



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**Meeting via Zoom**

**Public call in number: 619-993-2077**

**April 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: This will be a virtual meeting per COVID19 Protocols.

1. Agendas are available to all audience members at the door to the meeting and school website.
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. COVID19 Related Virtual mtgs. Require public call in at 619-993-2077
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. Virtual mtgs. Require public call in at 619-993-2077.
4. When addressing the Board, speakers are requested to call 619-993-2077 and 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 698 W Main St., 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	_____	_____
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 April 8, 2020 Board Meeting**
- 2. Approve the minutes from the March 11, 2020 Board meeting.**

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

II. COMMUNICATIONS

a.

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**

IV. Staff Report

a. **Executive Director Report**

1. **School Closure and Covid19 Related Policy and Program impact**
2. **770 Form**
3. **Discussion/Action Item: Conflict of Interest Policy**
4. **K-8 Program Update**
5. **LCHS Program Updates**

b. Chief Financial Officer's Report

1. **Discussion: Proposed change to the Accumulated Sick Leave Policy at time of Retirement.**
2. **Business Office Status Report**
- 3.
- 4.

3. ITEMS SCHEDULED FOR ACTION

**A. Discuss and Affirm the LFCS Conflict of Interest Policy**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**B. By Board Request, Senior 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: ____
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**C. Discuss and Approve School Closure and Covid19 Related Policy and Program mitigation.**

**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 \_\_\_\_\_.

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*Literacy First Charter School*

Minutes of Board of Directors Meeting

March 11, 2020 @ 5:00 PM

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 5:09 p.m. – Sal Campo**

**Roll Call** – Present voting Members—Sal Campos, Mark Ferguson, Lorri Ague, and Lucy Razooky (joined the meeting 5:50 p.m.) / Absent: Priscilla Schreiber/  
Non-Voting Members –Jerry Keough and Debbie Beyer

GUESTS: Amanda Eisenhower (Freedom Academy)

**Flag Salute**

**Approval of Agenda and Approve the Minutes**

Motion to Approve the Consent Agenda, including Agenda for March 11, 2020 and Minutes from February 12, 2020 Board Meeting

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

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Absent
Razooky	Absent for this vote

**COMMUNICATIONS:**

None received

## STAFF REPORTS / DISCUSSION / ACTION

- A. Staff Reports
1. Freedom Academy statistics and data was presented by Amanda Eisenhower. Freedom Academy has been operational with the LFCS Charter for 5 years. An essential component of the program is to provide support for students, parents and the family unit with curriculum resources/choices, instructional strategies and onsite enrichment activities.
  2. Review Conflict of Interest Policy (by Board Request) & the 770 Form. The Board was informed about the process for the 770 Form. The CFO sent a link to the Form. The Board members need to fill out the form and return within the next 2-weeks.
  3. The Board also reviewed the Conflict of Interest Policy that is in the charter documents. The board will review the policy over the next month and discuss any possible conflicts that may exist in the organization.

- B. Executive Director's Report
1. **Updates on Campus events and activities**
    - a. Robotics team update was given. A competition video was presented. The Board affirmed the volunteerism of the teachers and parents supporting this endeavor.
    - b. Attendance reports from all campuses were reported and received by the board. The Coronavirus has not impacted attendance.
    - c. K-8 Program Updates  
**Presented the Campus Newsletters** and highlighted the various activities going on inside and outside the classroom.
      - DC Trip was taking place
      - Olympics are planned for March 20<sup>th</sup>
      - Parent-Teacher Conferences scheduled for March
      - Registration dates are planned
    - d. LCHS Program Updates  
**Presented the Campus Newsletters** and highlighted the various activities going on inside and outside the classroom.
      - Fine Arts Evening & Talent Show is planned
      - High School Tours are planned during the month

- C. CFO Report
- The following updates were provided:
1. **Every Student Succeeds Act (ESSA) Reporting System**
    - The CFO presented the submission of the 2019 Reporting Year for this required report. The report demonstrated that the average educational cost spent per student at LFCS is \$8848.

**2. Sick-day Policy Presentation**

- The CFO presented the current Sick-Day Policy and asked the Board to consider upon retirement that individuals can use accumulated unused sick-day's toward years of service calculations. Three different scenarios were reviewed that provided data to demonstrate the financial impact to the budget. Currently, a review of the policy is under advisement of legal counsel. The policy will be brought to the Board for approval at a later meeting.

**3. New Campus Update**

- An update was reported on communication and upcoming meetings. The LFCS communication strategies are being planned with the Board Chair and CEO. Board members will be given assignments as determined appropriate.

**IV. ITEMS SCHEDULED FOR ACTION—**

**Conflict of Interest Policy & Possible Conflict of Interest Petition:**

- a. The Board reviewed a potential conflict of interest presented by the administration regarding a potential family relationship and organizational employment. The Board asked to review the policy and the possible conflict and to bring the item for action at the next meeting.

**V. BOARD ITEMS/REPORTS**

- a. None were presented

**VI. CLOSED SESSION—**

Motion to entertain closed session items was made by Ferguson/ Second-Razooky

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Absent
Razooky	Approve

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

Ferguson	Approve
Ague	Approve



Campos	Approve
Schreiber	Absent
Razooky	Approve

VII. PUBLIC SESSION – Report on Closed Session items

**No action was taken in closed session, and Staff will follow through with any required communication.**

FUTURE ITEMS:

ADJOURNMENT

The meeting was concluded at 7:09 p.m.: Motion to adjourn: Ague/ Second- Razooky/ Action: Unanimously passed.

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Absent
Razooky	Approve

Respectfully Submitted,  
Lorri Ague, Board Secretary