



Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time

Wednesday February 9, 2022 at 5:00 PM

Location

698 West Main Street
El Cajon, CA 92021

Please contact Steve Robinson by phone 619.442.5197 or by email 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.

To access this meeting remotely please follow the information below.

Join Zoom Meeting

<https://us02web.zoom.us/j/88176579319?pwd=bTJ5cldocCtHbk1VeHB2N0JkTTYvZz09>

Meeting ID: 881 7657 9319

Passcode: JSHYi0

Trustees Present

L. Razooky, M. Ferguson, P. Schreiber

Trustees Absent

K. Evans

Guests Present

D. Beyer, L. Amorteguy, S. Robinson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

P. Schreiber called a meeting of the board of trustees of Literacy First Charter Schools to order on Wednesday Feb 9, 2022 at 5:09 PM.

C. Flag Salute

D. Approve Minutes From January 12, 2022

M. Ferguson made a motion to approve the minutes from January 12th 2022 Literacy First Charter School Board of Trustees on 01-12-22.

P. Schreiber seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Approve Current Agenda

L. Razooky made a motion to approve the minutes from February 11th 2022.

M. Ferguson seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Executive Director's Report

A. School events, program, and staffing update

Debbie Beyer shared what we are doing with COVID tests received for the school. Tests were given to parents to use. COVID cases have declined this week. January attendance was low due to COVID absences.

High School sports are finishing up the Winter season and doing well.

Jog A Thon is currently going on this month with the goal of raising \$75,000 for field trips. Report shared with County Board with updates of what is going on at LFCS.

Victor Kempsey presented our school wide safety plan. The plan has been approved by the County. Discussion on Cyber attacks and what we are doing when and if those happen. We are compliant with all safety regulations for LFCS on all campus' according

to the report presented. This report is on our website to reference. El Cajon Police has a copy of the safety plan.

Justin Stinson made a presentation on our teacher professional development program., the Induction program and our CATS program (Coaching and Teacher Support for new teachers to our school, new to LFCS and new to a teaching position) We partner with SDCOE for our Induction program, Justin Stinson leads the program. LFCS provides the mentors for this program. LFCS covers the cost of the mentor and the teacher in the program provides the cost of the course work. Currently we have 24 teachers enrolled in this program, 12 1st year and 12 second year participants and 15 mentors support the teachers. CATS is our inhouse program for mentorship.

Debbie Beyer reported on staffing and the ongoing needs for staffing to fill positions open both in classified and certificated personal.

III. Chief Business Officer's Report

A. 2021-22 Financial Report as of January 30, 2022

Steve Robinson presented current school financials as of January 30, 2022. Cash flow update will be presented at the March Board meeting. Enrollment report is included to show enrollment and funding.

B. Approve the 2020-21 LFCS Audit

Steve Robinson presented the 2020-21 LFCS Audit to the board for approval. There were no findings in the audit and has been reviewed for accuracy with our current auditor.

Board moves for approval of the 2020-21 LFCS audit.

M. Ferguson made a motion to Approved the 2020-21 audit.

L. Razooky seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Supplement to the Annual Update for the 2021-22 LCAP

Steve Robinson presented 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

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 Powered by BoardOnTrack 2 of 4 Purpose Presenter Time (\$294,000 allocation for 2021-22) Plan must be board approved in order to complete the Title I application process. Use of student achievement from AIMS data, in reading and math. Achievemnt goals will be set for Title I funding. An amount for each goal to be

spent is \$147,463.50 (there was a typo on the copy of the plan presented to the board in a lesser amount).

Money will be used for our intervention and summer programs. Steve Robinson recommends the board approve this SPSA.

M. Ferguson made a motion to Approve the LFCS School Plan for Student Achievement.

L. Razooky seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Approve Updated LFCS Fiscal Policies

Steve Robinson made recommendation that 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, and 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.

Contracts will still be presented to the board but this will allow contracts under these stated dollar amounts to be implemented without pre approval from the board. Contracts over \$10,000 will be pre-approved by the board.

Proposal was made that all contracts be presented to the board financial committee, with those over \$10,000 will require pre-approval.

L. Razooky made a motion to Approve the LFCS updated fiscal policies.

M. Ferguson seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Update on JA facilities project

The white houses at 1025 Pepper Drive have been tested for asbestos and lead and are ready for abatement and demolition. The cross in front of the Jr. Academy property is ready for removal. The screens for the MPR at the Jr. Academy are ready to be installed. Contracts will be presented for board approval to accomplish these three projects.

G. Approve bid to abate and demolish structures at 1025 Pepper Drive

Steve Robinson recommends the board approve Superior's bid to do the abatement and the demolition of the buildings. A proposal will be submitted to CDE for approval to use ESSER II funds. The 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.

M. Ferguson made a motion to Approve the Superior contract to abate and demolish the white houses at 1025 Pepper Drive.

L. Razooky seconded the motion.

The board **VOTED** unanimously to approve the motion.

H.

Approve Sound Image Contract for JA MPR A/V Project

Steve Robinson recommends the board approve Sound Image's contract bid to install the screens in the Jr. Academy MPR.

L. Razooky made a motion to Approve Sound Image's contract to install the screens in the JA MPR.

P. Schreiber seconded the motion.

The board **VOTED** unanimously to approve the motion.

I. Approve JA Cross AML Bid

Steve Robinson recommends the board approve AML's contract to demolish the cross at the Jr. Academy as an emergency measure as the LFCS maintenance department reports concerns about its stability. The board asked for two more bids for this project.

J. Audit proposals in response to RFP

Steve Robinson reviewed the contract bids for auditing services from BakerTilly, Christy White, and EideBailly as well as the current contract with Wilkinson, Hadley, King with the board. Steve Robinson recommended that the board interview Christy White. The board accepted this recommendation and an interview will be scheduled in coordination with board members Schreiber and Razooky.

K. Update on SOS lawsuits

Steve Robinson gave update to the board on the two lawsuits filed by SOS in opposition to the construction of our new high school site on Chase Ave. Opening briefs have been filed in the SOS v. San Diego County Board of Supervisors appeal. Demurrers will begin to be heard on March 18, 2022 in the SOS v. SDCOE case.

IV. Governance

A. Board Protocols

This topic was tabled.

B. Committee Assignments

This topic was tabled.

C. Executive Director, CBO, Board Evaluations

This topic was tabled.

V. Closed Session

A. Enter Closed Session

P. Schreiber made a motion to move to closed session.

M. Ferguson seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Real Estate Matters

C. Adjourn Closed Session

M. Ferguson made a motion to Adjourn Closed Session at 9:01pm.

P. Schreiber seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

M. Ferguson made a motion to Adjourn the meeting at 9:07pm.

L. Razooky seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:07 PM.

Respectfully Submitted,

S. Robinson