



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**Meeting via Zoom  
and/or  
698 W Main St. El Cajon, 92020**

**June 10, 2020**

**5:00 pm**

**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. Mark Ferguson	_____	_____
Mrs. Lorri Ague	_____	_____
Mrs. Priscilla Schreiber	_____	_____
Mr. Sal Campos	_____	_____
Mrs. Lucy Razooky	_____	_____

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 the Agenda for the June 10, 2020 Board Meeting**
2. **Approve the minutes from the May 13, 2020 Board meeting.**

It is recommended that the Board approve Consent Agenda Motion: \_\_\_\_\_ Action: \_\_\_\_\_  
Second: \_\_\_\_\_ Vote: \_\_\_\_\_

II. COMMUNICATIONS

a.

III. STAFF REPORTS

1. **Review Conflict of Interest Policy. By Board Request, staff to provide a list of potential conflicts in the organization at the next board meeting for review and transparency**
2. **Declaration of Need and Committee on Assignment presentation**

IV. Staff Report

a. **Executive Director Report**

1. **School Closure**
2. **770 Form**
3. **Discussion/Action Item: Conflict of Interest Policy**
4. **School Calendar for 2020-2021**

**5. Graduation Ceremony for High School  
6. 8<sup>th</sup> Grade Moving Up**

- b. Chief Financial Officer's Report
  - 1. Cashflow and cash position discussion
  - 2. Budget building for 2020-2021 discussion/review
  - 3.
  - 4.

**3. ITEMS SCHEDULED FOR ACTION**

**A. Discuss and Affirm the LFCS Conflict of Interest Policy**

It is recommended that the Board approve Agenda Item A

Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

**B. By Board Request, Senior staff to provide a list of potential conflicts of interest in the organization at the next board meeting for review and transparency**

It is recommended that the Board approve Agenda Item B

Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

**C. Approve Declaration of Need (DON)**

It is recommended that the Board approve Agenda Item C

Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

**D. Committee on Assignment (COA) Document: to approve Chris Castberg's assignment to teach high school ceramics. Approval by the board will allow Mr. Castberg to continue teaching ceramics in the 2020-2021 school year.**

It is recommended that the Board approve Agenda Item D

Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

**E. Authorize CFO to seek and negotiate revenue gap remedy**

It is recommended that the Board approve Agenda Item E

Motion: \_\_\_\_ Action: \_\_\_\_  
Second: \_\_\_\_ Vote: \_\_\_\_

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

**5. BOARD ITEMS/REPORTS**

A. Discussion/Consideration:

6. CLOSED SESSION

1.

7. 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).

8. ADJOURNMENT

The meeting was adjourned at \_\_\_\_\_.

# Literacy First Charter School

## Minutes of Board of Directors Meeting

May 13th, 2020 5:00PM Regular Meeting via Zoom and/or at 698 W Main St. El Cajon, CA 92020

### I. PRELIMINARY

#### a. OPEN SESSION CALL TO ORDER

Start of Meeting - 5:17 p.m. - Sal Campos (Board Chair)

b. ROLL CALL - Present voting Members—Lorri Ague, Sal Campos, Priscilla Schreiber, Mark Ferguson, and Lucy Razooky (arrived slightly after meeting started) / Non-Voting Members -Jerry Keough, Debbie Beyer, and Danny Sanchez, Academic Advisor, Admin, Coach @ LCHS (presenter)

#### c. FLAG SALUTE

#### d. ADOPT CONSENT AGENDA

Approval of Agenda and Approve the Minutes:

1. Motion to Approve the Consent Agenda, including Agenda for May 13, 2020
2. Motion to Approve the Minutes from the April 8, 2020 Board Meeting

Motion was made by Ferguson/ Second - Ague/ Action: Passed Unanimously.

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

### II. COMMUNICATIONS:

None were received

### III. STAFF REPORTS / DISCUSSION / ACTION

1. The review of the “Conflict of Interest Policy” was tabled again for discussion at a later date. The purpose is to provide a list of potential conflicts in the organization for review and transparency.

#### a. EXECUTIVE DIRECTORS REPORT:

1. School Closure/Covid19 Related Policy and Program Impact (Still in effect)



**B. CHIEF FINANCIAL OFFICER’S REPORT:**

1. Discussion: Cash Flow/Cash Position & 2. Discussion: Budget Building for 2020-2021- Currently we have a \$3Mil reserve but need to protect that due to uncertainties and a possible 20% cut in revenue compounded by the prospect of deferring revenue. We are looking to mitigate the 20% cut by setting up a bridge loan (no interest through 2020) with Charter School Capital. Mr. Keough will be attending the School Services Webinar for the May Review review & update. We have a cushion of 4-5 months of \$600K for monthly P/R needs. We may have to consider freezing salaries. The Chase property (\$4Mil) asset might have to be used as collateral to mitigate cash flow shortfalls. **See attached handout Fund 6209 “Charter Schools Enterprise Fund.**

**IV. . ITEMS SCHEDULED FOR ACTION**

- A. Discuss and Affirm the LFCS Conflict of Interest Policy- No Action (Tabled)
- B. By Board Request - Senior Staff to provide a list of potential conflicts of Interest in the Organization for Review and Transparency. No Action (Tabled)

**V. CLOSED SESSION–**

**No Closed Session Scheduled**

**ADJOURNMENT**

**The meeting was concluded at 6:47PM: Motion to adjourn: Campos/ Second-Ferguson/ Action: Unanimously passed.**

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

Respectfully Submitted,  
Priscilla Schreiber, Board Member