



**AGENDA  
REGULAR MEETING**

**BOARD OF TRUSTEES  
LITERACY FIRST CHARTER SCHOOLS**

**March 17, 2021  
5:00 pm 698 W Main St.**

**or**

**via Zoom Login:**

<https://us02web.zoom.us/j/81438132327?pwd=NTBrMFdVNGJNUkdTR2hJZFc3Y1Q3QT09>

Meeting ID: 814 3813 2327

Passcode: 9cMCV3

**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: \_\_\_\_

It is recommended that the Board approve the minutes of the February 10, 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. School programs and attendance**
- ii. Charter renewal and material revision update**
- iii. Conflict of interest policy review**
- iv. Freedom Academy presentation: Amanda Icenhower**

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

- i. **Financial update as of Feb 26**
- ii. **Update on 2019-20 Audit**
- iii. **Update on PPP Loan forgiveness application (1.13) and questionnaire (1.20).**
- iv. **CalSTRS audit update**
- v. **First Interim Report letter from SDCOE**
- vi. **Second Interim Report submitted to SDCOE**
- vii. **AB 86, CARES Act II, and CARES Act III funding details**
- viii. **Title I funds for 2020-21; LCAP Federal Addendum**
- ix. **SDCOE Annual Resolutions**
- x. **Next Board Meeting April 7 or 21?**

**IV. ITEMS SCHEDULED FOR ACTION**

**a. SDCOE Mail and Warrant Pick Up Resolution 2106**

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

**b. SDCOE Payment Order Resolution 2107**

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

**c. SDCOE Sign Commercial Warrants Resolution 2108**

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

**d. SDCOE Replacement of Warrants Resolution 2109**

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

**e. 2020-21 CIF Eligibility Resolution 2110**

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

**f. Approve application for 2020-21 Title I Funds**

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

**g. Approve LCAP Federal Addendum**

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.** Interview of two prospective board members
- b.** Board development
- c.** Review of board bylaws
- d. Board Discussion**

**VII. CLOSED SESSION**

- a.** Real estate 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

February 10, 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 – 5:05PM – 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 February 10th, 2021 Board Meeting as Recommended:

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

2. Approve the Minutes of January 13th, 2021 Board Meeting as Recommended:

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

#### 1 & 2

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

### II. COMMUNICATIONS:

None were received

### III. INFORMATIONAL REPORTS/DISCUSSION:

Staff Presentations by Victor Kempsey - School Safety Plan, Gail Stroben - (SARC) School Accountability Report Card, Justin Stinson - LFCS Teacher Training Program

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

1. Attendance - Update showed over a 95% average even during the current COVID pandemic. High School had 100% required sign-ons. Kudos to our teachers and staff.
2. School Activities Report - A brief overview was presented. One highlight, was PLEF's Disney Day. Parents contributed \$10 for their student to dress up as a Disney character. This effort raised \$9K. This also helped to launch our next fundraiser, the Jog-A-Thon, which will be held over four days on each campus from February 22-26th. Pledging opens February 1st-28th at [pledgestar.com](http://pledgestar.com). The goal is to raise \$65K to help replace smart boards in the classrooms.
3. Registration Dates for 2021-2022 Enrollment - March 1st-26th, April 5th-30th, Lottery May 18th at 4:30PM. Typically held campus tours will be virtual this year due to COVID. LFCS will be launching radio ads on KBRT 740 AM during March 1st.
4. LFCS Charter Renewal Petition update - The updated Charter was submitted to the SDCOE on January 28th, 2021 with the revision requirement of adding the new high school campus address along with some cleanup language and Board Member terms. The Charter has been uploaded to our website and the County "virtual" hearing will be on March 10th with a vote in April.
5. COVID testing and new requirements: Ms. Beyer visited the Coronado School District to assess their process for implementing the testing process for administering to staff. The Board discussed the IT software piece for tracking and reporting results of the ABBOTT product that would be supplied by the County free of charge.
6. School Safety Plan - Mr. Kempsey gave the Board an update as materially solid and in compliance. One matter that is not mandated but a potential concern is the matter of cyber attacks. Mr. Kempsey is investigating how other school districts handle this concern and will report back.
7. School Accountability Report Card (SARC) Presented by Gail Stroben - The SARC is a three year compliance report. This current report excluded testing outcomes due to COVID. The report outlines school facilities maintenance and procedures, planned improvements, current COVID requirements and compliance. parental involvement opportunities, staff development, preparatory classes aligned with Grossmont Cuyamaca College District to meet CTE requirements; all in conjunction with CALPADS reporting. Kudos to the Admin team.
8. LFCS Teacher Training Program - Presented by Justin Stinson - Mr Stinson described the current LFCS training programs and professional development via Internships, (CATS) Coach and Teacher Support, and school-wide professional development which is now utilized weekly during the half day Fridays for teachers to collaborate and plan with their teams or department teams. Currently LFCS has two instructional coaches, Mr. Stinson K-8 and Mr. Luzzi 7-12. Their job is to identify teachers that would benefit from extra support or coaching.
9. Ms. Beyer presented the updated SELPA Plan in accordance with the recent policy and bylaw changes. The LFCS Board affirmed the updated SELPA Plan as presented with recent policy and bylaw changes.

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

1. Financial Update - (2nd Interim Report and Cash on Hand) For Board Action.
2. 2019-2020 Audit Update - The audit update was presented to the Board for Action.
3. Update on PPP Loan Forgiveness Application - Application submitted still pending.
4. CalSTRS Audit Update -CalSTRS Special Compensation- Board affirmation of existing policies for the purpose of the audit.
5. Resolution for Expensing 2020-2021 EPA Revenue - Action by the Board
6. Verification of EPA Revenue and Expenditures 2019-2020 - Action by the Board
7. Resolutions for Mission Federal Credit Union signatures on LFCS and LLC accounts - Action by the Board.

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

- A. Ratify the appointment of Steve Robinson as Chief Business Officer - Motion by Ferguson/Seconded by Schreiber, Passed Unanimously.
- B. Approve Registration Dates for 2021-2022 Enrollment - Motion by Schreiber/Seconded by Razooky, Passed Unanimously.
- C. Approve LFCS School Safety Plan - Motion by Campos/Seconded by Ferguson, Passed Unanimously.
- D. Adopt 2020-2021 EPA Revenue and Expenditure Resolution - Motion by Schreiber/Seconded by Razooky, Passed Unanimously.
- E. Affirm the 2019-2020 Actual EPA Revenue and Expenditures - Motion by Campos/Seconded by Schreiber, Passed Unanimously.
- F. Adopt Resolutions 2103 naming Stephen Robinson and removing Jerome Keough as authorized signer on the LFCS bank accounts - Motion by Ferguson/Seconded by Campos, Passed Unanimously.
- G. Adopt Resolution 2104 naming Debbie Beyer and Stephen Robinson as authorized signers on the LFCS Issuer, LLC, and MFCU accounts - Motion by Ferguson/Seconded by Campos, Passed Unanimously.
- H. Approve 2nd Interim Report - Motion by Campos/Seconded by Schreiber, Passed Unanimously.
- I. Approved updated Board Policies and Bylaws per the 2021 Charter Renewal Petition - Motion by Schreiber/Seconded by Razooky, Passed Unanimously.
- J. Adopt Resolution to Identify and Confirm authorized signers of the Liberty Charter High School Checking account held with MFCU Effective this 10th day of February 2021 - Motion by Campos/Seconded by Ferguson, Passed Unanimously.
- K. Adopt Board Calendar - The Board amended and approved the Board Calendar on the Motion of Schreiber/Seconded by Campos, Passed Unanimously.

A-K:

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

**V. BOARD ITEMS/REPORTS:**

- a) Review proposed Board Calendar (Board approved the change to move the March Board meeting from March 10th to March 17th due to the SDCOE hearing on the Charter Petition).
- b) Review recent online Board Workshop (Member Schreiber attended and presented some points on take-away). After seating a new Board Member the Board will look at furthering their opportunities to host a Board workshop.
- c) Retiring Board Member and Nominating Committee - Board President Appointed  
Nominating Committee: Campos and Schreiber
- d) Discuss and Approve Updated Board Policies and Board Bylaws - Board Action
- e) Board Discussion - None Specific other than the above Board Actions

**VI. CLOSED SESSION:** Motion to convene in closed session by Ferguson/Seconded by Campos - Passed Unanimously at 6: 27PM.

- a) Real Estate Matters -
- b) Conference with legal council re: Liberty Charter High School

Motion to reconvene to open session by Ferguson/Seconded by Campos, Passed Unanimously at 7:42PM

**ADJOURNMENT**

The meeting was concluded at 8:20 PM on a motion by Ferguson/Seconded by Campos

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

- 1. Board to submit "Letter of Recommendation" in support of LFCS Charter Renewal to the SDCOE prior to the hearing on March 10th, 2021.
- 2. Board Nominating Committee to appoint Board Member to fill vacancy.
- 3. Hold Board 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.
- 2. Board Financial "Conflict of Interest Policy"- Action to Affirm



3. 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