

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Special Board Meeting / Retreat

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#### **Date and Time**

Saturday January 21, 2023 at 8:30 AM

#### **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/82422011596?pwd=ZjRDSHlxU2pTMXpYcG1tSjlqY1hqdz09>

Meeting ID: 824 2201 1596

Passcode: 789SAA

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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, S. Robinson

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

P. Schreiber called a meeting to order on Saturday Jan 21, 2023 at 8:35 AM.

### **C. Flag Salute**

### **D. Approve Current Agenda**

M. Simone made a motion to Approve the current agenda.

J. Lewis seconded the motion.

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

### **E. Public Comment on Agenda Items**

None

### **F. Public Comment on Non-Agenda Items**

None

## **II. Board on Track Presentation**

### **A. Platform Overview with Q&A**

Brianna from Board on Track reviewed the Board on Track online platform and all the features available to us.

### **B. Roles and Responsibilities with Q&A**

Brianna discussed the fiduciary duties, primary roles of a charter school board, individual roles in accountability, and governance v. management,

### **C. Goal Setting and Board Calendar with Q&A**

Brianna discussed a six step process to establish and accomplish goals.

### **D. Committees with Q&A**

Brianna discussed establishing and operating committees.

### **E. Assessment Report**

Brianna reviewed the results of the self assessment the board and executive director took: 100% participation, results/responses, and recommendations. She also walked us through Board on Track's evaluation tool for the school's executive director.

## **III. Governance**

### **A. Deliberation on Board on Track Presentation**

The board shared their thoughts on the Board on Track presentation.

### **B. Appoint Committees**

The board discussed the formation of a governance committee, a finance committee, and a facility and safety committee. Jason Lewis volunteered to lead the facility and safety committee. Mat Simone volunteered to lead the finance committee. Priscilla volunteered to lead the governance committee.

K. Evans made a motion to Create a Finance Committee.

J. Lewis seconded the motion.

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

M. Simone made a motion to Create a Facilities and Safety Committee.

J. Lewis seconded the motion.

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

J. Lewis made a motion to Create a Governance Committee.

M. Simone seconded the motion.

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

## **IV. Closing Items**

### **A. Adjourn Meeting**

J. Lewis made a motion to Adjourn the meeting.

K. Evans seconded the motion.

The team **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 11:18 AM.

Respectfully Submitted,

S. Robinson