



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**698 W Main St.**

**April 17, 2019**

**5:00 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 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	_____	_____
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 the Agenda for the April 10 2019, Board Meeting**
- 2. Approve the Minutes for the March 13, 2019 Board Meeting**
- 3. Approve the minutes from the March 27, 2019 Special Board Mtg.**

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

- 1a.
- 1b. **Executive Director’s Report**
  - 1. Status Report**
  - 2. Student Attendance**
  - 3. Present 2019-2020 Calendar**

**1c. Chief Financial Officer's Report**

- 1. Proposed Longevity Stipend**
- 2. HS Property Update**
- 3. JA Property Update**
- 4.**

ITEMS SCHEDULED FOR ACTION

**A. Approve 2019-2020 Calendar**

It is recommended that the Board select Stipend % Agenda Item A, Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

**B. Approve Resolution to approve teachers in subjects that are not authorized in a Multiple Subjects Credential.**

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

**C. Approve Resolution to teach subjects other than major or minor or single subject authorizations.**

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

**D. Approve proposed staff longevity incentive stipend**

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

6. CLOSED SESSION

a) none

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

March 13, 2019 5:00 PM

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 5:15 p.m. – Sal Campos**

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

**Flag Salute**

**Approval of Agenda and Approve the Minutes**

Motion to Approve the Consent Agenda, including Agenda for March 13, 2019 and Minutes from February 13, 2019 Board Meeting

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

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

**COMMUNICATIONS:**

None were received

**STAFF REPORTS / DISCUSSION / ACTION**

A. Executive Director’s Report:

1. The following updates were provided:
  - a. **Student Attendance Report** was given—the averages reported at the average 95% mark at all campuses
  - b. **Charter Schools in California**
    - i. Provided an update regarding information sessions f\to inform on various California legislation that will have positive and negative impacts on Charter education.
  - c. **Presented the Newsletters** and highlighted the various activities going on inside and outside the classroom. There are many co-curricular learning activities available for students during and after the school hours.
    - i. A major replicable project was led by CEO, Beyer with Holly Drive Charter School. Students, faculty, and staff shared time and resources while giving back to the charter community.

- ii. 2019 LFCS Art Show and Auction was highlighted. Board members were invited to attend.
- d. 2019-2020 Registration is opened from March 4-27. The Lottery is scheduled for Tuesday, May 21, 2019 at the Liberty Academy at 4:00
- e. Formal faculty and staff evaluations start within the next 2 weeks. Action steps are being taken to recruit potential future faculty.

B. CFO Report

The following updates were provided:

1. **Second Interim Report:** The report was presented in bullet format. It is on time and presented with the required attachments. Explanation for various line items was provided specifically as it related to special education funds.
2. **3-Year Audit Contract:** The contract from Wilkinson Hadley King and Co LLP was presented for the audit services. Answers were provided regarding the cost of the contract in comparison to past contracts. The CFO provided a positive reference for the audit firm.
3. **JA Campus Report:** The CFO provided an update on the house purchases. Through discovery, there were issues exposed. Conversation regarding these issues are taking place how best to mitigate concerns to move forward with the purchase. Currently, this purchase is holding for more information, and the CFO will return to the Board with recommended next steps.
4. **HS Property Update:** The CFO provided an update. He has met with the planner and personnel from the County Supervisor’s office. Currently, we believe that all information has been received, and we have met all the concerns. We are waiting to hear from staff that they have completed the review and are ready to take the next step toward the planning approvals.
5. **Staff Longevity Incentive/compensation:** A review is taking place of data with the entire budget process. Alternatives are under consideration as to how this can be implemented and continue as a long-term plan.
6. **Form 700:** More information through general counsel will be obtained.

IV. ITEMS SCHEDULED FOR ACTION—

**The Second Interim Report was presented to the Board with the required attachments and explanations:**

Motion to approve the recommendation was made by Willis/ Second--Schreiber/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

**The 3-year Auditors Contract was presented to the Board for renewal:**

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

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

V. CLOSED SESSION—

**Motion was made by Ferguson/ Second-Willis to close the open meeting and open the closed session.**

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

**Motion was made by Ague/ Second-Ferguson to close the closed session and re-open the board meeting.**

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

No action or decisions were taken during closed session.

VII. PUBLIC SESSION

No communication was received

ADJOURNMENT

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

Ferguson	Approve
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

Respectfully Submitted,  
Lorri Ague, Board Secretary

---

*Literacy First Charter School*

Minutes of Board of Directors Meeting  
March 27, 2019 5:15 PM Special Meeting

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 5:15 p.m. – Sal Campos**

**Roll Call** – Present voting Members—Lorri Ague, Sal Campos Richard Willis, and Priscilla Schreiber/ Absent: Mark Ferguson / Non-Voting Members –Jerry Keough and Debbie Beyer

**Flag Salute**

**Approval of Agenda and Approve the Minutes**

Motion to Approve the Consent Agenda, including Agenda for March 27, 2019 and the following items:

- **Approve the Agenda for the March 26, 2019 Board Meeting**
- **Approve the Annual Resolutions Designating Authorized Agents**
- **Approve HS Lease Renewal with The Lemon Grove School District**

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

Ferguson	Absent
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

**COMMUNICATIONS:**

None were received

**STAFF REPORTS / DISCUSSION / ACTION**

C. Executive Director’s Report:

2. The following updates were provided:

- a. **Future Growth** –An update on the potential future expansion in East County was given. The CEO has been considering different properties and if these would be available and affordable for the possibility of opening a new site. The Board affirmed this vision and encouraged launching a timetable that would include the approval process for the material revision needed.
- b. **Resolution for Charter School Support**—There are several Bills in front of CA legislators that impact charters schools. Charter school advocates are reviewing the language and implications while also recommending communication and resolutions that encourage a pro-charter stance. The CEO shared resolution language and the Board



affirmed the direction. The Board asked for formal resolutions to be presented at the April meeting for official adoption.

D. CFO Report

7. The following updates were provided:

a. JA Property Update – A review of the home purchases in conjunction with the JA Property was presented. The 2 houses located on the large lot at 1025 Pepper Drive are being offered at a purchase price for \$350,000. This would provide for the Soccer/Football Field at the JA property.

b. The second property discussed is the property located on the 1.2 Acre lot at 1045 Pepper Drive. This property is being offered at a \$750 per month lease. The agreement would allow the school to develop the property. The church as agreed that if the property is never sold at the end of the lease, they church would pay for all improvements. If the property is sold at the end of the lease, the church as agreed to pay 50% of the improvements.

IV. ITEMS SCHEDULED FOR ACTION—

**Approve the Purchase of the 2 houses on 1025 Pepper Dr Property and the Lease of 1045 Pepper Dr:**

Motion to approve the recommendation was made by Schreiber/second--Willis/ Action: Passed Unanimously

Ferguson	Absent
Ague	Approve
Campos	Approve
Willis	Approve
Schreiber	Approve

V. CLOSED SESSION—

**No Closed Session Scheduled**

VII. PUBLIC SESSION

Rich Willis announced that he will be retiring from the Board effective March 28, 2019. The Board was disappointed to receive this notice, but graciously accepted it. Mr. Willis has served the Literacy First Charter Schools for over 6 years with integrity and passion. The Board thanked Mr. Willis for his service and shared how much he would be missed.

ADJOURNMENT

The meeting was concluded at 5:40 p.m.: Motion to adjourn: Ague/ Second- Schreiber/ Action: Unanimously passed.

Ferguson	Absent
Ague	Approve

Campos	Approve
Willis	Approve
Schreiber	Approve

Respectfully Submitted,  
Lorri Ague, Board Secretary

---