



**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

698 W. Main St. El Cajon 92020

January 8, 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	_____	_____

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 January 8, 2020 Board Meeting**
- 2. Approve the minutes from the December 11, 2019 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 Report**

- 1. Staffing Changes**
- 2. Attendance**
- 3. High School Update**
- 4. K-8 Program Update**
- 5.**

- b. Chief Financial Officer's Report
 - 1. **High School Campus Report**
 - 2. **2018-2019 Audit Review/Action**
 - 3.
 - 4.

3. ITEMS SCHEDULED FOR ACTION

A. Accept/Approve 2018-2019 Annual Audit Report

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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B. Consider and Approve Lucy Razoqui as LFCS Board Member

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: Board Member Vacancy**
Vote on proposed Board Member: Lucy Razoqui

6. CLOSED SESSION

1. **Student expulsion update.**
2. **Necessary staffing change**

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

December 11, 2019 5:00 PM

OPEN SESSION CALL TO ORDER

Start of Meeting – 5:05 p.m. – Sal Campo

Roll Call – Present voting Members—Sal Campos, Lorri Ague, Priscilla Schreiber and Mark Ferguson/ Absent: None/ Non-Voting Members –Jerry Keough and Debbie Beyer

GUESTS: None Present

Flag Salute

Approval of Agenda and Approve the Minutes

Motion to Approve the Consent Agenda, including Agenda for December 11, 2019 and Minutes from November 13, 2019 Board Meeting

Motion was made by Schreiber/ Second –Ague/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Approve

COMMUNICATIONS:

None were received

STAFF REPORTS / DISCUSSION / ACTION

A. Executive Director’s Report

1. **Updates on Campus events and activities**

- a. **Giving Tuesday Activities** were reported and described. The Patriot Legacy Education Foundation also reported that fund raising efforts are doing well.
- b. **Presented the Campus Newsletters** and highlighted the various activities going on inside and outside the classroom. End of the first Trimester and Parents Conference were highlighted. There are several Christmas activities and end of the semester events taking place at all campuses.
- c. **Cross Country End of the Season Report:** A year-end season Record Book was shared. The team sponsored a year-end banquet for the parents and students to celebrate the season.

- d. **Attendance Reports:** No attendance reports were presented.
- 2. **Narcon Policy and Procedure for Discussion/Action:**
 - a. The Board reviewed the policy provided by the staff regarding opioid antagonist use. Staff have been trained at every campus. The spray has been procured at every campus.
- 3. **Staff Update:**
 - a. A report was provided on personnel changes and updates since the last meeting.
 - b. Administration is in the process of developing a new evaluation tool for teachers.
- 4. **Potential Board Member:**
 - a. A name was presented for membership.
 - b. The Board decided by consensus to extend an invitation to interview the candidate, Lucy Razoqui, at the January meeting.

B. CFO Report

The following updates were provided:

- 1. **Report on High School Project:** All requested information from the county has been submitted. The Case de Oro planning group has received the necessary documentation for their review. LFCS administration will be meeting with the committee at the beginning of January.
 - a. The San Diego Planning Commission meeting will hopefully be scheduled for a spring agenda.
 - b. Architecture renditions of the overall perspective of the project were provided. The images were inspiring and hopeful.
- 2. **Report Status of Junior Academy Purchase:** Escrow has been closed and we now own facility. This planned purchase has reduced facilities costs significantly.
 - a. Next steps are to tear down the “red spook house” on the back of the property.
 - b. The Board requested exploration of the surrounding properties and the 2 houses facing Pepper Drive owned by LFCS.
- 3. **Facilities Report:** The CFO presented a schedule of real estate owed/leased by Literacy First Charter School to support the educational programs. The charter included campus location, square footage/units, total % leased, Security Deposit Tracking, Annual Rent, Monthly Payment, Purchase Price, Annual Debt Service, and Monthly Debt Service.

IV. ITEMS SCHEDULED FOR ACTION—

Adoption of the First Interim Report:

Motion to Approve the Schoolwide Narcon Policy and Procedure

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

Ferguson	Approve
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Ague	Approve
Campos	Approve
Schreiber	Approve

V. CLOSED SESSION—

No Closed session scheduled.

VII. PUBLIC SESSION

FUTURE ITEMS:

None were scheduled

ADJOURNMENT

The meeting was concluded at 6:25 p.m.: Motion to adjourn: Ague/ Second- Ferguson/ Action: Unanimously passed.

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Approve

Respectfully Submitted,
Lorri Ague, Board Secretary
