



**AGENDA
REGULAR MEETING**

**BOARD OF TRUSTEES
LITERACY FIRST CHARTER SCHOOLS**

**AUGUST 11, 2021 at 5:00pm
698 West**

Or via Zoom Login:

<https://us02web.zoom.us/j/81648950257?pwd=MnV5cnJCb3c2aG01bHlkbnHFec2RIUT09>

Meeting ID: 816 4895 0257

Passcode: LFCS

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
Mrs. Priscilla Schreiber, President	_____	_____
Mr. Mark Ferguson, Vice President	_____	_____
Mrs. Lucy Razoogy, Clerk of the Board	_____	_____
Dr. Katina Evans, Board Member	_____	_____
Vacant, Board Member	_____	_____

c. FLAG SALUTE

It is recommended that the Board approve the August 11, 2021 Agenda.	Motion: ____ Action: ____
	Second: ____ Vote: ____

It is recommended that the Board approve the minutes from the June 14, 2021 and June 18, 2021 board meetings.	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

i. School Programs

2. 2021-22 Staffing and COVID regulations
3. Summer 2021 facilities update: Jeremy Murphy
4. Technology update: Troy Beyer
5. Independent Study Policies for 2021-22: Amanda Icenhower
6. SDCOE Outdoor Education Program Fees and Charges for Board

ratification.

b. Chief Business Officer's Report

- i. Financial Report as of July 30, 2021
- ii. 2020-21 EPA Expense Report
- iii. 2021-22 EPA budgeted expense report and Resolution 2022-01
- iv. ESSER III Expenditure Plan
- v. LFCS and SDCOE MOU 2021-2026
- vi. Brown Act Training Discussion

IV. ITEMS SCHEDULED FOR ACTION

a. Resolution 2022-01

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

b. LFCS and SDCOE MOU 2021-2026

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

c. ESSER III Expenditure Plan

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

d. SDCOE Outdoor Education Agreement

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

e. 2021-22 LFCS Independent Study Policies

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 Items / Discussion / Action

- i. Board to define and discuss potential committees where it's desired or pertinent for Board members to take an active role by attending and reporting back to the Board.

VII. CLOSED SESSION

a.

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

June 14th, 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 – Mark Ferguson (Board Member)

b. ROLL CALL – **Governance Team:** Present Voting Board Trustees— Mark Ferguson, Priscilla Schreiber, Lucy Razooky and Dr. Katina Evans - Absent: Sal Campos. 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 June 14th, 2021 Board Meeting as Recommended:

Motion was made by Razooky/Seconded by Schreiber - Motion passed 3-0.

2. Approve the Minutes of May 10th and May 12th, 2021 Board Meetings as Recommended:

Motion was made by Schreiber/Seconded by Ferguson - Motion passed 3-0

1 & 2

Ferguson	Approve
Evans	Abstained
Campos	Absent
Razooky	Approve
Schreiber	Approve

The Board's acting chair, Mark Ferguson, swore in its newest member, Dr. Katina Evans, followed by all members taking the updated oath, for the record, at this, the Board's Annual Organizational Meeting.

II. COMMUNICATIONS: None were received

III. STAFF REPORTS:

A. EXECUTIVE DIRECTORS REPORT - Debbie Beyer

- A. School Programs and Attendance - (back to 181 days) Calendars were presented for Literacy First K-8, Liberty Charter High and coordinating staff calendars. Discussion/Action. Once approved the calendars will be posted on our website. A presentation was made regarding the year-end activities and the Board was given some random data information that described the various nuances of the COVID 2021 school year which included the additional outreach by teachers and staff to parents. Statistics showed that CA leads the country in the largest decrease in college enrollment while Liberty Charter's graduating class of 2021 is reporting its highest rate of college enrollment at 73% as well as an encouraging number of students enlisting in our Armed Services and enrolling in technical training programs. Kudos to our teachers, staff, students and parents for exceeding all expectations in light of the COVID pandemic.
- B. LCAP- Gail Stroben - The Board was presented with the two step process, Complete the Annual update for developing the 2021-22 Local Control and Accountability Plan, and the Local Control Accountability Plan. The Board was given the LCAP required elements in a check-list format and the final product appears to be much more user friendly. The filing deadline to the County is July 1st. Discussion/Action.

B. CHIEF BUSINESS OFFICER'S REPORT - Steve Robinson

- 1. Financial update as of May 30th, 2021 - was presented to the Board for review and discussion. Projected Ending COH June 30th 2021 to be \$3.4M.
- 2. Update on Title I, AB 86, ESSER II Funds - Title 1 Funds: \$324,685 allocated for 2021, AB 86 \$1.6M half received in May 2021 and the other half paid in Aug. 2021 (based on 2020-21 P-2 Enrollment), CARES Act II (ESSER II) \$1.09M paid in quarterly installments June 2021 through March 2022 (based on Title I eligibility), CARES ACT III preliminary allocation \$2.4M with \$1.8M expected in fiscal year 2022 and the balance in fiscal year 2023.
- 3. Update on PPP Loan forgiveness and Questionnaire - The Board was informed that the "notice of forgiveness" for the PPP loan in the amount of \$2.2M has finally been received and approved. Kudos to our CBO for his continued followup.
- 4. 2021-22 Proposed Budget - Hearing and Discussion Only.
Action to be taken 6/17/21.
- 5. Update on LCHS project: Reimbursement Resolution, LCHS Palm Street lease, & design development progress for the new campus - Discussion Only
- 6. Primary Academy Lease Renewal - Discussion Only
- 7. Lemon Grove Recreation Center Lease Renewal - Discussion Only
- 8. Psychologist Salary Schedule approval - Discussion/Action
- 9. S&P Bond rating Update - S&P Global Ratings affirmed its triple "BBB" long-term rating and the outlook is stable for LFCS series 2019 education revenue bonds.
- 10. Approve Title I Application for 2021-22- Discussion/Action

IV. ITEMS SCHEDULED FOR ACTION- a) through h):

- a) Resolution 2107: Reimburse Capital expenditures incurred prior to Bond Issuance for LCHS project - M/S Razooky/Evans, Passed Unanimously
- b) Board Member Elections/Appointment - Motion to NON-Reappoint Board Member Campos to the Board by Ferguson/Seconded by Schreiber, Passed Unanimously
- c) Board Officer Elections: (President) Motion to elect Schreiber by Ferguson/Second by Razooky, Passed Unanimously, (Vice President) Motion to elect Ferguson by Razooky/Second by Schreiber, Passed Unanimously, (Clerk of the Board) Motion to elect Razooky by Schreiber/Second by Ferguson, Passed Unanimously.
- d) Approve Psychologist Salary Schedule - Motion by Razooky/Second by Evans, Passed Unanimously.
- e) Purchase BoardOnTrack Management Tool - Motion to purchase the Operational Tier made by Schreiber/Second by Ferguson, Passed Unanimously.
- f) Approve application for Title IA for 2021-2022 - Motion by Evans/Second by Razooky, Passed Unanimously.
- g) Approve LCAP - Motion by Razooky/Second by Ferguson, Passed Unanimously.
- h) Approve both Literacy First K-8 and Liberty Charter High 2021-2022 School Calendars - Motion by Ferguson/Second by Razooky, Passed Unanimously.

Action Items A-H: Unanimously Approved 4-0

Schreiber	Approved
Ferguson	Approved
Razooky	Approved
Evans	Approved
Vacant	N/A

V. BOARD ITEMS:

a) Board Items/Discussion/Action - Annual Organizational Meeting:

- 1) Reappointment of Board member Sal Campos, 4-year term expires June 2021- Discussion/Action
- 2) Board Officer Elections - One year terms - Action
- 3) Review Board Calendar 2021-2022-Discussion

b) Discussion/Action to purchase BoardOnTrack Board Management Tool

VI. CLOSED SESSION: Legal Matters - 7:45PM M/S Schreiber/Ferguson/Unanimous

VII. PUBLIC SESSION: Return to Open Session at 8:21PM -Nothing to Report Out

ADJOURNMENT

The meeting was concluded at 8:25PM on a motion by Schreiber/Second by Razooky

Motion Passed Unanimously 4-0.

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

1. Board members to seek opportunities for Board Development (Recruitment) and Strategic Planning workshops using BoardOnTrack webinar presentations.
2. Discuss Committees and Board Member Appointments

Respectfully Submitted,
Priscilla Schreiber
Board Member - Recording Secretary

**MINUTES
SPECIAL MEETING**

**BOARD OF TRUSTEES
LITERACY FIRST CHARTER SCHOOLS**

June 18, 2021 at 12:30pm

**Singing Hills Golf Resort
3007 Dehesa Rd, El Cajon, CA 92019**

**or
via Zoom Login:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83101357573?pwd=YmZRREE4eVU5ZkxBTVRKQVBGQ25uUT09>

Meeting ID: 831 0135 7573

Passcode: wA49V2

X. PRELIMINARY

a. CALL TO ORDER

Meeting was called to order by the Board Chair at 12:34pm

b. ROLL CALL

	Present	Absent
Mrs. Priscilla Schreiber, President	<u> Yes </u>	<u> </u>
Mr. Mark Ferguson, Vice President	<u> Yes </u>	<u> </u>
Mrs. Lucy Razooky, Secretary	<u> Yes </u>	<u> </u>
Dr. Katina Evans, Board Member	<u> Yes </u>	<u> </u>

Vacant, Board Member

c. FLAG SALUTE

It is recommended that the Board approve the June 18, 2021 Agenda.

Motion: Mark F Action: ____
Second: Lucy R Vote: 4-0 to approve

XI. STAFF REPORTS

a. Executive Director's Report

- i. **Declaration of Need:** Board to approve the 2021-2022 school year Declaration of Need (DON) for fully qualified educators at Literacy First Charter Schools. Board Approval will allow for future hires as needed for the 2021-2022 school year and is in compliance with the requirements and ED Code set forth by the Commission of Teacher Credentialing with the new and current DON CL-500 form. Justin Stinson was present to answer questions from the board. He described the requirement of the declaration of need and our approach.

b. Chief Business Officer's Report

- i. **Approve the 2021-22 LFCS Budget**
 - 2. Steve Robinson confirmed the validity of the projected enrollment numbers used to calculate the revenue for the 2021-22 budget as there was some concern expressed at the prior board meeting.
- ii. **Approve the LFCS Homeless Education Plan**
 - 2. Steve Robinson described the LFCS Homeless Plan and its relationship to Title I and the Consolidated Application.

XII. ITEMS SCHEDULED FOR ACTION

a. Approve the 2021-22 LFCS Declaration of Need

It is recommended that the Board approve Agenda Item A

Motion: Mark F Action: ____
Second: Lucy R Vote: 4-0 to approve

b. Approve the 2021-22 LFCS Budget

It is recommended that the Board approve Agenda Item B

Motion: Lucy R Action: ____
Second: Katina E Vote: 4-0 to approve

c. Approve the LFCS Homeless Education Plan

It is recommended that the Board approve Agenda Item C

Motion: Mark F Action: ____
Second: Lucy R Vote: 4-0 to approve

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

XIV. BOARD ITEMS/REPORTS

a. Board Items / Discussion / Action

- i. No board items or reports discussed.

XV. CLOSED SESSION

- a. No closed session discussion.

ADJOURNMENT

The meeting was adjourned at 12:45pm on a motion by Mark F, seconded by Lucy R and by a vote of 4-0 in favor.

Notes submitted by Steve Robinson.