

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

#### Regular Board Meeting

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#### Date and Time

Wednesday June 14, 2023 at 5:30 PM

#### Location

To attend in person go to:

698 W Main Street  
El Cajon, CA 92020

To attend remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/89979811262?pwd=Y3NHdkVaN2dVQm9MZHBnL3VUUVNGZz09>

Meeting ID: 899 7981 1262

Passcode: zgUJ0d

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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, M. Simone, P. Schreiber

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## **Trustees Absent**

K. Evans

## **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 Jun 14, 2023 at 5:37 PM.

### **C. Flag Salute**

### **D. Approve the Minutes from the May 10, 2023 Regular Board Meeting**

B. Johnson made a motion to approve the minutes from May 10th 2023 Regular Board Meeting Literacy First Charter School Board of Trustees on 05-10-23.

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 with addition to agenda moving closed session to front of meeting.

J. Lewis 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**

Public comment in closed session.

M. Simone made a motion to move to closed session at 5:40pm.

J. Lewis seconded the motion.

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

Resume to open session at 6:16pm

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

### **A.**

### **School Events, Program, and Staffing Updates**

Debbie Beyer and reported on attendance for the past month and made presentation on end of year activities taking place on all campus' in the last month.

Debbie Beyer made a report on staffing needs for the 2023-2024 school year.

### **B. Academic Report**

Debbie Beyer introduced Caleb Jappe to make a presentation on 8th Grade Matriculation.

Debbie Beyer introduced Danny Sanchez to make a report on our graduating seniors.

### **C. 2023-24 LFCS LCAP, Budget Overview for Parents, and Local Indicators**

Debbie Beyer introduced Gail Stroben to make a report on LCAP.

Gail provided the board the local indicators, the 2023-24 Budget Overview for Parents, and the 2023-24 LCAP in writing to the board. Gail read all the local indicators out loud as well as the LCAP's general information, reflections, highlights, engaging educational partners, all aspects of each goal, and the increased or improved services section. Gail also directed the board's attention to the LCAP directions.

Steve Robinson, CBO, made a verbal presentation on the Budget Overview as well as on the 2023-24 expenditure table, the 2023-24 contributing actions table, the 2022-23 annual update table, the 2022-23 contributing actions annual update table, and the 2022-23 LCFF carryover Table of the 2023-24 LCAP.

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

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

Steve Robinson, CBO, reported on the LFCS current finances as of 5.31.2023

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

The follow large contracts and/or purchases were executed since the last board meeting:  
Knifing: long jump pit at LCHS: \$10,600.

The Awning Store, Inc: new awnings at the LA: \$9,595.00

SCS Engineers: Asbestos surveys for all 4 campuses per previously board approved contract for \$54,250: \$42,757.50

Jesus Higuera Tree Service: Cut back trees on west side of the JA campus in response to neighbor complaints. Job was bigger than expected: \$10,550.

Jesus Higuera Tree Service: Cut back two trees on the east side of the JA campus in response to neighbor complaints: \$950.

### **C. Facilities Report**

LCCHS Alpine: Asphalt work being scheduled for summer 2023. Asbestos survey completed. Junior Academy: Emergency tree trimming and removal. Asphalt work, carpet replacement, and 2nd story student bathroom remodel being scheduled for summer 2023. CUP amendment application with traffic study sent to El Cajon Planning Dept. on April 28. In communication with a Certified Access Specialist to determine scope of ADA compliance work for the Freedom Academy offices. Asbestos survey completed. Primary Academy: Scheduled tree trimming. Exterior painting being scheduled for summer 2023. Asbestos survey completed. Liberty Academy: Exterior painting, carpet replacement, sprinkler replacement / repair, canvas awning replacement, possible roof work being scheduled for summer 2023. Asbestos survey completed.

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

Steve Robinson, CBO, made presentation on SOS v. SDCOE: Status hearing held on 4.28.23: 1/2 day mediation ordered by the judge. Hearing date in January or February 2024 if the case is not settled prior. Our attorneys filed a notice of related cases to link this case to the San Diego County Board of Supervisors case and is working with the court to formalize this relationship. A follow up status conference was held on 6.2.2023 when the judge set a hearing date for March 1, 2024 at 1:30pm with the understanding that the parties will continue to work on a settlement through mediation.

SOS v. SDCBS: Hearing before a CEQA judge to squash on May 28, 2023 resulted in a ruling that LFCS as a real party in interest does not need to be properly served. The next hearing date is set for February 9, 2024 to rule on the merits of the case. County counsel plans to file a dispositive motion as the Major Use Permit is expired. The judge indicated he had no problem with filing such a motion. SOS counsel objected.

### **E. 2023-24 LFCS Budget**

Steve Robinson, CBO, made presentation on 2023-2024 LFCS Budget.

### **F. 2023-24 Salary Schedules**

Steve Robinson, CBO, recommended the board approve the 2023-24 LFCS Salary Schedules. These schedules reflect a 4% COLA and a 2% Step increase so a returning employee will earn a 6% higher base salary than they did in 2022-23. These new salaries as well as the 3% Performance Bonus paid out in December as well as the Longevity bonus also paid out in December have been budgeted in 2023-24.

B. Johnson made a motion to Approve 2023-24 Salary Schedules.

M. Simone seconded the motion.

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

**G. Resolution 2023-07 for \$3,000 retention bonus in 2023-24**

Steve Robinson, CBO, recommended the board approve Resolution 2023-07 authorizing the school to pay all employees, upon certain conditions, a \$3000 retention bonus in fiscal year 2023-24 in three equal payments made in the October, March, and June payroll cycles. This bonus is an allowable use of ESSER III funds as it addresses the pandemic induced labor shortage in the education field.

M. Simone made a motion to Approve Resolution 2023-07 Retention Bonus for 2023-24.

J. Lewis seconded the motion.

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

**H. Executive Director's 2023-24 Compensation Package**

On October 12, 2022, the board voted to accept the executive director compensation study provided to LFCS by Young Minney and Corr. Based on that compensation study, the board approved an updated compensation package for LFCS's executive director Debbie Beyer on December 9, 2022 for the year ending June 30, 2023. Upon consultation with Young, Minney and Corr, Steve Robinson, CBO, recommended the board approve a three year executive director contract based on the same compensation study as Ms. Beyer is receiving the same 6% increase all all other employees for 2023-24. This contract will be in effect July 1, 2023 - June 30, 2026.

Base Salary: \$281,250

Retention Bonus: \$3,000

Advanced Degree Stipend; \$2,000

3% Merit Pay (based on prior year's base salary) upon yearly board approval: \$7,950

5.1% Longevity Bonus (based on prior year's base salary) upon yearly board approval:  
\$13,250

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: \$4,692

Estimated CalSTRS Employer Contribution: \$53,691

Total Compensation Package: \$380,422

Board Members, Pricilla Schreiber, Matt Simone, Jason Lewis, Barbara Johnson, made commendations to Debbie Beyer, CEO, expressing their appreciation for, and evaluation of, her work at LFCS.

M. Simone made a motion to Approve Executive Directors 2023-24 Compensation Package.

B. Johnson seconded the motion.

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

**I. Contract to improve the field at the Junior Academy**

Steve Robinson, CBO, recommended the board approve the Anything and Everything Landscape Inc, proposal to replace broken sprinklers and reseed the field at the Junior Academy for \$15,172. Kniffing's Landscape and Maintenance's proposal for the same work is \$23,000.

J. Lewis made a motion to Approve Contract for improvements at the Jr. Academy Field.

M. Simone seconded the motion.

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

**J. 6th grade camp contract with SDCOE**

Steve Robinson, CBO, recommended the board approve the contract to continue using SDCOE for 6th grade camp for the next 3 years.

M. Simone made a motion to Approve Contrat with SDCOE for 6th grade camp for the next 3 years.

J. Lewis seconded the motion.

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

**K. Updated LFCS Homeless and Foster Youth Education Policy**

Steve Robinson, CBO, recommended the board approve the updated LFCS Homeless and Foster Youth Policy. During our Federal Program Monitoring, the CDE reviewer found two items that needed to be added. These additions are the following found in the first two full paragraphs of the last page of the policy document as cited below. There are no other changes from the version that was previous board approved on January 11, 2023.

Additions are...

1."To ensure easy identification of homeless students, Literacy First Charter Schools will annually administer a housing questionnaire developed by the California Department of Education to all parents or guardians of students as well as to all unaccompanied youths."

2."LFCS will not segregate homeless children and youths into a separate school or program based on their status as homeless nor will LFCS stigmatize homeless students in any way."

J. Lewis made a motion to To update LFCS Homeless and Foster Youth Education Policy.

M. Simone seconded the motion.

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

**L. Sale of Chase Ave**

Steve Robinson, CBO, informed the board that escrow is due to close on the sale of the Chase Ave property on June 13, 2023. Broker fees, title fees, and the remaining balance on the loan to East County Schools Federal Credit Union will be paid directly from the escrow account, leaving LFCS with an estimated \$499,047 in net proceeds from the sale and title to the ground lease at 698 W Main Street paid in full.

**M. Approval of the Written Consent of Sole Member of Literacy First Charter Schools Issuer, LLC**

Steve Robinson, CBO, recommended the board approve the Written Consent of the Sole Member of Literacy First Charter Schools Issuer, LLC which authorizes the Amendment to Lease Agreement where the school now pays \$0 in monthly rent to 698 W Main Street Issuer LLC for the ground lease at 698 W Main El Cajon, CA 92020.

M. Simone made a motion to Approve Written Consent of Sole Member LFCS Issuer, LLC.

B. Johnson seconded the motion.

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

**N. Approval of Amendment to Lease Agreement**

Steve Robinson, CBO, recommended the board approve the Amendment to Lease Agreement which formally changes the monthly rent the school pays for the land at 698 W Main Street from \$20,936.67 to \$0 as a result of paying off the short term loan to East County Schools Federal Credit Union. The former lease payment was in the amount of the monthly loan payment.

J. Lewis made a motion to Approve Amendment to Lease Agreement for Main Street Property.

M. Simone seconded the motion.

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

**O. Federal Program Monitoring Report**

LFCS has been under Federal Program Monitoring this school year through staff at CDE. CDE staff have reviewed our compliance with the Title I requirements associated with the Homeless and Compensatory Education provisions of federal and state law.

Steve Robinson has been working with CDE staff this school year supplying the required documentation. CDE staff met via Zoom with LFCS staff and the LFCS School Site Council June 5-6 in lieu of an on site visit as part of the monitoring process.

The final report contains three findings related to notifying parents of our Title I Parent and Family Engagement Policy, notifying parents of their rights to request the qualifications of their child's teacher, and the reversal in our general ledger of all but \$27,600 in Title I funds expensed to Charter Tech.

This year long process was helpful in clarifying what the school needs to have in place to properly spend Title I funds and has clarified that we can spend Title I funds on the salaries and benefits of existing Intervention staff regardless of having used general funds to pay for these expenses previously. The supplement not supplant requirement applies to the program being funded more than how that program was funded previously. CDE staff congratulated LFCS for how it meets the needs of its at risk students. All three findings will be resolved by October 1, 2023.

#### **IV. Governance**

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

None

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

Matt Simone made a report on Finance Committee

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

None

#### **V. Closing Items**

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

J. Lewis made a motion to Adjourn Meeting at 8:10 pm.

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 8:10 PM.

Respectfully Submitted,  
L. Amorteguy