and committees.

ARTICLE V – LEWIS CENTER FOUNDATION BOARD

5.0 Lewis Center Foundation Board

All business of the Foundation shall be exercised by and under the authority of a managing body known as the Lewis Center Foundation Board (hereafter referred to as "Foundation Board").

5.1 Duties

The Foundation Board shall be responsible for the following:

- a. Raise restricted and unrestricted contributions for LCER and its schools and programs;
- b. Direct the administration of restricted and unrestricted trusts and endowment funds and other restricted and unrestricted contributions;
- c. Prepare recommendations to the LCER Board as to policies for the administration of existing endowment, restricted and unrestricted funds;
- d. Foster and promote such programs, events or activities that would have a general appeal to the public; and
- e. Ensure donors' restrictions are adhered to.

5.2 Number of Foundation Board Members

The authorized number of voting Foundation Board members shall be not more than 15. Ex officio members of the Foundation Board with a vote will be up to 3 ~~additional~~ designated LCER Board members appointed by the Chair of the LCER Board, and one high school student from each high school (nominated by the ASB and approved by the principal of that school). The remainder of the Foundation Board members will be parent and community members representing the schools and communities served by LCER.

5.3 Qualifications of Foundation Board Members.

Each member should have an interest in and dedication to the goals of the Foundation. Each member should have skills that will assist the Foundation Board in managing the Foundation and meeting its goals. Each member should have an interest in and dedication to furthering the mission of the LCER.

5.4 Election of Foundation Board Members

Except for ex officio members, the Foundation Board members shall be elected at any properly noticed and duly constituted meeting of the Foundation Board by majority vote. Election of members to fill vacancies may occur at any meeting of the Foundation Board.

5.5 Term of office

~~All Foundation Board members shall be elected to a three year term and may serve two (2) consecutive three (3) year terms at the pleasure of the Foundation Board. A member may be reelected after a one year period off the Foundation Board.~~

5.6 Resignation

Any member of the Foundation Board may resign at any time by giving written notice to the Foundation Board Chair. Any such resignation shall take effect on the date of receipt or at any later time specified therein; acceptance of such resignation shall not be necessary to make it effective.

5.7 Vacancies

A vacancy or vacancies on the Foundation Board shall be deemed to exist in the event of resignation, disqualification, or death of a member, or removal of a member (see 5.8), or if the authorized number of members is increased. Vacancies in the membership may be filled by majority vote of the remaining members.

5.8 Removal of Foundation Board Members

The Foundation Board may declare vacant the office of any member who has been absent from regularly scheduled Foundation Board meetings three consecutive times or been found by the Foundation Board to be unacceptable or to have an otherwise unresolvable conflict of interest.

ARTICLE VI - MEETINGS

6.0 Brown Act

As a standing committee of the LCER Board, and notwithstanding any other provision in these bylaws, all meetings of the Foundation Board shall be held in compliance with the requirements of the Ralph M. Brown Act as set forth in Section 54950 of the California Government Code.

6.1 Regular Meetings

Regular meetings of the Foundation Board shall be held at the principal offices of the LCER unless another place is stated in the notice of the meeting. Regular meeting times will be established annually by the Foundation Board, but may be changed as needed. The time and address of the meeting will be included in the formal posting of the meeting and its agenda. Notice of time and place of the meeting shall be in accordance with the Brown Act and delivered by telephone, electronic communication or first class mail.

6.2 Special Meetings

Special meetings of the Foundation Board may be called at any time for any purpose or purposes by the Foundation Board Chair, the LCER Chair of the Board, LCER President/CEO or by a majority of the Foundation Board members then serving.

6.3 Attendance at Meetings

Members may participate in meetings through use of conference telephone or similar communications equipment, so long as Brown Act requirements are met. Such participation counts toward determining a quorum.

6.4 Quorum

A majority of the authorized number of Foundation Board members constitute a required quorum for the transaction of business at any meeting of the Foundation Board. If a quorum is not present, the members there present shall have the power to adjourn the meeting from time to time until the number of members required for a quorum shall be present. At any such adjourned meeting, any and all business may be transacted which might have been transacted at the meeting as originally noticed, if within 4 business days. A meeting of members at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute the quorum.

6.5 Self-Dealing

In the exercise of voting right by Foundation Board members, no member shall vote on any issue, motion or resolution which directly or indirectly inures to his or her benefit or detriment financially. No member of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's members are members have a material financial interest, shall be interested, directly or indirectly, in the contract or transaction, unless otherwise allowed under the provisions of Government Code Section 1090. In the case of a matter to be voted on, which is not a contractual arrangement with a Board member, but a Board member has a financial interest, the non-interested

members of the Board may take action as long as the provisions of the Political Reform Act are followed, namely 1) the interested board member discloses the financial interest at the public meeting; 2) the interested Board member recuses him or herself from the discussion and action and leaves the room during the discussion; and 3) such disclosure.

6.6 Compensation of Foundation Board Members

Foundation Board members shall serve without compensation except they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties.

6.7 Meeting Minutes

All actions of the Foundation Board shall be duly recorded in minutes which shall be submitted to the LCER Board at its next regular meeting for information and inclusion in the LCER's official records.

ARTICLE VII – OFFICERS

7.0 Foundation Board Chair

Annually, the Foundation Board Chair is nominated by the Foundation Board and appointed by the LCER Board Chair.

7.1 Chair's Duties

The Chair shall have the responsibility for general leadership and direction of the Foundation Board. The Chair shall preside at all meetings of the Foundation Board and shall have the general powers and duties of management usually vested in the office of chair of a committee and shall have such other powers and duties as may be prescribed by the LCER Board and Lewis Center Foundation job description

7.2 Vice Chair

The Foundation Board shall annually elect a Vice Chair from the other members serving on the Foundation Board. In the absence or disability of the Chair, the Vice Chair shall preside at the meetings of the Foundation Board, shall perform all the duties of the Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair

ARTICLE VIII – COMMITTEES

8.1 Committees

The Foundation Board may, if approved by a majority of the authorized number of members, designate one or more committees to serve at the pleasure of the Foundation (e.g., Annual Fund, Special Events, etc.) Any committee shall have all responsibilities and authority designated by the Foundation Board.

ARTICLE IX – GIFTS

9.0 Generally

The Foundation is authorized to accept gifts to the Lewis Center Foundation. "Gift" includes the transfer of money or other property of any kind, real, personal or mixed, or any interest in property, and whether made by delivery, grant, conveyance, payment, device, bequest or any other method of transfer.

9.1 Terms of Gifts

Each donor by making a gift to the Foundation accepts and agrees to all the terms of the LCER Articles of Incorporation and these Bylaws, and provides that the fund so created shall be subject to the provisions for presumption of donor's intent, for modification or restrictions or conditions for amendments and termination, and to all other terms of the LCER's Articles of Incorporation and these Bylaws, each as from time to time amended.

9.2 Gifts in Trust

If a gift is made in trust to make income or other payments for a period of a life or lives or term of years, to any individuals or for noncharitable purposes, followed by payments to the Foundation, or in trust to make income or other payments to the Foundation, followed by payments to any individuals or for noncharitable purposes, only the payments to the Foundation shall be regarded as Foundation funds, subject to the LCER Articles of Incorporation and these Bylaws, and then only when the Foundation becomes entitled to their use. The LCER Board may take such actions from time to time as it deems necessary to protect the Foundation's rights to receive such payment.

The Foundation may act as Trustee of Trusts in which LCER has an interest.

9.3 Restricted Gifts

Any donor may, with respect to a gift made by such donor to the Lewis Center Foundation and subject to these Bylaws, give directions in the instrument of gift or transfer as to:

- a. Specific charitable purposes or particular charitable organizations to be supported;
- b. Manner of distribution, including amounts, times, and conditions of payments and whether from principal and/or income; and
- c. A name as a memorial or otherwise for a fund given, or addition to a fund previously held or anonymity for the gift.

9.4 Segregation of Gifts

No gift shall be required to be separately invested or held unless the donor so directs, or it is necessary in order to follow any other direction by the donor as to purpose, or in order to prevent tax disqualification, or it is required by law. Directions for naming a fund as a memorial or otherwise may be satisfied by keeping under such name accounts reflecting appropriately the interest of such fund in each common investment.

9.5 Interpretation of Restrictions

- a. Each fund of the Foundation shall be presumed to be intended:
 - i. To be used only for charitable purposes;
 - ii. To be productive of a reasonable return of net income over a reasonable period of time.
 - iii. To be used only for such of those purposes and in such manner as not to disqualify the gift from deduction as a charitable contribution, gift or bequest in computing any federal income, gift or estate tax of the donor or his estate and not to disqualify the Foundation from exemption from federal income tax as a qualified charitable organization described in Section 501(c)(3) of the Internal Revenue Code.
- b. If a direction by the donor, however expressed, would, if followed, result in use contrary to the intent so presumed, or if the LCER Board is advised by legal counsel that there is substantial risk of such result, the direction shall not be followed, but shall be varied by the LCER Board so far as necessary to avoid such result; provided, however, that if the donor has clearly stated that compliance with the direction is a condition of the gift, then the gift shall not be

accepted unless an appropriate judicial or administrative body first determines that the condition and direction need not be followed. Reasonable charges and expenses of counsel for such advice and proceedings shall be proper expenses. For purpose of these Bylaws, "charitable purposes" include charitable, educational and scientific purposes, contributions for which are deductible under Sections 170(c) (1) and 170 (c) (2) (B) of the Internal Revenue Code, and "qualified charitable organization" means an organization which is described in Section 170(c) (1) or (2) of the Internal Revenue Code.

9.6 Powers of Foundation Board

Notwithstanding any provision in these Bylaws or in any instrument of gift or transfer creating or adding to a fund of the Foundation, the Foundation Board shall have the power, subject to approval by the LCER Board, to modify any Foundation designated restriction or condition on the distribution of funds for any specified charitable purposes or on the manner of the distribution of such funds, if in the judgment and discretion of the Foundation, the restriction or condition is unnecessary, incapable of or not reasonably susceptible of fulfillment, or not in the best interest of advancing the charitable purposes of the Foundation.

ARTICLE X – MISCELLANEOUS PROVISIONS

10.0 Amendment of the Bylaws

These Bylaws shall become effective upon adoption by the Lewis Center Foundation (after affirmative vote of a majority of the Foundation Board) and approval by the LCER Board. New Bylaws may be adopted or these Bylaws may be amended or repealed by the same process.

10.1 Parliamentary Authority

The most recent edition of Robert's Rules of Order Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws.

10.2 Checks, Drafts, and Notes

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Foundation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by the LCER Board .

10.3 Segregation of Gift Annuity Reserve Funds

The Foundation shall at all times maintain a reserve fund adequate to meet the future payments under its outstanding annuity contracts.

Approval Signatures

These Bylaws were adopted by the Lewis Center Foundation Board on ~~November 28, 2016~~, and were approved by the LCER Board on ~~December 12, 2016~~.

Chair, Lewis Center Foundation Board

Date

Chair, LCER Board

Date

Lewis Center for Educational Research Board
Fundraising Committee Lewis Center Foundation Job Description
(Lewis Center Foundation Fundraising Committee)

ROLE STATEMENT: ~~The Fundraising Committee is established in the bylaws of the High Desert “Partnership in Academic Excellence” Foundation, Inc. and is known as the Lewis Center Foundation (“Foundation”)~~ The Lewis Center Foundation (“Foundation”) is organized as a subordinate standing committee authorized and sponsored by the Lewis Center for Educational Research Board. The Foundation’s role is to support the mission of the Lewis Center for Educational Research (LCER) and to provide supplemental financial support to the LCER and any and all schools and programs it operates.

COMPOSITION: The Foundation consists of no more than 15 members, up to 3 of whom may be Lewis Center for Educational Research Board (“LCER Board”) members appointed by the LCER Board Chairman, and one high school student from each high school. The remainder will be parent and community members representing the schools and communities served by the LCER.

QUALIFICATIONS: Foundation members must have an interest in raising supplemental financial support for the LCER and any and all schools and programs it operates.

FOUNDATION DUTIES:

- Actively participate in fund development
- Plan, implement, and evaluate fundraising events and strategies
- Recommend potential new fundraising events and strategies
- Solicit funds from donors and sponsors
- Identify potential new donors and sponsors
- Communicate events and strategies to stakeholders
- Advise school staff members of possible school-specific fundraising strategies

OFFICER DUTIES:

1. Chair:
 - a. Shall call and preside at Foundation meetings and meet with the President/CEO to prepare agenda items.
 - b. Shall report all actions taken during Foundation meetings at the LCER Board meetings.
 - c. Shall act as a liaison between the Foundation and the LCER Board.
 - d. Shall coordinate the work of volunteers and staff and receive regular reports on the progress of their work.
2. Vice Chair:
 - a. Shall, in the absence of the Chair, carry on all duties of the Chair.

APPOINTMENT/ELECTION:

1. Except for ex officio members, the Foundation shall elect members ~~to a three year term~~ at any properly noticed and duly constituted meeting of the Foundation Board by majority vote.

Lewis Center for Educational Research Board
Fundraising Committee-Lewis Center Foundation Job Description
(Lewis Center Foundation Fundraising Committee)

2. The Chairman of the LCER Board may appoint up to 3 LCER Board Members (Ex officio members) to the Foundation Board.
3. The ASB of each high school shall nominate one high school student, subject the approval of the Principal.
4. The Foundation may remove any members whenever such removal serves the best interest of the LCER.
5. The Foundation Board Chair is nominated by the Foundation Board and appointed by the LCER Board Chairman. The Chairman of the LCER Board may remove any appointed Chair or LCER Board Member whenever in his or her judgment such removal serves the best interest of the LCER.
6. The Principal may remove any high school student whenever in his or her judgment such removal serves the best interest of the LCER.

LIMITS OF AUTHORITY:

The LCER Board is fully responsible for the operation and fiscal affairs of the Lewis Center for Educational Research, and retains final supervisory authority and responsibility. However, the LCER Board has delegated the responsibility for the duties described above to the Foundation.

REPORTS TO: The LCER Board through the Foundation Chair.

FREQUENCY OF MEETINGS: The Foundation meets monthly or as needed, and in accordance with the Brown Act.

STAFF SUPPORT TO THE FOUNDATION: The President/CEO, Director of Finance, Public Relations and Marketing Coordinator and Principals provide staff assistance to the Foundation. LCER staff shall prepare the agenda and supporting documentation, and record and distribute minutes of the meetings. Copies are sent to all Foundation members, members of the Lewis Center's Executive Team and Chairman of the LCER Board.

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
August 1 - August 31, 2019

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance		\$25,176.49
Revenue		
2019 Victor Valley Regional Open Golf Tournament Sponsorships	\$2,550.45	
Online Donation - Chile Exchange	\$99.29	
Online Donation - AAE Perfect Attendance	\$1,553.00	
Transfer from Savings - Scholarships	\$2,500.00	
Transfer from Savings - Unrestricted	\$10,711.32	
<i>Total</i>	\$17,414.06	
Expenditures		
AVCI Construction	\$9,400.00	
Visa - Square Point of Sale Systems	\$1,311.32	
Tarrant County College - Melissa Cunningham - AAE PTC Scholarship	\$500.00	
The Master's University - Kimberly Page - AAE PTC Scholarship	\$500.00	
Transfer to Savings - AAE/NSLA Capital Campaign	\$19,104.19	
<i>Total</i>	\$30,815.51	
Ending Balance	<i>Total</i>	\$11,775.04

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance		
Restricted Funds - AAE Capital Campaign		\$88,107.94
Restricted Funds- NSLA Capital Campaign		\$23,509.44
Restricted Funds - Davis Endowment		\$12,021.34
Restricted Funds - HiDAS Endowment		\$64,534.87
Restricted Funds - Scholarships		\$31,290.29
Unrestricted Funds		\$91,925.78
		\$311,389.66
Revenue		
Facility Rentals	\$435.00	
Wells Fargo Community Donations	\$210.00	
AAE Staff Scholarship	\$15.00	
Transfer from Checking - AAE Capital Campaign - Gala	\$9,452.10	
Transfer from Checking - NSLA Capital Campaign - Gala and Online Donations	\$9,652.09	
Interest	\$25.29	
<i>Total</i>	\$19,789.48	
Expenditures		
Bloomerang Invoice	\$1,366.20	
Transfer to Checking - Scholarships	\$2,500.00	
Transfer to Checking - Unrestricted	\$10,711.32	
<i>Total</i>	\$14,577.52	
Ending Balance		
Restricted Funds - AAE Capital Campaign		\$97,569.15
Restricted Funds - NSLA Capital Campaign		\$33,163.55
Restricted Funds - Davis Endowment		\$12,022.35
Restricted Funds - HiDAS Endowment		\$64,540.94
Restricted Funds - Scholarships		\$28,808.32
Unrestricted Funds		\$80,497.31
	<i>Total</i>	\$316,601.62

Total Checking and Savings

\$328,376.66

Foundation Savings - 4100005285

2019-20

As of 8/31/19

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Captial Campaign	\$88,097.42		\$9,452.10	\$19.60	\$97,569.12
NSLA Capital Campaign	\$23,507.11		\$9,652.09	\$4.35	\$33,163.55
Davis Scholarship Endowment	\$12,020.18			\$2.18	\$12,022.36
HiDAS Endowment	\$64,527.90			\$13.07	\$64,540.97
Scholarships	\$50,051.79	\$21,300.00	\$50.00	\$6.53	\$28,808.32
Unrestricted	\$116,721.12	\$36,877.52	\$645.00	\$8.72	\$80,497.32
TOTAL					\$316,601.64

Total Unrestricted - Savings + Checking					\$82,584.42
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Restricted Scholarship Funds					
AAE PTC Scholarship	\$4,000.00	\$2,000.00			\$2,000.00
AAE Staff Scholarship	\$544.33	\$350.00	\$50.00		\$244.33
Bud Biggs Memorial Scholarship	\$1,400.00	\$1,300.00			\$100.00
Edison Scholarship	\$5,000.00	\$5,000.00			\$0.00
Kobold Scholarship	\$150.00	\$150.00			\$0.00
Mike Mangold Scholarship	\$4,250.00	\$500.00			\$3,750.00
San Manuel Scholarship	\$5,000.00	\$5,000.00			\$0.00
Schools First Scholarship	\$500.00	\$500.00			\$0.00
SLT Scholarship	\$750.00	\$750.00			\$0.00
Total Unrestricted Scholarship Funds					\$22,713.99

Restricted AAE Capital Campaign Funds					
High Desert Turtle and Tortoise Club	\$2,500.00				\$2,500.00
AAE Gym Weight Room	\$2,150.00				\$2,150.00
Watertower, Gristmill, Shade Structures	\$57,953.82				\$57,953.82
Total Unrestricted AAE Capital Campaign					\$34,965.30

Donations 2019-20

Date	Name	Amount	Fund	Campaign	Appeal	Note
8/23/2019	Greiner Buick GMC	\$1,600.00	AAE			Perfect Attendance
8/26/2019	Rick Piercy	\$250.00	AAE	Department	Athletics	Cross Country
9/13/2019	Carpet Club	\$200.00	AAE	Clubs	HOSA	
9/19/2019	AAE PTC	\$100.00	AAE	Department	Elementary	TK Fall Fundraiser
9/6/2019	360 Freestyle Gymnastics	\$100.00	AAE	Clubs	HOSA	
7/31/2019	AAE PTC	\$96.91	AAE	Department	Elementary	Emergency Bags for TK-5
9/6/2019	Cindy Gilmore	\$40.00	AAE	Clubs	Christian Club	
8/30/2019	Amazon Smile	81.24	AAE			
	Subtotal	\$2,468.15				
7/10/2019	Palmdale Family Dental & Orth	\$200.00	Foundation	Unrestricted	2019 Annual Gala - Beyond the Galaxy	
10/7/2019	R&S Beverage Company	\$5,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Albatross Sponsor
10/7/2019	Heritage Victor Valley Medical	\$3,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Eagle and Lunch Sponsor
9/13/2019	Geo Group Foundation Inc.	\$2,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Eagle Sponsor
9/5/2019	Dr. Michael Fanous Foot & Ank	\$2,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Eagle Sponsor
10/8/2019	Charter School Property Solutic	\$1,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Putting Sponsor
8/13/2019	Apple Valley Communications	\$1,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Birdie Sponsor
7/10/2019	Mitsubishi Cement Corporator	\$1,500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Birdie Sponsor
10/7/2019	C.A.R.S.	\$1,100.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Check from Chamber
10/7/2019	Southwest Gas	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Cart Sponsor
10/7/2019	Armacy Insurance Agency, Inc.	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Par Sponsor
8/8/2019	Marcia Vargas	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Cart Sponsor
9/26/2019	Kimley-Horn	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	
9/20/2019	Armstrong Fairway Insurance A	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Cart Sponsor
9/6/2019	Calcom Roofing, Inc.	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Par Sponsor
10/7/2019	First Team Real Estate High De:	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Cart Sponsor
8/26/2019	Apple Valley Dental	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Refreshment Sponsor
7/10/2019	Caldwell, Kennedy & Porter	\$1,000.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Cart Sponsor
9/27/2019	Chop Stop	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsor
10/7/2019	Stirling Development	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsor
10/7/2019	City of Victorville	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsorship
9/13/2019	Burrtec Waste Industries, Inc.	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsorship
9/27/2019	Bridge Home Health and Hospi	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsorship

8/23/2019 Greiner Buick GMC	\$600.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Team Sponsorship
10/9/2019 Krank It Hole LLC	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Proceeds from Krank it Hole
9/27/2019 Desiree Burgnon	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	\$500 gift card for \$10 chance r
10/7/2019 Grand Canyon University	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
10/7/2019 ICR Staffing Services	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Lunch Sponsor
10/7/2019 Alaska USA	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Lunch Sponsor
8/14/2019 Thompson Family Plumbing	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Lunch Sponsor
9/11/2019 PRMG	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
9/11/2019 Urban Futures Inc.	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Lunch Sponsor
8/13/2019 W.A. Thompson Distributing Co	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
8/15/2019 Victorville Chevrolet Cadillac	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
7/8/2019 Alaska USA Mortgage Company	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
7/10/2019 Coldwell Banker Commercial/H	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Business Showcase Sponsor
7/8/2019 Vineyard Insurance Services	\$500.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Lunch Sponsor
10/7/2019 Mall of Victor Valley	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/13/2019 Kona Ice of Victorville	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
10/7/2019 Devoll Rubber Mfg.	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
10/9/2019 Mountain Avenue Bees Inc.	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/26/2019 Schools First Credit Union	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/25/2019 Umang Patel	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee-sign
9/16/2019 Sharon Page	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/13/2019 Leary Sport & Spine Chiropract	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/13/2019 Jessica Rodriguez	\$150.00	Foundation	Unrestricted	2019 VVRO Golf Tournament	Tee Sign Sponsor
9/27/2019 Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign		
9/5/2019 Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign		
7/27/2019 Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign		

Subtotal \$39,559.90

8/19/2019 Horace Mann - Elite Insurance	\$70.00	LCER			2 \$25 Staples and 2 \$10 Starbu
8/19/2019 New York Life	\$40.00	LCER			Car Emergency Kit for staff ope
8/15/2019 American Fidelity 2	\$25.00	LCER			\$25 Amazon gift card for staff c
8/19/2019 American Fidelity 2	\$25.00	LCER			\$25 Coffee Bean gift card for st
8/3/2019 Foresters Financial	\$25.00	LCER			\$25 Amazon Gift Card for All St.
8/21/2019 Aflac	\$10.00	LCER			\$10 Starbucks card and Aflac st

Subtotal \$195.00

8/24/2019	Pedro Corrales	\$102.56	NSLA		Chile Exchange	
8/14/2019	On Point Land Surveying	\$3,000.00	NSLA		Chile Exchange	Donation to Chile Trip
8/27/2019	Toni Preciado	\$1,500.00	NSLA		Chile Exchange	
8/23/2019	Bonnie Parti	\$1,000.00	NSLA		Chile Exchange	
8/23/2019	Micaela Sepulveda	\$700.00	NSLA		Chile Exchange	
9/25/2019	Sebastian Lamb	\$500.00	NSLA		Chile Exchange	
8/23/2019	Duberly Beck	\$500.00	NSLA		Chile Exchange	
9/4/2019	Pistil and Sigma, Inc.	\$250.00	NSLA		Chile Exchange	
8/23/2019	On Point Land Surveying	\$200.00	NSLA		Chile Exchange	
8/23/2019	Stephanie Deininger	\$100.00	NSLA		Chile Exchange	
9/3/2019	E & R Auto Body Shop	\$40.00	NSLA		Chile Exchange	
8/12/2019	Silvia Cruzado	\$20.00	NSLA		Chile Exchange	
9/10/2019	Rosalva Manzanero	\$10.00	NSLA		Chile Exchange	
8/27/2019	Elizabeth Chronister	\$534.59	NSLA			Refrigerator for staff room
9/5/2019	Arwa Hunsucker	\$500.00	NSLA	Department	Elementary	4th Grade Field Trip
9/4/2019	Arwa Hunsucker	\$500.00	NSLA	Department	Elementary	2nd Grade Field Trip
9/3/2019	Your Cause	300	NSLA			
9/3/2019	Your Cause	28	NSLA			
9/6/2019	Your Cause	28	NSLA			
8/16/2019	Lifetouch	268.34	NSLA			
	Subtotal	\$10,081.49				
	TOTAL	\$ 52,304.54				

**LCF Board Meetings
Attendance Log 2019**

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Marcia Vargas	Present	Present	Present	Present	Present	Present	Present	Present				100%
Charity Frash	Present	Present	Present	Absent	Present	Present	Absent	Present				75%
Buck Goodspeed	Present	Absent	Present	Present	Present	Present	Present	Absent				75%
Desiree Burgnon	Present	Absent	Absent	Present	Absent	Present	Present	Present				63%
Umang Patel				Present	Present	Absent	Present	Absent				60%
Tyler Jaramillo	Absent	Absent	Present	Present	Absent	Absent	Absent	Absent				25%