

**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
December 7, 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 and November 2, 2020 Regular Meetings
5. **DISCUSSION/ACTION ITEMS:**
 - .01 LCER Board Update – Jessica Rodriguez
 - .02 Foundation Board Recruitment – Marcia Vargas
 - .03 Welcome gifts for new LCER and Foundation Board Members – Marcia Vargas
 - .04 Foundation Board Chair or Representative to welcome new LCER Board – Marcia Vargas
 - .05 Thank you gifts for current Board Members and gifts for outgoing Board Members – Marcia Vargas
 - .06 \$30 for 30 Years Call to Action Fundraiser Update – Marcia Vargas
 - .07 Nominate Foundation Board Chair to be Appointed by LCER Board Chair – Marcia Vargas
 - .08 Elect Foundation Board Vice Chair – Marcia Vargas
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 1. October 2020 Foundation Savings Report and Balance Sheet
 2. Donations 2020-21
 3. LCF Board Attendance Log
 4. Thank You to Foundation – K. Orsinelli
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.

**Lewis Center Foundation
Regular Minutes
November 2, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas called the meeting to order at 9:03 a.m.

2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Buck Goodspeed, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Desiree Burgnon, Charity Frash, Tyler Jaramillo 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. **CONSENT AGENDA:**

1. Approve Minutes of October 19, 2020 Regular Meeting

Consent Agenda Item 4.01 was not approved, as a quorum was not present.

5. **DISCUSSION ITEMS:**

1. Discuss 30th for 30 Years Call to Action Fundraiser – The Give Smart email and text fundraiser promotion was discussed. Some people reported not receiving an email or text. Jisela and Teresa will call Give Smart to see if there is a record of them going out. Marcia also asked for more description in the text on the site and the webpage. Jisela and Teresa will update that. Marcia also asked for a 3-minute highlight video to be posted. Jisela was planning to create one to be shared during our push on Giving Tuesday, so she can post that as well. Reminder emails/texts regarding the ongoing fundraiser will be sent every 2 weeks. Foundation Board members should be promoting the fundraiser as well, and following up personally with their contacts. Marcia suggested waiting to distribute the donation incentives in case donors give additional amounts. Marcia asked if the Foundation Board members should have access to Give Smart. We need members to update current “Users” as well as add additional “Users”. Their term for contacts or constituents is “Users”.
2. Update on Corporate Outreach – Duberly’s contact for the banners is willing to donate up to 4 banners that are 30’x6’. The NSLA Task Force has been designing some recruitment banners. Lisa will have Michael send Duberly the designs. We will begin gathering items for the baskets to deliver to neighbors.

6. **INFORMATION INCLUDED IN PACKET:**

- .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:**

1. Ask a question for clarification:
 - Marcia discussed the Foundation and how to create more connection between the LCER Board and Lewis Center Foundation Board. Jessica Rodriguez is the liaison between the boards and there is a standing discussion item on the LCER Board agenda for her to report on Foundation activities and updates. We will add a similar standing discussion item on the Foundation board agenda for her to report on LCER Board activities and updates. Duberly and Jessica reported that it is hard right now to reach out to NSLA parents since there is no personal contact.
 - Duberly discussed branding and using the term “Lewis Center” rather than “LCER”. Lisa informed the board that “LCER” is used mostly internally and if people know us really well.

We are using “Lewis Center” in our branding and with the schools, i.e. “AAE – A Lewis Center School” and “NSLA – A Lewis Center School”. She is also working with Jisela and Michael to have standardized key points in our branding such as background and colors.

2. Make a brief announcement or report on his or her own activities
 - Lisa updated the Board on Phase 2 of school reopening and construction updates.
 - Marcia reminded the Board that we still need to recruit members. It was suggested to reach out to some of our donors from this year.
 - Marcia expressed her thanks to teachers and parents during this time.
 - Lisa reported that AAE’s AFJROTC program is in the Space Force Textbook that is used by 900 units worldwide. We are currently working on curriculum to go with it.
3. Future agenda items

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

9. **ADJOURNMENT:** Chair Marcia Vargas adjourned the meeting at 10:00 a.m.

LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
October 1 - October 31, 2020

CHECKING (LEWIS CENTER FOUNDATION)

Beginning Balance			\$12,725.62
Revenue			
Transfer from Checking - Retirement Gift	\$100.00		
Give Smart - \$30 for 30 Campaign	\$1,786.27		
Online donations to NSLA Capital Campaign	\$100.00		
<i>Total</i>	<u>\$1,986.27</u>		
Expenditures			
Transfer to Savings - NSLA Capital Campaign	\$300.00		
Visa - Retirement Gift	\$ 100.00		
<i>Total</i>	<u>\$400.00</u>		
Ending Balance		<i>Total</i>	<u><u>\$14,311.89</u></u>

SAVINGS (LEWIS CENTER FOUNDATION)

Beginning 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			\$12,952.57
Restricted Funds - HiDAS Endowment			\$63,836.47
Restricted Funds - Scholarships			\$26,556.36
Unrestricted Funds			<u>\$77,074.84</u>
			\$334,494.93
Revenue			
Transfer from Checking - NSLA Capital Campaign	\$300.00		
Interest	\$13.70		
<i>Total</i>	<u>\$313.70</u>		
Expenditures			
Transfer to Savings - Retirement Gift	\$100.00		
<i>Total</i>	<u>\$100.00</u>		
Ending Balance			
Restricted Funds - AAE Capital Campaign			\$97,659.29
Restricted Funds - NSLA Capital Campaign			\$44,688.32
Restricted Funds - Davis Endowment			\$12,033.25
Restricted Funds - Global Exchange Programs			\$12,953.12
Restricted Funds - HiDAS Endowment			\$63,839.07
Restricted Funds - Scholarships			\$26,557.46
Unrestricted Funds			<u>\$76,978.13</u>
		<i>Total</i>	<u><u>\$334,708.63</u></u>
Total Checking and Savings			<u><u>\$349,020.52</u></u>

Foundation Savings - 4100005285

2020-21

As of 10/31/20

Description	Beginning Balance	Debit	Credit	Interest	Ending Balance
AAE Captial Campaign	\$97,642.89			16.40	\$97,659.29
NSLA Capital Campaign	\$34,182.31		\$10,500.00	6.01	\$44,688.32
Davis Scholarship Endowment	\$12,031.06			2.19	\$12,033.25
Global Exchange Programs	\$12,950.94			2.18	\$12,953.12
HiDAS Endowment	\$63,828.70			10.37	\$63,839.07
Scholarships	\$44,402.42	\$17,894.33	\$45.00	4.37	\$26,557.46
Unrestricted	\$78,431.22	\$1,466.20		13.11	\$76,978.13
TOTAL					\$334,708.63

Total Unrestricted - Savings + Checking					\$79,764.70
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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					\$21,463.17

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					\$35,055.47

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
10/20/2020	SRLA Donations	\$ 1,050.00	AAE	Department	SRLA
	<i>Subtotal</i>	\$ 11,791.31			
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	
11/27/2020	Marcia Vargas	\$ 103.30	Foundation	NSLA Capital Campaign	
9/29/2020	Mitsubishi Cement Corporation	\$ 10,000.00	Foundation	NSLA Capital Campaign	
10/19/2020	Genevieve Cook	\$ 31.09	Foundation	30 for 30 Campaign	
10/19/2020	Michael Klutts Crabtree	\$ 62.18	Foundation	30 for 30 Campaign	
10/19/2020	Regina Weatherspoon-Bell	\$ 103.63	Foundation	30 for 30 Campaign	
10/19/2020	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	
10/20/2020	Lisa Longoria	\$ 30.00	Foundation	30 for 30 Campaign	
10/21/2020	Nancy Aleman	\$ 62.18	Foundation	30 for 30 Campaign	
10/22/2020	Victoria Modeste	\$ 93.26	Foundation	30 for 30 Campaign	
10/23/2020	Fatima Cristerna	\$ 31.09	Foundation	30 for 30 Campaign	
10/23/2020	Victor Bacab	\$ 31.09	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	
11/5/2020	Torii Gray	\$ 62.18	Foundation	30 for 30 Campaign	

11/6/2020 Alma Hernandez	\$	31.09	Foundation	30 for 30 Campaign
11/6/2020 Pat Caldwell	\$	124.35	Foundation	30 for 30 Campaign
11/8/2020 Sandra Perea	\$	62.18	Foundation	30 for 30 Campaign
11/9/2020 NhungThanh Nguyen	\$	31.09	Foundation	30 for 30 Campaign
11/9/2029 Steve Sanderson	\$	3,108.81	Foundation	30 for 30 Campaign
11/10/2020 Marcella Taylor	\$	30.00	Foundation	30 for 30 Campaign
11/10/2020 Mohave Historical Society	\$	30.00	Foundation	30 for 30 Campaign
11/11/2020 Valerie Crismali	\$	300.00	Foundation	30 for 30 Campaign
11/12/2020 Donna Landry	\$	30.00	Foundation	30 for 30 Campaign
11/13/2020 Jim Morris	\$	518.13	Foundation	30 for 30 Campaign
11/15/2020 Margherita Leone	\$	31.09	Foundation	30 for 30 Campaign
11/20/2020 Debra Boyd	\$	51.81	Foundation	30 for 30 Campaign
11/20/2020 David Rib	\$	108.00	Foundation	30 for 30 Campaign
11/20/2020 Carlos Lemus	\$	31.09	Foundation	30 for 30 Campaign
11/30/2020 Buck Goodspeed	\$	362.69	Foundation	30 for 30 Campaign
12/1/2020 Raul Vargas	\$	310.88	Foundation	30 for 30 Campaign
12/1/2020 Marcia Vargas	\$	310.88	Foundation	30 for 30 Campaign
12/1/2020 Sarah Long	\$	41.45	Foundation	30 for 30 Campaign
12/1/2020 Myrna Foster	\$	93.26	Foundation	30 for 30 Campaign
12/1/2020 Whitney Delano	\$	30.00	Foundation	30 for 30 Campaign
12/1/2020 Jisela Corona	\$	31.09	Foundation	30 for 30 Campaign
12/1/2020 Jessica Rodriguez	\$	100.00	Foundation	30 for 30 Campaign
12/1/2020 Lisa Lamb	\$	30.00	Foundation	30 for 30 Campaign
12/1/2020 Tashana Lewis	\$	30.00	Foundation	30 for 30 Campaign
<i>Subtotal</i>	\$	18,259.37		
 7/22/2020 Lisa Lamb	\$	1,983.00	LCER	Unrestricted
 TOTAL	\$	32,033.68		(\$7,742.87 total for \$30 for 30)

	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	Present		100%
Tyler Jaramillo	Present	Present	Absent	Present	Present	Absent	Present	Present	Present	Absent		70%
Duberly Beck	Present	Absent*	Present	Present	Present	Absent	Absent	Present	Present	Present		70%
Desiree Burgnon	Present	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Absent		50%
Jessica Rodriguez	Absent	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present		50%
Buck Goodspeed	Present	Absent*	Absent	Present	Absent	Present	Absent	Absent	Absent	Present		40%
Umang Patel	Present	Absent	Present	Present	Present	Absent	Absent	Absent	Absent	Absent		40%
Charity Frash	Present	Absent	Absent	Present	Present	Absent	Absent	Absent	Absent	Absent		30%

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

November 3, 2020

Dear Lewis Center Foundation,

Just a quick note to THANK You
for the much appreciated \$500 bonus.

Wow, I can't believe that 15 years
has passed.... Where does time go?
As you may or may not know - my
husband Steve Orinelli has been
working for the Lewis center for over
22 years and we STILL talk about
how we APPRECIATE our jobs.

You have gone above + beyond to
keep people employed during this
pandemic and I again, want to
THANK YOU!

Sincerely,

Kelly Orinelli

(TK instructional assistant)