

**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

1012 E Bradley Ave., El Cajon 92021

May 11, 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.

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. 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 April 20, 2016 Board Meeting
2. Approve the Agenda for the May 11, 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 Declaration of Need**
- iv. **Board Terms-Action: Willis to replace Briggs effective June 10, 2016 and Board terms for Kincaid and Campos**

b. Chief Financial Officer's

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

IV. ITEMS SCHEDULED FOR ACTION

- A. Approve Willis to replace Briggs effective June 10, 2016**
- B. Approve Board Terms for Kincaid and Campos**

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

C. Approve Annual Resolutions for Business Transactions with SDCOE

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

D. Approve Declaration of Need

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. 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

Literacy First Charter School

Minutes of Board of Directors Meeting

April 20th – 5:30 PM

OPEN SESSION CALL TO ORDER

Call to Order – 5:35 PM, Larry Kincaid

Roll Call – Present Voting Members – Larry Kincaid, Lorri Ague, Lori Briggs, Richard Willis, Sal Campos , Mark Ferguson /Late: / Absent: Brent Watson/ 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 February 10th Board Meeting - Willis / Second - Ferguson / Action: Passes

Vote:

Table with 2 columns: Name, Vote. Rows: Kincaid (Favor), Ferguson (Favor), Ague (Favor), Briggs (Favor), Campos (Favor), Watson (Absent), Willis (Favor)

NOTE: the following edit needs to be made on the February 10th Minutes—Mr. Watson Recused and Mr. Willis voting in Favor on the Budget agenda item.

Motion to approve April 20th agenda- Willis / Second - Ferguson / Action: Passes

Vote:

Table with 2 columns: Name, Vote. Rows: Kincaid (Favor), Ferguson (Favor), Ague (Favor), Briggs (Favor), Campos (Favor), Watson (Absent), Willis (Favor)

COMMUNICATIONS-

A letter form the SD County Board of Education was received regarding our 2nd Interim Report. The letter encouraged the recommendation for having 2 years in reserve before entertaining any new expenditures

A letter of resignation was received from Lori Briggs effective June, 2016. The Board thanked Ms. Briggs for her service and will look to replace her term upon resignation.

STAFF REPORTS / DISCUSSION / ACTION

Executive Director's Report:

As part of the CEO's report, the SDCOE letter to affirm the 5-year charter renewal application was distributed and reviewed. The CEO also provided reflection and comments regarding the process and future discussions. The Board affirmed the work of the administration and faculty and staff for their tireless efforts in this process.

I. Attendance:

- a. The attendance reports were distributed and reviewed. The reports indicated the 98/98 % target marks were made.

II. Programs:

- a. All newsletters were distributed and all events were highlighted. The Board was encouraged to be a part of the Patriot Legacy Foundation.
- b. The WASC Mid-Cycle Visit Report for the Liberty High School was distributed and reviewed with the Action Plan elements. Ms. Beyer ensured that there were plans and programs being developed to address these areas of concern.
- c. Testing season is in full swing. A list was distributed with all grade-level testing taking place in May.
- d. A California Sexual Health Education Roundtable document was submitted for Board consideration and development. Ms. Beyer shared information and vision for the curriculum regarding the required policy and our waivers that protect us.
- e. Parent Development meetings and the information that was shared at the last meeting was reviewed along with the goal of getting the parent/family to understand the importance of family dynamics and the child's school success.
- f. Calendar items of upcoming events were highlighted with specific end of the year items for Senior Exhibition and 8th grade matriculation

III. 2016-2017 Calendar

- a. Calendar was presented and action item was voted on. There was a discussion around the rationale for Veterans Day as a holiday rather than a school day.

IV. Board Terms:

- a. For the next agenda Sal Campos and Larry Kincaid's board terms will need to be discussed and
- b. For the next agenda Rich Willis to assume Lori Briggs' term will need to be discussed

B. Chief Financial Officer's Report:

1. Chase Ave. Property:

- a. Mr. Keough presented the various approval processes that are going on. Some last details to review. February or March 2017 is the target date for the hearing on the Major Use Permit. The goal is to push forward as fast as reports and discussions will allow.

2. Auditor Selection:

- a. The Auditors recommendation was presented as an action item by Mr. Keough. After discussion and explanation the vote was taken.

3. Proposed 2016-17 Salary Schedule

- a. The following data was presented in consideration for the proposed 16-17 salary schedule.
 - 1) 2008-2014 no salary raise
 - 2) 2014-2015 3% raise was implemented
 - 3) 2015-2016 1% raise was approved
- b. The proposal was discussed in depth, weighing the pros and cons. After discussion the vote was taken
- c. The Board affirmed the work of the administration on this proposal and appreciated their efforts to maintain a healthy balance of a competitive salary scale while maintaining a strong reserve.

4.

ITEMS SCHEDULED FOR ACTION-

Approve Auditor Selection: Kincaid / Second- Briggs/
Action: Passes Unanimously

Vote:

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

Approve 2016-2017 Salary Schedule: Kincaid / Second- Ferguson/
Action: Passes Unanimously

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

Approve 2016-27 Calendar: Ague / Second- Campos/

Action: Passes 5-1 in favor

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

**ITEMS REMOVED FROM
BOARD ITEMS/REPORTS**

NONE

CLOSED SESSION-

NONE

ADJOURNMENT

THE CONSENT AGENDA-NONE

Motion to adjourn meeting at 6:55 pm: Ague / Second - Ferguson/

Action: Passes

Vote:

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

Items for future Board Meeting

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

Respectfully Submitted,
Lorri Ague, Board Secretary