

APPROVED



Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time

Wednesday October 13, 2021 at 5:00 PM

Location

On site access:

Liberty Academy Auditorium

698 W. Main Street

El Cajon, CA 92020

Remote access:

Join Zoom Meeting

<https://us02web.zoom.us/j/82085817754?pwd=d2RnZGxrbDJSMVNLT1c0eHBSRm5Rdz09>

Meeting ID: 820 8581 7754

Passcode: 9RbSvW

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.

Trustees Present

K. Evans, L. Razooky, M. Ferguson, P. Schreiber

Trustees Absent

None

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 Oct 13, 2021 at 5:11 PM.

C. Flag Salute

D. Approve Minutes From Sept 8, 2021

M. Ferguson made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 09-08-21.

L. Razooky seconded the motion.

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

E. Approve Minutes from September 13, 2021

L. Razooky made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 09-13-21.

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.

M. Ferguson seconded the motion.

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

II. Executive Director's Report

A. Update on the 2021-22 start of school

Debbie Beyer introduced the new hires for the 2021/22 school year.

Beyer passed out the current LFCS Newsletter for all campus'. She shared about our past fundraisers, Disney Day for field trips and HS Volleyball raising funds for cancer prevention.

Beyer shared current enrollment stats. There are 1970 total students enrolled in LFCS for the 2021/22 school year. 2020/21 school year total enrollment was 1820.

Attendance rate is remaining at or above 95%. Enrollment for Freedom Academy is less than expected.

B. Dashboard Local Indicators

Gail Stroben made a report on our 2020/21 school year Dashboard data, our Self Reflection tool used to indicate what we do at LFCS. She shared the data on the local indicators and how we meet the needs of our students, teachers, parents at LFCS. This information is reported in the following areas:

Priority 1 Appropriately Assigned Teacher, Access to Curriculum- Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

Priority 2 Implementation of State Academic Standards

Priority 3 Parent Engagement

Priority 6 School Climate

Priority 7 Access to Broad Course of Study

We are currently meeting all needs in all areas.

C. SPED Report

Troy Beyer shared SPED stats. 206 IEP students at the start of the 2021/22 school year we currently now 217 after reviewing enrollment documents. 41 students are on 504's and are receiving services with our staff. 261 students are on Rti's (Response to intervention) getting pull out support for academics.

III. Chief Business Officer's Report

A. Vote on the LFCS and SDCOE MOU 2021-26

Vote tabled until a review and edit on the document. Negotiations are ongoing with SCDOE as document is reviewed.

B. Updated 2021-22 budget

Steve Robinson reviewed and shared what funds are consistent yearly and what funds are COVID monies. Projected revenue is \$24,000,000 for the 2021/22 school year.

Recommendation is to approval of the updated 2021/22 budget based on the variance between the projected enrollment and enrollment to date. CA state has paid all 2020-21 deferred revenue and is not projected to defer any State Aid for the 2021/22 school year.

M. Ferguson made a motion to Approve Updated 2021-22 Budget.

L. Razooky seconded the motion.

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

C. 2021-22 Financial Report as of September 30, 2021

Discussed with agenda item IIIB. Expenses to date are roughly 25% of total projected expenditures for the year with 25% of the year completed. Sufficient cash on hand in the county treasury.

D. LCHS Project and Lease Update

Steve Robinson shared update on the LCHS building project and timeline for beginning and completing the build of the high school.

E. 2021-22 LFCS LCAP Update

SDCOE Staff reviewed our LCAP and had suggested edits. We made the edits to the section titled, "Improved or Increased Services for Foster Youth, English Learners, and Low Income Students (page 21-23) to better describe our program that targets all students not just EL, foster youth, and low income students. Since we made edits to this document, we ask the board to approve these changes.

K. Evans made a motion to Approve LFCS LCAP Update.

M. Ferguson seconded the motion.

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

F. 2020-21 Unaudited Actuals Update and Approval

The CBO recommends the board approve the updated 2020-21 unaudited actuals. The CBO has been working with SDCOE staff over 4 submissions of the unaudited actuals due to complications of the auditor separating LFCS from the LLC for the first time in the 2020 audit and the journal entries provided by the auditor for the audit adjustments not equaling the total amount of audit adjustments. Consequently, after multiple conversations with SDCOE staff and our auditor, we were unable to match the beginning balance on Unaudited Actuals on the ALT form with the ending balance on the 2020 audit. SDCOE staff agreed to accept the 2020-21 Unaudited Actuals with a beginning balance that exceeds the 2019-20 ending balance on the audit by the difference between the total adjust adjustments and the amount represented by the auditor provided journal entries for those audit adjustments. SDCOE has accepted the 2020-21 Unaudited Actuals and the fiscal books are closed on 2020-21.

L. Razooky made a motion to Approve Unaudited Actuals Update.

K. Evans seconded the motion.

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

G. 2021-22 Brown Act training report

Steve Robinson attended a training on Brown Act compliance on September 15th, 2021 conducted by Young, Minney, and Core LLP. He provided the board the slide deck from

the training and shared the contents, including the compliance of committees, the stipulations regarding conflict of interest, and the restrictions regarding serial meetings.

H. Executive Director's contract

Steve Robinson provided the board the executive director's contract for review and approval.

K. Evans made a motion to Approve Executive Director's Contract.

L. Razooky seconded the motion.

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

I. Updated 2021-22 LFCS Independent Study Board Policies

With the passage of AB 167, LFCS needed to add language specific to offering daily interaction and synchronous instruction during independent study starting on day 15 of a student's independent study and tiered reengagement strategies / meetings for students not attending synchronous instruction.

The CBO recommends the board approve the updated 2021-22 LFCS Independent Study Board Policies.

M. Ferguson made a motion to Approve Updated 2021-22 LFCS Independent Study Board Policies.

K. Evans seconded the motion.

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

J. PLEF Donation of two vans to LFCS

The Patriot Legacy Foundation board voted on September 16, 2021 to donate the two vans they purchased to LFCS. This will allow the vans to be registered with the DMV. Since LFCS has been using the vans, mostly to transport athletes, LFCS has carried the auto insurance on the vans. The vans are owned by PLEF so the registration is in the name of PLEF. The CA DMV has not been able to figure out how to register the two vans with LFCS names on the insurance for the vans and PLEF named on the registration. By transferring ownership, this will solve the registration problem and keep the vans usable. This will increase the expenses of LFCS by the amount of the registration of the two vans each year and maintenance unless PLEF agrees to carry these ongoing expenses. According to Kelley Blue Book, both vans are worth about \$30,000 each. The CBO recommended the board accept the donation of the two vans.

K. Evans made a motion to Accept Donations for LFCS Vans from PLEF.

L. Razooky seconded the motion.

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

K. Representation Agreement for temporary LCHS site search

Tabled until more information is received.

IV. Governance

A. Board Protocols

Priscilla Schreiber has asked Luci Razooky and Katina Evans to work on board protocols.

B. Committee Assignments

Priscilla Schreiber would like board members to be in presence in other committees at LFCS. DELAC, PLEF - Patriot Legacy Foundation, PTLC - Parent Teacher Leadership Council, LFCS meetings with the auditor. Mark Ferguson expressed interest in PLEF meetings. Katrina Evans expressed interest in DELAC meetings. Lucy Razooky expressed interest in PTLC meetings. Priscilla Schreiber will participate in auditor meetings. Meeting assignments were agreed upon as follows:

Schreiber: Audit and Finance

Evans: DELAC

Razooky: PTLC

Ferguson: PLEF

C. Board Development and Recruitment

Discussion on adding board members. Debbie Beyer will reach out to potential candidate.

V. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Went into closed session at 7:10

Left closed session at 8:15.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:17 PM.

Respectfully Submitted,

P. Schreiber