



# Literacy First Charter Schools

## Literacy First Charter School Board of Trustees

### Regular Board Meeting

Published on February 4, 2022 at 12:29 PM PST

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#### **Date and Time**

Wednesday February 9, 2022 at 5:00 PM PST

#### **Location**

698 West Main Street  
El Cajon, CA 92021

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Please contact Steve Robinson by phone 619.442.5197 or by email [steve.robinson@lfcsinc.org](mailto:steve.robinson@lfcsinc.org) to request any disability related access to this board meeting.

Documents related to this meeting are available on line at <https://www.lfcsinc.org/> by following the "LFCS Board of Trustees Meeting Agendas" link, in hard copy form at the on site meeting location of 698 W. Main Street El Cajon, CA 92020, or by emailing Steve Robinson at [steve.robinson@lfcsinc.org](mailto:steve.robinson@lfcsinc.org).

To access this meeting remotely please follow the information below.

#### **Join Zoom Meeting**

[https://us02web.zoom.us/j/88176579319?](https://us02web.zoom.us/j/88176579319?pwd=bTJ5cldocCtHbk1VeHB2N0JkTTYvZz09)

[pwd=bTJ5cldocCtHbk1VeHB2N0JkTTYvZz09](https://us02web.zoom.us/j/88176579319?pwd=bTJ5cldocCtHbk1VeHB2N0JkTTYvZz09)

Meeting ID: 881 7657 9319

Passcode: JSHYi0

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Flag Salute			5 m
D. Approve Minutes From January 12, 2022	Approve Minutes		1 m
E. Approve Current Agenda	Vote		
<b>II. Executive Director's Report</b>			<b>5:07 PM</b>
A. School events, program, and staffing update	FYI	Debbie Beyer	5 m
<b>III. Chief Business Officer's Report</b>			<b>5:12 PM</b>
A. 2021-22 Financial Report as of January 30, 2022	FYI	Steve Robinson	5 m
CBO will present current school financials as of January 30, 2022.			
B. Approve the 2020-21 LFCS Audit	Vote	Steve Robinson	
The CBO will present the 2020-21 LFCS Audit to the board for approval. There are no findings in the audit and the CBO has reviewed the audit for accuracy with our current auditor. The CBO does recommend the board approve the audit.			
C. Supplement to the Annual Update for the 2021-22 LCAP	Discuss	Steve Robinson	5 m
The CBO will present the Supplement to the Annual Update for the 2021-22 LCAP, the updated Budget Overview for Parents, midyear outcome data on actions identified in the 2021-22 LCAP, and mid year expenditure and implementation data on all actions identified in the 2020-21 LCAP.			
D. Approve the Title I School Plan for Student Achievement	Vote	Steve Robinson	
To qualify for Title I funds, LFCS is required to operate a Title I Schoolwide Program. The details of the program are contained in the LFCS School Plan for Student Achievement. To apply for Title I funds			

**Purpose    Presenter    Time**

(\$294,000 allocation for 2021-22), this plan must be board approved in order to complete the Title I application process. The CBO recommend the board approve this SPSA.

**E. Approve Updated LFCS Fiscal Policies**                      **Vote**                      **Steve Robinson**

The CBO recommends the board approve updated fiscal policies raising the threshold on board approved contracts from \$5,000 to \$10,000 and the double signing of checks from \$5,000 on commercial warrants and \$500 on Mission Federal Credit Union checks to \$10,000 on both. These changes have been cleared by our auditor in writing, will allow LFCS to be nimble as charters were designed to be but still provide adequate protection against fraud when coupled with our other internal controls.

**F. Update on JA facilities project**                      **Discuss**                      **Steve Robinson**

Demolition of white houses at 1025 Pepper Drive.  
Cross Removal Project  
MPR A/V Project

**G. Approve bid to abate and demolish structures at 1025 Pepper Drive**                      **Vote**                      **Steve Robinson**                      **5 m**

The CBO recommends the board approve..... The CBO will be submitting the proposal to CDE for approval to use ESSER II funds as this project is creating more open outdoor space for students to physically distance in response to the COVID pandemic and to prevent the further spread of the pandemic.

**H. Approve Sound Image Contract for JA MPR A/V Project**                      **Vote**                      **Steve Robinson**                      **5 m**

The CBO recommends the board approve this contract if necessary depending on the board approval of the updated fiscal policies.

**I. Approve JA Cross AML Bid**                      **Vote**                      **Steve Robinson**

Due to the unstable nature of the cross, the CBO recommends the board accept the bid from AML to demolish the cross as an emergency measure.

**J. Audit proposals in response to RFP**                      **Discuss**                      **Steve Robinson**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
	CBO will review audit proposals in response to our RFP. Our current contract with Wilkinson Hadley King is for \$12,000 per year for audit and tax services which expires this year.		

<b>K. Update on SOS lawsuits</b>			5 m
	The CBO will update the board on the two lawsuits filed by SOS in opposition to the construction of our new school site on Chase Ave.		

<b>IV. Governance</b>			<b>5:37 PM</b>
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<b>A. Board Protocols</b>	Discuss	Priscilla Schreiber	5 m
<b>B. Committee Assignments</b>	Discuss	Priscilla Schreiber	5 m
<b>C. Executive Director, CBO, Board Evaluations</b>	Discuss	Priscilla Schreiber	

<b>V. Closed Session</b>			<b>5:47 PM</b>
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<b>A. Enter Closed Session</b>	Vote		5 m
<b>B. Real Estate Matters</b>	Discuss		5 m
<b>C. Adjourn Closed Session</b>	Vote		5 m

<b>VI. Closing Items</b>			<b>6:02 PM</b>
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<b>A. Adjourn Meeting</b>	Vote		
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