

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### Date and Time

Wednesday April 20, 2022 at 5:00 PM

#### 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.

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To access this meeting remotely please follow the information below.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88273282217?pwd=YitLSStJMEd5NjRod1RuN0hhWjICQT09>

Meeting ID: 882 7328 2217

Passcode: 2n2pBs

### **Trustees Present**

J. Lewis, K. Evans, P. Schreiber

### **Trustees Absent**

L. Razoogy

### **Guests Present**

D. Beyer, L. Amorteguy, S. Robinson

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## **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 Apr 20, 2022 at 5:06 PM.

### **C. Flag Salute**

### **D. Approve Minutes From March 9, 2022**

K. Evans made a motion to approve the minutes from March 9th, 2022 Literacy First Charter School Board of Trustees on 03-09-22.

J. Lewis seconded the motion.

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

### **E. Approve Minutes from March 16, 2022 Special Board Meeting**

J. Lewis made a motion to approve the minutes from March 16th, 2022 Literacy First Charter School Board of Trustees on 03-16-22.

K. Evans seconded the motion.

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

### **F. Approve Current Agenda**

K. Evans made a motion to Approve Current Agenda April 20th 2022.

J. Lewis seconded the motion.

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

### **G. Public Comment on Agenda Items**

None

### **H.**

## **Public Comment on Non-Agenda Items**

None

## **II. Executive Director's Report**

### **A. School events, program, and staffing update**

Debbie Beyer shared the attendance record. Back to 95% attendance rate. Sher shared campus Newsletters. PLEF is hosting a Coin Clash, raising monies for playground improvements, rubber mats, umbrellas shades.

May Events starting: Parents are coming to help, Secrets of the Sisterhood Tea, Read the Night Away, Business Fair at the JA, High School group Limitless participate in Project 25, they are holding a self defense class for girls, Mother's Day Tea's first week in May, High School Drama will perform "12 Angry Jurors", Senior Exhibitions will take place at the end for May. Sports continue to finish up. Enrollment Lottery is May 17th.

National Charter Schools Week is 2nd week of May, Teacher Appreciation is 3rd week of May.

### **B. Charter Law: Contracts**

Tabled until May Meeting

### **C. Staff Reports**

Lisa Amorteguy and Lacie Beyer shared information about the upcoming Kindergarten Event "Read the Night Away" An event for parents and children to teach parents how to help their child learn to read.

Jamie Robinson made presentation on CAPAS testing. CAPAS testing coming in May for our 3rd - 8th grade and 11th grade.

Troy Beyer shared Year to Date Specialized Services at LFCS. Staffing, current needs and student population.

## **III. Chief Business Officer's Report**

### **A. 2021-22 Financial Report as of March 31, 2022**

CBO, Steve Robinson presented current school financials as of March 31, 2022.

### **B. Update on LCHS Alpine Site**

The general contractor has started the tenant improvement. A security guard is on site 7 nights per week to prevent the extensive vandalism that has occurred since March 1. The

campus will be rekeyed next month. Negotiations continue for access to fields and the gym for our athletics. The facility use agreement with Alpine AYSO for after school and weekend use of the soccer field on site has been transferred to LFCS and expires June 2022. LFCS took occupancy of the site effective March 1, 2022 all utilities, campus security, and insurance are now the responsibility of LFCS. All utilities have been transferred. Insurance coverage is in the process of being transferred.

**C. Update on JA facilities project**

Demolition of white houses at 1025 Pepper Drive is now complete and approved by CDE to use ESSER II funds. Cross Removal Project remains on hold. MPR A/V Project is scheduled for July 2022. A/C replacement project completed.

**D. Update on SOS lawsuits**

On March 18 in the case against SDCOE, the judge ruled against the LFCS led demurer to throw out the case. SDCOE counsel will make their own demurer arguments on May 6th. Unlikely the judge will grant that demurer. On May 6, a trial date will be scheduled. Appeal hearing to be calendared in the case v. San Diego County Board of Supervisors.

**E. Contracts / Large Purchases Notifications**

The CBO informed the board of the following large purchases and executed contracts in the last 30 days:

Christy White: Audit and tax services for fiscal years 2022, 2023, and 2024 as approved during the March 9, 2022 board meeting. \$12,960 for fiscal year 2022, \$13,400 for fiscal year 2023, \$13,855 for fiscal year 2024.

Jackson and Foster: A/C replacement at the JA as approved during the March 9, 2022 board meeting. \$43,090.97. A/C replaced last week.

Dan Morrin: LCHS Alpine Tenant Improvement Project: \$863,802

Southland Technology: Purchase of 24 Smartboards for LCHS Alpine plus training: \$72,105.33 (ESSER II funds). These were delivered on 4.1.2022.

Lynn's Locksmith Service: Rekey the Alpine campus; \$5,725.03

Perlmutter: 27 4' x 8' whiteboards for LCHS Alpine; \$8,582.29.

**F. Approve a contract for roof repairs to LCHS Alpine MPR**

The CBO recommended the board approve the Wise Roofing contract to replace the roof shingles on the MPR at the LCHS Alpine site. They have done for us in the past, have the proper licenses and insurance, and have the lowest bid for tear off and replacement at \$44,240.

AUSD (Alpine Union School District) agreed with this recommendation and has authorized a \$44,240 offset to our first month's rent.

P. Schreiber made a motion to Approve Wise Roofing contract for roofing on MPR at LCHS Alpine Campus.

K. Evans seconded the motion.

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

#### **G. Contract to move LCHS from Lemon Grove to Alpine**

The CBO recommended the board approve the San Diego Moving bid to move the furniture, curriculum, equipment, tools, and miscellaneous items from current LCHS site in Lemon Grove to the future LCHS site in Alpine. San Diego Moving's bid totals \$14,625 (taking 4-5 days; 10 years experience).

P. Schreiber made a motion to Approve San Diego Moving bid to move current LCHS Campus equipment to new Alpine Campus.

J. Lewis seconded the motion.

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

#### **H. Annual Resolutions for Authorized Designated Agents**

The CBO recommended the board approve Resolutions 2022-07, 2022-08, 2022-09, 2022-10 authorizing Debbie Beyer and Steve Robinson as authorized agents for LFCS in regards to financial decisions, rights, and duties with SDCOE (signing warrants, picking up warrants and paychecks, receiving mail, reissuing warrants, verifying oaths of allegiance).

K. Evans made a motion to Approve Resolutions 2022-07, 2022-08, 2022-09, 2022-10.

J. Lewis seconded the motion.

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

#### **I. Contract for Junior Academy Reroofing Project**

The CBO recommended the board approve the Wise contract to reroof the southern auditorium building and the two sheds at the Junior Academy. Wise has completed roof work for us before, and have the lowest bid. The CBO will apply for CDE approval to use ESSER II funds for this contract as fixing leaking roofs improves air quality which is an allowable use of ESSER II funds. Similar projects have been approved for LFCS previously.

P. Schreiber made a motion to Approve Wise contract to reroof auditorium and sheds at the Jr. Academy.

K. Evans seconded the motion.

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

#### **J. Contract for Primary Academy Reroofing Project**

The CBO recommended the board approve the Wise contract to reroof the classroom buildings at the Primary Academy. The CBO will apply for CDE approval to use ESSER II funds for this contract as fixing leaking roofs improves air quality which is an allowable use of ESSER II funds. Wise Roofing: \$42,640

P. Schreiber made a motion to Approve Wise Contract to reroof classroom buildings at the Primary Academy Campus.

K. Evans seconded the motion.

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

#### **IV. Governance**

##### **A. Board Protocols**

Board Retreat to be scheduled

##### **B. Committee Assignments**

Board asking for PTLC and PLEF to attend Board Meetings on occasion.

##### **C. Executive Director, CBO, Board Evaluations**

Will discuss this at the up coming Board Retreat.

#### **V. Closed Session**

##### **A. Enter Closed Session**

K. Evans made a motion to go into closed session.

J. Lewis seconded the motion.

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

##### **B. Expulsion Hearing**

A student was expelled and will be provided a rehabilitation plan.

##### **C. Real Estate Matters**

No action was taken

##### **D. Adjourn Closed Session**

K. Evans made a motion to To leave closed session and enter open session at 8:11.

J. Lewis seconded the motion.

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

## VI. Closing Items

### A. Adjourn Meeting

K. Evans made a motion to Adjourn Meeting.

J. Lewis 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 8:55 PM.

Respectfully Submitted,

S. Robinson