



**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

698 W. Main St. El Cajon 92020

March 11, 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 March 11, 2020 Board Meeting**
- 2. Approve the minutes from the February 12, 2020 Board meeting.**

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

II. COMMUNICATIONS

a. None

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

- 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. Attendance
2. 770 Form Requirements
3. Discussion Item: Conflict of Interest Policy
4. K-8 Program Update
5. LCHS Program Updates

b. Chief Financial Officer's Report

1. Discussion Item: Current sick leave policy and proposed change to the policy for staff at the time of retirement.
- 2.
- 3.
- 4.

3. ITEMS SCHEDULED FOR ACTION

A. Discuss the Conflict of Interest Policy

| | |
|--|--|
| It is recommended that the Board approve Agenda Item A | Motion: ____ Action: ____ Second: ____ Vote: ____ |
|--|--|

B. By Board Request, 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: ____ |
|--|--|

C.

| | |
|--|--|
| It is recommended that the Board approve Agenda Item C | Motion: ____ Action: ____ Second: ____ Vote: ____ |
|--|--|

D.

| | |
|--|--|
| It is recommended that the Board approve Agenda Item D | Motion: ____ Action: ____ Second: ____ Vote: ____ |
|--|--|

E.

| | |
|--|--|
| It is recommended that the Board approve Agenda Item D | Motion: ____ Action: ____ Second: ____ Vote: ____ |
|--|--|

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

5. BOARD ITEMS/REPORTS

A. Discussion/Consideration:

6. CLOSED SESSION

1. **Update on Employee Status**

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

February 12,2020 @ 5:00 PM

OPEN SESSION CALL TO ORDER

Start of Meeting – 5:06 p.m. – Sal Campo

Roll Call – Present voting Members—Sal Campos, Priscilla Schreiber, Lucy Razooky, Lorri Ague, and Mark Ferguson joined the meeting at 5:29 / Absent: None/ Non-Voting Members –Jerry Keough and Debbie Beyer

GUESTS: Victor Kempsey and Gail Stroben

Flag Salute

Approval of Agenda and Approve the Minutes

Motion to Approve the Consent Agenda, including Agenda for February 12, 2020 and Minutes from January 15, 2020 Board Meeting

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

| | |
|-----------|---------|
| Ferguson | Absent |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razooky | Approve |

COMMUNICATIONS:

Letter was received recognizing and commending the decorated achievements of Linn Dunton. The Board of received the letter and offered appreciation and thanks for Athletic Dunton commitment to Literacy First Charter School and athletic leadership.

STAFF REPORTS / DISCUSSION / ACTION

A. Staff Reports

1. Updated Comprehensive Safety Plan: Victor Kempsey presented the updated Safety Plan. He shared that the plan is compliant and that parents can get a copy of the plan if they request it. Assignments for required positions have been made with teachers and staff. It is filed with the police department for any necessary actions. Regular training is conducted on all campuses.

2. SARC Report
The School Accountability Report Card (SARC) was presented by Gail Stroben. The highlights of the information were discussed. The report is filed with State Department of Education. The Board questioned some of the state and district data. It appeared to have inaccuracies—this data is given to LFCS by the state.

B. Executive Director’s Report

1. **Updates on Campus events and activities**
 - a. Attendance reports from all campuses were reported and received by the board.
 - b. K-8 Program Updates
Presented the Campus Newsletters and highlighted the various activities going on inside and outside the classroom.
 - Kindergarten “This is President” presentation was highlighted event of the report. Parents and students were very involved and expressed appreciation.
 - c. LCHS Program Updates
Presented the Campus Newsletters and highlighted the various activities going on inside and outside the classroom.
 - A “Human Sex Trafficking” Session will be held for both parents and high school students.
 - Sports team updates were given and the games at Catalina island were highlighted.
 - The Spring Program was announced as “School House Rock”
 - d. El Dorado SELPA Update
 - The CEO updated the Board that the El Dorado SELPA application was approved and that the staff is processing all the necessary paperwork to transition to this the new organization.

C. CFO Report

The following updates were provided:

1. **Second Interim Financial Report**
 - The CFO reviewed an overview of the required financial reporting that LFCS files with the county. These reports also support our bond financing requirements as well. The Second Interim Financial Report was distributed, explained, reviewed, and questions were asked. This data will be used to support budget planning for the next fiscal year. The report indicates that we are financially sound. The CFO anticipates that the Second Interim Financial Report will be accepted positively.
2. **Conflict of Interest**
 - The requirements for the conflict of interest policy were reviewed.

- The Board asked that staff provide a list of potential conflicts in the organization at the next board meeting for review and transparency.

3. **770 Form Requirements**

- The Board asked that staff provide the 770 Form at the next board meeting for Board Member’s review and signature.

IV. ITEMS SCHEDULED FOR ACTION—

Approve Comprehensive School Safety Plans:

Motion to Accept and Approve the Comprehensive School Safety Plan

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

| | |
|-----------|---------|
| Ferguson | Absent |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razoogy | Approve |

Approve the SARC Report:

Motion to Approve the SARC Report as presented:

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

| | |
|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razoogy | Approve |

Approve the Second Interim Report:

Motion to Approve the Second Interim Report as presented:

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

| | |
|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razoogy | Approve |

V. BOARD ITEMS/REPORTS

a. Board President Report:

The President of the Board met with the CFO and CEO to put discuss the Maximum Force Action Plan regarding the politics surrounding the approval for the high school

project. This was a request made by the board at the last meeting. Ms. Schreiber will represent the board on this committee. The Board has agreed to have an all-in action plan to support the high school project.

VI. CLOSED SESSION—

Motion to entertain closed session items was made by Campos/ Second-Ague

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|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razooky | Approve |

Motion to Reconvene to Open Session was made by Ague/ Second-Schreiber

| | |
|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razooky | Approve |

VII. PUBLIC SESSION – Report on Closed Session items

No action was taken in closed session, and Staff will follow through with the necessary communication.

FUTURE ITEMS:

Conflict of Interest Policy & 770 Form will be reviewed at next meeting

ADJOURNMENT

The meeting was concluded at 7:02 p.m.: Motion to adjourn: Schreiber/ Second- Ague/ Action: Unanimously passed.

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|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |
| Razooky | Approve |

Respectfully Submitted,
Lorri Ague, Board Secretary

V. CLOSED SESSION—

Motion to entertain 3 items in closed session was made by Ague/ Second-Campos

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|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |

Motion to Reconvene to Open Session was made by Ague/ Second-Ferguson

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|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |

VII. PUBLIC SESSION – Report on Closed Session items

Item 1: Student Expulsion Hearing

Motion was made to approve a student expulsion recommendation by Ague/ Second-Schreiber

| | |
|-----------|---------|
| Ferguson | Approve |
| Ague | Approve |
| Campos | Approve |
| Schreiber | Approve |

Staff will follow through with the necessary communication

Item 2: Necessary Staffing Changes

An update was given regarding necessary staffing changes that were presented after the Christmas break. The necessary communications will be processed by staff.

Item 3: Executive Session

The Board asked the CEO and CFO to exit the meeting. Communication strategies surrounding the new campus were discussed. The CEO and CFO will be informed of decisions and the necessary action steps will be processed by the leadership team and necessary staff.

**FUTURE ITEMS:
None were scheduled**

ADJOURNMENT

The meeting was concluded at 8:10 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
