

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### Date and Time

Wednesday March 9, 2022 at 5:00 PM

#### Location

698 W Main Street El Cajon, CA 92020

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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.

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](mailto:steve.robinson@lfcsinc.org).

To access this meeting remotely please follow the information below.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82878983232?pwd=K2x0cXIEMlprUjJ4U0hHTjhmYTJRHZz09>

Meeting ID: 828 7898 3232

Passcode: Z594te

### **Trustees Present**

K. Evans, L. Razooky, P. Schreiber

### **Trustees Absent**

*None*

### **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 Mar 9, 2022 at 5:05 PM.

### **C. Flag Salute**

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

K. Evans made a motion to approve the minutes from February 9th 2022 Minutes Literacy First Charter School Board of Trustees on 02-09-22.

L. Razooky seconded the motion.

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

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

L. Razooky made a motion to approve the minutes from February 16th, 2022 Special Board Meeting Literacy First Charter School Board of Trustees on 02-16-22.

K. Evans seconded the motion.

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

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

P. Schreiber made a motion to Approve Current Agenda for March 9th 2022 Board Meeting.

K. Evans 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 report. February attendance report shows 94% attendance, this is in line with what we traditionally have. School calendar shared.

Upcoming events: Olympics, Open House's on all campus', Fine Arts Evening at the High School. Debbie Beyer reported that the Alpine Sun did an article on our high school moving to Alpine.

Introduction of staff members who made reports to the board.

Shawn Brown, our Internship Coordinator at Liberty High School. Two part program beginning with an online course that gives students strategies for interview skills, finance and life skills. Second part is a 25 hours internship. Goal is to prepare students for future careers. 45 students have found and complete internships.

Amanda Icenhower, our Freedom Academy Program Director. Shared the program provides materials, support and help to families who are choosing to school their children at home. The program has grown, currently there are 10 teachers, 3 office staff, 260 students. The program includes a one day a week enrichment classroom time in person on campus. There are parent enrichment programs for parents to help them work with their students at home. Students are able to participate in school sports. Students participate in AIMS testing for annual assessments.

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

### **A. Approve 2nd Interim Report**

Steve Robinson shared the 2nd 2021-22 Interim Report and recommends approval.

Report is due to SDCOE by March 15th 2022.

K. Evans made a motion to Approve 2021-22 2nd Interim Report.

L. Razooky seconded the motion.

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

### **B. 2021-22 Financial Report as of February 28, 2022**

Steve Robinson presented current school financials LFCS Actuals Ending of February 28th 2022. Letter from SDCOE on 2021-22 LFCS 1st Interim Report shared with Board

### **C. Approve Audit Contract for 2022-2024**

Steve Robinson recommends approval of the contract with Christy White to perform the 2022-2024 yearly audits and school taxes.

K. Evans made a motion to Approve contract with Christy White to perform yearly audits.

L. Razooky seconded the motion.

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

**D. Approve contract to replace 4 A/C Units at the Jr. Academy**

4 Air Condition Units need to be replaced at the Jr. Academy. Steve Robinson recommends using Jackson and Foster to make the repairs. Repairs will be done summer of 2022.

K. Evans made a motion to Approve Jackson and Foster Contract to replace A/C units.

L. Razooky seconded the motion.

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

**E. Update on LCHS Alpine Site**

Steve Robinson reported on new LCHS Alpine Site, 1850 Alpine Blvd. Utilities are being transferred to LFCS. Campus is being rekeyed. Intercom system will need to be replaced. Phones will be brought from LCHS to Alpine. Some of the existing internet / WiFi system infrastructure from LCHS will be brought to Alpine.

Contractors are not ready to submit bids for the LCHS Alpine site renovation. There are some unknowns that need to be researched to make an accurate bid. Bids are expected next week so a special board meeting will be necessary to approve a bid as soon as possible.

**F. Approve Bid for Tenant Improvement of LCHS Alpine site**

Vote tabled until contract bids are submitted.

**G. Approve OPSC Resolution**

Recommendation that the board approve Resolution 2022-04 designating the CBO, Steve Robinson, as Literacy First Charter Schools' authorized representative to submit applications to the Office of Public School Construction for the purpose of accessing funding of new school construction projects and renovations of existing school facilities. The application window for access to the next round of funding opens May 2, 2022 and closes June 3, 2022. The CBO will apply for funds to pay for the renovation of the Alpine Elementary school campus that will house LFCS' Liberty Charter High School starting in August 2022.

K. Evans made a motion to Approve Resolution 2022-04.

L. Razooky seconded the motion.

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

**H. Update on JA facilities project**

Demolition of the white house at 1025 Pepper Drive is complete. Looking for additional bids on the removal of the Cross. This summer the MPR will have the A/V project completed and screens hung.

#### **I. Update on SOS lawsuits**

Steve Robinson updated the board on the two lawsuits filed by SOS in opposition to the construction of our new school site on Chase Ave. Hearings in the case v. SDCOE remain set for March 18 and May 6 although efforts continue to combine arguments during the March 18 hearing. The hearing in the case v. SDCBS will hopefully be heard in April as arguments are ready to be heard and in the queue to be calendared.

#### **J. Contracts Notifications**

Steve Robinson made a report on 3 contracts executed within the last 30 days.

Board on Track: one year software license to manage our board meetings, agendas, minutes, and communications: \$5,995.

SDCOE: Induction program contract 2022-2025. SDCOE invoices teachers directly \$1000 for the cost of the program. LFCS pays for the mentors (LFCS teachers) at \$1,890 for each inductee a mentor services.

Teldata: Testing / Discovery of phone and intercom system at Alpine site. 48 hour block of labor costs plus \$15 worth of labels. The nature of the total job is uncertain so we purchased this block of labor hours. Unused hours are transferrable to the install or other future work and kept in a service hours "bank." \$4,577.02.

#### **K. Form 700**

Steve Robinson shared that completion of this year's Form 700 needs to be done by board members and submitted to SDCOE by April 1st 2022

#### **L. Resolution 2022-05**

Recommendation that the board approve Resolution 2022-05 designating Steve Robinson and Debbie Beyer as authorized representatives of LFCS to San Diego County Schools Risk Management Joint Powers Authority to replace the retired CBO. LFCS participates in the SDCOE's JPA for workers' compensation and property and liability insurance purposes and at least one school representative from LFCS is required.

L. Razooky made a motion to Approve Resolution 2022-05.

K. Evans seconded the motion.

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

#### **M. Resolution 2022-06**

Recommendation that the board approve Resolution 2022-06 designating Steve Robinson and Debbie Beyer as authorized representatives of LFCS to San Diego County Schools Fringe Benefit Consortium to replace the retired CBO. LFCS participates in the SDCOE's FBC for certain fringe benefits such as 403b and 457b deferred compensation programs and at least one school representative is required.

K. Evans made a motion to Approve Resolution 2022-06.

L. Razooky seconded the motion.

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

#### **IV. Governance**

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

Tabled

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

Tabled

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

Tabled

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

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

K. Evans made a motion to Enter into closed session at 6:52pm.

L. Razooky seconded the motion.

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

##### **B. Real Estate Matters**

##### **C. Adjourn Closed Session**

L. Razooky made a motion to Adjourn Closed Session at 8:28pm.

K. Evans seconded the motion.

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

#### **VI. Closing Items**

##### **A. Adjourn Meeting**

P. Schreiber made a motion to Adjourn the board meeting at 8:29.

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 8:29 PM.

Respectfully Submitted,  
S. Robinson

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**Documents used during the meeting**

- 2021-22 LFCS 2nd Interim Report.pdf
- 2021-22 LFCS 1st Interim Report SDCOE Letter.pdf
- LFCS Actuals Ending 2.28.22.pdf
- Christy White LFCS Proposal.pdf
- JA AC Replacement Bid Jackson Foster.pdf
- JA AC Replacement Bid Ontario.pdf
- JA AC Replacement Bid SD Refrig 2.0.pdf
- LFCS Board Resolution 2022-04 OPSC Authorization.docx
- 2021-22 Form 700.pdf
- 2022 CSDC Form 700 Webinar Slidedeck.pdf
- Resolution 2022-05 JPA Authorized Rep.doc
- Resolution 2022-06 FBC Authorized Rep.doc