



**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

**November 18, 2020
6:00 pm 698 W Main St.**

or

via Zoom Login:

<https://us02web.zoom.us/j/87192381625?pwd=UkNuTHRCN0MyVGtocUs5aE85TGlydz09>

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 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 November 18, 2020 Board Meeting**
- 2. Approval of the Minutes for the October, 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.

- 1. Karen Frostrom, attorney on behalf of Liberty Charter High School Project, presentation, Q&A**

III. STAFF REPORTS

- a. Executive Director’s Report
 - 1. **Attendance**
- b. **2.School Activities Report**

- c. Chief Financial Officer’s Report
 - 1. **Present First Interim Report for Approval**
 - 2. **Projected Cashflow 2020-2021**
 - 3. **2019-2020 Audit Update/Report**

3. ITEMS SCHEDULED FOR ACTION

A. Approval of the First Interim Report

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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B. Approval of the 2019-2020 Draft Audit Report

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

C. BOARD ITEMS/REPORTS

D. CLOSED SESSION

- a. None

E. 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).

F. ADJOURNMENT

The meeting was adjourned at _____.

Literacy First Charter School

Minutes of the Board of Directors Meeting

October 22, 2020 5:00PM Regular Meeting

Location: 698 W Main St. El Cajon, CA 92020 -Auditorium w/Zoom option

I. PRELIMINARY

a. OPEN SESSION CALL TO ORDER

Start of Meeting – 5:15PM – Mark Ferguson in for Sal Campos (Board Chair)

b. ROLL CALL – **Governance Team:** Present Voting Members— Priscilla Schreiber, Mark Ferguson, and Lucy Razooky, Via Zoom: Lorri Ague & Sal Campos
Non-Voting Members –Jerry Keough, Debbie Beyer,
Guest presenter, Troy Beyer

c. FLAG SALUTE

d. Approve the following:

1. Approve the Agenda for the October 22, 2020 Board Meeting as Recommended:

Motion was made by Razooky/Seconded by Schreiber - Motion passed 5-0

2. Approve the Minutes of Sept. 9th, 29, & 30th Board Meetings as Recommended:

Motion was made by Ague/Seconded by Campos - Motion passed 5-0

1 & 2

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

II. COMMUNICATIONS:

None were received

III. INFORMATIONAL REPORTS/DISCUSSION:

Foundation (PLEF) Report - Report held over to a future meeting. However, we were given a brief update in regard to a grant we had received from “Future Tech for Tomorrow” for \$10K in free advertising which we will use to advertise PLEF.

Special Education Report - Presented by Troy Beyer: Troy gave an overview of program, staff, and compliance requirements. Due to the ongoing COVID environment, specific to Special Ed, it's been a daily challenge to meet new requirements. Troy has devised an in-house augmentation to make tracking and implementation more manageable. The emotional weight on our teachers and staff has been pretty heavy and there is the obvious concern of sustainability, but their attitude is pushing forward and "daring greatly". We are Bull Dogs! The Board is grateful and extremely impressed with the level of commitment. The Special Ed Staff is conducting home visits and have been assessing IEP students across grade levels. 12% of our student population are Special Ed students. We have more students with special needs this year and have hired two new Special Ed teachers with nine instructional assistants. Currently, there are 204 IEP students w/ 7 currently being evaluated, 26 students are considered Mod-Severe needing individual support and 7-8 students are intellectually deficient with 2 of the 7 having Down-Syndrome. We are in our first year with the El Dorado SELPA which was a sound financial move and has proven to be a great collaborative partnership.

A. EXECUTIVE DIRECTOR'S REPORT - Debbie Beyer

1. The attendance tracking format on paper was cumbersome so Troy developed an online program for tracking attendance, disciplines and activities per accountability requirements.
2. Debbie shared with the Board that celebrations took place across campuses with special guest speaker Ken Nwadike Jr., motivational speaker,

<https://freehugsproject.com>.

It was the first time students were all together with their classmates in celebrating LFCS's traditional "Unity Days".

3. Discussion took place with regard to the Board Bylaws and a Board consensus was made to have Beyer and Schreiber start that review and redline process.

B. CHIEF FINANCIAL OFFICER'S REPORT: Jerry Keough

1. 2019-2020 Audit Update: Currently in-house audits of our financials are underway. All documents requested by our auditor have been submitted and are in the process of being evaluated. The Board was presented with a cash flow chart showing projections through June 2021. September 2020 ending cash \$6,623,565 and due to deferrals June 2021 shows cash ending at \$2,160,067. We are carrying deferred income that will be made up in future months.
2. Indemnification request from the San Diego County Planning Division: the document was presented to the Board for action to approve.
3. Next Steps to acquire MUP for the High School: Appeal Hearing at the County Supervisors will be on Dec. 9th at 9AM via Zoom. County Staff will be

defending our position against the appellants claims. It was also discussed to invite our Appeals attorney, Karen Frostrom, to meet with the Board at its next meeting.

IV. ITEMS SCHEDULED FOR ACTION:

- A. Approval of the Indemnification Agreement required by the San Diego County Planning Division regarding the Appeals process for the High School. Motion by Schreiber/Second by Ague - Motion passed unanimously.

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

V. CLOSED SESSION—

No Closed Session Scheduled

ADJOURNMENT

The meeting was concluded at 6:46PM

Motion to adjourn: Schreiber/ Second: Razooky/ Action: Motion passed unanimously.

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. PPP Federal Funding Forgiveness Application in process.
4. Board to review Bylaws and Board Member terms of office, committee Beyer/Schreiber.
5. Meeting with Appeals Attorney, Karen Frostrom at the next Board meeting

Respectfully Submitted,
Priscilla Schreiber, Board Member