



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**Meeting via Zoom  
and/or  
698 W Main St. El Cajon, 92020**

**May 13 , 2020**

**5:00 pm**

**INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

The Literacy First Charter Schools ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Communications." "Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 799 E. Washington Ave., El Cajon, CA 92020

In compliance with the Americans with Disabilities Act (ADA) and upon request, Literacy First Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director's office.

I. PRELIMINARY

a. CALL TO ORDER

Meeting was called to order by the Board Chair at \_\_\_\_\_.

b. ROLL CALL

	Present	Absent
Mr. Mark Ferguson	_____	_____
Mrs. Lorri Ague	_____	_____
Mrs. Priscilla Schreiber	_____	_____
Mr. Sal Campos	_____	_____
Mrs. Lucy Razooky	_____	_____

c. FLAG SALUTE

It is recommended that the Board approve Agenda Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

d. ADOPT CONSENT AGENDA

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

- 1. Approve the Agenda for the May 13, 2020 Board Meeting**
- 2. Approve the minutes from the April 8, 2020 Board meeting.**

It is recommended that the Board approve Consent Agenda Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

II. COMMUNICATIONS

a.

III. STAFF REPORTS

- 1. Review Conflict of Interest Policy. By Board Request, staff to provide a list of potential conflicts in the organization at the next board meeting for review and transparency**
- 2.**

IV. Staff Report

a. **Executive Director Report**

- 1. School Closure**
- 2. 770 Form**
- 3. Discussion/Action Item: Conflict of Interest Policy**
- 4. K-8 Program Update**
- 5. LCHS Program Updates**

- b. Chief Financial Officer’s Report
  - 1. Cashflow and cash position discussion
  - 2. Budget building for 2020-2021 discussion
  - 3.
  - 4.

3. ITEMS SCHEDULED FOR ACTION

**A. Discuss and Affirm the LFCS Conflict of Interest Policy**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**B. By Board Request, Senior staff to provide a list of potential conflicts of interest in the organization at the next board meeting for review and transparency**

It is recommended that the Board approve Agenda Item B	Motion: ____ Action: ____ Second: ____ Vote: ____
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**C.**

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
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**D.**

It is recommended that the Board approve Agenda Item D	Motion: ____ Action: ____ Second: ____ Vote: ____
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**E.**

It is recommended that the Board approve Agenda Item D	Motion: ____ Action: ____ Second: ____ Vote: ____
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4. ITEMS REMOVED FROM THE CONSENT AGENDA (if any)

5. BOARD ITEMS/REPORTS

A. Discussion/Consideration:

6. CLOSED SESSION

1.

7. PUBLIC SESSION

a. Reconvene to Open Session: The meeting was reconvened to open session at \_\_\_\_\_.

b. Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present).

8. ADJOURNMENT

The meeting was adjourned at \_\_\_\_\_.

# Literacy First Charter School

Minutes of Board of Directors Meeting

April 8, 2020 5:07 PM Regular Meeting (Zoom Meeting)

## I. PRELIMINARY

### **a. OPEN SESSION CALL TO ORDER**

Start of Meeting – 5:07 p.m. – Sal Campos

**b. ROLL CALL – Present voting Members—Lorri Ague, Sal Campos, Priscilla Schreiber, Mark Ferguson, and Lucy Razooky / Non-Voting Members –Jerry Keough, Debbie Beyer, and Linn Dunton, and Troy Beyer (Presenters)**

**c. FLAG SALUTE (Dismissed for Zoom Meeting)**

### **d. ADOPT CONSENT AGENDA**

Approval of Agenda and Approve the Minutes:

1. **Motion to Approve the Consent Agenda, including Agenda for April 8, 2020**
2. **Motion to Approve the Minutes from March 11, 2020 Board Meeting**

**Motion was made by Schreiber/ Second - Ferguson/ Action: Passed Unanimously.**

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

## II. COMMUNICATIONS:

None were received

## III. STAFF REPORTS / DISCUSSION / ACTION

1. The review of the “Conflict of Interest Policy” was tabled for discussion at a later date. The purpose is to provide a list of potential conflicts in the organization for review and transparency.

### **a. EXECUTIVE DIRECTORS REPORT:**

#### **1. School Closure and Covid19 Related Policy and Program Impact:**

The Board was brought up to date with what the leadership team and staff have done to continue to hold school in this new environment.

Letters and the use of social media have kept parents and our community informed. School closed on March 13th and teachers and staff met on the following Monday to discuss how to do virtual school that began the following morning. Teachers were tasked with designing their teaching plans for what now is being termed “Adventure School”. “Minga” (collaborative work in which friends and neighbors volunteer their time, effort and sometimes funds to achieve a shared goal for the betterment of the community) was discussed as a model for moving this herculean effort forward. Those involved feel a strong sense of meaningful collaboration and pride. The leadership team, staff, and parents are to be commended for all their time, talents and resilience in making the shift from campus life and classroom teaching to the digital home school environment. Other challenges discussed were equity issues in the home, ie) multiple students and appropriate homework and computer access. Grading is a concern in this new environment. Plans are in the works to maintain the school culture by transitioning from onsite events to virtual event opportunities.

#### **Community & In-House Collaboration:**

- Cox Cable and Spectrum have provided free internet (free & reduced),
- GUHSD is providing meals to our Primary & High School campuses for drive-in pick up, LFCS’s way of staying connected to the community through service,
- Chrome Books/laptop computers are being provided to students
  
- **Troy Beyer**, Special Education Administrator, presented the challenges and accomplishments with maintaining and amending guidelines in accordance with State (SB117) and the County Board of Education. Connections with students remains our top priority with an emphasis on learning factors being practical and possible. IEP’s have been amended changing from physical to digital engagement with students and for administering required documents granting permission for long distance instruction. Under the FERPA regulation, parents are asked to sign permission agreements for IEP group sessions on Zoom to avoid any privacy violations. A translator in Aerobic and Spanish has helped to bridge the language barrier in conveying our move from physical to digital school with parents and guardians. Troy is doing a fantastic job!
  
- **Linn Dunton**, Athletic Director Liberty High School, presented how moving classrooms indoors highlights an aspect of our education-based athletic program, building character. In these times there is the opportunity to give greater emphasis towards developing character, compassion, empathy, how to handle adversity, and to serve. Linn noted that “our purpose is not finished - our scoreboards are replaced with service”, for now. Linn shared that while athletic activity has been suspended, teaching moments have not, and to not focus on what they’ve lost but what can be gained. LCHS’s new TEAM “Together Every Act Matters”. Linn is challenging all 132 Liberty Lions to perform individual acts of service and then to celebrate that experience through articles and pictures. Linn’s dedication to her students is inspiring. She wrote letters of encouragement to each senior during these times.

2. **770 Form - Reminder to have Board Members complete and return to office.**
3. **Discussion/Action: Conflict of Interest Policy - tabled to later date.**
4. **K-8 Program update - see item 1.**
5. **LCHS Program update - see item 1.**

**B. CHIEF FINANCIAL OFFICER’S REPORT:**

1. **Discussion: Proposed Change to the Accumulated Sick Leave Policy at time of Retirement —Max twenty sick days per year and at retirement any unused sick days will be rolled into the CALSTRS calculation and paid through service credits. This change will not impact our budget and still give something back to our teachers.**

**NOTE: THIS WAS NOT SCHEDULED FOR ACTION ON THE AGENDA UNDER IV.**

Motion was made by Ferguson / Second - Schreiber/ Action: Passed Unanimously.

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

2. **Business Office Status Report - It was discussed that our portion of the Property Taxes collected this year could be delayed at the end of the year due to the hardship on the system due to Covid19. As well, there could be a small decrease in what we’ve projected in receipts.**

**Approve the Annual Resolutions Designating Authorized Agents**

**NOTE: THIS WAS NOT SCHEDULED FOR ACTION ON THE AGENDA UNDER IV.**

Motion to approve the recommendation was made by Schreiber/Second-Ague/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

**IV. . ITEMS SCHEDULED FOR ACTION**

- A. **Discuss and Affirm the LFCS Conflict of Interest Policy- No Ac?on (Tabled)**
- B. **By Board Request - Senior Staff to provide a list of poten?al conflicts of Interest in**

the Organiza?on for Review and Transparency. No Ac?on (Tabled)  
C. Discuss and Approve School Closure and Covid 19 Related Policy and Program  
Mi?ga?on (Discussion Only)

**V. CLOSED SESSION—**

**No Closed Session Scheduled**

**ADJOURNMENT**

The meeting was concluded at 5:40 p.m.: Motion to adjourn: Ferguson/ Second-Ague/  
Action: Unanimously passed.

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

**Respectfully Submitted,  
Priscilla Schreiber, Board Member**

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