



**AGENDA  
REGULAR MEETING**

**BOARD OF DIRECTORS  
LITERACY FIRST CHARTER SCHOOLS**

**January 13, 2021  
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 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 the 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 January 13, 2021 Board Meeting**
- 2. Approval of the Minutes for the November 18, 2020 and December 16, 2020 Board Meetings**

It is recommended that the Board approve the 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
  - i. Attendance
  - ii. School Activities Report
  - iii. Update on new LCHS site
  - iv. Review Merit Pay purpose and metrics
  - v. Sports and Language Support by staff
  
- b. Chief Financial Officer’s Report
  - i. Financial update
  - ii. Update on 2019-20 Audit
  - iii. Introduction of Steve Robinson as CBO and discussion of his role, relationship, and duties with and for the Board
  - iv. LCHS Lemon Grove Lease renewal
  - v. Update on new LCHS site
  - vi. Update on LA land purchase
  - vii. Update Hanselka (Jordan) property
  - viii. Update on status of white houses on the JA property
  - ix. Update on the status of the red house demolition on the JA property
  - x. Resolution to establish a checking account for the LLC

**IV. ITEMS SCHEDULED FOR ACTION**

**a. Assign new board officers and define roles**

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
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**b. Assign staggered terms for board members**

It is recommended that the Board approve Agenda Item B	Motion: ____ Action: ____ Second: ____ Vote: ____
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**c. Review / update bylaws for charter renewal**

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
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**d. Adopt a resolution authorizing the establishment of an independent checking account for Literacy First Charter School Issuer, LLC**

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

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

It is recommended that the Board approve Agenda Item G

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

**VI. BOARD ITEMS/REPORTS**

- a.** Assign new board officers
- b.** Assign terms to be staggered
- c.** Review / update bylaws for charter renewal

**VII. CLOSED SESSION**

- a.** None

**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 Directors Meeting

November 18th, 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 – 5:05PM – Sal Campos (Board Chair)**

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

c. FLAG SALUTE

d. Approve the following:

1. Approve the Agenda for the November 18th, 2020 Board Meeting as Recommended:  
Motion was made by Razooky/Seconded by Schreiber - Motion passed 5-0. Moved the discussion w/Attorney Karen Frostrom to closed session.

2. Approve the Minutes of October 2020 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:

- A. Steve Robinson presented an overview of the LCFF Budget for Parents. The total revenue projected for Literacy First Charter Schools is \$20.9M of which \$15.8M is Local Control Funding Formula (LCFF) funds, \$464K is other state funds, \$1.5M is local funds and \$3M in federal funds, of the \$3M in federal funds, \$1M are federal CARES ACT funds. Of the \$15.8M in LCFF Funds, \$1.5M is generated based on the enrollment of high needs students (Foster youth, English Learner and low-income students (supplemental and concentration grant funding). For the 2020-2021 school year school districts must work with parents, educators, students and the community to develop a Learning Continuity and Attendance Plan. This refers to the acronym (LCAP) for the 2020-2021 school year. This plan is for school districts to provide a plan to provide high-quality education, social emotional supports and nutrition to their students during the COVID-19 pandemic. Total budgeted expenditures in the LCAP is \$633K and for high needs students in the LCAP, \$144K.
- B. The Board, by consensus, supported its previous commitment to give Christmas Bonuses to all the staff (\$360K).
- C. The Board had its retirement dinner and celebration for our CFO, Jerry Keough, in recognition of his 20 years of commitment, dedication and leadership to LFCS.

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

- 1. School Attendance - A chart was handed out showing the new tracking for enrollment and the current attendance. PA capacity and # of students 384/352 of that Freedom Waivers 50, Distance Learning 6, B&M (Brick & Mortar) = 296. LA Capacity and # of students 450/430 of that Freedom Waivers 46, Distance Learning 19, B&M = 365. JA capacity and # of students 567/578 of that Freedom Waivers 41, Distance Learning 32, B&M = 505. LCHS Capacity & # of students 343/308 of that Distance Learning 35, B&M = 308. Total Freedom Waivers 286, and Total Current Enrollment 1,852. November Attendance at PA/96.93%, LA/97.51%, JA/96.08%, Freedom Academy/100%. Average (-) Freedom Academy/97.58%.
- 2. School Activities: Newsletters and Community updates... trying to keep the norm in school activities by working to get back programs via video messages and implementing changes to affectively accomplish this goal in the ongoing COVID era.

**B. CHIEF FINANCIAL OFFICER'S REPORT: Jerry Keough**

- 1. Present First Interim Report for Approval - The report was presented to the Board for discussion and action.
- 2. Projected Cash Flow 2020-2021 - a ledger was presented showing some irregular decreases due to the State's deferrals. July 2020 ending cash was \$5.9M and the projected ending cash for June 2021 is estimated to be \$2.5M. **We are carrying deferred income that will be made up in future months.**

**IV. ITEMS SCHEDULED FOR ACTION:**

- A. Approval of First Interim Report due to the County by December 15th, 2020. Motion by Campos/Second by Ferguson - Motion passed unanimously.

Ferguson	Approve
Ague	Approve
Campos	Approve
Razooky	Approve
Schreiber	Approve

- V. CLOSED SESSION— Motion by Campos/Seconded by Ferguson/Unanimous  
Meeting with our attorney regarding Real Estate, NO ACTION Taken

ADJOURNMENT

The meeting was concluded in closed session at 7:40PM

Motion to adjourn: Campos/ Second: Ferguson/ 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-committee Beyer/Schreiber.
5. Board Member terms of office and Board Officer Elections should be conducted in January 2021.

Respectfully Submitted,  
Priscilla Schreiber, Board Member

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**Literacy First Charter School**

Minutes of the Board of Directors Meeting

December 16th, 2020 5:00PM Special Board 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 – 5:17PM – Mark Ferguson in for Sal Campos (Board Chair)**

**b. ROLL CALL – Governance Team: Present Voting Members— Priscilla**

Schreiber, Mark Ferguson, and Lucy Razoogy, Via Zoom: Lorri Ague ABSENT:  
Sal Campos Non-Voting Members –Jerry Keough, Debbie Beyer, and Steve Robinson

**c. FLAG SALUTE**

**d. Approve the following:**

**1. Approve the Agenda for the December 16th, 2020 Special Board Meeting as Recommended:**

**Motion was made by Schreiber/Seconded by Razoogy - Motion passed 4-0. with one absent.**

**1**

Ferguson	Approve
Ague	Approve
Campos	Absent
Razoogy	Approve
Schreiber	Approve

**II. COMMUNICATIONS:**

None were received

**D. CLOSED SESSION— Motion by Schreiber/Seconded by Ague to go into closed session/Motion passed 4-0 with one absent.**

Discussion regarding Real Estate matters, NO ACTION Taken

**ADJOURNMENT**

**The meeting was concluded in closed session at 6:38PM**

**Motion to adjourn: Ague/Seconded by Razoogy/Motion passed 4-0 with one absent.**

Respectfully Submitted,  
Priscilla Schreiber, Board Member