



**AGENDA
REGULAR MEETING**

**BOARD OF TRUSTEES
LITERACY FIRST CHARTER SCHOOLS**

**February 10, 2021
5:00 pm 698 W Main St.**

**or
via Zoom Login:**

<https://us02web.zoom.us/j/81648950257?pwd=MnV5cnJCb3c2aG01bHlkbHFec2RIUT09>

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
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 the February 10, 2021 Agenda.

Motion: ____ Action: ____
Second: ____ Vote: ____

It is recommended that the Board approve the minutes of the January 13, 2021 board meeting.

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. Attendance

ii. School Activities Report

iii. Registration dates for 2021-22 enrollment

- 2. **March 1 – March 26**
- 3. **April 5 – April 30**
- 4. **Lottery: May 18 at 4:30pm**
- iv. **LFCS Charter Renewal Petition update**
- v. **COVID testing and new requirements**
- vi. **School Safety Plan - Victor Kempsey**
- vii. **School Accountability Report Card (SARC) – Gail Stroben**
- viii. **LFCS Teacher Training Programs – Justin Stinson**

- b. Chief Financial Officer’s Report
 - i. **Financial update (cash on hand, 2nd interim report)**
 - ii. **Update on 2019-20 Audit**
 - iii. **Update on PPP Loan forgiveness application (1.13) and questionnaire (1.20).**
 - iv. **CalSTRS audit update**
 - v. **Resolution for expensing 2020-21 EPA revenue**
 - vi. **Verification of EPA revenue and expenditures for 2019-20**
 - vii. **Resolutions for Mission Federal Credit Union signature on LFCS account and LLC account.**

IV. ITEMS SCHEDULED FOR ACTION

a. Ratify the appointment of Steve Robinson as LFCS Chief Business Officer

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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b. Approve registration dates for 2021-22 enrollment

It is recommended that the Board approve Agenda Item B	Motion: ____ Action: ____ Second: ____ Vote: ____
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c. Approve LFCS School Safety Plan

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
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d. Adopt 2020-21 EPA Revenue and Expenditure Resolution

It is recommended that the Board approve Agenda Item D	Motion: ____ Action: ____ Second: ____ Vote: ____
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e. Affirm 2019-20 Actual EPA Revenue and Expenditures

It is recommended that the Board approve Agenda Item E	Motion: ____ Action: ____ Second: ____ Vote: ____
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- f.** Adopt resolution naming Stephen Robinson and removing Jerome Keough as an authorized signer on the LFCS MFCU account.

It is recommended that the Board approve Agenda Item F

Motion: ____ Action: ____
Second: ____ Vote: ____

- g.** Adopt resolution naming Debbie Beyer and Stephen Robinson as authorized signers on the LFCS Issuer, LLC MFCU account.

It is recommended that the Board approve Agenda Item G

Motion: ____ Action: ____
Second: ____ Vote: ____

- h.** Approve 2nd Interim Report

It is recommended that the Board approve Agenda Item H

Motion: ____ Action: ____
Second: ____ Vote: ____

- i.** Approve updated board policies and bylaws per 2021 LFCS charter renewal petition.

It is recommended that the Board approve Agenda Item I

Motion: ____ Action: ____
Second: ____ Vote: ____

VI. BOARD ITEMS/REPORTS

- a.** Review of proposed board calendar
- b.** Review of recent online board workshop
- c.** Retiring board member and nominating committee
- d.** Discuss and approve updated board policies and bylaws
- e.** Board discussions

VII. CLOSED SESSION

- a.** Real estate matters
- b.** Conference with legal counsel - LCHS

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 _____.

Minutes of January 13, 2021 Board of Trustees Meeting

Literacy First Charter School

Minutes of the Board of Trustees Meeting

January 13, 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 - 5:10PM - 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 - Debbie Beyer/Executive Director and Steve Robinson/CBO

c. FLAG SALUTE

d. Approve the following:

1. Approve the Agenda for the January 13th, 2021 Board Meeting as

Recommended: **Motion was made by Schreiber/Seconded by Campos- Motion passed 5-0.**

2. Approve the Minutes of November 18, 2020 Board Meetings as Recommended: **Motion was made by Ferguson/Seconded by Schreiber - Motion passed 5-0**

1 & 2

Ferguson	Approve
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Ague	Absent
Campos	Approve
Razooky	Approve
Schreiber	Approve

II. COMMUNICATIONS:

None were received

III. INFORMATIONAL REPORTS/DISCUSSION:

Staff Presentations by LS Coordinator- Laura Lahood and Athletic Director - Linn Dunton

Language Support presentation by Laura Lahood: Laura presented how support is given to all students who hear or speak a second language in the home. Home Language Surveys were administered to identify those students. Once identified those students were given the (ELPAC) English Language Proficiency Assessments for CA, this test replaced the previous SELT test. The ELPAC measures student progress towards meeting the English Language Development Standards. The ELPAC Summative Assessment is given each spring to students who have been identified as English Language Learners, includes questions about listening, speaking, reading and writing. A student can be reclassified when they score high enough on their ELPAC test, Smarter Balanced Test and grade level test scores. This can be as early as 4th grade. LFCS overall scores rank high in comparison to San Diego Unified and Statewide. Kudos to the Language support team!!! The team's approach for fastest track to proficiency is to do both Integrate and Designated language support. 30% support, integrated, into all subjects and additional support, designated, is provided depending on the students' individual test results. Where DELAC provided support with an emphasis on listening and speaking this approach extends to reading and writing.

B. Sports Support presentation by Lyn Dunton: Lyn expressed the challenges in athletics in the COVID environment. She likened it to "the olympic sport of treading water". COVID19 continues to pose a severe risk to communities and requires all people in CA to follow recommended precautions and adapt the way they live and function in light of this ongoing risk. Linn provided the Board with a handout from the CA Dept of Public Health detailing protocols for outdoor and indoor youth and adult recreational sports. Linn is taking this opportunity to develop character and leadership skills through what she calls "inside out" a transformational program. Lyn is the first member from a Charter school to be recognized in a leadership role on CIF and is working to develop a community of support and sharing with

other schools in our conference. We are so blessed to have the kind of quality teachers and staff at LFCS serving our students and community.

A. EXECUTIVE DIRECTOR'S REPORT - Debbie Beyer

1. Attendance - COVID cases has affected our attendance with 150 students out due to in-home contact. No student to student transmissions were identified. One teacher was infected and in quarantine protocol presenting a challenge in staffing.
2. School Activities Report - A brief overview was presented. The Executive Director is currently working on updating our charter for the June 2021 renewal submittal.
3. Update on LCHS - See CBO's update below.
4. Review of Merit Pay, purpose and metrics - *Board to discuss and adopt new plan at its 8/2021 meeting.*
5. Sports and Language support by staff - See Informational Reports Above

B. CHIEF BUSINESS OFFICER'S REPORT: Steve Robinson

1. Financial Update- January 2021 LFCS Financial Report as of 12/31/20. Beginning cash on hand at the beginning of the fiscal year 7/01/20 = \$4.5M, Cash on hand as of 12/31/20 with the PPP of \$2.2M included = \$5.6M, Expected revenue of \$7M includes deferred and undeterred state funds, property tax, SB 740, & Federal SPED funds), Total expected revenue (cash on hand and expected revenue) = \$12.6M. Total remaining budgeted expenses = \$9.3M, Expected ending cash on hand = \$3.3M, Expected 2020-21 deferred funds due by 11/30/2021 = \$4.4M. Steve said the PPP forgiveness application had been filed and there is a 90 day turnaround. 2. Update 2019-20 Audit - still in progress
3. Introduction of Steve Robinson as CBO and discussion of his role, relationship and duties with and for the Board *
4. LCHS Lemon Grove Lease Renewal - An update was presented on the lease terms and the process.
5. Update on LCHS - Steve has received the "conditional" language from the County Supervisors and has proceeded with talks with our "traffic" planners as there is a significant effort required to comply with the conditional language. County Staff reserves the right to make sure that the conditional language has been met.
6. Update on LA land purchase - **tabled until next meeting***.
7. Update on Hanselka (Jordan) property - **tabled until next meeting***.
8. Update on the status of the two white houses on the JA property - **tabled until next meeting***.
9. Update on the demolition of the "Red House" JA property - Demolition complete.
10. Resolution to establish a checking account for the LLC - See action items below

IV. ITEMS SCHEDULED FOR ACTION:

- A. Assign new Board Officers and Define Roles - Tabled. The Board decided to hold Board Officer Elections at its June 2021 meeting, which is the fiscal calendar year ending and the Annual Meeting*.
- B. Assign staggered terms for the Board members. The Board assigned staggered terms as follows: Sal Campos & Lorri Ague’s Expiration of Term is June 2021 and Mark Ferguson, Priscilla Schreiber and Lucy Razooky’s Expiration of Term is June 2023. Motion by Ferguson/Second by Campos - Passed unanimously
- C. Review/Update Bylaws for Charter Renewal: 1. The Board discussed the following changes: Change all references from (CFO) Chief Financial Office to (CBO) ‘Chief Business Officer’, change all references from Board of Directors to “Board of Trustees” 2. Section 5. TRUSTEE TERM: Keep language as follows with “additional” language: “Each Trustee shall hold office for four (4) years and/or until a successor Trustee has been designated, qualified “and elected by a majority vote of the Board.” Recap: Board elections will be held every two years in June (Two members) 2021, (Three members) 2023, (Two members) 2025, (Three members) 2027 and so on. The Board also suggested removing Bylaw language in Section 5. as follows: “Terms for initial Board of Trustees shall be two (2) seats for a term of four years and three seats for a term of “four” ~~two~~ years.” Adopt a Resolution authorizing the establishment of an independent checking account for Literacy First Charter School Issuer, LLC. Motion by Campos/Seconded by Ferguson - Passed Unanimously

A-D

Ferguson	Approve
Ague	Absent
Campos	Approve
Razooky	Approve
Schreiber	Approve

- V. **BOARD ITEMS/REPORTS** - Discussion of Board Officers, staggered terms as stated in our Board Bylaws and Charter: See above action. Also the Board decided against term limits, as suggested, “A member may serve up to 10 years, at which time point of service must end for a period of (at) least one year” the decision against term limits is due to the many changes and issues we are currently undertaking. It was the Board’s opinion that it would be wise and prudent to keep the continuity, history,

and experience in place to best serve LFCS. This policy may be reevaluated at a time in the future.

VI. CLOSED SESSION—None

ADJOURNMENT

The meeting was concluded at 8:23 PM

Motion to adjourn: Schreiber/Seconded by Razooky/ Action: Motion passed unanimously.

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

1. Board Financial “Conflict of Interest Policy”- Action to Affirm
2. Personnel “Conflict of Interest Policy” - Discussion after contact w/Attorney
3. Monitor PPP Federal Funding Forgiveness Application that is in process.
- 4* Review Merit Pay criteria at the August 2021 Board of Trustees Meeting
5. Board members to seek out opportunity’s for Board Development and Strategic Planning workshops.
- 6* Board to ratify the appointment of Steve Robinson **at its next meeting.**
- 7* Closed Session Real Estate Property Updates and Discussion at next Board meeting.
- 8* Hold Board Officer Elections at the June 2021 Board Meeting, **place on Board Calendar.**

Respectfully Submitted,
Priscilla Schreiber
Board Member - Recording Secretary

Board Minutes Literacy First Charter Schools January 13, 2021