



Literacy First Charter Schools

Literacy First Charter School Board of Trustees

Regular Board Meeting

Published on September 5, 2025 at 9:44 AM PDT

Date and Time

Wednesday September 10, 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 go to:

Join Zoom Meeting

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

Meeting ID: 828 2410 5333

Passcode: azYJy1

Teleconferencing Locations:

799 E Washington Ave El Cajon, CA 92020
1012 E Bradley Ave El Cajon, CA 92021
1850 Alpine Blvd Alpine, CA 91901

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 August 13, 2025 Regular Board Meeting | Approve Minutes | Katina Evans | 1 m |
| The Board President recommends the board approve the minutes from the August 13, 2025 regular board meeting. | | | |
| E. Minutes from the August 13, 2025 Emergency Board Meeting | Approve Minutes | Katina Evans | 5 m |
| The Board President recommends the board approve the minutes from the August 13, 2025 emergency board meeting. | | | |
| F. Current Agenda | Vote | Katina Evans | 1 m |
| The Board President recommends the board approve the agenda for the September 10, 2025 regular board meeting. | | | |
| G. Public Comment on Agenda Items | Discuss | | 5 m |
| H. Public Comment on Non-Agenda Items | Discuss | | 5 m |
| II. Executive Director's Report | | | 5:50 PM |
| A. School Events, Program, and Staffing Updates | FYI | | 10 m |
| B. 2025-26 LCAP and Dashboard | Discuss | Gail Stroben | 10 m |

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|--|---|-----------|----------------|------|
| Gail Stroben will provide the board information on the current LCAP and Dashboard. | | | | |
| C. | Parent Team Leader Council Presentation | FYI | 10 m | |
| A representative from the LFCS PTLC will provide the board information on the PTLC's goals and activities for 2025-26. | | | | |
| III. | Chief Business Officer's Report | | 6:20 PM | |
| A. | Current Financial Report | Discuss | Steve Robinson | 15 m |
| The chief business officer will share the school's financials as of 8.31.25. | | | | |
| B. | Contracts and Large Purchases Notifications | Discuss | Steve Robinson | 5 m |
| Alpine Fences: New gate at the Johnson Ave side of the LA alley: \$10,500. | | | | |
| Learning Without Tears: ELA curriculum annual: \$20,538.02 | | | | |
| Houghton Mifflin: ELA curriculum adoption: \$19,537.50 | | | | |
| McGraw Hill: ELA curriculum adoption: \$38,947.58 | | | | |
| McGraw Hill: Math curriculum adoption: \$25,079.07 | | | | |
| C. | Facilities Report | Discuss | Steve Robinson | 5 m |
| LCHS Alpine: Snyder Electric has identified problems with two circuit boards on the solar inverter which are scheduled to be fixed along with shocks for the panel tracking systems. More clogged and deteriorated sewer lines identified near the portables that were backing up into sinks. Repairs are underway on those pipes. | | | | |
| Junior Academy: The ADA work at Freedom House is down to the striping of the parking space. Solar will be installed during the summer of 2026. | | | | |
| Primary Academy: Playground update scheduled for this fall, possibly October break. | | | | |
| Liberty Academy: Construction of RWE's project continues at 203 N Johnson Ave. Solar will be installed by the summer of 2026. Carpet replacement in MPR and two offices planned for October break. Alley gate at Johnson replaced and upgraded to match new construction next door. | | | | |
| D. | Legal Issues | Discuss | Steve Robinson | 5 m |
| None to report | | | | |
| E. | Real Estate Report | Discuss | Steve Robinson | 5 m |

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|---|---------|----------------|----------------|
| Our offer on the property in which we were interested was rejected by the owner with no counter offer. | | | |
| F. Executive Director's 2025-26 Contract | Vote | Steve Robinson | 5 m |
| The CBO recommends the board approve the executive director's 2025-26 contract. | | | |
| G. 2024-25 LFCS Unaudited Actuals | Vote | Steve Robinson | 10 m |
| The CBO recommends the board approve the 2024-25 LFCS Unaudited Actuals. | | | |
| H. 2024 Commissions Report | FYI | Steve Robinson | 5 m |
| Pursuant to California law AB 2589, the CBO would like to inform the board on the commissions earned by our insurance broker Alliant Insurance Services for the calendar year 2024 from Principal (dental) and Kaiser (medical). Sharp (medical) and VSP (vision) have not provided commission reports at this time. Alliant earned \$14,018.33 (approx 9.8%) in commissions from Principal and \$19,378.07 (approx 5.8%) in commissions from Kaiser. | | | |
| IV. Governance | | | 7:15 PM |
| A. Governance Committee Report | Discuss | Katina Evans | 30 m |
| B. Finance Committee Report | Discuss | Mathew Simone | 5 m |
| C. Facilities Committee Report | Discuss | Jason Lewis | 5 m |
| V. Closing Items | | | 7:55 PM |
| A. Other Issues | Discuss | Katina Evans | 10 m |
| Board members may bring topics for future board meetings to the board for consideration. | | | |
| B. Adjourn Meeting | Vote | Katina Evans | 1 m |