



**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

698 W Main St. El Cajon 92020

August 12, 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. Lucy Razooky	_____	_____
Mrs. Priscilla Schreiber	_____	_____
Mr. Sal Campos	_____	_____
Mrs. Lorri Ague	_____	_____

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 August 12, 2020 Board Meeting**
- 2. Approve the Minutes for the June 25, 2020 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

1. LCAP

2. Reopening Plan
3. Back to School
4. Board Breakfast
5. New Hires
6. Covid Operation Plan

- b. Chief Financial Officer's Report
 1. Effects State Approved Budget on 2020-2021 LFCS Budget
 2. EPA Expenditure Plan: Approval
 3. Status of PPP Loan Report
 - 4.

3. ITEMS SCHEDULED FOR ACTION

A. Approve Covid Operations Plan (presented on June 25, 2020)

It is recommended that the Board approve Agenda Item A	Motion: ____	Action: ____
	Second: ____	Vote: ____

B. Approve Budget Revision to Restore Above and Beyond Payment to Staff

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

C. Approve Budget Revision to Restore Admin Salaries to equal 2019-2020

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

D. Approve 2020-2021 EPA Revenue Expenditure Plan

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: ____

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

5. BOARD ITEMS/REPORTS

6. CLOSED SESSION

- a. None

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 the Board of Directors Meeting

June 25th, 2020 12:00PM Special Meeting

Location: 698 W Main St. El Cajon, CA 92020

I. PRELIMINARY

a. OPEN SESSION CALL TO ORDER

Start of Meeting - 12:12p.m. - Sal Campos (Board Chair)

b. ROLL CALL - **Governance Team:** Present voting Members—Sal Campos, Priscilla Schreiber, Mark Ferguson, and Lucy Razooky, Absent Lorri Ague/ Non-Voting Members -Jerry Keough, Debbie Beyer

c. FLAG SALUTE

d. *Approve the following:

1. Approve the June 25th Board Agenda as Recommended:

Motion was made by Schreiber/Seconded by Razooky: Motions Passed Unanimously

2. Approve the Minutes of June 10th, 2020 as Recommended:

Motion was made by Ferguson/Seconded by Razooky: Motions Passed Unanimously

* Going Forward - Change in Agenda Format:

The Board discussed and took an unanimous consensus to take the agenda and minutes out of the consent agenda format and vote to approve these items separately.

1 & 2 Passed Unanimously:

Ferguson	Approve
Ague	
Campos	Approve
Razooky	Approve
Schreiber	Approve

II. COMMUNICATIONS:

None were received

III. STAFF REPORTS / DISCUSSION / ACTION

A. EXECUTIVE DIRECTORS REPORT: Debbie Beyer

School Year End - The school year ended in a non-traditional way with regard to the COVID-19 safety compliances. Every grade level conducted drive through campus

parades with various stations set up along the route to accommodate drop off and pick up items for students.

-8th grade moving up ceremony took place on June 17th which included a video of the traditional celebratory greetings, speeches, and awards. A stage was set up outside on the campus for the procession which ran from 4:30PM to 7:30PM.

-The senior graduation took place in much the same way on Saturday June 18th from 11:AM-1PM on the Liberty High School Campus back lot. Special kudos to all who produced and participated in the 2020 Liberty High Senior Ceremonial youtube presentation, Coach Abbas, teachers, staff, students, community partners, Foundation and Governing Board representatives, and State Senator Brian Jones. Along with handing out diplomas were the traditional student awards, scholarships, a special scholarship gift of \$100 for each senior from our Patriot Legacy Foundation, and a commemorative "2020 quarantine" cookie.

-The administrative year-end process commenced with a celebratory "pop up protest" picnic on the grass at the junior academy for teachers and staff. Three teachers retired, nine teachers are not returning and interviews for teachers were conducted. Discussions on how to accommodate returning students to classrooms and campus activity is the topic and concern as we say goodbye to the 2019-20 school year and make ready for 2020-2021. Admin teams are conducting brainstorming sessions to define classroom spaces, activity and education models, how to comply with the current health and safety guidelines, paths of travel and P.E, etc...

-We have 175 applicants for our Freedom Academy, 75 applicants from within our organization. It is anticipated that we will have 100 more high school students. Teachers will return on August 13th and Admin teams return on Aug. 3rd.

-We discussed current legislation that would severely impact Charters (AB77) and our call to action.

B. CHIEF FINANCIAL OFFICER'S REPORT: Jerry Keough

1. Discussion: Cash Flow/Cash Position -\$3.5 million of our regular state funding stream is being pushed into the next fiscal year requiring further discussion on how to offset State deferrals and other State reductions that could potentially affect our budget. Again, we discussed Bridge Loans and to seek an alternative professional opinion from Will Fossil, Ziegler Capital Market.

The Board supported going after the Federal one-time monies "PPP" which will result in \$2Mil with no strings attached and will help to offset these revenue reductions. The board supported Mr. Keough's efforts to seek "PPP" funding & will propose a plan to pay it back. We have already received \$70K from the State Covid-19 Federal dollars. Mr. Keough gave the Board (new members) an understanding of the covenants attached to current loan agreements associated with our property leases and why Charter's are precluded from borrowing monies/loans with the S.D. County Office of Education unlike their counterparts, traditional school districts, that can.

2. Discussion/Action: Finalize Proposed Budget for 2020-2021 - follow up discussion from the June 10th meeting and another review of the final proposed budget culminated in a Board vote to adopt the budget.

IV. ITEMS SCHEDULED FOR ACTION:

A. Approve 2020-2021 Proposed Budget - Motion by Ferguson/Second by Schreiber

B. Approve LCAP Operations Report - Motion by Ferguson/Second by Schreiber

A & B Passed Unanimously

Ferguson	Approve
Ague	
Campos	Approve
Razooky	Approve
Schreiber	Approve

V. CLOSED SESSION—

No Closed Session Scheduled

Handouts: Final 2020-2021 Budget and Notes, LCAP COVID-19 Operations Report to be submitted to the San Diego County Office of Education.

ADJOURNMENT

The meeting was concluded at 1:20 PM: Motion to adjourn: Schreiber/ Second-Ferguson/ Action: Unanimously passed.

Ferguson	Approve
Ague	
Campos	Approve
Razooky	Approve
Schreiber	Approve

NOTE: Items for Future Discussion/Action:

1. Board Financial “Conflict of Interest Policy”- Action to Affirm
2. Personnel “Conflict of Interest Policy” - Discussion after contact w/Attorney
3. Teacher Bonus Criteria for 2019/2020 - Discussion/Action
4. Governance Team to propose plan to pay back “PPP” funding.

Respectfully Submitted,
Priscilla Schreiber, Board Member