

**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

1012 E Bradley Ave., El Cajon 92021

November 11, 2015

5:30 P.M.



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 to 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. Larry Kincaid	_____	_____
Mr. Mark Ferguson	_____	_____
Mrs. Lorri Ague	_____	_____
Mrs. Lori Briggs	_____	_____
Mr. Sal Campos	_____	_____
Mr. Brent Watson	_____	_____
Mr. Richard Willis	_____	_____

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 Minutes from October 14, 2015 Board Meeting
2. Approve the Agenda for the November 11, 2015 Board Meeting

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

II. COMMUNICATIONS

Visitor’s Petitions, Correspondence: Individual presentation shall be for no more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

III. STAFF REPORTS

a. Executive Director’s Report

- i. Attendance**
- ii. Programs**
- iii. Veteran's Day Report**

b. Chief Financial Officer's

- i. Present 2014-2015 Audit Report for approval**
- ii. Present First Interim Financial Report for approval**
- iii. Provide update on the Chase Ave Property**

IV. ITEMS SCHEDULED FOR ACTION

A. Approve 2014 – 15 Audit Report.

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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B. Approve the First Interim Report for 2015

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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V. ITEMS REMOVED FROM THE CONSENT AGENDA (if any)

VI. BOARD ITEMS/REPORTS

VII. CLOSED SESSION

1. None

VIII. 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).

IX. ADJOURNMENT

The meeting was adjourned at _____.

Literacy First Charter School

Minutes of Board of Directors Meeting

October 14th – 5:30 PM

I. OPEN SESSION CALL TO ORDER

- A. **Call to Order** – 5:39 PM, Larry Kincaid
- B. **Roll Call** – Present Voting Members - Lorri Ague, Richard Willis, Larry Kincaid, Brent Watson, /Late: / Absent: Sal Campos , Lori Briggs, Mark Ferguson, / Non-Voting Members - Debbie Beyer, Jerry Keough, Gail Stroben
- C. **Flag Salute**
- D. Approval of Agenda and Approve the Minutes
 - 1. Motion to Approve the Consent Agenda, to include the Minutes from September 16 Board Meeting - Ague / Second - Willis / Vote 4-0 / Action: Passes
 - 2. Motion to approve September 9th, 2015 agenda- Ague / Second - Willis / Vote 4-0 / Action: Passes
 - 3. Motion to approve October 14th, 2015 agenda- Ague / Second - Willis / Vote 4-0 / Action: Passes

II. COMMUNICATIONS-

- 1. SDCOE letter regarding our school funding reserve was reviewed.

III. STAFF REPORTS / DISCUSSION / ACTION

- A. Executive Director's Report:
 - a. Introduce New Staff: The three teachers from the high school that missed the September 16th meeting were in attendance.
 - 1. **Ali Degraffenreed teaches history, science and language arts in the academy.**
 - 2. **Ginny Valles teaches technology to different skill levels.**
 - 3. **Tammy Sanchez teaches Spanish II and reading and fluency in the academy.**
 - b. Attendance and enrollment: attendance is up (90+%) on all campuses, the transition of enrollment has been higher than any other year. We have had over 70 students leave our school. The waiting list has been used more than ever. We have 1651 students total K-12.
 - c. Foundation: clarification, the foundation stands on its own, however, it's only function is to serve LFCS and is only in place because the board made it so. At the next board meeting Debbie will bring any people she proposes to be on the board of the foundation, and is encouraging the board members to do the same.

- d. All board members are asked to be on campus a minimum of 5 hour a year, this is a great time for opportunities to get some hours in: Veteran's Day this year is being done a little differently. There will be parades, flag planting, rotations, and other activities on each campus followed by a celebration at the high school. Students will be bussed over to the high school at 12:30 for the celebration to begin. The La Mesa Rotary club will be cooking for us, we will have a band and a stage for the presentations to the military veterans as well as many other exciting surprises!
- e. Calendar events: The high school unity days are coming up, this includes the Olympics, community service days and guest speakers. The JA Olympics are this Friday, October 16th, as well as Bingo night.
- f. We have had a Quantum Learning professional making her rounds with Mrs. Beyer, observing and coaching our teachers. It has been eye opening and a great way to better our craft.
- g. The board has not had a retreat in years. It is proposed that one be scheduled before the end of the first quarter.
- h. Kathy Shechet, our school nurse, is retiring at the end of October. Should the board have a protocol for retiring teachers/ staff members?

B. Chief Financial Officer's Report:

- a. Unaudited Financial Report: the document was sent to the board ahead of the meeting to give time to review and prepare to vote at tonight's meeting. The document was reviewed and discussed.
- b. 2015 Audit Status: some of the items were not listed correctly- ie. Some of the board member roles were mixed up, as well as a few other minor mistakes. Mr. Keough sent it back for revision and hasn't heard back yet.
- c. Update on the Chase Ave. Property: There isn't much to report. The storm drain report came back, making us a step closer to submitting an application for a major use permit to the SD county planning commission.

IV. ITEMS SCHEDULED FOR ACTION-

- A. Approve 2014-15 Unaudited financial report: Watson / Second- Agree/ Vote: 4-0 / Action: Passes**

V. ITEMS REMOVED FROM THE CONSENT AGENDA-NONE

VI. BOARD ITEMS/REPORTS

- A. NONE**

VII. CLOSED SESSION-

- A. -Employee Issue: Motion to enter into closed session: Kincaid / Second - Agree/ Vote: 4-0 / Action: Passes**

VIII. PUBLIC SESSION-

A. reconvene to open session: The meeting was reconvened to open session at 6:57pm.

IX. ADJOURNMENT

- A. Motion to adjourn meeting at 6:57 pm: Ague / Second - Watson/ Vote: 4-0 / Action: Passes
- B. Items for future Board Meeting
 - 1. Next scheduled Board Meeting: November 11th @ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,
Gail Stroben