



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**698 W Main St. El Cajon 92020**

**August 7, 2019**

**5:00 pm 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

Mr. Mark Ferguson

Mrs. Lorri Ague

Mrs. Priscilla Schreiber

Mr. Sal Campos

Present

Absent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

c. FLAG SALUTE

It is recommended that the Board approve Agenda	Motion: ____ Action: ____ Second: ____ Vote: ____
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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 August 8, 2018 Board Meeting**
- 2. Approve the Minutes for the June 12 and June 17, 2019 Board Meetings**

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

- 1.
- 2.

b. Chief Financial Officer’s Report

1. **Present Educator Effectiveness Report for Approval**
2. **2018-19 Draft Budget: Approval**
3. **EPA Expenditure Plan: Approval**
- 4.

3. ITEMS SCHEDULED FOR ACTION

**A. Approve Educator Effectiveness Report**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**B. Approve 2018-19 Budget**

It is recommended that the Board approve Agenda Item B	Motion: ____ Action: ____ Second: ____ Vote: ____
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**C. Approve EPA Revenue Expenditure Plan**

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

1. **Board Election**
2. **Selection of Board Officers**

6. CLOSED SESSION

**1. Student Issue**

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 Special Meeting

June 17, 2019 6:00 PM

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 6:03 p.m. – Mark Ferguson**

**Roll Call** – Present voting Members—Lorri Ague, Priscilla Schreiber, and Mark Ferguson/ Absent: / 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 June 17, 2019 and Minutes from May 12, 2019 Board Meeting

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

Ferguson	Approve
Ague	Approve
Campos	Absent
Schreiber	Approve

**COMMUNICATIONS:**

None were received

**STAFF REPORTS / DISCUSSION / ACTION**

A. Executive Director’s Report:

1. The following updates were provided:
  - a. **Graduation Video and Scholarship tally:** A video presentation was given—over \$3 million in scholarship achieved.
  - b. **LCAP Report:** Presented the final LCAP Report and reported on some of the goals and objectives that were met and others that were under review. It will be posted on the website and sent to the county.

B. CFO Report

The following updates and any comments were provided by CFO:

1. **LFCS 2019-2020 Budget for Public Hearing and Discussion:**
2. **2018-2019 EPA Spending Report:**
3. **2019-2020 EPA Budget:**

IV. ITEMS SCHEDULED FOR ACTION—

**Approve 2019-2020 Budget:** motion to approve the 2019-2020 Budget was made by Ague/ Second--Ferguson/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Absent
Schreiber	Approve

**Approve 2018-2019 EPA Revenue Spending Report:** motion to approve the 2018-2019 EPA Revenue Spending Report was made by Schreiber/ Second—Ague/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Absent
Schreiber	Approve

**Approve EPA 2019-2020 EPA Expenditure Plan:** motion to approve the 2019-2020 EPA Expenditure Plan was made by Ague/ Second--Schreiber/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Absent
Schreiber	Approve

**Approve 2019-2020 LCAP Report/Plan:** motion to approve the 2019-2020 LCAP Report/Plan was made by Schreiber/ Second--Ague/ Action: Passed Unanimously

Ferguson	Approve
Ague	Approve
Campos	Absent
Schreiber	Approve

V. CLOSED SESSION—

No Closed session scheduled.

VII. PUBLIC SESSION

No communication was received

ADJOURNMENT

The meeting was concluded at 6:21 p.m.: Motion to adjourn: Ague/ Second- Ferguson/ Action: Unanimously passed.

Ferguson	Approve
Ague	Approve

Campos	Absent
Schreiber	Approve

Respectfully Submitted,  
 Lorri Ague, Board Secretary

**Literacy First Charter School**

Minutes of Board of Directors Meeting - Regular Meeting  
 June 12, 2019 at 698 W. Main St. El Cajon, CA

**OPEN SESSION CALLED TO ORDER**

**Start of Meeting – 5:07 p.m. – Sal Campos**

**Roll Call** – Present voting Members— Sal Campos, Priscilla Schreiber, and Mark Ferguson / Absent - Lorrie Ague/ Non-Voting Members –Jerry Keough (CFO) and Debbie Beyer (Executive Director)

**Flag Salute**

**Approval of Agenda and Approve the Minutes**

Motion to Approve the Consent Agenda, including Agenda for June 12, 2019 and the following items:

- Approve the Agenda for the June 12th, 2019 Board Meeting
- Approve the Minutes of the May 8th Special Board Meeting

Motion was made by Ferguson/Seconded by Schreiber

Action: Passed Unanimously

Ferguson	Approve
Campos	Approve
Schreiber	Approve

**COMMUNICATIONS:**

None were received

**STAFF REPORTS / DISCUSSION / ACTION**

A. Executive Director’s Report:

1a. Approve “Declaration of Need’ as provided by the Executive Director:  
Emergency Permits needed #27 and Limited Assignment Permits needed #30. See  
attached Declaration for further detail.

1b. The following updates were provided:

1. Status Report: Staffing and structural changes: the current 6th grade classes at the LA campus were moved to the JA campus (putting all 6th grade classes at the JA campus). 4th & 5th grade classes were added at the LA campus. There were 14 new hires, 3-4 new positions added, ie) Spec Ed Specialist, Speech Therapist. Due to a need to focus more on EL it required some restructuring and the opening and hiring of new positions. This will help us to meet our 3-year goal. Campus and Class Highlights: Honors recognitions were handed out at the senior pep rally. It was noted that the class of 2019 has garnered over \$3.9M in scholarship awards. The Moving Up Ceremony will be held at the JA campus on June 19th at 6PM, Staff Luncheon will be held on June 20th at the JA campus at 1PM and Senior graduation will be held at the JA campus on Saturday, June 22nd, at 11AM. Legislative Update: the effort to defeat and/or modify the “killer” Charter Bills remains an ongoing effort with some modifications being made in our favor. The Governor’s Task Force has concluded its recommendations and we now await its affect on the legislation’s decisions and actions. Patriot Legacy Foundation: The annual Parent Prom was cancelled due to the timing of the event in an already packed year-end schedule. Considerations for an alternative event date are being discussed. With the generous contribution of free LFCS logo athletic wear from “Nunes Apparel” the students and staff raised \$8,000 to go towards the purchase of another van, the cost to wrap the van (our advertisement with a rebate pending) and build up the scholarship fund for our seniors. More fundraising with the athletic apparel is planned. The Foundation currently has over \$20K in the treasury. Charter Revision/Update it was discussed that we should update our Charter to include the new HS property address.

2. Student Attendance: Holding at an impressive overall average of 90+%

B. CFO’s Report

1a. The following items were presented for public hearing and discussion. (Note: no public were present)

1. LFCS 2019-2020 budget\*
2. LFCS 2018-19 EPA spending report
3. LFCS 2019-20 EPA budget

\*Budget Notes:

Revenue - the final 2019-2020 reflects additional ADA revenue. The K-8 program has increased by 56 students (in the K-3) and the Independent Program has a small increase. The projected K-12 enrollment for 2019-20 is 1761. There will be approximately \$800K in SB740 facilities revenue that will be received in 2019-20 as reimbursement for lease costs and renovations. Other Local Revenue shows similar to 18-19 right now. This could increase as those programs resume next year.



Expenditures - The projected expenditures in the 2019-20 final budget were arrived at using historical data and increases in payroll and JA and HS lease costs. Also included in the 2019-20 budget are the certificated staff salary increases due to a 1.5% COLA, a progressive longevity stipend, and doubling of the HS single subject stipend. Funding was budgeted for cost increases for programs and student intervention within the LCAP. The Classified salary schedules received a 1.5% COLA over prior year, as well.

Further notable expenditures include, approximately, a 9% increase in health care costs, Lease costs at the JA increased from \$27K to \$47K and HS increased from \$24K to \$41K. Employer contribution rates increased to STRS-18.13% and PERS-20.73%.

2. Status Report: HS Property update- Finally, finalizing the major-use permit. All signed off on the Climate Action Plan (CAP) and Kevin, the architect, is drawing up an exhibit for the Fire Dept to reflect the fire codes and paths of travel for emergency vehicles.

JA Property update - 2 houses on 1025 Pepper Dr are now in Escrow. First American Title requires a survey of the property before they can provide an *Extended Title Policy*

#### IV. ITEMS SCHEDULED FOR ACTION—

##### **Approve the Declaration of Need for the year 2019-20**

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

Ferguson	Approve
Campos	Approve
Schreiber	Approve

#### V. CLOSED SESSION—

No Closed Session Scheduled

#### ADJOURNMENT

The meeting was concluded at 6:34 p.m.: Motion to adjourn: Ferguson/ Second- Schreiber/  
Action: Unanimously passed.

Ferguson	Approve
Campos	Approve
Schreiber	Approve

Respectfully Submitted,  
Priscilla Schreiber, Board Member

