



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

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

**December 11, 2019**

**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	_____	_____

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 December 11, 2019 Board Meeting**
- 2. Approve the minutes from the November 13, 2019 Board meeting.**

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 Report**

- 1. Narcon Policy for Discussion/Action**
- 2. Attendance**
- 3. High School Update**
- 4. K-8 Program Update**
- 5. Staff Update**

- b. Chief Financial Officer's Report
  - 1. **High School Campus Report**
  - 2. **Junior Academy Purchase Report**
  - 3. **Facilities Report**
  - 4.

3. ITEMS SCHEDULED FOR ACTION

**A. Accept/Approve Schoolwide Narcon Policy**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**B.**

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

5. BOARD ITEMS/REPORTS

- A. **Discussion/Consideration: Board Member Vacancy**  
**Potential Board Member: Lucy Razooky**

6. CLOSED SESSION

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

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*Literacy First Charter School*

Minutes of Board of Directors Meeting

November 13, 2019 5:00 PM

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 5:10 p.m. – Sal Campo**

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

GUESTS: Jamie Robinson, Steve Robinson, and Troy Beyer (electronically)

**Flag Salute**

**Approval of Agenda and Approve the Minutes**

Motion to Approve the Consent Agenda, including Agenda for November 13, 2019 and Minutes from October 9, 2019 Board Meeting

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

Ferguson	Approve
Ague	Approve
Campos	Approve
Schreiber	Approve

**COMMUNICATIONS:**

None were received

**STAFF REPORTS / DISCUSSION / ACTION**

A. Executive Director’s Report

1. Staff Reports:

- a. **Detailed Test Scores Report** for K-8 was provided by Jamie Robinson and the High School by Steve Robinson. An overall report demonstrated test scores compared at the state, local district and cohort comparison. Generally, LFCS is meeting or exceeding the testing areas ahead of the comparative categories. The data from the test scores is being used to develop goals and objectives for the instructional staff.

Improvement areas have been identified and plans for assessment have been constructed.

2. **Updates on Campus events and activities**
  - a. **Presented the Campus Newsletters** and highlighted the various activities going on inside and outside the classroom. Veteran Day activities were highlighted. The students and teachers and parents celebrated the day with parades, decorations and other activities.
  - b. **Attendance Reports:** The attendance reports were presented. The current averages are above the 95% desired target.
3. **An Announcement regarding the process to pursue a new SELPA provider** was presented. The “2019-2020 Allocation Plan at a Glance” was reviewed and a report was received. After the presentation, the Board provided feedback and asked questions. Encouragement was given to pursue the process and keep the Board updated on the process.
4. **Personnel Update:** A report was provided on personnel changes and updates since the break
5. **Staff Christmas Party** was announced for December 6<sup>th</sup> @ the High School. More details will be shared via electronic communication.

B. CFO Report

The following updates were provided:

1. **First Interim Report:** Summary of the budget data was presented. The following was provided to explain the Revenue and Expenditures:  
**Revenue:** The projected budget reflects a \$500,000 increase from the revenue that was in the adopted LFCS budget  
**Expenditures:** The projected budget reflects expenditures in line with the updated LFCS budget.
2. **Report on High School Project:** A series of emails was reviewed and explained as to the current process of the project. Currently, it appears that the project is moving forward with no new requirements requested.
3. **Report Status of Junior Academy Purchase:** The Closing Cost statement was presented to demonstrate the final expenses of the purchase of the Bradley campus and the refinance of the Main Street campus. The new debt service is approximately \$80,000 less on the annual budget.
4. **2018-2019 Audit Update:** The CFO affirmed that all information for the audit has been completed and reviewed. We are just waiting for the final report from the auditor.

IV. ITEMS SCHEDULED FOR ACTION—

**Adoption of the First Interim Report:**

**Motion to Approve the First Interim Report**

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

Ferguson	Approve
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Ague	Approve
Campos	Approve
Schreiber	Approve

V. CLOSED SESSION—

**No Closed session scheduled.**

VII. PUBLIC SESSION

COMMUNICATION:

The Board received a letter from the San Diego County Office of Education regarding the 2019-2020 Budget Adoption. The letter concluded with an appreciation for LFCS’s fiscal solvency.

FUTURE ITEMS:

Board Member Vacancy: The Board Members were asked to recommend potential candidates for Board Membership

ADJOURNMENT

**The meeting was concluded at 6:48 p.m.: Motion to adjourn: Ague/ Second- Schreiber/ Action: Unanimously passed.**

Ferguson	Absent*
Ague	Approve
Campos	Approve
Schreiber	Approve

\*Board Member Ferguson left the meeting early

Respectfully Submitted,  
Lorri Ague, Board Secretary