



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**698 W Main St.**

**January 9, 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 January 9, 2019 Board Meeting**
- 2. Approve the Minutes for the December 12, 2018 Board Meetings**

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.

a. Executive Director’s Report

- 1. Status Report**
- 2. Student Attendance**

- b. Chief Financial Officer’s Report
  - 1. **JA Campus Report**
  - 2. **HS Property Update**
  - 3.
  - 4.
  - 5.

ITEMS SCHEDULED FOR ACTION

**A. Board to Approve First Interim Report**

|  |              |              |
|--|--------------|--------------|
| It is recommended that the Board select Stipend % Agenda Item A, | Motion: ____ | Action: ____ |
|  | Second: ____ | Vote: ____   |

**B. Board to Approve 2017-2018 Audit Report**

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

**C. Board Approve entering into escrow to purchase the 3 properties located on Pepper Dr.**

|  |              |              |
|--|--------------|--------------|
| 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: ____   |

- 3. ITEMS REMOVED FROM THE CONSENT AGENDA (if any)
- 4. BOARD ITEMS/REPORTS
- 5. CLOSED SESSION
  - a) One item

6. 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).

7. ADJOURNMENT

The meeting was adjourned at \_\_\_\_\_.

Literacy First Charter School

Minutes of Board of Directors Meeting  
December 12, 2018 5:00 PM

**OPEN SESSION CALL TO ORDER**

**Start of Meeting – 5:00 p.m. – Sal Campos**

**Roll Call** – Present voting Members—Lorri Ague, Priscilla Schreiber, Mark Ferguson, Richard Willis, Sal Campos/ 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 December 12, 2018 and Minutes from November 14, 2018 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. Status Report:
  - a. Newsletters from the campuses were distributed.
  - b. Highlighted the Christmas projects. SO Cal Kids Love Nor Cal Kids and internal families were identified as Christmas programs this year.
  - c. Went to trimester this year so the first reporting cycle was just completed. No data yet to review.
2. Attendance Reports were reviewed: CEO shared that the attendance is down slightly due to reported illness.

B. CFO Report

1. Interim Report: The CFO read the directive behind the interim report with the timelines that the school must meet. The current interim report was presented and discussed. Specific line items were discussed, and clarity was provided.

2. 2017-2018 Audit: The CFO described the 38-page audit and the accompany letter received from Wilkinson Hadley King and Co. LLP. The overall audit was positive with no negative findings.
3. HS Property Update: The CFO shared the communication regarding the County’s CAP checklist to continue the project moving forward. The CAP report has been submitted.
4. JA Campus Report: The CFO shared the lease timeline update. The target date for the lease agreement to be finalized is December 20<sup>th</sup>. Board member, Rich Willis, joined the report regarding the next steps to determine how best to move forward with the purchase of the Pepper Drive homes (1025, 1025A, 1045 Pepper Drive) and the north end field property associated with the current campus.
5. Escrow Account for north-end JA property and Pepper Drive properties: A Resolution was presented to open escrow for the purchase of properties mentioned in CFO Report item #4.

IV. ITEMS SCHEDULED FOR ACTION—

**A. Board to Approve First Interim Report**

It was recommended by staff that the Board approve the First Interim Report:

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

|           |         |
|-----------|---------|
| Ferguson  | Approve |
| Ague      | Approve |
| Campos    | Approve |
| Willis    | Approve |
| Schreiber | Approve |

**B. Board to Approve 2017-2018 Audit Report**

It was recommended by staff that the Board approve the Audit received from the Wilkinson Hadley King and Co. LLP

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

|           |         |
|-----------|---------|
| Ferguson  | Approve |
| Ague      | Approve |
| Campos    | Approve |
| Willis    | Approve |
| Schreiber | Approve |

**C. Board Approve entering into escrow to purchase the 3 properties located on Pepper Dr.**

The following resolution was presented by staff and recommended for approval:

Resolution No 1812

Resolution authorizing the funding and entering into escrow on the tree hoes located on Pepper Drive Bordering the Junior Academy on the North.

Whereas, the properties under consideration are currently owned by the Foursquare Church Organization and are offered to Literacy First Charter Schools to purchase for \$550,000.

Whereas, the properties under consideration are currently in use by LFCS as an integral part of the Junior Academy spots field,

Therefore, be it resolved that the Governing Board of LFCS adopts this resolution authorizing staff to enter into escrow the purchase of the three hoes which border the Junior Academy on the North each located on Pepper Drive in El Cajon, CA.

1. APN: 388-203-11-00; 1025 Pepper Drive, Smaller white House Lot (west)
2. APN: 388-203-10-00; 1025A Pepper Drive, Larger White House Lot east)
3. APN: 388-203-2200; 1045 Pepper Drive (Red House)

In so doing the board authorizes Jerry Keough, CFO to execute the purchase and to issue payment into escrow for the initial deposit. The final balance due to complete the real estate purchase transaction at the established cost of \$550,000 will be authorized in a future resolution. Some escrow processing costs may be incurred.

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

|           |         |
|-----------|---------|
| Ferguson  | Approve |
| Ague      | Approve |
| Campos    | Approve |
| Willis    | Approve |
| Schreiber | Approve |

#### V. CLOSED SESSION

None were scheduled

#### VII. PUBLIC SESSION

No communication was received

#### ADJOURNMENT

The meeting was concluded at 6:01 p.m.: Motion to adjourn: Schreiber/ Second- Ferguson/ Action: Unanimously passed.

|           |         |
|-----------|---------|
| Ferguson  | Approve |
| Ague      | Approve |
| Campos    | Approve |
| Willis    | Approve |
| Schreiber | Approve |

Respectfully Submitted,  
Lorri Ague, Board Secretary