

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 (Fundraising Committee)
September 6, 2022 - Public Meeting – 9:00 a.m.**

Meeting at: 17500 Mana Rd., Apple Valley, CA
Additional Locations: 230 S. Waterman Ave., San Bernardino, CA
2436 E. Morrow, Phoenix, AZ

Public may attend the meeting from 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

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Lisa Lamb, President/CEO
2. **ROLL CALL:** Lisa Lamb, President/CEO
3. **PUBLIC COMMENTS:** Members of the public may address the Foundation Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes and/or 250 words per person and 15 minutes per topic shall be observed. If you are attending virtually and wish to send in a public comment to be read at this 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.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of June 6 and August 8, 2022 Regular Meetings
5. **DISCUSSION/ACTION ITEMS:**
 - .01 Approve Updated Schedule of Foundation Board Meeting Dates – Moved to 1st Tuesday of Month
 - .02 Fundraisers
 - i. Brew Event Update – Jisela Corona
 - ii. Giving Tuesday – Jisela Corona
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 - .02 Donations 2022-23
 - .03 Lewis Center Foundation 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**

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**Minutes for Regular Meeting of the Lewis Center Foundation Board (Fundraising Committee)
June 6, 2022**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Lisa Lamb, President/CEO called the meeting to order at 5:00 p.m.
2. **ROLL CALL:** Foundation Board Members Rosalie Cameron, Buck Goodspeed, and Jessica Rodriguez were in attendance. Foundation Board member Sarina Daniel-Muhammad was absent. Staff members Teresa Dowd, Jisela Corona, David Gruber and Lisa Lamb were also in attendance.
3. **PUBLIC COMMENTS:** Lisa Lamb reported that Foundation Board members Araceli Armenta and Edie Armenta have resigned.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of June 6, 2022 Regular Meeting
 - .02 Approve Minutes of May 2, 2022 Regular Meeting
 - .03 Approve Genesis Vargas as a Member of the Lewis Center Foundation Board

On a motion by Jessica Rodriguez, seconded by Buck Goodspeed, vote 3-0, the Foundation Board approved the Consent Agenda.

5. **DISCUSSION/ACTION ITEMS:**
 - .01 Meeting Time of 5:00 – Does this time still work for the meeting? The group thought that earlier may be better. We will meet at 9:00 a.m. moving forward.
 - .02 August Meeting Date – August 2 is the NSLA All Staff so the meeting was rescheduled to August 8.
 - .03 LCER Board Update – Lisa Lamb reported that the Board will be approving the budget and LCAP next week, as well as the state funded Extended Learning Opportunity Program which extends the day to 9 hours for elementary grades. Upon approval, staff will receive a 6.5% cola. There were also 22 certificated and 52 classified staff that received an increase in their salary level. We presented retirement recognitions thanks to the Foundation at the May all staff meetings.
 - .04 Kemper Campbell Ranch Mixer Sponsorship – Jisela Corona would like to do a sponsorship for this mixer to help with recruitment of Foundation Board members. This event is sponsored by the Greater High Desert Chamber of Commerce and is a very well attended members only event. The Board members agreed this would be a good investment.
 - .05 Fundraisers
 - i. Brew Event Update – Jisela Corona updated the group that we are looking at September 21, 2022 for the date. The brewery will do a tab, and we could sell tickets at a slightly higher price to hopefully make a little bit. We could also do a raffle for baskets and items. David will renew our raffle registration. Start talking and gathering items and list of invitees.
 - .06 Golf Tournament – Lisa Lamb reported that we aren't sure if we will be able to partner with the Greater High Desert Chamber for the golf tournament. We will see. If we can't maybe we could do our own, but it would be a big project.
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 - .02 Donations 2021-22
 - .03 Lewis Center Foundation Board Attendance Log
 - .04 LCER Grant Tracking Report – Jisela reported that NSLA was written into a grant for charter schools that provides free books to our families. We will also get funding to do literacy events. Staff are able to get a stipend. The US Dept. of Fish and Wildlife received a grant and are providing funds to restore the Tui

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Chub habitat. Their field biologist will be coming to work with AAE students. We will develop curriculum and additional educational resources. We are finishing up the solar patrol grant with NASA. Jessica asked about San Manuel grant for Norton. It was not completed and we found out we cannot use it for capital, so it would not have been approved for the playground. We will continue to look into it. Be sure to include Jisela when applying for grants. Goodwill applies for multi-year grants. San Bernardino is prime for grants. We need to develop partnerships. Be sure to invite Jisela and Lisa if a meeting is set up with San Manuel again. It takes a lot of man power to manage grants as well, including Finance.

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:** Lisa Lamb adjourned the meeting at 5:36 p.m.

**Minutes for Regular Meeting of the Lewis Center Foundation Board (Fundraising Committee)
August 8, 2022**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Lisa Lamb, President/CEO, called the meeting to order at 9:07 a.m.
2. **ROLL CALL:** Lewis Center Foundation Board member Genesis Vargas was in attendance. Staff members Jisela Corona, Teresa Dowd, Lisa Lamb and David Gruber were also in attendance.

Lewis Center Foundation Board members Rosalie Cameron, Sarina Daniel, Buck Goodspeed and Jessica Rodriguez were absent.

3. **PUBLIC COMMENTS:** None
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of June 6, 2022 Regular Meeting – The minutes were not approved as a quorum was not present.
5. **DISCUSSION/ACTION ITEMS:**
 - .01 LCER Board Update – Lisa Lamb reported that we are interviewing a possible new Board member to fill the open position. There is a updated Independent Study policy on the agenda.
 - .02 Fundraisers
 - i. Golf Tournament – Lisa Lamb reported the Chamber is doing the tournament on their own this year so we will not be partnering
 - ii. Giving Tuesday – Jisela Corona reported that this will be an online campaign with email, social media and a QR code. Please forward to your contacts once available.
 - iii. Brew Event Update – Jisela Corona shared a donation request letter for raffle prizes. She will email the flyer to share with your contacts. It starts at 5:00 so Foundation Board members should be there by 4:00 to set up. We would like to have a special raffle prize for staff that bring a non-staff member to the event. We will have signs by baskets for who they were donated by. We will have an interest form for Foundation recruitment at the event. Jisela will do sound offs at both chamber meetings.
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
 - .01 Lewis Center Foundation Financial Reports
 - .02 Donations 2021-22
 - .03 Lewis Center Foundation 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:** Lisa Lamb adjourned the meeting at 9:36 a.m.

Lewis Center Foundation (Fundraising Committee)
Board of Directors
Meeting Dates 2022-23
1st Tuesday @ 9:00 a.m.

August 8, 2022
September 6, 2022
October 4, 2022
November 1, 2022
December 6, 2022
February 7, 2023
March 7, 2023
April 4, 2023
May 2, 2023
June 6, 2023

**LEWIS CENTER FOUNDATION
COMBINED BALANCE SHEET AND INCOME STATEMENT
July 1 - July 31, 2022**

CHECKING (LEWIS CENTER FOUNDATION)

| | | |
|---|--------------|--------------------|
| Beginning Balance | | \$26,586.02 |
| Revenue | | |
| Reimbursement | \$13.86 | |
| Donation to NSLA Capital Campaign | \$ 100.00 | |
| Interest | \$ 0.49 | |
| <i>Total</i> | \$114.35 | |
| Expenditure | | |
| Transfer to Savings - NSLA Capital Campaign donations | \$ 200.00 | |
| Transfer to Savings - unrestricted donations | \$ 119.84 | |
| Employee Recognition | \$ 770.90 | |
| Scholarships | \$ 7,500.00 | |
| Dry Cleaning/Reimbursable | \$ 65.86 | |
| Engraved Bricks - Capital Campaign | \$ 321.28 | |
| <i>Total</i> | \$ 8,977.88 | |
| Ending Balance | <i>Total</i> | \$17,722.49 |

SAVINGS (LEWIS CENTER FOUNDATION)

| | | |
|--|--------------|----------------------|
| Beginning Balance | | |
| Restricted Funds - AAE Capital Campaign | | \$ 85,427.27 |
| Restricted Funds- NSLA Capital Campaign | | \$ 69,008.19 |
| Restricted Funds - Davis Endowment | | \$ 14,046.45 |
| Restricted Funds - Global Exchange Programs | | \$ 13,009.31 |
| Restricted Funds - HiDAS Endowment | | \$ 64,105.98 |
| Restricted Funds - Scholarships | | \$ 28,849.61 |
| Unrestricted Funds | | \$ 132,642.62 |
| | | \$ 407,089.43 |
| Revenue | | |
| Transfer from Checking - NSLA Capital Campaign Donation | \$ 200.00 | |
| Unrestricted Donations | \$ 119.84 | |
| Interest | \$ 103.73 | |
| <i>Total</i> | \$ 423.57 | |
| Expenditure | | |
| Statement Fee for Copy of Check | | |
| Transfer to Checking - Davis Endowment | | |
| Transfer to Checking - Scholarships | | |
| Transfer to Checking - Unrestricted Employee Recognition | | |
| <i>Total</i> | \$ - | |
| Ending Balance | | |
| Restricted Funds - AAE Capital Campaign | | \$ 85,458.39 |
| Restricted Funds - NSLA Capital Campaign | | \$ 69,219.60 |
| Restricted Funds - Davis Endowment | | \$ 14,050.60 |
| Restricted Funds - Global Exchange Programs | | \$ 13,013.46 |
| Restricted Funds - HiDAS Endowment | | \$ 64,125.69 |
| Restricted Funds - Scholarships | | \$ 28,857.91 |
| Unrestricted Funds | | \$ 132,787.36 |
| | <i>Total</i> | \$ 407,513.00 |
| Total Checking and Savings | | \$425,235.49 |

2022-23 Donations

| Date | Recognition Name | Amount | Fund | Campaign | Note |
|-----------|----------------------------|----------|------------|-----------------------|---|
| 7/27/2022 | Marcia Vargas | \$103.30 | Foundation | NSLA Capital Campaign | |
| 8/2/2022 | Pizza Factory | \$100.00 | LCER | Unrestricted | Gift Certificates for a Lunch Special, Large Pizza and Br |
| 8/2/2022 | Los Domingos | \$100.00 | LCER | Unrestricted | 4 \$25 Gift Certificates |
| 8/2/2022 | Schools First Credit Union | \$120.00 | LCER | Unrestricted | 2 \$15 McDonald's, 2 \$15 Starbucks, 2 \$15 Panera and |
| 8/2/2022 | SISC | \$120.00 | LCER | Unrestricted | Fit Bit Scale, Amazon Echo Dot, and Anthem Backpack |
| 8/10/2022 | Lisa Lamb | \$10.53 | Foundation | Unrestricted | |
| 8/12/2022 | Jennifer Fanscoyoc | \$240.00 | AAE | Department | Towards bows for Strings |
| 8/16/2022 | Isabelle Shyu | \$40.00 | AAE | Department | Towards bows for strings class |
| 8/17/2022 | James Muir | \$500.00 | AAE | Unrestricted | |
| 8/19/2022 | Huirong Liang | \$100.00 | AAE | Unrestricted | |
| 8/22/2022 | Buck Goodspeed | \$200.00 | Foundation | Unrestricted | \$200 toward raffle prize |
| 8/27/2022 | Marcia Vargas | \$103.30 | Foundation | NSLA Capital Campaign | |

LCF Board Meetings
Attendance Log 2022

| | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | TOTAL |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Genesis Vargas | | | | | Present | Present | | | | | 100% |
| Buck Goodspeed | Absent | Present | Present | Present | Present | Absent | | | | | 67% |
| Sarina Daniel | Present | Present | Absent | Present | Absent | Absent | | | | | 50% |
| Jessica Rodriguez | Absent | Present | Present | Absent | Present | Absent | | | | | 50% |