

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### **Date and Time**

Wednesday October 12, 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/85846138652?pwd=cFRzS2FzUGkxR1liY3pleWR4Zi84Zz09>

Meeting ID: 858 4613 8652

Passcode: U2fzpZ

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#### **Trustees Present**

B. Johnson, J. Lewis, K. Evans, M. Simone, P. Schreiber

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**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 Oct 12, 2022 at 5:04 PM.

**C. Flag Salute**

**D. Approve Minutes From September 14, 2022**

K. Evans made a motion to approve the minutes from September 14th, 2022 Literacy First Charter School Board of Trustees on 09-14-22.

J. Lewis seconded the motion.

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

**E. Approve the Minutes from the Special Board Meeting on September 24, 2022**

K. Evans made a motion to approve the minutes from Special Board Meeting September 24th 2022 Literacy First Charter School Board of Trustees on 09-24-22.

J. Lewis seconded the motion.

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

**F. Approve Current Agenda**

K. Evans made a motion to Approve Current Agenda for October 12th Board Meeting.

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

**I. Swear in new board members**

Matt Simone and Barbara Johnson were sworn in as members of Literacy First Charter Schools' Board of Trustees.

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

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

Debbie Beyer introduced Jessica Hastings, PTLC President.

Jessica Hastings made a report on the PTLC. PTLC board has 15 members, representing all 4 campuses, PTLC operates under their own 501c3. PTLC participates in fund raisers, and community services. Upcoming activities are Barnes and Noble Book Fair, Christmas Store, Father Daughter Dance, Mother Son event. PTLC is working on helping parents become involved again.

Gail Stroben made a report on our 2021 School Accountability Report Card and the Local Indicators on the CA Schools Dashboard.

Debbie Beyer made a report on current attendance. Currently we have a 96% attendance rate. Reported on first PLEF fund raiser. LFCS Parent Connection will take place October 13th. JA will hold their Olympics event, Friday October 14th.

Homecoming for Liberty High School is next week. Students are participating in event including community service around Alpine.

### **B. CEO / CBO Compensation**

The California Nonprofit Integrity Act of 2004 mandates that the Board of Directors ("Board") review comparable executive compensation packages for educational executives upon any of the following events: (1) initially upon hiring the educational executive; or (2) whenever the executive's term of employment is renewed or extended; or (3) whenever the executive's compensation is modified, unless the modification extends to substantially all employees in the organization (see Government Code §12586(g)).

In connection with the Board's review of the Literacy First Charter Schools ("LFCS") Executive Director and Chief Business Officer employment agreements, the Board must meet this due diligence requirement by reviewing and adopting a comparability study.

This review is essential in order to protect LFCS (as a corporation) and the Board from IRS sanctions for "excess benefit transactions" and to establish a rebuttable presumption that the educational executive's compensation is reasonable. Thus, the Board must meet the criteria set out by the IRS for conducting this review prior to any of the above changes in employment occurring. This review must occur without the participation of any individuals who possesses a conflict of interest. Under the IRS regulations, any employees under the

supervision of the Chief Executive Officer are automatically conflicted and must recuse themselves from any participation whatsoever in any aspect of this process.

Debbie Beyer presented the board with a CBO / CEO Compensation study conducted by Young Minney and Corr and current CEO and CBO compensation data. Debbie Beyer made a recommendation that the board accept the report and discuss the details of the report in closed session.

Priscilla Schreiber, the president of the board, accepted the compensation study.

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

#### **A. Current financial report**

Steve Robinson presented the school's current financial status as of September 30th 2022.

Steve Robinson discussed the provided the board with the school's financial actuals as of September 30, 2022, cash flow projections, updated lease and debt service schedule, and an update on the Learning Recovery Grant and the Arts, Music, and Instructional Materials Grant.

#### **B. Update on purchase of 698 W Main Street ground lease**

Steve Robinson made report on escrow on the ground lease for 698 W Main Street. Escrow closed on September 20, 2022.

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

Steve Robinson inform the board of the following large purchases and executed contracts in the last 30 days:

Charter Tech: 40 staff laptop computers: \$41,061.90.

Charter Tech: 15 new voice amplification systems for classrooms: \$26,800.73.

Eco Mechanical: \$10,382 for two A/C units in the Freedom House at the JA plus additional duct work to spread A/C throughout the house.

Ensley Electric: \$5,300 for the installation of electricity to the container at LCHS Alpine that houses power tools for Robotics and Industrial Arts plus the kiln for Ceramics.

#### **D. Special Compensations**

Steve Robinson presented revised language for the school's special compensations for board approval. The revisions stem from the recent CalSTRS and CalPERS audits.

Recommendation is to approve revised language for special compensations allowing a retirement benefit for employees.

M. Simone made a motion to Approve revised language for special compensations.

J. Lewis seconded the motion.

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

## **E. Facilities Update**

LCCHS Alpine: Running electrical to the container; waiting on volleyball poles for their installation; asphalt contractor will provide a bid for the remaining cracks in the back area blacktop.

Junior Academy: Screens are scheduled to be hung in the auditorium on Oct 12; getting bids to fix and expand the field; looking at how to develop the lot where the Red House stood into PE, recreation, and/or outdoor learning spaces; A/C and heat being established in the Freedom House.

Primary Academy: Installing a camera security system after the theft of screens on the Washington Ave fence; wifi network scheduled to be upgraded using the equipment from LCCHS Lemon Grove in the next month.

Liberty Academy: Resurfacing of the playground completed; north property line established; currently getting bids for construction of a wall on that side of the property.

## **F. Update on SOS lawsuits**

SOS v SD County Office of Education:

Status conference held on September 30 with SOS counsel. SDCOE and LFCS attorneys are drafting a settlement offer. Another status conference is scheduled for January 20.

SOS v SD County Board of Supervisors:

No court date yet. SOS attorney drafting a term sheet for settlement that may also include terms to settle the SOS v SDCOE case.

## **G. Updated Homeless and Foster Youth Policies**

Steve Robinson recommended the board approve the updated LFCS Homeless and Foster Youth Policies as they pertain to Title I Part A compliance.

K. Evans made a motion to Approve updated LFCS Homeless and Foster Youth Policies.

M. Simone seconded the motion.

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

## **H. Update Educator Effectiveness Grant Policies**

Steve Robinson recommended the board approve revised language to the LFCS Educator Effectiveness Grant Policies offering more specifics regarding the role of CATS Coaches, Team Leads, and Department Heads allowing pay for these roles to be credible for CalSTRS and CalPERS

K. Evans made a motion to Approve updated Educator Effectiveness Grant Policies.

M. Simone seconded the motion.

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

**I. 2022-23 Brown Act Training**

Steve Robinson attended Brown Act training on September 15, 2022 and shared key points with the board as well as the slide deck from the presentation for the board's review.

**IV. Governance**

**A. Board Protocols**

Remove from agenda

**B. Committee Assignments**

The board appoint a Governance Committee and nominate its CEO/chair.

J. Lewis made a motion to Appoint Debbie Beyer and Priscilla Schreiber to Governance committee.

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

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

**V. Closed Session**

**A. Enter Closed Session**

K. Evans made a motion to Enter into closed session at 6:55 pm.

P. Schreiber seconded the motion.

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

**B. Real Estate Matters**

No action taken.

**C. Discuss CEO and CBO compensation**

No action taken.

**D. Adjourn Closed Session**

**VI. Closing Items**

**A. Adjourn Meeting**

J. Lewis made a motion to Adjourn the meeting.

M. Simone 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 7:30 PM.

Respectfully Submitted,  
S. Robinson