



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

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

**June 25 , 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 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. 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 June 25, 2020 Board Meeting**
- 2. Approve the minutes from the June 10, 2020 Board meeting.**

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

II. COMMUNICATIONS

a.

III. STAFF REPORTS

- 1.
- 2.

IV. Staff Report

a. **Executive Director Report**

- 1. School year end**
- 2.**
- 3.**
- 4.**
- 5.**

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

3. ITEMS SCHEDULED FOR ACTION

**A. Approve 2020-2021 Proposed Budget**

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

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

June 10th, 2020 5:00PM Regular Meeting at 698 W Main St. El Cajon, CA 92020 Member

Schreiber attended via Zoom

**I. PRELIMINARY**

**a. OPEN SESSION CALL TO ORDER**

Start of Meeting – 5:20p.m. – Sal Campos (Board Chair)

**b. ROLL CALL – Present voting Members—Sal Campos, Priscilla**

Schreiber, Mark Ferguson, and Lucy Razooky, Absent Lorri Ague/ Non-Voting Members – Jerry Keough, Debbie Beyer, and Justin Stinson

**c. FLAG SALUTE**

**d. ADOPT CONSENT AGENDA**

Approval of Agenda and Approve the Minutes:

1. \*Motion to Amend and Approve the Consent Agenda, including Agenda for June 10th, 2020

2. Approve the Minutes of May 13th, 2020

Motion was made by Ferguson/Seconded by Razooky: Motions Passed Unanimously

Ferguson	Approve
Ague	
Campos	Approve
Razooky	Approve
Schreiber	Approve

**II. COMMUNICATIONS:**

None were received

\*Amended Agenda to reflect Action Items taken Out of Order:

3.C: Board to Approve Declaration of Need for Fully Qualified Educators (DON). Board Approval will allow for future hires as needed and is in compliance with the requirements as set forth by the Commission on Teacher Credentialing.

3.D: Committee on Assignment (COA) Board Approval will allow Mr. Chris Castberg’s assignment to teach high school ceramics in the 2020-2021 school year and is in compliance with the Superintendent of the San Diego County Board of Education.

3.C: Motion was made by Schreiber/Seconded by Ferguson: Motion Passed Unanimously

3.D: Motion was made by Ferguson/Seconded by Razooky: Motion Passed Unanimously

Ferguson	Approve
Ague	
Campos	Approve
Razooky	Approve
Schreiber	Approve

### **III. STAFF REPORTS / DISCUSSION / ACTION**

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

It was discussed that the “Policy” presented only affects those on the Board in conjunction with the required 770 Form, “Statement of Economic Interest” and does not pertain to personnel. Only the Board has the capacity of making financial decisions, which is what this “policy” deals with. The Board Chair asked for a teleconference with our attorney and Mr. Keough to discuss if LFCS should have a personnel “Conflict of Interest Policy” unrelated to the Board’s financial “Conflict of Interest Policy and Economic Statement”. No action was taken on Action Items 3.A and 3.B and we will wait until the Chair can discuss potential personnel conflicts with our attorney. There was a consensus of the Board regarding the proper application of the current policy as affecting only the Board of Directors.

#### **\*2. Declaration of Need and Committee on Assignment presentation**

### **EXECUTIVE DIRECTORS REPORT:**

#### 1. School Closure

-The Executive Director presented a screen presentation showing the extreme efforts to collect data since the first week of digital learning. Data was collected to gauge the level of student engagement, percentage of students using online learning, tracking per ethnicity, the level of connectivity on every campus and every course K-12, and how many students had personal devices and access to the internet.

-It was discussed that our efforts during these times will show our due diligence as we seek to renew our Charter and meet requirements under new Charter renewal law AB1505.

-As for grading this year, the directive has been “do no harm”. K-3 no grades>progress reports, Grades 4-6 >giving letter grades - I.e.) approaching standard and at standard, High School> giving grades as usual.

-Reopening school guidelines were discussed (Handout) as released by the State of CA, the State Superintendent of Public Instruction and Wilma Wooten, SD County Public Health Officer. Our letter writing campaign by many of our parents and staff to Ms.

Wooten were met with “not-so-kind” responses. There have been lawsuits filed against her office by parent groups.

-The State has put a 1-year hold on seat-time and physical education hours.

-Statistics were discussed regarding the “Covid” mortality rate for children under the age of 18 as almost nil. 20 deaths out of 75Mil students, per Senior Fellow at the Hoover Institute, Scott Atlas.

-LFCS sent out parent surveys to gauge affects of Adventure School and what “going forward” might look like. We received 877 responses out of 1200 families we serve. We received various responses and that most were pleased with Adventure School but had concerns regarding the uncertainties of going forward.

-Freedom Academy has received approximately 200 applications, most from outside the LFCS community. Freedom Academy will not look the same “going forward”.

-Virtual School -vs- Brick and Mortar School was discussed and how virtual school is difficult to sustain in its current format. For Brick and Mortar School to resume in the Fall under the current guidelines we will need to cut to 1/3 of students of the 24 to 1 ratio per classroom. It was discussed that a redesign in the arts/music/library programs would be required to shift jobs to accommodate the growth in the Freedom Academy.

-There has been no placement testing done at the end of the school year and will be administered three weeks prior to school commencing on September 8th, the day after Labor Day.

-We are having Summer School at the Main Street and High School campuses, starting on June 22nd.

-Teachers have made hay with courage, hope and high expectations. They were introduced to the book, *The Eight Habits Of The Heart* by Clifton L. Taulbert.

-Parents have answered the call to help with school supplies and gift cards.

-Weekly emails with our newsletter has gone out to families resulting in a stronger sense of community.

2. 770 Form - (Reminder to Board Members to complete and return to office)
3. Discussion/Action: Conflict of Interest Policy (See Notes above under III.1)
4. School Calendar for 2020-2021

A calendar was handed out for discussion and a consensus approval by the Board was made to share the calendar with staff. The key variation is the start/release times for each campus. The Board will take formal Action to approve the calendar at its next meeting. Staff contract days = 189, Student school days = 172.

5. Graduation Ceremony for High School

**We have been holding off giving details in hopes that there would be an "opening" on the restrictions regarding high school graduations.** We have had Plans A, B and C in place. Schools were given the go ahead to open on June 12th, but that did not include graduation ceremonies, much to our dismay. So, plans are going forward for a great celebration that is as close to our traditional ceremony as possible! It will honor *our seniors*, include all the important aspects of a graduation and be a day that *seniors*, will never forget.

6. 8th Grade Moving Up No update recorded

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

1. Discussion: Cash Flow/Cash Position & 2. Discussion: Budget Building for 2020-2021- Mr. Keough shared what he learned from the School Services Webinar and their analysis of the May Revise. School Services suggested that the February P2 snapshot gives us a glimpse of what the revenue picture will look like. At this time, it is projected that there will be \$56Mil cut to ADA, 7 1/2% cut in State Aid, and LCFF criteria is being reviewed. While revenue decreases STRS & PERS and Health and Welfare Benefits increases. School Services is advocating that the State recognize the impact of these increases on school budgets and give some relief per the retirement system costs for now.

Mr. Keough identified how the May revise affects LFCS and prepared a “DRAFT” 2020/2021 budget. The “Draft” budget revenue came from the LCFF calculator based on projected enrollment @ 95% ADA. Cuts in revenue and expenditures are outlined in the “DRAFT Budget reflecting the changes from the 2019/2020 budget. Mr. Keough itemized the financial impact of each line item so that if we do receive additional funding, we can see what can be restored to the budget. (See attached “Draft” Budget and Notes). The revenue has stayed the same except June has been deferred until July. EPA revenue is projected at the early part of fiscal year and so far has paid as promised. The “Cares Act” Federal one-time monies will have no strings attached and will help to offset deficits, as well as, our current \$1Mil Special Ed encroachment will be reduced by \$500K as per our new SELPA arrangement with El Dorado. Because there was no testing which has been the criteria for teacher bonuses, the Board will discuss other criteria in order to give teachers bonuses this year.

**IV. ITEMS SCHEDULED FOR ACTION:**

- A. Discuss and Affirm the LFCS Conflict of Interest Policy: Discussion Only/No Ac7on (Tabled)
- B. By Board Request - Senior Staff to provide a list of poten7al conflicts of Interest in the Organiza7on for Review and Transparency: Discussion Only/No Ac7on (Tabled)
- C. Approve Declara7on of Need (DOA): See Ac7on Taken Above
- D. Approve Commi]ee on Assignment (COA): See Ac7on Taken Above
- E. Authorize CFO to seek and nego7ate revenue gap funding: No formal ac7on was taken but Board consensus approved Mr. Keough to research what that would entail.

**V. CLOSED SESSION—**

**No Closed Session Scheduled**

Handouts: Declaration of Need (DON), Committee on Assignment (COA), 2020/2021 School Calendar, and 2020/2021 “Draft” Budget and Notes.

ADJOURNMENT

**The meeting was concluded at 7:20 PM: Motion to adjourn: Schreiber/ Second-Ferguson/ Action: Unanimously passed.**

Ferguson	Approve
Ague	



Campos	Approve
Razooky	Approve
Schreiber	Approve

NOTE: Items for Future Discussion/Action:

1. Board Financial “Conflict of Interest Policy”- Action to Affirm
2. Personnel “Conflict of Interest Policy” - Discussion after contact w/Attorney
3. Official Adoption of the 2020/2021 School Calendar - Action
4. Teacher Bonus Criteria for 2019/2020 - Discussion/Action
5. Adoption of Final 2020/2021 Budget - Action
6. Approval of CEO’s proposed revenue gap funding- Discussion/Action

Respectfully Submitted,  
Priscilla Schreiber, Board Member