

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### **Date and Time**

Wednesday December 14, 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/86450331863?pwd=c1NhbE4vcvt4UUN6UDlaZEFTdk9zdz09>

Meeting ID: 864 5033 1863

Passcode: zekW5r

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#### **Trustees Present**

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

#### **Trustees Absent**

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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 Dec 14, 2022 at 5:03 AM.

### **C. Flag Salute**

### **D. Approve Minutes From November 9, 2022 Regular Board Meeting**

K. Evans made a motion to approve the minutes from November 9th 2022 Literacy First Charter School Board of Trustees on 11-09-22.

J. Lewis seconded the motion.

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

### **E. Approve Minutes From December 1, 2022 Special Board Meeting**

J. Lewis made a motion to approve the minutes from December 1st 2022 Literacy First Charter School Board of Trustees on 12-01-22.

M. Simone 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 December 14th 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 graphic of EPAC report data and reviewed data and shared enrollment for all our schools. She made a report on "Shadow Days" at our school, conducted in the past week and information on our Bulldog to Lion event in January. Debbie shared the events of December, school assemblies, and gift giving.

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

#### **A. 2021-22 LFCS Financial Audit**

Steve Robinson made a presentation on the 2021-22 LFCS Financial Audit with recommendation that the board approve the 2021-22 LFCS Financial Audit.

M. Simone made a motion to Approve 2021-22 LFCS Financial Audit.

K. Evans seconded the motion.

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

#### **B. 2022-23 LFCS First Interim Report**

Steve Robinson discussed the 2022-23 LFCS First Interim Report and recommended the board approve the 2022-23 LFCS First Interim Report.

J. Lewis made a motion to Approve 2022-23 LFCS First Interim Report.

K. Evans seconded the motion.

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

#### **C. Current financial report**

Steve Robinson provided the board with the school's financial status as of November 30, 2022.

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

Steve Robinson informed the board of the following large purchase and executed contracts in the last 30 days:

Standard Electronics: Replace the fire panel at LCHS Alpine. The existing fire panel is outdated, malfunctioning, and we can no longer get parts for it. Standard Electronics has been the contractor for that fire panel for many years: \$7,824.

#### **E. Facilities Update**

Steve Robinson made a report on facilities update:

LCHS Alpine: Still waiting on volleyball poles for their installation and for the bid to fill in and seal the remaining cracks in the back area blacktop.

Junior Academy: Getting bids to fix and expand the field; looking at how to develop the lot where the Red House stood into PE, recreation, lunch, and/or outdoor learning spaces.

Primary Academy: During winter break, we will be installing a camera security system after the theft of screens on the Washington Ave fence. The wifi network has been upgraded using the equipment from LCHS Lemon Grove and connectivity has been significantly improved.

Liberty Academy: Getting bids for construction of a wall on the north side of the property

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

Steve Robinson gave an update on SOS lawsuits.

SOS v SD County Office of Education: Settlement offer provided to opposing counsel on November 2. Another status conference is scheduled for January 20.

SOS v SD County Board of Supervisors: No court date yet. The settlement offer associated with SOS v SDCOE should end our involvement in this case as well

#### **G. Purchase Sale Agreement for Chase Ave Property**

Steve Robinson asked to table the Purchase Sale Agreement for Chase Ave Property.

### **IV. Governance: Executive Director's Compensation Package**

#### **A. Vote on the executive director's compensation package**

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

M. Simone seconded the motion.

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

The executive director's updated compensation package for fiscal year 2022-23 was read aloud as follows:

Base salary: \$264,993

Advanced Degree Stipend: \$2,000

3% Merit Pay upon yearly board approval: \$5,382

5.1% Longevity Bonus upon yearly board approval: \$9,149

Life Insurance: \$66

Health, Vision, Dental Insurance: \$11,000

Phone and iPad devices: \$100

Phone and iPad cellular service: \$1,068

Car Allowance: \$2,500

Workers' Compensation Insurance: \$4,423

CalSTRS Employer Contribution: \$53,755

### **V. Governance: Organizational Meeting**

#### **A. Vote for Board President**

M. Simone made a motion to Vote Priscilla Schreiber as LFCS Board President for a two year term effective Dec 14th 2022.

J. Lewis seconded the motion.

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

**B. Vote for Vice President**

M. Simone made a motion to Vote Katina Evans as LFCS Board Vice President for a two year term effective Dec 14th 2022.

J. Lewis seconded the motion.

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

**C. Vote for Secretary**

M. Simone made a motion to Vote Jason Lewis as LFCS Board Secretary for a two year term effective Dec 14th 2022.

J. Lewis seconded the motion.

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

**D. Vote on evaluation date(s)**

Vote Tabled

**E. Vote on date for strategic planning**

Vote Tabled

**F. Vote to establish board committees**

Vote Tabled

**G. Discuss a succession plan for the executive director**

Vote Tabled

**H. Vote on a board calendar**

Vote Tabled

**I. Discuss and adopt board operating protocols**

Vote Tabled

**VI. Closed Session**

**A. Enter Closed Session**

**B. Real Estate Matters**

The board did not enter into closed session.

**C. Adjourn Closed Session**

## VII. 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 8:00 PM.

Respectfully Submitted,

S. Robinson