

**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

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

**January 13, 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 November 11, 2015 Board Meeting
2. Approve the Agenda for the January 13, 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. Board Terms**
- iv. Military Paid Leave Policy**
- v. Discussion: Years in Teaching Policy**

b. Chief Financial Officer's

- i. Provide update on the Chase Ave Property**

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Approve Military Paid Leave Policy**

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

November 11<sup>th</sup> – 5:30 PM

### OPEN SESSION CALL TO ORDER

**Call to Order** – 5:39 PM, Larry Kincaid

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

14 Board Meeting - Ague / Second - Campos / Vote:

Action: Passes

Motion to approve November 11th, 2015 agenda- Ague /

Second - Campos / Vote:

Action: Passes

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

### COMMUNICATIONS-

Larry Kincaid extended heartfelt “Thank You!” to everyone involved in putting the Veteran’s Day celebration together.

He felt the service was fantastic and it could not have been a better celebration.

### STAFF REPORTS / DISCUSSION / ACTION

#### Executive Director’s Report:

#### Veteran’s Day Report:

- a. The Veteran’s Day festivities were reviewed. Attendance was very high! 90 % in attendance at the PA, 91% in attendance at the LA & JA, 88% in attendance at the HS. There were less than 120 students absent at all four campuses!
- b. Campus activities: HS- student went through rotations (boot camp, discussion and video with Veterans, military protocol and ranking, cups on wall, cards for wounded warriors). At the PA/JA/LA- there were flag planting ceremonies, assemblies and parades. At the afternoon celebration at the HS, all classified and certified staff members were present and extremely helpful. The truly helped make the day seamless. The LCHS students were a large part of making the day a success also, from the band playing, to the LC president speaking, and the tech club running sound, and the students and teachers jumping in to direct crowds, serve food, and so much more. The day wouldn’t have worked without all of the amazing teachers, staff and students at all of LFCS!

## **Programs:**

- c. Attendance: remains high on all campuses- average of 96- 98 %.
- d. Conferences: The PA piloted student led conferences, similar to what the HS started last year. They were a great success! The entire dynamic of conferences was changed by this and it was wonderful to see students began to take ownership of their learning.
- e. Health Program: LFCS staff is doing the Father Joe's Villages Turkey Trot on Thanksgiving morning. It is a 5K and should be a great time!
- f. 50's Day- 1<sup>st</sup> grade celebrated the 50<sup>th</sup> day of school with 50's Day! The teachers dressed up in 1950's attire and used the time to teach students a little history about the era, and ended the day with Root Beer floats!
- g. The HS had Unity Days last week: Olympics, community service, powderpuff football game, and homecoming.
- h. Fundraisers: We have a lot of fundraisers finishing and happening right now: Entertainment Books- over \$30,000 was raised for buses this year! We remain the top selling school in the county! Christmas tree sales: a portion of the proceeds go the specific grade activities (6<sup>th</sup> grade camp, roar and snore, etc.), 6<sup>th</sup> grade is selling pies for camp, Volleyball team is selling pancakes, and the running club is selling socks.
- i. Board information: It is recommended that the board have a retreat in January. The Brown Act was discussed.
- j. Thank you Mr. Kincaid: Larry helped out a lot at the Veteran's Day celebration today, and we are very thankful, not only for his service, but for his presence at the celebration today. It was nice to have the support.

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

### **I. 2015 Audit Report:**

- a. Key elements were reviewed. Some items were initially flagged, but the report came back with no findings in the end.

### **2. First Interim Report:**

- a. Report was reviewed, and at this point in the year. The text book portion of our budget increased this year due to new curriculum that was purchased, otherwise, we are tracking very well with our budget.

## **Chase Ave. Property:**

- b. The major use permit was approved. Next steps are: letters will be sent to the neighbors surrounding the property notifying them of the intent to build. A response from the city is expected within 4-6

weeks including concerns they have. On our end, there are concerns regarding the lighting on the football field and the capacity in the gym and on the bleachers. These will be addressed. All money spent on the Chase Ave, property so far was reviewed.

**ITEMS SCHEDULED FOR ACTION-**

**Approve 2014-15 Audit Report: Willis / Second- Briggs/ Vote:**

**Action: Passes**

**B. Approve the First Interim Report for 2015: Ague/ Second:**

**Ferguson/ Vote:**

**Action: Passes**

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

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

**BOARD ITEMS/REPORTS**

NONE

**CLOSED SESSION-**

NONE

**PUBLIC SESSION-**

A. reconvene to open session: The meeting was reconvened to open session at 6:57pm.

**ADJOURNMENT**

**Motion to adjourn meeting at 6:57 pm: Ague / Second - Ferguson/ Vote:**

**Action: Passes**

Items for future Board Meeting

1. Next scheduled Board Meeting: December 4<sup>th</sup>, if any issues arise, otherwise, it will be January 9, 2016 @ 5:30 pm at LFCS Junior Academy, 1012 E. Bradley, El Cajon CA 92021

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

Respectfully Submitted,  
Gail Stroben