

**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**1012 E Bradley Ave., El Cajon 92021**

**June 8, 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 May 11, 2016 Board Meeting
2. Approve the Agenda for the June 8, 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. Present LCAP for Public Comment**
- iv. Review and Discuss Employee Contracts**

b. Chief Financial Officer's

- i. Provide update on the Chase Ave Property**
- ii. Submit 2016-2017 Draft Budget for review and discussion**

**IV. ITEMS SCHEDULED FOR ACTION**

**A. A**

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

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

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
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**D. Approve Declaration of Need**

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

**VI. BOARD ITEMS/REPORTS**

VII. CLOSED SESSION

1. Personnel STRS Compensation Matter

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*

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*Minutes of Board of Directors Meeting*

May 11<sup>th</sup> – 5:30 PM

**OPEN SESSION CALL TO ORDER**

**Call to Order** – 5:36 PM, Larry Kincaid

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

**Flag Salute**

Approval of Agenda and Approve the Minutes

Motion to Approve the Consent Agenda, to include the Minutes from April 20<sup>th</sup> Board Meeting - Ferguson / Second - Willis / Action: Passes

**Vote:**

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

Motion to approve May 11<sup>th</sup> agenda- Willis / Second - Ferguson / Action: Passes

**Vote:**

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

**COMMUNICATIONS-**

NONE

**STAFF REPORTS / DISCUSSION / ACTION**

**Executive Director’s Report:**

**I. Attendance:**

a. LFCS attendance at all campuses remains high.

**II. Programs:**

- a. All newsletters were distributed and all events were highlighted.
- b. National Charter School Week was last week, along with Teacher appreciation and the start of state testing.
- c. At the high school, we will most likely need to SART a student due to chronic truanancies. One board member would be great to

- have at the meeting. If you are interested, please email Mrs. Beyer.
- d. This year, in support of testing, we are using the theme “Red-y for the test.” There is a special activity each day the grade(s) testing to make them feel important and motivated to do their best.
  - e. Letters of Intent went out to all teachers two week ago. This is the avenue for the teachers to let LFCS know if they are planning to come back for another year. In this process we see who is retiring, and this year we have about 4 teachers/ staff members who are retiring.
  - f. The school lottery for the 2016/17 school year is on May 24<sup>th</sup>, 4 pm at Liberty Academy. Board members are encouraged to attend.
  - g. Today was the last leadership assembly at the high school. Andy Andrews 7 Decisions is studied in 11<sup>th</sup> and 12<sup>th</sup> grade and at this last assembly, the seniors presented their projects. Once the presentations were finished, the remaining time was spent reminiscing on their time at LCHS.
  - h. The Parent Connection lunch is tomorrow, 5/12 at Liberty Academy, 11:30 am. Board members are encouraged to attend, especially if you’ve never been to one.
  - i. Parent Orientation is being structured differently for this next school year. Returning families have been given the re-enrollment paperwork with the emergency contact card. They will be required to take an online orientation with a quiz at the end. They will print out proof of passing the quiz and will then bring it to the office to receive their child’s class assignment. Kinder and new parents will attend the one night orientation at the junior academy and will be given their child’s teacher at the end of the orientation. This orientation will be on Tuesday, August 16th at 6:30 pm.
  - j. Calendar items: High School Graduation is on Saturday, June 18<sup>th</sup>. The end of the year staff luncheon is June 15<sup>th</sup> at 1 pm at the Junior Academy. All board members are highly encouraged to attend both. If you cannot, please let Debbie know.

### **III. Declaration of Need:**

- a. Declaration of Need: The board will vote on this tonight. We have estimated needing seven limited assignments for the 2016-17 school year.

### **IV. Board Terms:**

- a. The board voted for Larry Kincaid and Sal Campos to serve one more term on the board.
- b. The board voted for Richard Willis to replace Lori Briggs for another term.

### **B. Chief Financial Officer’s Report:**

1. **Chase Ave. Property:**
  - a. LFCS submitted our plans for the new high school in total to the county about 6 months ago. We have since re-submitted all of the forms the county asked us to change and are waiting to find out when we will be seen at SDCOE.
2. **Draft Budget:**
  - a. The 2016-17 first draft of our school budget was reviewed and explained. A copy of the budget will be emailed to those board members who were not in attendance.
3. **Annual Resolutions:**
  - a. These resolutions state who can pick up items on behalf of LFCS. Debbie Beyer, Jerry Keough and Tara Patterson are the three persons named in the document who are approved to pick up and sign for items on behalf of LFCS.

4.

**IV. ITEMS SCHEDULED FOR ACTION-**

Approve Richard Willis to Replace Lori Briggs effective June 10, 2016: Ferguson / Second- Watson/ Action: Passes

**Vote:**

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

Approve Board Terms for Larry Kincaid and Sal Campos: Ferguson / Second- Watson/ Action: Passes

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

Approve Annual Resolutions for Business Transactions with SDCOE: Willis / Second-Ferguson/ Action: Passes

Vote:

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

Approve Declaration of Need: Watson / Second- Ferguson/ Action: Passes

Vote:

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

**V. ITEMS REMOVED FROM THE CONSENT AGENDA-NONE**

**VI. BOARD ITEMS/REPORTS**

NONE

**VII. CLOSED SESSION-**

Motion to enter into closed session at 6:34 pm.

1. Personnel STRS Compensation Matter

**VIII. PUBLIC SESSION-**

- a. Reconvene to Open Session: The meeting was reconvened to open session at 6:46 pm.
- b. Public Report on Action Taken in closed session (includes the vote or abstention of every member present.)

Unanimous Approval to Purchase an Annuity: Kincaid / Second- Ferguson/ Action: Passes

Vote:

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



## ADJOURNMENT

Motion to adjourn meeting at 6:47 pm: Ferguson / Second – Willis/

Action: Passes

Vote:

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

Items for future Board Meeting

1. Next scheduled Board Meeting: June 8, 2016@ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,  
Gail Stroben, Board Secretary