

**Literacy
First
Charter
Schools**



"The tree of knowledge begins with literature"

**AGENDA
REGULAR MEETING**

**BOARD OF DIRECTORS
LITERACY FIRST CHARTER SCHOOLS**

698 W Main St. El Cajon 92020

September 9, 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 September 9, 2020 Board Meeting**
- 2. Approve the Minutes for the August 12, 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. Back to School

- 2. Introduction of New Staff
- 3. Covid Operation Plan

- b. Chief Financial Officer's Report
 - 1. Presentation of unaudited Actuals
 - 2. Approve Annual Resolutions
 - 3.
 - 4.

3. ITEMS SCHEDULED FOR ACTION

A. Approve Unaudited Actuals

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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B. Approve Annual Resolutions

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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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

August 12, 2020 5:00PM Special Meeting

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

I. PRELIMINARY

a. OPEN SESSION CALL TO ORDER

Start of Meeting - 5:10PM - Sal Campos (Board Chair)

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

c. FLAG SALUTE

d. Approve the following:

1. Approve the August 12, 2020 Board Agenda as Recommended:

Motion was made by Schreiber/Seconded by Ague-Motion Passed 4-1

2. Approve the Minutes of June 25, 2020 as Recommended:

Motion was made by Schreiber/Seconded by Ferguson- Motion Passed 4-1

1 & 2 Passed 4-1 with one absent until 5:27PM

Ferguson	Approve
Ague	Approve
Campos	Approve
Razoogy	Absent
Schreiber	Approve

II. COMMUNICATIONS:

None were received

III. STAFF REPORTS / DISCUSSION / ACTION

A. EXECUTIVE DIRECTORS REPORT: Debbie Beyer

-LCAP/COVID (COPs): Discussion and Approval of Final Draft as submitted at the June 25th Board Meeting

-Back to School/Reopening Plan: Staff is in the process of applying for a Statewide waiver for K-6 and making plans to re-open in compliance with the guidelines and as set forth in their plan that will be submitted via the waiver. Right now, it looks like the model to accommodate all the students will be a staggered school schedule. Admin is currently considering the feedback received from our school-parent survey in

regards to reopening school and how in-person and on-line learning would look. Admin is also working to address any concerns raised via the parent survey. This year all teachers will be on campus three days per week in their classrooms whether in-person teaching or on-line teaching. Student attendance will be required this year and tied to funding, as in the past, the grace period is over and grading will commence as usual and as required by the state. Last year under the States COVID grace period LFCS still took attendance and graded. There will also be a process to monitor student engagement on-line. With parents returning to work leaving students unattended presents a real challenge.

This years theme is "The Man in the Arena" "Someone who is heavily involved in a situation that requires courage, skill, or tenacity (as opposed to someone sitting on the sidelines and watching), is sometimes referred to as "the man in the arena". The planned kick-off for teachers returning this year was cancelled due to a staff's family member testing positive for the Coronavirus. Lunch would still be served at the JA. Due to the growth spurt in the Freedom Academy program (100) we recruited retired teachers to fill the gap. Those who chose Freedom Academy will be locked in that program for the trimester. Registration numbers are estimated as follows: Total students: 1959, 378 at the High School with no Freedom Academy option, 384 PA capacity with 352 registered and 26 registered in the Freedom Academy, 417 registered at the LA with 28 going to the Freedom Academy, 571 registered at the JA with 22 going to the Freedom Academy.

K-8 School orientation this year will be available for viewing on Sept. 1st and High School on August 31st. The link is on our website and has been advertised through email and posted on our social media. This year the parent-student handbook is online and the High School version is in hard copy. We had 7 new hires and the Board will meet them at its next Board meeting. The Board will host its Board Breakfast welcoming back our returning and new teachers on Sept.1st at the JA.

B. CHIEF FINANCIAL OFFICER'S REPORT: Jerry Keough

1. Effects State Approved Budget on 2020-2021 LFCS Budget - The State will be deferring revenue as previously anticipated, discussed, and planned for.
2. EPA Expenditure Plan - Annually expended on salaries, benefits and associated costs. Recommendation to Approve
3. Status of PPP Loan - LFCS received \$2.2M in Federal monies and the Loan Forgiveness Plan for these funds is pending.

3. ITEMS SCHEDULED FOR ACTION:

- A. Approve LCAP/COVID Operations Plan (COPS) Motion by Campos/Second by Schreiber- Passed 4-1 with one Absent.
- B. Approve Budget Revision to Restore “Above and Beyond” to Staff - Motion by Campos/Second by Schreiber - Passed Unanimously
- C. Approve Budget Revision to Restore Admin Salaries to equal 2019-2020 - Motion by Campos/Second by Schreiber - Passed Unanimously
- D. Approve 2020-2021 EPA (Education Protection Plan) Revenue Expenditure Plan Motion by Ferguson/Second by Ague- Passed Unanimously

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 6:01PM: Motion to adjourn: Schreiber/ Second-Ferguson/ Action: Unanimously passed.

Ferguson	Approve
Ague	Approve
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. PPP Federal Funding Forgiveness Application is currently pending.
4. Board to review Bylaws and Board Member terms of office.

Respectfully Submitted,
Priscilla Schreiber, Board Member