

**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

1012 E Bradley Ave., El Cajon 92021

October 14, 2015

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: ____
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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 September 16, 2015 Board Meeting
2. Approve Minutes from September 9, 2015 Board Meeting
3. Approve the Agenda for the October 14, 2015 Board Meeting

It is recommended that the Board approve Consent Agenda	Motion: ____ Action: ____ Second: ____ Vote: ____
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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. Foundation Update**
 - iv. Veteran's Day Plan**
 - v. Board Retreat Discussion**

- b. Chief Financial Officer's
 - i. Present Unaudited Financial Report for approval**
 - ii. Provide 2015 audit status**
 - iii. Provide update on the Chase Ave Property**

IV. ITEMS SCHEDULED FOR ACTION

A. Approve 2014 – 15 Unaudited Financial Report.

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

VI. BOARD ITEMS/REPORTS

VII. CLOSED SESSION

1. Staff Update

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

September 16th – 8:00 AM

I. OPEN SESSION CALL TO ORDER

- A. **Call to Order** – 8:00 AM, Larry Kincaid
- B. **Roll Call** – Present Voting Members - Lorri Ague Richard Willis, Larry Kincaid, Lori Briggs, Sal Campos , Mark Ferguson, Brent Watson /Late: / Absent: / Non-Voting Members - Debbie Beyer, Jerry Keough
- C. **Flag Salute**
- D. Approval of Agenda and Approve the Minutes
 - 1. **Motion to Approve the Consent Agenda – Kincaid / Second - Ague / Vote 7-0 / Action: Passes**
 - 2. **Motion to approve September 16th, 2015 agenda- Ferguson / Second - Ague/ Vote 7-0/ Action: Passes**

II. COMMUNICATIONS

- A. Visitor comment - None

III. STAFF REPORTS / DISCUSSION / ACTION

- A. Executive Director’s Report:
 - i. Approve: Declaration of Need re: un-credentialed Staff
 - ii. Approve: Establishment of a Foundation
- B. Chief Financial Officer’s Report:

IV. ITEMS SCHEDULED FOR ACTION-

- 1. **Motion to approve Declaration of Need for Certificated Staff- Ague/ Second- Ferguson/ Vote: 5/2/ Action: Passes**
- 2. **Motion to approve the Establishment of a Foundation- Willis/ Second: Ferguson/ Recuse: Watson/ Vote: 4/3/ Action: Passes**

V. ITEMS REMOVED FROM THE CONSENT AGENDA-NONE

VI. BOARD ITEMS/REPORTS

VII. CLOSED SESSION- NONE

VIII. PUBLIC SESSION:

IX. ADJOURNMENT

- A. **Motion to adjourn meeting at 8:31 am: Ague / Second - Willis/ Vote: 7-0 / Action: Passes**
- B. Items for future Board Meeting
 - 1. Next scheduled Board Meeting: October 14th @ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,
Gail Stroben

Literacy First Charter School

Minutes of Board of Directors Meeting

September 9th – 5:30 PM

OPEN SESSION CALL TO ORDER

Call to Order – 5:40 PM, Larry Kincaid

Roll Call – Present Voting Members - Lorri Ague Richard Willis, Larry Kincaid, Lori Briggs, /Late: / Absent: Sal Campos , Mark Ferguson, Brent Watson / 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 June 10 Board Meeting - Briggs / Second - Ague / Vote 4-0 / Action: Passes

Motion to approve September 9th, 2015 agenda- Briggs / Second - Ague/ Vote 4-0/ Action: Passes

COMMUNICATIONS

Visitor comment - None

STAFF REPORTS / DISCUSSION / ACTION

Executive Director's Report:

- a. Introduce New Staff: 11 of 14 new teachers were introduced to the board. The three that were not in attendance (Tammy Sanchez, Allie Degrafenreid,, Ginny Valles) will be introduced at the October Board Meeting.
- b. Debbie Beyer went over the common core, SmarterBalanced, test results from last year. LFCS blew all of the schools around us out of the water!
- c. Enrollment: We have added and/or dropped around 80 students so far this year. This is mostly due to families moving out of the area.

In grades 3 and 6- we will be leaving any spots open when a student leaves in an effort to lower class size numbers in the switch from the PA to the JA, and from the LA to the JA in 7th grade.

- d. ELL: We are now calling our English language classes Language Support (LS) in order to accommodate any student who needs language support, not just second language students.
- e. In 7th and 8th grade, we have created a program called "The Bullpen" which is similar to "The Academy" at the high school. This is in an effort to meet each child's needs where they are at, whether high, low or medium.

- f. A basic diploma has been created at the HS. The board will be voting on this additional section in the diploma at a future time.
 - g. The wording and purpose for the senior exhibitions has been clarified so that it is known that our purpose is that every student graduates.
 - h. We have a new school psychologist (Troy Beyer), academic counselor (Danny Sanchez) and a full time athletic director (Linn Dunton).
 - i. PTLC has had a turn-over in leadership and positions. The new president is Cynthia Moseley.
 - j. Our nurse, Kathy Shechet is retiring in October, so we have a variety of people who will fill her shoes.
 - k. We now have an HR department. Tara Patterson has taken on some jobs from both Debbie and Jerry to create her position.
- C. Declaration of Need: Allows staff to work and get paid while clearing their credential. The board will vote on this at the next meeting on Wednesday, September 16th. It is also recommended that we put this in the board agenda each May in order to have it on file each year in case it is needed.
- D. Chief Financial Officer's Report:
- a. 2015 Audit Status: The audit is just about complete at this point. Overall, we don't expect much in the way of findings on their part.
 - b. Update on the Chase Ave. Property: A few items were changed in regards to the HS site. The first being the storm drain and grading being done, the second is that we went from one building to two. These changes fit our needs better than the former layout. Renderings of the HS were also viewed.

ITEMS SCHEDULED FOR ACTION-NONE

ITEMS REMOVED FROM THE CONSENT AGENDA-NONE

BOARD ITEMS/REPORTS

Larry Kincaid has a new email address: Larry@lawofficeslarrykincaid.com

CLOSED SESSION- NONE

PUBLIC SESSION:

ADJOURNMENT

Motion to adjourn meeting at 7:17 pm: Agree / Second - Willis/ Vote: 4-0 / Action: Passes

Items for future Board Meeting

- 2. Next scheduled Board Meeting: September 16th @ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

Respectfully Submitted,
Gail Stroben

