

**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**1012 E Bradley Ave., El Cajon 92021**

**April 15, 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 March 11, 2015 Board Meeting
2. Approve Minutes from the March 13, 2015 Board Meeting
3. Adopt the April 15, 2015 Agenda

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. Troy Beyer, Academic Counseling
- ii. Attendance
- iii. Education Programs
- iv. Adopt 2015-2016 School Calendar

b. Chief Financial Officer's

- i. Provide update on the Chase Ave Property**
- ii. Discuss Corrections to 2<sup>nd</sup> Interim Report**
- iii. Budget Preview-Discuss Salary Schedule/Hourly Rate**
- iv. Adopt Audit Objectives**

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Adopt 2015-2016 Audit Objectives**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**B. Adopt 2015-2016 School Calendar**

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**

- 1. Discussion/Action-Board Terms

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*

*March 11<sup>th</sup> – 5:30 PM*

#### **I.**

#### **OPEN SESSION CALL TO ORDER**

- A. Call to Order** – 5:31 PM, Larry Kincaid
- B. Roll Call** – Present Voting Members - Mark Ferguson, Lorri Ague Richard Willis, Larry Kincaid, Lori Briggs, Brent Watson /Late: / Absent: Sal Campos / 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 February 11, 2015 LFCS Board Meeting, the Agenda - Ague / Second - Willis / Vote 6-0 / Action: Passes**
  2. **Motion to approve March 11, 2015 agenda- Ague / Second - Willis/ Vote 6-0 / Action: Passes**

#### **II. COMMUNICATIONS**

- A.** Visitor comment - None

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

- A.** Executive Director's Report:
  1. Presentation by Dr. Stacey Harrell on student counseling
    - a. Dr. Harrell and out school nurse, Kathy Shechet wrote our schools policy on self injury and suicide.
    - b. Dr. Harrell sees 60 students on a regular (once per week to once a month) basis. She is also available for walk in visits as needed throughout the week.
    - c. Some our school stats regarding counseling:
      - 23 % SPED students, 77% non
      - 85% of meetings are individual, 5% are lunch groups, 8%are walk-ins, and 1% consist of consultations, parent contact and IEP's or other meetings.
      - 70% of her time is spent at LCHS, 15% Junior Academy, 9% Primary Academy, 6% Liberty Academy
      - Overall, her caseload is equal between the genders. There are some disorders that are specific to a certain gender, but overall, they are pretty equal caseload wise.
    - c. Dr. Harrell reviewed:
      1. Suicide policies
      2. Safety contracts
      3. Letter to parents form- as a follow up to suicide assessment.
      4. The re-entry into school policy and paperwork. (On a side note, Dr.

Harrell works with the teachers to help a student coming back to

school from a traumatic incident transition with the least amount of stress possible.)

5. Plan of action
  6. Protocol for staff in regards to these items.
2. Presentation by Kathy Shechet, LFCS school nurse
    - a) Nurse Shechet reviewed her role as our school nurse for all 4 campuses.  
We have:
      - 113 students with asthma
      - 12 students with seizures
      - 6 students with cardiac issues (to which she wrote a grant for the school to acquire 5 AED machines, and got it!)
      - 38 students with epi pens
      - 4 insulin dependent student
      - 1 hemophiliac
      - 3 students in remission from cancer
      - 3 students with tourettes
    - b) This year alone, nurse Shechet has completed:
      - 632 vision tests
      - 632 hearing tests
      - 153 color vision tests (kinder only)
      - 153 Stereo acuity tests (kinder only)
      - Staff trainings
      - 46 IEP meetings
      - Nurse Shechet also created the “Think First” program for 7<sup>th</sup> grade girls a few years back
  3. Treatment Board Policy:
    - Provides injectors
    - Volunteer nurses/ staff members at each site can help anyone who needs an epi pen injection.
  4. Attendance & Enrollment-
    - a. Attendance:, we are still above 95% attendance!
  3. Education Programs:
    - a. School newsletters were shared
    - b. Barnes and Noble Book Fair-
      - ~ We partnered with Rubios, Panda Express and BJ’s for this fundraiser. A percentage of the proceeds from all meals sold goes to our school.
      - ~ Barnes and Noble offers 20% off all books sold.
      - ~ Teacher’s create a wish list of books they would like for their classroom, and parents can buy them.
      - ~Teachers read books to the “audience”, our school choir sings, etc.
  - c) Jog-a-Thon- was a success!! We have raised just under \$40,000 for technology so far!

- d) LCHS- last Friday was the “Fine Arts” night. It was a variety and art show. Open House will be a career fair also. They are also doing their first musical on May 1 & 2 called “Putnam County Spelling Bee.” The CAHSEE is next week. We have had a 90% pass rate in the past.
  - e) At the JA- their musical is Peter Pan and will be performed later this month. The 4<sup>th</sup> grade art auction raised \$6,000 for the Sacramento trip! 8<sup>th</sup> grade is in Washington, DC right now.
  - f) At Liberty, the 6<sup>th</sup> grade classes from all campuses held their Night at the Museum to raise money for 6<sup>th</sup> grade camp. They raised \$2,000!
  - g) Registration has begun, we have 150 online applications so far. Tours at each campus started this week.
  - h) The material revision for the charter has been submitted to SDCOE.
  - i) Susan Davis visited the Liberty campus this week.
  - j) Future dates: 8<sup>th</sup> grade graduation- June 17<sup>th</sup> 6:30pm, Staff luncheon- June 18<sup>th</sup> 1 pm, HS graduation June 19<sup>th</sup> 11am.
7. Chief Financial Officer: Jerry Keough
- 1. Provide update on the Chase/ Jamacha property-
    - a. paperwork has been submitted to SDCOE.
    - b. Mark Linman is preparing flyers for the neighbors.
    - c. We recently found out that the land was originally zoned to be a school by Cajon Valley. This is hopefully good news for us!
  - 2. SELF Insure for Workers Compensation-
    - a. Renewing the resolution was discussed.
    - b. Authorizing Jerry Keough to sign all related documentation was also discussed.

#### **IV. ITEMS SCHEDULED FOR ACTION**

##### **A. Adopt proposed Anaphylaxis Treatment Board Policy**

- 1. **Motion to approve Anaphylaxis Treatment Board Policy – Kincaid / Second - Ferguson / Vote: 6-0 / Action: Passes**
- 2. **Motion to approve the Resolution to Authorize CFO to sign SELF Insure Application- Ague/ Second- Willis/ Vote: 6-0/ Action Passes**
- 3. **Motion to approve the Resolution to SELF Insure- Ague/ Second- Willis/ Vote: 6-0/ Action Passes**

#### **V. ITEMS REMOVED FROM THE CONSENT AGENDA-**

**NONE**

#### **VI. BOARD ITEMS/REPORTS**

**A. NONE**

#### **VII. CLOSED SESSION**

##### **1. EMPLOYEE ISSUE**

Board Minutes June 11<sup>th</sup> 2014 Rev. 3/13/2015 4:10 PM

3

Board Minutes June 11<sup>th</sup> 2014 Rev. 3/13/2015 4:10 PM

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##### **2. STUDENT ISSUE**

##### **3. POLICIES RELATING TO BOTH ISSUES WERE REVIEWED. NO ACTION WAS**

**TAKEN**

**I.**

**ADJOURNMENT**

- A. Motion to adjourn meeting at 7:36 pm: Ague / Second - Briggs/ Vote: 6-0 /  
Action: Passes
- B. Items for future Board Meeting
  - 1. Section 504 Universal Complaint Policies are being reviewed and will be voted on at the next Board Meeting.
  - 2. Next scheduled Board Meeting: April 8<sup>th</sup> @ 5:30 pm at at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,  
Gail Stroben



# Literacy First Charter School

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## Minutes of Board of Directors Meeting

March 13<sup>th</sup> – 10:00 AM

### OPEN SESSION CALL TO ORDER

**Call to Order-** 10:00 AM, Larry Kincaid

**Roll Call** – Present Voting Members - Mark Ferguson, Lorri Ague Richard Willis, Larry Kincaid, Lori Briggs, Brent Watson /Late: / Absent: Sal Campos / Non-Voting Members - Debbie Beyer, Jerry Keough,

### Flag Salute

Approval of Agenda and Approve the Minutes

Motion to approve March 13, 2015 agenda- Ferguson / Second - Ague/ Vote 6-0 / Action: Passes

### COMMUNICATIONS

Visitor comment - None

### STAFF REPORTS / DISCUSSION / ACTION

Executive Director's Report:

Consideration and approval of proposed Uniform Complaint Procedures and complaint form and Consideration and approval of proposed Section 504 policy and procedures.

- a. Health Policy discussion and adoption

### ITEMS SCHEDULED FOR ACTION

Adopt proposed Anaphylaxis Treatment Board Policy

Motion to approve the Uniform Complaint Policy and Procedures- Ague / Second - Ferguson / Vote: 6-0 / Action: Passes

Motion to approve the Proposed Section 504 Procedures- Ague/ Second- Briggs/ Vote: 6-0/ Action Passes

Motion to approve the Proposed Section 504 Policy- Ague/ Second-Briggs/ Vote: 6-0/ Action Passes

Motion to approve the Proposed Section 504 Placement- Ague/ Second- Briggs/ Vote: 6-0/ Action Passes

### ITEMS REMOVED FROM THE CONSENT AGENDA-

NONE

### BOARD ITEMS/REPORTS

NONE

### CLOSED SESSION

### ADJOURNMENT

Motion to adjourn meeting at 10:30 AM: Kincaid / Second - Willis/ Vote: 6-0 / Action: Passes

Items for future Board Meeting

1. Next scheduled Board Meeting: April 8<sup>th</sup> @ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,  
Gail Stroben