

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### Date and Time

Wednesday August 10, 2022 at 5:00 PM

#### Location

698 W Main Street  
El Cajon, CA 92020

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To access this meeting remotely, please use the information below.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82487661506?pwd=dUR2SjlGWUJXczE4cmRibW83c2lEdz09>

Meeting ID: 824 8766 1506

Passcode: 1F05ES

#### One tap mobile

+16694449171,,82487661506#,,,,\*584190# US

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+1 646 876 9923 US (New York)  
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+1 312 626 6799 US (Chicago)  
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+1 564 217 2000 US

Meeting ID: 824 8766 1506

Passcode: 584190

Find your local number: <https://us02web.zoom.us/j/82487661506>

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### **Trustees Present**

J. Lewis, 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 Aug 10, 2022 at 5:11 PM.

### **C. Flag Salute**

### **D. Approve Minutes From June 23, 2022**

K. Evans made a motion to approve the minutes from June 23rd 2022 Literacy First Charter School Board of Trustees on 06-23-22.

P. Schreiber seconded the motion.

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

### **E. Approve Current Agenda**

Move to approve current agenda with one amendment, moving the new board candidate to open session. Mat Simone was interviewed during open session at approximately 6:00pm. The CBO halted his presentation for this interview and resumed it upon the

interview's completion. No action was taken on Mr. Simone's interview for the vacant seat on the board.

K. Evans made a motion to Approve agenda for August 10th 2022 Board Meeting with amendment to move New Board Candidate Interview to open session.

P. Schreiber seconded the motion.

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

**F. Public Comment on Agenda Items**

None

**G. Public Comment on Non-Agenda Items**

None

**II. Executive Director's Report**

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

Debbie Beyer made report on upcoming Teacher Training Week starting next week.

Debbie shared the goals of next year, creating community across the schools. She shared new staff needs and new staff hires.

Attendance is full at the K-8 level. High School attendance has decreased but anticipates filling it once school begins.

Board Hosted Breakfast is Tuesday August 22nd at 9:00 during training week.

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

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

Steve Robinson, CBO, presented the 2021-22 Financial Report as of June 30th 2022.

These

are not the actuals, the end of the fiscal year is June 30th. Books will be closed for the prior fiscal year in late August.

**B. 2022-23 Budget Revisions**

The Local Control Funding Formula revenue from the state of CA was increased by 6.56% over the May Revise level upon which the Adopted Budget was built.

Steve Robinson went over the revised budget needs that will be fulfilled with the increase in Local Control Funding revenue and the new salary schedules.

Steve Robinson, CBO, recommends the board approved the Revised Budget that includes this revenue increase. As discussed, this 6.56% COLA will be spent on a 5% COLA for all salary schedules. The 5% increase in salaries and benefits accounts for 90% of this 6.56% COLA.

L. Razooky made a motion to Approve 2022-23 Budget Revisions.

J. Lewis seconded the motion.

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

### **C. Facilities Update**

Steve Robinson reported on the following facility updates:

LCHS Alpine: The roof on the MPR is complete and the cost credited toward our first month's rent. Interior and exterior painting is completed. A concrete courtyard has been poured. The security system, phone system, intercom system, and internet network connection has been installed. The fire alarm has been tested. The trees have been trimmed, the irrigation system is being fixed, and the landscaping is being completed. All LCHS belongings have been moved from Lemon Grove to Alpine.

Junior Academy: Roof work completed as of July 11. The cross removal was completed on June 29. The field has been reseeded and Legacy bricks installed. The WiFi network has been upgraded. We are still waiting on the screens in the auditorium to be installed.

Primary Academy: Classroom roof repairs will be completed within the week.

Liberty Academy: Playground repair and shade replacement is scheduled to take place within the week.

### **D. Update on SOS lawsuits**

On May 27, a status conference was held with the judge where SOS and SDCOE/LFCS agreed to a stipulation staying any action until a status conference on September 30, 2022. Regarding the case v. San Diego County Board of Supervisors, the appellate hearing occurred on July 14, 2022. The judge disagreed with the trial judge's decision and has sent the case back to the trial judge for further litigation.

### **E. Contracts / Large Purchases Notifications**

Steve Robinson, CBO, reported on the following large purchases and executed contracts in the last 30 days:

American Made Logistics: At the Junior Academy brick wall and railing repair, PE shed door repair, second story stairs and deck repair, legacy brick walk, cross removal: \$20,630.

Teldata: LCHS phone and intercom installation at LCHS Alpine: \$7,322

CLS Security Electronics: Installation of security alarm at LCHS

Alpine: \$8,938

Zerorez carpet cleaning: All campuses: \$22,886

Wise Roofing: JA MPR building roof replacement: \$45,904 (COVID funds approved for this)

SchoolLockers.com: Lockers for LCHS Alpine: \$10,528.

Dan Morrin: Alpine Tenant Improvement: \$417,702 paid to date

McGriff: Indemnity bond for SOS v. San Diego County Board of Supervisors case: \$7,500 annual fee

Lynn's Locksmith: Alpine locks and keys: \$9,895

San Diego Moving: Moved LCHS items from Lemon Grove to Alpine: \$18,402 (it took twice as long as projected)

Kniffing: Landscaping for LCHS Alpine: \$21,504

PMC Landscape Service: Irrigation system at LCHS Alpine: \$10,800

Ready Play: Playground repairs at the LA: \$6,775

Royal Cleaning Services: Strip and wax tile floors at all four campuses: \$27,170

#### **F. Approve updated salary schedules**

Steve Robinson, CBO, recommended the board approve the updated 2022-23 LFCS salary schedules. Due to the state's adopted budget increasing the LCFF base grant by a COLA of 6.56%, all of the previously approved salary schedules have been increased by a COLA of 5%.

K. Evans made a motion to Approve updated salary schedules.

L. Razoogy seconded the motion.

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

#### **G. 2022-23 LFCS Independent Study Board Policy**

Steve Robinson, CBO, recommended the board approve the 2022-23 LFCS Independent Study Board Policy. It mirrors the 2021-22 policy but adds language related to SPED students, the timeline for signing master contracts, exemptions for tiered reengagement and synchronous instruction, and the timeline for tiered reengagement.

J. Lewis made a motion to Adopt 2022-23 LFCS Independent Study Board Policy.

L. Razoogy seconded the motion.

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

#### **H. 2022-23 LFCS Homeless Education Policy**

Steve Robinson, CBO, recommended the board approve the 2022-23 LFCS Homeless Education Policy. Board approval is needed to receive Title I funds.

L. Razoogy made a motion to Adopt 2022-23 LFCS Homeless Education Policy.

K. Evans seconded the motion.

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

#### **I.**

### **Title I Application**

Steve Robinson, CBO, recommended the board approve the schools' 2022-23 Title I application. Funds will be used to pay for summer school staff and program and our intervention staff and program. It is projected that the school will be awarded about \$300,000 with 15% of it able to carry over to 2023-24 if necessary.

K. Evans made a motion to Approve Title I Application.

J. Lewis seconded the motion.

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

### **J. Mat Simone Interview**

## **IV. Governance**

### **A. Board Protocols**

Priscilla Schreiber presented information on upcoming LFCS Board Retreat. Date is tentative for late September 2022. Board on Track will send out a new link for Board Members. Debbie Beyer and Priscilla Schreiber will organize the event and work on a "Draft" agenda including Strategic Planning, Professional Board Development, Connectivity with goals of creating Secession Planning, Future Growth, and CEO support and evaluation. Date for the retreat will be presented at the September Board Meeting.

### **B. Committee Assignments**

None

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

Tabled

## **V. Closed Session**

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

K. Evans made a motion to Enter in to Closed Session at 6:37 pm.

J. Lewis seconded the motion.

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

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

No action was taken.

### **C. Interview a Board Candidate**

Moved to Open Session

### **D.**

### **Adjourn Closed Session**

K. Evans made a motion to Adjourn closed session.

J. Lewis seconded the motion.

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

## **VI. Closing Items**

### **A. Adjourn Meeting**

L. Razooky made a motion to Adjourn the board 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 6:54 PM.

Respectfully Submitted,

S. Robinson