



**AGENDA  
REGULAR MEETING**

**BOARD OF TRUSTEES  
LITERACY FIRST CHARTER SCHOOLS**

**April 21, 2021  
5:00 pm 698 W Main St.**

**or**

**via Zoom Login:**

<https://us02web.zoom.us/j/85133684019?pwd=Zkk1NURMQUdpRTZ6SEw4Sm5uRVFrUT09>

Meeting ID: 851 3368 4019

Passcode: pE6n7G

**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. Sal Campos, President	_____	_____
Mr. Mark Ferguson, Vice President	_____	_____
Mrs. Priscilla Schreiber, Acting Secretary	_____	_____
Mrs. Lucy Razooky, Board Member	_____	_____

**c. FLAG SALUTE**

It is recommended that the Board approve the March 17, 2021 Agenda.	Motion: ____ Action: ____ Second: ____ Vote: ____
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It is recommended that the Board approve the minutes of the February 10, 2021 board meeting.	Motion: ____ Action: ____ Second: ____ Vote: ____
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**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. School programs and attendance**
- ii. Charter renewal and material revision update**
- iii. End of year merit pay**

**b. Chief Business Officer's Report**

- i. **Financial update as of March 31, 2021**
- ii. **2019-20 Audit review**
- iii. **Update on PPP Loan forgiveness application (1.13) and questionnaire (1.20).**
- iv. **Update on CalSTRS audit update**
- v. **Update on AB 86, CARES Act II, and CARES Act III funding details**
- vi. **Update on Title I funds for 2020-21**
- vii. **Form 700 collection**

**IV. ITEMS SCHEDULED FOR ACTION**

**a. Approve the LFCS Conflict of Interest Policy**

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

**b.**

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

**c.**

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

**d.**

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

**e.**

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

**f.**

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

**g.**

It is recommended that the Board approve Agenda Item G

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

**h.**

It is recommended that the Board approve Agenda Item H

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

**i.**

It is recommended that the Board approve Agenda Item I

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

**VI. BOARD ITEMS/REPORTS**

**a.** Board development through Board on Track

**b.** Review of board bylaws

**c.** Board Discussion

i. Discussion and consideration of candidates with the eye towards, potentially interviewing another candidate.

**VII. CLOSED SESSION**

**a.** Real estate matters

**b.** Legal matters

**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 the Board of Trustees Meeting

March 17th, 2021 5:00 PM Regular Meeting

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

### I. PRELIMINARY

#### a. OPEN SESSION CALL TO ORDER

**Start of Meeting – 5:08PM – Sal Campos (Board Chair)**

b. ROLL CALL – **Governance Team:** Present Voting Members— Sal Campos, Priscilla Schreiber, Mark Ferguson, and Lucy Razooky, Lorri Ague (Retired as of 2/01/21) Non-Voting Members – Debbie Beyer/ Executive Director and Steve Robinson/Chief Business Officer

#### c. FLAG SALUTE

#### d. Approve the following:

1. Approve the Agenda for the March 17th, 2021 Board Meeting as Recommended:

Motion was made by Schreiber/Seconded by Ferguson - Motion passed 4-0.

2. Approve the Minutes of February 10th, 2021 Board Meeting as Recommended:

Motion was made by Schreiber/Seconded by Razooky - Motion passed 4-0

#### 1 & 2

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

### II. COMMUNICATIONS:

None were received

### III. INFORMATIONAL REPORTS/DISCUSSION:

#### A. EXECUTIVE DIRECTOR'S REPORT - Debbie Beyer

1. School programs and attendance - Newsletters highlighted the campus activities. Enrollment has shifted since the last reporting from 1866 to 1834 overall. This is due to various factors. Attendance was up from the previous month averaging overall at 97.1% (-Freedom Academy).
2. Charter Renewal and Material Revision Update - The Board received a packet of all the letters submitted to the County in support of the two items. The County vote will be April 14th.
3. \*Conflict of Interest Policy Review - Related Personnel Policy “Conflict of Interest” was received and discussed. Action to adopt was held over to April 21st, 2021.
4. Freedom Academy Presentation by Amanda Icenhower - Numbers and Growth effective 3/22/21: Students: 248, Staff: 10 Teachers, 1 Office Admin. (5-F/T, 6 P/T) An overview of the programs, services, funding, curriculum, field trips, enrichment opportunities, and engagement with parents and community was presented. Amanda and the team are doing a fantastic job. The program has grown due to COVID and her team has made expansion and program adjustments to accommodate these changes as discussed.

### **B. CHIEF BUSINESS OFFICER’S REPORT: Steve Robinson**

1. Financial Update - (As of 2/28/21) A schedule was presented to the Board detailing the Actual Revenues and Expenditures and Cash on hand (\$4.6M) as of 2/25/21.
2. 2019-2020 Audit Update - Due by March 31st
3. Update on PPP Loan Forgiveness Application - Application submitted 60 days ago. Federal response timeline 90 days, application still pending.
4. CalSTRS Audit Update - Final Audit not received to date.
5. First Interim Report Letter from SDCOE - The County Office completed its review of the First Interim Report in compliance with the provisions of ED Code and has been analyzed in the context of the 2020-21 State Budget Act. the County found that the LFCS will meet all of its financial obligations for the current and two subsequent fiscal years based on the financial reporting to date.
6. Second Interim Report - Required submittal was sent to the County two weeks ago.
7. AB-86 (Monies tied to Title 1), CARES Act II/CARES Act III funding details were presented and discussed.
8. Title I Funds for 2020-2021; LCAP Federal Addendum - Board Action required.
9. SDCOE Annual Resolutions - Administrative - Board Action required.
10. Next Board Meeting - April’s Board meeting was moved to April 21st, 2021 due to the SDCOE Board Meeting conflicting with our Board meeting as set on April 14th, 2021.

### **IV. ITEMS SCHEDULED FOR ACTION:**

- A. SDCOE Mail and Warrant Pick up Resolution #2106- Motion by Schreiber/and by Ferguson - Motion Passed Unanimously 4-0.

- B. SDCOE Payment Order Resolution #2107 - Motion by Schreiber/Second by Razooky - Motion Passed Unanimously 4-0.
- C. SDCOE Sign Commercial Warrants Resolution #2108 - Motion by Ferguson/Second by Schreiber - Motion Passed Unanimously 4-0.
- D. SDCOE Replacement of Warrants Resolution # 2109 - Motion by Campos/Second by Ferguson - Motion Passed Unanimously 4-0
- E. 2020-21 CIF Eligibility Resolution #2110 - Motion by Razooky/Second by Ferguson - Motion Passed Unanimously 4-0.
- F. Approve Application for 2020-2021 Title I Funds - Motion by Ferguson/Second by Schreiber - Motion Passed Unanimously 4-0.
- G. Approve LCAP Federal Addendum - Motion by Ferguson/Second by Campos 0 Motion Passed Unanimously 4-0.

**A-G:**

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

**V. BOARD ITEMS/REPORTS:**

- a) Interview two prospective board members - Board interviews were held and action to be taken at the April 21st Board Meeting.
- b) Board Development - Board was reminded of BoardOnTrack online workshop March 31st
- c) Review Board Bylaws - Discussion
- d) Board Discussion - None Specific other than the above Board Actions

**VI. CLOSED SESSION:** Motion to convene in closed session by Schreiber/Second by Razooky - Motion Passed Unanimously 4-0.

**Real Estate Matters - No Action/Discussion Only**

**Liberty Charter HS. Legal Matters - No Action**

VII. Reconvene to Open Session - Motion by Ferguson/Second by Campos - Motion Passed Unanimously 4-0.

ADJOURNMENT

The meeting was concluded at 8:35 PM on a motion by Ferguson/Seconded by Schreiber

**NOTE:** Items for Future Discussion/Action/Board Calendar:

1. Board to take Action on April 21st, to seat a new Board member following candidate interviews on March 17, 2021.
2. Hold Board Member Elections and Officer Elections at the June 2021 Board Meeting, **Place on Board Calendar.**
4. Board members to seek opportunities for Board Development and Strategic Planning workshops.
3. Board Financial “Conflict of Interest Policy”- Board Action on Proposed Policy handed out “Related Personnel Policy” to be voted on April 21st.
4. Personnel “Conflict of Interest Policy” - Discussion after contact w/Attorney
3. Monitor PPP Federal Funding Forgiveness Application that is in process.

Respectfully Submitted,  
Priscilla Schreiber  
Board Member - Recording Secretary