



Literacy First Charter Schools

Literacy First Charter School Board of Trustees

Regular Board Meeting

Published on May 9, 2025 at 7:32 AM PDT

Date and Time

Wednesday May 14, 2025 at 5:30 PM PDT

Location

To attend this meeting in person go to:

698 W Main Street
El Cajon, CA 92020

To attend this meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/82824105333?pwd=Yy0HNqgSCO7wJ8b4yx9MLvMQVgtRbJ.1>

Meeting ID: 828 2410 5333

Passcode: azYJy1

Literacy First Charter Schools exists to nurture the whole child from kindergarten through high school graduation by igniting a passion for comprehensive Literacy and equipping our students to wholeheartedly participate in their community.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Katina Evans	1 m
B. Call the Meeting to Order		Katina Evans	1 m
C. Flag Salute		Katina Evans	1 m
D. Minutes from the April 9, 2025 Board Meeting	Approve Minutes	Katina Evans	1 m
The Board President recommends the board approve the minutes from the April 9, 2025 regular board meeting.			
E. Current Agenda	Vote	Katina Evans	1 m
The Board President recommends the board approve the agenda for the May 14, 2025 regular board meeting.			
F. Public Comment on Agenda Items	Discuss		5 m
G. Public Comment on Non-Agenda Items	Discuss		5 m
II. Executive Director's Report			5:45 PM
A. School Events, Program, and Staffing Updates	Discuss	Debbie Beyer	20 m
The executive director will provide the board an update on staffing, programs, and attendance for the 2024-25 school year.			
B. Induction Presentations	FYI	Justin Stinson	30 m
Teachers completing their second year of the Induction program to clear their credential will present their research.			
C. 2025-26 Declaration of Need	Vote	Justin Stinson	5 m
Declaration of Need: Board to approve the 2025-2026 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 2025-2026 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 05/2024.			

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D. 2025-26 Committee on Assignment	Vote	Justin Stinson	5 m
Committee on Assignment (COA) Board Approval will allow Mr. Chris Castberg's assignment to teach high school ceramics in the 2025-2026 school year and is in compliance with the Superintendent of the San Diego County Board of Education. EC 44258.7 (c)(d) (Elective classes only)			

III. Chief Business Officer's Report 6:45 PM

A. Current Financial Report	Discuss	Steve Robinson	15 m
The chief business officer will share the school's financials as of 4.30.25.			
B. 2025-26 Medical, Dental, Vision, Life Insurance Renewal	Discuss	Steve Robinson	10 m
The CBO will share the renewal information for Sharp, Kaiser, The Difference Card, Principal Dental, VSP, and Mutual of Omaha Life Insurance.			
C. Contracts and Large Purchases Notifications	Discuss	Steve Robinson	5 m
Wise Roofing: two roof replacements at LCHS: \$37,995.			
D. Facilities Report	Discuss	Steve Robinson	5 m
LCHS Alpine: The solar panels are not working properly. Snyder Electric has identified problems with two circuit boards on the inverter which can be replaced for about \$4,000. Another broken pipe was located near the kitchen. Repairs are being scheduled. Cloud based phone system infrastructure work scheduled for the end of June and installation in July. Roofs over the conference room and science classrooms and HVAC over the conference room will be replaced this summer. Artificial turf to be installed in the quad this summer.			

Junior Academy: The permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP has been granted and work is scheduled for the week of June 23-27. The ADA work at Freedom House will be done summer 2025 with the project now permitted and bids are being generated. Tile in the science rooms and carpet in the work room and admin office were installed over Easter break and complete the flooring replacement at the JA. Cloud based phone system infrastructure work scheduled for the end of June and installation in July. Solar will be

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installed during the summer of 2026 due to the roof work on 1030 being completed in the summer of 2025.			
Primary Academy: We are pricing repairs to the playground structure. An on site meeting was held on 4.1.25.			
Liberty Academy: Construction of RWE's project continues at 203 N Johnson Ave. Playground and turf replacement planned for summer 2025. Cloud based phone system infrastructure updates scheduled for late June and installation in July. Solar will be installed by the summer of 2026. Carpet replacement scheduled for July.			
E.	Legal Issues None to report	Discuss Steve Robinson	5 m
F.	Freedom House ADA Bids	Vote Steve Robinson	20 m
G.	Resolution 2025-05 The CBO recommends the board approve this annual resolution authorizing Steve Robinson to pick up mail from SDCOE and Debbie Beyer, Steve Robinson, Stacy Knowles, and Tamara Contasti to pick up warrants.	Vote Steve Robinson	5 m
H.	Resolution 2025-06 The CBO recommends the board approve this annual resolution attesting to the fact that Debbie Beyer and Steve Robinson ensure all employees have taken an oath of allegiance.	Vote Steve Robinson	5 m
I.	Resolution 2025-07 The CBO recommends the board approve this annual resolution authorizing Debbie Beyer and Steve Robinson sign LFCS commercial warrants.	Vote Steve Robinson	5 m
J.	Resolution 2025-08 The CBO recommends the board approve this annual resolution authorizing Debbie Beyer, Steve Robinson, and Stacy Knowles to reissue payroll and commercial warrants.	Vote Steve Robinson	5 m
K.	2025-26 Salary Schedules The CBO recommends the board approve the 2025-26 salary schedules.	Vote Steve Robinson	5 m
L.	2025-26 Application for Title I Funding	Vote Steve Robinson	5 m

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<p>The CBO recommends the board approve the 2025-26 Application for Title I Funding. This is a condition for applying for these funds which help provide reading and mathematics intervention services to students performing below grade level in these areas who are not receiving such services from our Language Support or Special Education teams. This funding totaled \$418,762 in 2024-25. We expect at least this funding level in 2025-26.</p>				
M.	Turf installation in LCHS Quad	Vote	Steve Robinson	10 m
N.	LCHS HVAC removal and replacement	Vote	Steve Robinson	10 m
<p>The CBO and the Maintenance Lead recommend the board approve the A&B bid to replace the HVAC system over the conference room as Jackson Foster does not work on gas lines which need to be removed and replaced as part of this project. This roof is also being replaced so coordinating with the roofer and one HVAC contractor is preferred to coordinating with two HVAC contractors. A&B has been very reliable in the past and has done quality work for us in a timely fashion.</p>				
IV.	Governance			8:35 PM
A.	Governance Committee Report	Discuss	Katina Evans	30 m
AB 1234 Ethics Training Completion Status				
B.	Finance Committee Report	Discuss	Mathew Simone	5 m
C.	Facilities Committee Report	Discuss	Jason Lewis	5 m
D.	Human Trafficking as part of the LFCS Safety Plan	Discuss	Katina Evans	30 m
<p>Priscilla Schreiber and Barbara Johnson would like to discuss the issue of human trafficking and the inclusion of reporting procedures in the LFCS Safety Plan.</p>				
V.	Closed Session			9:45 PM
A.	Enter Closed Session	Vote	Katina Evans	30 m
B.	Adjourn Closed Session	Vote	Katina Evans	5 m
VI.	Closing Items			10:20 PM
A.	Other Issues	Discuss	Katina Evans	10 m

	Purpose	Presenter	Time
Board members may bring topics for future board meetings to the board for consideration.			
B. Adjourn Meeting	Vote	Katina Evans	1 m