

**AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS  
1012 E Bradley Ave., El Cajon 92021**

**September 9, 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 June 10, 2015 Board Meeting
2. Adopt the September 9, 2015 Agenda

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. Introduce New Staff**
- ii. Programs**
- iii. Basic Diploma**

b. Chief Financial Officer's

- i. Provide 2015 audit status**
- ii. Provide update on the Chase Ave Property**

**IV. ITEMS SCHEDULED FOR ACTION**

**A.**

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. 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

June 10<sup>th</sup> – 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, Lori Briggs, Sal Campos , Mark Ferguson /Late: / Absent: 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 May 20

Board Meeting - Ague / Second - Campos / Vote 6-0 / Action: Passes

Motion to approve June 10, 2015 agenda- Ague / Second - Campos/

Vote 6-0/ Action: Passes

### COMMUNICATIONS

Visitor comment - None

### STAFF REPORTS / DISCUSSION / ACTION

Tera Milan- 3<sup>rd</sup> grade lead teacher common core report:

1. The transition to common core was completed in three stages:
  1. 2013-14- spent time researching data regarding the common core.
  2. Summer 2014- the grade divided into three intensive teams to better understand writing, math, and language arts standards.
  3. 2014-15- the team created rubrics to aide in grading and with report cards. They also adopted supplemental materials for all academics, and created more project based learning units.
2. Scantron test scores over the entire grade went up this year.
3. Smarter Balance (common core state test):
  - a) Took 61/2 hours to complete due to the process being longer and harder overall.
  - b) There was a section where students were expected to type a three paragraph essay in 1 ½ hours. The students practiced their typing skills for this section the entire year.
  - c) Student performance data from the test is not shared with schools r parents at this time. It is not known when the scores will be shared.
  - d) Some of the the lead teachers received an email from CAASP asking for feedback on the test process/ content.

### VIII. PUBLIC SESSION:

Motion to modify the Agenda and move to public session- Ague / Second -

Ferguson / Vote 6-0 / Action: Passes

- a) Issue with grading on senior exhibition at Liberty High School: Sylvia Caban, mother of David Caban, and Wendy Siltman, aunt of

Alec Foti, addressed the board regarding the grading on the senior exhibition for 2015.

- b) Both boys received an “A” grade on their projects all year. But didn’t pass their final presentation.
- c) Some students were judged on their presentations by parents, others by teachers and administrators. Parents did not feel that this was a fair grading system.
- d) These parents felt misinformed by the process, and out of the loop regarding their student progress this year. They feel that, although they asked numerous times for an update on how their child was doing, no one told them their child’s graduation status was in jeopardy.
- e) They would like their children to be given another chance to present their projects.

## **VII. CLOSED SESSION**

- 1. Board Discussed Graduation Issue

## **PUBLIC SESSION**

## **III. STAFF REPORTS / DISCUSSION / ACTION**

Executive Director’s Report:

Attendance & Enrollment-

- a. Attendance dropped across the board for the first time this year due to sickness!

3. Education Programs:

- a. School newsletters were shared
- b. Interviews and demo lessons are happening now.
- a) Freedom Academy informational meeting was held on Monday 6/8. 15 of our own families attended. We plan to advertise ourselves more to gain more families.
- b) Teacher summer teams are forming- the four teams are: evaluations, report cards, training week, and mission/ vision polishing.
- c) LCAP- There are 4 goals that make up the LCAP and assist in understanding it. Teachers trained, academic accountability, parent connected, and students protected. The final document will have funds attached to each goal and will need board approval.
- d) LFCS HR Department will be run by Tara Patterson next year. She will be in charge of employee files, benefits, entrance and exit interviews, etc.

1. Chief Financial Officer: Jerry Keough

- 1. Provide update on the Chase/ Jamacha property-

- a. Blueprints were modified to now have two school buildings instead of one. One building will have the gym, the office, and some classrooms. The other will have classrooms and bathrooms.
  - b. Some additional costs came with the changes of the plans.
2. 2015-16 Budget-
- a) Changes- increases, decreases and proposed allotments were discussed.
  - b) Revenue- The budget reflects an increase in revenue from the 2014-15 budget.
  - c) Expenditures- were arrived using historical school data and some increases in ADA spending.
3. Annual Budget Resolutions-
- a. checks will be delivered 3 days before pay day.
- Debbie, Jerry and Tara can sign checks.
- b. County office will hold checks of expired credential, but when teacher shows proof of paying credential fee, then their money will be released.
4. Outdoor Education- We now have to sign a contract to go to camp each year, and the board must vote approve the contract. (see below for vote)

**ITEMS SCHEDULED FOR ACTION**

Approve EPA Revenue Expenditure-

Motion to approve EPA Revenue Expenditure – Ague / Second - Campos /  
Vote: 6-0 / Action: Passes

B. Approve Outdoor Education Contract-

Motion to approve the Outdoor Education Contract - Campos/ Second-  
Ferguson/ Vote: 6-0/ Action Passes

C. Approve Annual Resolutions-

3. Motion to approve Annual Resolutions - Ague/ Second-  
Campos/ Vote: 6-0/ Action Passes

D. Approve 2015-16 Annual Budget-

4. Motion to approve 2015-16 Annual Budget - Kincaid/ Second-  
Briggs/ Vote: 6-0/ Action Passes

**ITEMS REMOVED FROM THE CONSENT AGENDA-**

**NONE**

**BOARD ITEMS/REPORTS**

**Veteran’s Day** – The board discussed the change in the schedule and not having Veteran’s Day off and the plea from the community member at the last meeting.

- a) The board’s view is that they don’t make the school calendar, the administration does. Veteran’s Day is not a holiday it is a day of observance. Many veterans’ want kids to know what sacrifices were made for their freedom, not necessarily just for them to have a day off of school.

**Discussion/ Action Board Terms**

1. Lori Ague and Mark Ferguson's terms are expiring and Richard Willis is up for renewal. There are no limitations. Brent Watson has confirmed that he will be on the board for another year.

Motion to approve all three positions- Kincaid / Second - Campos /  
Vote 3-0 / Action: Passes

## **ADJOURNMENT**

Motion to adjourn meeting at 8:30 pm: Ague / Second - Willis/ Vote: 6-0 / Action:  
Passes

Items for future Board Meeting

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

Respectfully Submitted,  
Gail Stroben

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