

**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

1012 E Bradley Ave., El Cajon 92021

February 10, 2016

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 January 13, 2016 Board Meeting
2. Approve the Agenda for the February 10, 2016 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’s Report

- i. Attendance**
- ii. Programs**
- iii. Board Terms**

b. Chief Financial Officer's

- i. Provide update on the Chase Ave Property**
- ii. Present Second Interim Report**

IV. ITEMS SCHEDULED FOR ACTION

A. Approve Second Interim Report

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

B.

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

C.

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

D.

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: ____
--	--

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

VI. BOARD ITEMS/REPORTS

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

January 13th – 5:30 PM

OPEN SESSION CALL TO ORDER

Call to Order – 5:37 PM, Larry Kincaid

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

Flag Salute

Approval of Agenda and Approve the Minutes

Motion to Approve the Consent Agenda, to include the Minutes from November 11th Board Meeting - Ague / Second -Willis /

Action: Passes

Vote:

Kincaid	Favor
Ferguson	Absent
Ague	Favor
Briggs	Absent
Campos	Absent
Watson	Favor
Willis	Favor

Motion to approve January 13th, 2015 agenda- Ague / Second - Willis / Action:

Passes

Vote:

Kincaid	Favor
Ferguson	Absent
Ague	Favor
Briggs	Absent
Campos	Absent
Watson	Favor
Willis	Favor

COMMUNICATIONS-

SDCOE report was shared and reviewed

STAFF REPORTS / DISCUSSION / ACTION

Executive Director's Report:

First off Debbie Beyer thanked the board members for participating in the board retreat. Then Richard Willis, board member, thanked the admin team for “keeping the vision” as we move forward.

Attendance:

- a. At the PA, sickness caused attendance to dip below 95 %.

II. Programs:

- a. Charter renewal- the charter is up for renewal, and the goal is to submit to our legal team and then the county by the end of the month. We are also revising our Language support and technology plans.
- b. Open Enrollment- It's that time of year again. The enrollment window is as follows: Kindergarten-March 7- April 4; Grades 1-12- April 11- May 6; Reenrollment- May 9-16; The lottery will be held on May 24th.
- c. School tours will be the month of March. PA- Tuesdays, JA- Thursdays
- d. Employee pay scale- This Fall, for those teachers coming to us with 20 years' experience, we are increasing what experience we give them from 9-12 years. We will do a one-time fix for staff that are already established with us and from now on new teachers with the experience will receive 12 years.
- e. A discussion on whether to putting this change in writing is necessary; whether we should make a policy out of it, was brought up. This will be revisited at a later meeting.
- f. Military Leave Policy- LFCS has created a policy where military men and women will get paid when on leave. This policy also allows for spouses to take time off when military spouse comes home. The wording in the policy was changed from military conflict to military service.
- g. High School coaches- We have wonderful coaches this year! They continually go beyond the game and teach character, not just to our students, but to the other teams as well. At the basketball games, the coaches have developed what they like to call 5th Inning, where the teams go into the rec room and the teams hang out and talk. This week they were able to connect with Monarch HS for homeless teens. Our team provided pizza, cupcakes, scarves, drinks, and a team ball to the students of Monarch!

B. Chief Financial Officer's Report:

2. Cash Flow:

- a. The cash flow through December was presented and the board was asked to review it for the next board meeting.

Chase Ave. Property:

- b. We are starting to get comments from the county on what we have sent them so far. The project is moving along on schedule.
- c. Lorri Ague stated that it was very inspirational to see the actual school site with the plans during the board retreat.

- d. The JA flooding was discussed. Mr. Keough reported that the insurance adjuster came out and was given pictures, videos and the lease agreement. The carpet has been measured and that any part that was damaged will be replaced. Concrete was also poured on the outside of the building where the flood occurred to prevent it from happening again.

ITEMS SCHEDULED FOR ACTION-

Approve Military Paid Leave Policy: Ague / Second- Watson/

Action: Passes

Vote:

Kincaid	Favor
Ferguson	Absent
Ague	Favor
Briggs	Absent
Campos	Absent
Watson	Favor
Willis	Favor

**ITEMS REMOVED FROM THE CONSENT AGENDA-NONE
BOARD ITEMS/REPORTS**

Board terms- we will review this at the next board meeting.

CLOSED SESSION-

NONE

ADJOURNMENT

Motion to adjourn meeting at 6:30 pm: Ague / Second - Watson/

Action: Passes

Vote:

Kincaid	Favor
Ferguson	Absent
Ague	Favor
Briggs	Absent
Campos	Absent
Watson	Favor
Willis	Favor

Items for future Board Meeting

- 1. Next scheduled Board Meeting: February 10, 2016@ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,
Gail Stoben