

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### **Date and Time**

Tuesday April 18, 2023 at 5:30 PM

#### **Location**

698 W Main Street  
El Cajon, CA 92020

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Literacy First Charter Schools exists to nurture the whole child from kindergarten through high school graduation by igniting a passion for comprehensive Literacy and equipping our students to wholeheartedly participate in their community.

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#### **Trustees Present**

B. Johnson, J. Lewis, K. Evans, M. Simone, 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 Tuesday Apr 18, 2023 at 5:38 PM.

**C. Flag Salute**

**D. Approve the Minutes from the March 8, 2023 Regular Board Meeting**

K. Evans made a motion to approve the minutes from March 8th 2023 Literacy First Charter School Board of Trustees on 03-08-23.

M. Simone seconded the motion.

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

**E. Approve Current Agenda**

M. Simone made a motion to Approve Current Agenda April 18th 2023.

K. Evans 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 Updates**

Debbie Beyer shared school newsletter listing all the events on all campus' - 5th Grade Poetry Gallery, 4th Grade Fine Arts Evening, Mother Son Event, Coin Clash hosted by PLEF.

Debbie Beyer presented challenge coins to the Board Members.

**B. Academic Report**

Jamie Robinson, Assistant Principal at the JA, made a presentation on CAASPP testing.

Jen Lansford, 6th Grade Lead Teacher, made a presentation on 6th Grade Camp.

Troy Beyer, Administration to Special Ed, made a presentation on our Special Ed Program.

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

#### **A. Current Financial Report**

Steve Robinson, CFO, made a report on the current LFCS financial status.

#### **B. Contracts and Large Purchases Notifications**

Wise Roofing: Replace roof over kitchen at LCHS: \$7,200.

Board on Track: 2023-24 contract renewed by board approval on 3.8.23: \$9,995.

Children's Pathway LLC: ELO-P program 6:00am-8:00am on all school days: Cost is per student per day paid by ELO-P funds for all Unduplicated (low income, EL, foster youth, homeless) K-6th grade students who choose to participate.

Linscott Law & Greenspan: updated traffic study for renewal of CUP at 1012 E Bradley Ave per El Cajon Planning Dept: \$9,300.

#### **C. Facilities Report**

LCHS Alpine: We are receiving bids for asphalt resurfacing to be done this summer. Kitchen roof repair pending. Asbestos survey done last week.

Junior Academy: We are receiving bids for asphalt resurfacing to be done this summer. We are receiving bids from two architects to create a master plan for the site as part of the CUP amendment process. Asbestos survey done last week.

Primary Academy: We received bids for exterior painting to be done this summer. Asbestos survey done last week.

Liberty Academy: We received bids for exterior painting to be done this summer. Asbestos survey done last week.

#### **D. Update on SOS Lawsuits**

SOS v. San Diego County Board of Supervisors: Hearing held on April 7. Decision to quash transferred to a CEQA judge. No hearing date yet.

SOS v. SDCOE: Status hearing scheduled for April 28, 2023.

#### **E. Bids for exterior painting to 698 W Main and 799 E Washington**

Steve Robinson, CFO recommended the board approve the Wright Painting bid for the work at 799 E Washington and the King of Painters bid for the work at 698 W Main. This work is planned to be completed in the summer of 2023. Both companies have good

reputations. Wright has done quality work for us before. These recommended bids are the lowest bids for the respective jobs

K. Evans made a motion to Approve bids for painting as presented.

M. Simone seconded the motion.

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

**F. Bids for asphalt resurfacing at LCHS and the Junior Academy**

Steve Robinson, CFO, recommended the board approve the Angus bid for LCHS asphalt resurfacing and San Diego Asphalt bid for Junior Academy resurfacing.

M. Simone made a motion to Accept bids presented for asphalt repairs at LCHS and Jr Academy.

K. Evans seconded the motion.

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

**G. Resolution 2023-06 East County Schools Federal Credit Union CD**

Steve Robinson, CBO, recommended the board adopt Resolution 2023-06 to allow for up to a \$2,000,000 deposit into a secured CD with East County Schools Federal Credit Union paying a 4.4% annual interest rate.

K. Evans made a motion to Adopt Resolution 2023-06.

J. Lewis seconded the motion.

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

**H. Resolution 2023-07**

Steve Robinson, CBO, recommended the board approve Resolution 2023-07 designating Debbie Beyer and Steve Robinson as authorized agents to receive mail from SDCOE.

J. Lewis made a motion to Approve Resolution 2023-07.

M. Simone seconded the motion.

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

**I. Resolution 2023-08**

Steve Robinson, CBO, recommended the board approve Resolution 2023-08 authorizing the 2023-24 payment order procedures

M. Simone made a motion to Approve Resolution 2023-08.

K. Evans seconded the motion.

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

**J. Resolution 2023-09**

Steve Robinson, CBO, recommended the board approve Resolution 2023-09 authorizing Debbie Beyer and Steve Robinson as agents to sign school commercial warrants

M. Simone made a motion to Approve Resolution 2023-09.

K. Evans seconded the motion.

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

#### **K. Resolution 2023-10**

Steve Robinson, CBO, recommended the board approved Resolution 2023-10 authorizing Debbie Beyer, Steve Robinson, and Stacy Knowles to reissue lost, stolen, mutilated, or expired payroll and commercial warrants upon receipt of properly completed petitions for reissuance

M. Simone made a motion to Approve Resolution 2023-10.

J. Lewis seconded the motion.

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

#### **IV. Governance**

##### **A. Governance Committee Report**

##### **B. Finance Committee Report**

Matt Simone reported the finance committee will meet in May

##### **C. Facilities Committee Report**

None

##### **D. Board Protocols**

M. Simone made a motion to Accept Board Protocols presented.

K. Evans seconded the motion.

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

##### **E. Board Calendar**

J. Lewis made a motion to Accept the Board Calendar.

K. Evans seconded the motion.

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

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

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

None

##### **B. Adjourn Closed Session**

#### **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 7:11 PM.

Respectfully Submitted,  
L. Amorteguy