

High Desert “Partnership in Academic Excellence” Foundation, Inc. dba
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 Board
November 2, 2020 - Public Meeting – 9:00 a.m.**

NOTICE: This meeting will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 Dated March 17, 2020 and will be held **TELECONFERENCE ONLY**. If you wish to participate in the meeting, please use the link or telephone number and access code set forth below:

Attend the meeting from your computer, tablet or smartphone at this link:

<https://global.gotomeeting.com/join/612285245>

Dial in using your phone: United States: +1 (646) 749-3122 Access Code: 612-285-245

To make a public comment at this meeting, prior to the meeting please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at foundation@lcer.org. Your comment will be read at the meeting during public comments or as the agenda item is heard.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
3. **PUBLIC COMMENTS:** Members of the public may address the Foundation Board during Public Comments or as items appearing on the agenda are considered. If you wish to make a public comment at this meeting, prior to the meeting please complete a “Registration Card to Address the Board” (located on the website) and email it to the Secretary at foundation@lcer.org. Your comment will be read at the meeting during public comments or as the agenda item is heard. A time limit of three (3) minutes shall be observed.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of October 19, 2020 Regular Meeting
5. **DISCUSSION ITEMS:**
 - .01 Discuss \$30 for 30 Years Call to Action Fundraiser – Marcia Vargas
 - i. Donation Update
 - ii. Incentives
 - iii. Promotion – how each Board member is promoting
 - .02 Update on Corporate Outreach: NSLA Neighbor List and 30’x6’ Banner Quote – Duberly Beck
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 1. September 2020 Foundation Savings Report and Balance Sheet
 2. Donations 2020-21
 3. LCF Board Attendance Log
7. **BOARD/STAFF COMMENTS:**
 - .01 Ask a question for clarification
 - .02 Make a brief announcement or report on his or her own activities
 - .03 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
Regular Minutes
October 19, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas called the meeting to order at 9:01 a.m.
2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Desiree Burgnon, Tyler Jaramillo, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Charity Frash, Buck Goodspeed, and Umang Patel were absent.

LCER Staff Members Jisela Corona, Teresa Dowd, David Gruber and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** None
4. **SPECIAL PRESENTATION:**
 1. A few minutes of the 40-minute part 1 30th Anniversary Documentary, produced and directed by Jisela Corona, was shown, along with an outtake from the 20+ year staff. The Documentary and \$30 for 30 Years Fundraiser will be kicked off on Face Book Live at the LCER Board meeting this afternoon. There was also a write up in the Daily Press today about LCER's 30th Anniversary.
5. **CONSENT AGENDA:**
 1. Approve Minutes of June 2, 2020 Regular Meeting
 2. Approve Minutes of August 3, 2020 Regular Meeting
 3. Approve Minutes of September 14, 2020 Regular Meeting
 4. Approve Minutes of September 25, 2020 Special Meeting

On a motion by Duberly Beck, seconded by Tyler Jaramillo, vote 5-0, the Lewis Center Foundation Board approved Consent Agenda Items 5.01 - 5.04.

6. **ACTION ITEMS:**
 1. Approve \$500 Stipend for Steve Orsinelli for Work on 30th Anniversary Video – On a motion by Tyler Jaramillo, seconded by Desiree Burgnon, vote 5-0, the Lewis Center Foundation Board approved the \$500 stipend for Steve Orsinelli.

7. **DISCUSSION ITEMS:**
 1. Discuss LCER 30th Anniversary Call to Action Fundraiser – The web page for the fundraiser is live, and the link to part 1 of the 30th Anniversary Documentary will go live during the LCER Board meeting this afternoon. Part 2 will possibly be presented at the 2021 Gala. Donation incentive items were discussed. We were not impressed with the quality of the sample wine glass-engraving Desiree was quoted. Lisa showed some wine glasses the Victor Valley Chamber had done, which were a lesser price including the glass. We will get quotes from this company for the wine glasses, bumper sticker, yard sign and t-shirts.
 2. Review and Update Contact Date of Users in Give Smart – Lewis Center Foundation Board members should have received an email regarding Admin access to Give Smart. Contacts, which are called “Users” in the system, can be added directly. Please be sure to update any contact information, or send it to us to update.
 3. Foundation Board Research of Corporate Donations – Lisa discussed the Lewis Center Foundation Board members being Lewis Center ambassadors and making connections, including reaching out to corporate sponsors. It was also discussed to put together gift baskets for new NSLA neighbors with 30th Anniversary and NSLA items. Duberly is going to put together a list of businesses in the area, and asked Jisela to send her the list she had started. Duberly is also going to get a quote for a 30'x6' banner for the fence that says “Future home of Norton Science and Language Academy”.
 4. Giving Tuesday – Giving Tuesday is December 1, 2020. We will promote the \$30 for 30 Years Fundraiser.
 5. Recruitment for Lewis Center Foundation Board – We need additional members on the Board. Please submit names of anyone you think would be interested.

8. INFORMATION INCLUDED IN PACKET:

.01 Lewis Center Foundation Financial Reports

1. August 2020 Foundation Savings Report and Balance Sheet
2. Donations 2020-21
3. LCF Board Attendance Log

9. BOARD/STAFF COMMENTS:

1. Ask a question for clarification
2. Make a brief announcement or report on his or her own activities – Marcia will send a link regarding a fundraiser for California Hospital Medical Center Foundation we could look at as a model for our Spring Gala.
3. Future agenda items

10. RECOMMENDATIONS TO THE LCER BOARD: Update the LCER Board on the \$30 for 30 Years Fundraiser.

11. ADJOURNMENT: Chair Marcia Vargas adjourned the meeting at 10:01 a.m.

\$30 for 30 Donations

First Name	Last Name	Donation	
		Amount	Fee
Lisa	Longoria	\$ 30.00	\$ -
Fatima	Cristerna	\$ 31.09	\$ 1.09
Genevieve	Cook	\$ 31.09	\$ 1.09
Victor	Bacab	\$ 31.09	\$ 1.09
Michael	Klutts Crabtree	\$ 62.18	\$ 2.18
Nancy	Aleman	\$ 62.18	\$ 2.18
Sally	Ritchea	\$ 93.26	\$ 3.26
Umang	Patel	\$ 93.26	\$ 3.26
Victoria	Modeste	\$ 93.26	\$ 3.26
Regina	Weatherspoon Bell	\$ 103.63	\$ 3.63
Lisa	Lamb	\$ 300.00	\$ -
Tom	Rosenbaum	\$ 300.00	\$ -
Angel	Arrington	\$ 310.88	\$ 10.88
Marcia	Vargas	\$ 310.88	\$ 10.88
		\$ 1,852.80	\$ 42.80
Total Revenue		\$1,810.00	

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
September 1 - September 30, 2020

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance			\$12,625.61
Revenue			
Reimbursement for Visa charge made in error	\$12.35		
Online donations to NSLA Capital Campaign	\$100.00		
<i>Total</i>	<u>\$112.35</u>		
Expenditures			
Visa - charge made in error	\$ 12.34		
<i>Total</i>	<u>\$ 12.34</u>		
Ending Balance		<i>Total</i>	<u><u>\$12,725.62</u></u>

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning Balance			
Restricted Funds - AAE Capital Campaign			\$97,651.18
Restricted Funds- NSLA Capital Campaign			\$34,385.35
Restricted Funds - Davis Endowment			\$12,032.17
Restricted Funds - Global Exchange Programs			\$12,952.05
Restricted Funds - HiDAS Endowment			\$63,833.95
Restricted Funds - Scholarships			\$26,525.30
Unrestricted Funds			<u>\$77,071.66</u>
			\$324,451.65
Revenue			
AAE Staff Scholarship	\$30.00		
Donation to NSLA Capital Campaign for Construction Project	\$10,000.00		
Interest	\$13.32		
<i>Total</i>	<u>\$10,043.32</u>		
Expenditures			
<i>Total</i>	<u>\$0.00</u>		
Ending Balance			
Restricted Funds - AAE Capital Campaign			\$97,655.18
Restricted Funds - NSLA Capital Campaign			\$44,386.81
Restricted Funds - Davis Endowment			\$12,032.70
Restricted Funds - Global Exchange Programs			\$12,952.58
Restricted Funds - HiDAS Endowment			\$63,836.49
Restricted Funds - Scholarships			\$26,556.36
Unrestricted Funds			<u>\$77,074.85</u>
		<i>Total</i>	<u><u>\$334,494.97</u></u>
Total Checking and Savings			<u><u>\$347,220.59</u></u>

Foundation Savings - 4100005285

2019-20

As of 9/30/20

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Captial Campaign	\$97,642.89			12.29	\$97,655.18
NSLA Capital Campaign	\$34,182.31		\$10,200.00	4.51	\$44,386.81
Davis Scholarship Endowment	\$12,031.06			1.64	\$12,032.70
Global Exchange Programs	\$12,950.94			1.64	\$12,952.58
HiDAS Endowment	\$63,828.70			7.78	\$63,836.49
Scholarships	\$44,402.42	\$17,894.33	\$45.00	3.28	\$26,556.36
Unrestricted	\$78,431.22	\$1,366.20		9.83	\$77,074.85
TOTAL					\$334,494.97

Total Unrestricted - Savings + Checking					\$79,861.42
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Restricted Scholarship Funds					
AAE Ambassadors Scholarship	\$4,000.00	\$4,000.00			\$0.00
AAE PTC Scholarship	\$0.00				\$0.00
AAE Staff Scholarship	\$394.33	\$394.33	\$45.00		\$45.00
Bud Biggs Memorial Scholarship	\$2,299.29	\$1,000.00			\$1,299.29
Edison Scholarship	\$5,000.00	\$5,000.00			\$0.00
Mike Mangold Scholarship	\$3,750.00				\$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	\$1,000.00	\$1,000.00			\$0.00
Total Unrestricted Scholarship Funds					\$21,462.07

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					\$35,051.36

Donations 2020-21

Date	Recognition Name	Amount	Fund	Campaign	Note
7/16/2020	CAS Tax Services	\$1,000.00	AAE		1000 cloth masks for staff and students
7/29/2020	AAE PTC	\$1,000.00	AAE	Department	2019-20 3rd Grade Field Trip
8/6/2020	High Desert Church	\$750.00	AAE		150 pencil boxes filled with pencils, eraser
8/31/2020	Amazon Smile	\$91.31	AAE		
9/25/2020	Desert Mountain Children's Center	\$7,600.00	AAE	Department	95 Backpacks and school supplies for Senic
10/1/2020	TGG Inc.	\$300.00	AAE		Donation of KFC to AAE Staff
7/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
8/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
10/27/2020	Marcia Vargas	\$103.30	Foundation	NSLA Capital Campaign	
9/29/2020	Mitsubishi Cement Corporation	\$10,000.00	Foundation	NSLA Capital Campaign	
10/20/2020	Lisa Longoria	\$30.00	Foundation	30 for 30 Campaign	
10/23/2020	Fatima Cristerna	\$31.09	Foundation	30 for 30 Campaign	
10/19/2020	Genevieve Cook	\$31.09	Foundation	30 for 30 Campaign	
10/23/2020	Victor Bacab	\$31.09	Foundation	30 for 30 Campaign	
10/29/2020	Michael Klutts Crabtree	\$62.18	Foundation	30 for 30 Campaign	
10/21/2020	Nancy Aleman	\$62.18	Foundation	30 for 30 Campaign	
10/23/2020	Sally Ritchea	\$93.26	Foundation	30 for 30 Campaign	
10/23/2020	Umang Patel	\$93.26	Foundation	30 for 30 Campaign	
10/22/2020	Victoria Modeste	\$93.26	Foundation	30 for 30 Campaign	
10/19/2020	Regina Weatherspoon-Bell	\$103.63	Foundation	30 for 30 Campaign	
10/29/2020	Lisa Lamb	\$300.00	Foundation	30 for 30 Campaign	
10/19/2020	Tom Rosenbaum	\$300.00	Foundation	30 for 30 Campaign	
10/19/2020	Angel Arrington	\$310.88	Foundation	30 for 30 Campaign	
10/19/2020	Marcia Vargas	\$310.88	Foundation	30 for 30 Campaign	
7/22/2020	Lisa Lamb	\$1,983.00	LCER	Unrestricted	
		\$24,990.31			

	Jan-20	Feb-20	Mar-20	May-20	Jun-20	Aug-20	Sep-20	Sep 25 Special Mtg	Oct-20	Nov-20	Dec-20	TOTAL
Marcia Vargas	Present	Present	Present	Present	Present	Present	Present	Present	Present			100%
Tyler Jaramillo	Present	Present	Absent	Present	Present	Absent	Present	Present	Present			78%
Duberly Beck	Present	Absent*	Present	Present	Present	Absent	Absent	Present	Present			67%
Desiree Burgnon	Present	Absent	Present	Absent	Present	Absent	Absent	Present	Present			56%
Umang Patel	Present	Absent	Present	Present	Present	Absent	Absent	Absent	Absent			44%
Jessica Rodriguez	Absent	Present	Absent	Absent	Present	Absent	Absent	Present	Present			44%
Charity Frash	Present	Absent	Absent	Present	Present	Absent	Absent	Absent	Absent			33%
Buck Goodspeed	Present	Absent*	Absent	Present	Absent	Present	Absent	Absent	Absent			33%

*Listened in by phone but location not posted on agenda so not part of quorum.