



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

#### Regular Board Meeting

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#### **Date and Time**

Wednesday December 13, 2023 at 5:30 PM

#### **Location**

To attend this meeting in person go to:

698 W Main Street  
El Cajon, CA 92020

To attend this meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/88399506626?pwd=WIM5K3dWdWJWOWEx4SDNHVhV5FNkdnQT09>

Meeting ID: 883 9950 6626

Passcode: chVnn8

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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**

J. Lewis, K. Evans, P. Schreiber

### **Trustees Absent**

B. Johnson, M. Simone

### **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 13, 2023 at 5:42 PM.

### **C. Flag Salute**

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

K. Evans made a motion to approve the minutes from November 8th 2023 Literacy First Charter School Board of Trustees on 11-08-23.

J. Lewis seconded the motion.

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

### **E. Approve Current Agenda**

K. Evans made a motion to Approve Agenda for December 13th 2023 Board 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**

none

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

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

Debbie Beyer, CEO, presented LFCS blankets that were given away at the staff Christmas Party along with challenge coin.

Debbie Beyer, presented enrollment status. Freedom starting at TK in January. Shadow Days for LFCS 8th graders came to LCHS to visit. SDCOE representative came for a visit at LCHS.

Debbie Beyer presented a document with our current Dashboard stats.

Debbie Beyer shared the Christmas activities this month. Classes have been assigned to families to help bring gifts.

## **B. Academic Report**

None

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

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

Steve Robinson, CBO, shared the school's financials as of 11.30.23

Medical care costs are 8.7% less per employee than last year at Nov 30 with 13 more employees covered than last year. LFCS employee claims are projected to be about \$89,000 which is below the \$98,339 projected amount at the time of renewal.

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

Steve Robinson, CBO, presented the following purchases:

Jesus Higurea: 54 trees trimmed at LCHS; \$18,825 (paid in full).

Linscott Law Greenspan: plans and permits for the left turn lane at the JA per our new CUP; \$7,000 (\$0.00 paid to date)

Board on Track: Software platform for Board meeting agendas and minutes: \$9,995 (\$0.00 paid to date)

### **C. Facilities Report**

LCHS Alpine: Trees trimmed, Solar working better. Plumbing issues being resolved in first two rows of classrooms. Parking lot light bulbs replaced.

Junior Academy: Bids are being collected for the fence along Summer Place Drive. We are in contact with the county and our traffic engineers regarding the installation of the left hand turn lane per the new CUP. The architect for the ADA work at the Freedom House has finalizing the drawings for the ADA improvements and the plans are being submitted to the city for approval. Construction is planned for summer 2024. Work on the field continues to lower sprinkler heads and level the field for soccer season. Work to level and reseed or sod the field planned for summer 2024.

Primary Academy: Church construction done and cleaned up.

Liberty Academy: Construction on the wall between this campus and 203 N Johnson should start within the next 30 days. The contractor is in place but the city has wanted more information from the property owner in order to issue the permit.

#### **D. Legal Issues**

SOS v. San Diego County Board of Supervisors: Next hearing scheduled for February 9, 2024 if a settlement is not reached. Settlement discussions continue.

SOS v. SDCOE: Next hearing scheduled for March 1, 2024 if a settlement is not reached. Settlement discussions continue, including the logistics of mediation.

SOS: A joint settlement offer covering both SOS cases was sent to plaintiff's counsel on 10.13.23. It expired on 10.27.23. Plaintiff's counsel has yet to provide a counter offer.

Zori Case: JPA counsel filing a motion for summary judgement. Tentative trial date of October 25, 2024. Plaintiff is asking for \$150,000. \$1,894.44 of documented medical bills have been submitted by the plaintiff. \$2,500 settlement offer has been made by the JPA. Plaintiff's counsel has yet to respond.

#### **E. 2023-24 LFCS 1st Interim Report**

Steve Robinson, CBO, recommended the board approve the 2023-24 LFCS 1st Interim Report

K. Evans made a motion to Approve 2023-24 LFCS 1st Interim Report.

J. Lewis seconded the motion.

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

#### **F. 2022-23 LFCS Audit**

Steve Robinson, CBO, recommended the board approve the 2022-23 LFCS Audit

K. Evans made a motion to Approve 2022-23 LFCS Audit.

J. Lewis seconded the motion.

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

#### **G. Updated LFCS Procurement Policies and Procedures**

Steve Robinson, CBO, recommended the board approve the updated LFCS Procurement Policies

and Procedures. The updates are specific to credit card use as recommended from auditors as part of the 2022-23 audit.

K. Evans made a motion to Approve Updated LFCS Procurement Policies and Procedures.

J. Lewis seconded the motion.

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

#### **H. 2023-24 E Rate**

Steve Robinson, CBO, informed the board of 2023-24 E Rate Program award of \$88,510.97. This is applied to our internet service costs with CALNET which is already discounted internet and phone services for schools and government agencies

#### **I. Resolution 2024-04**

Steve Robinson, CBO, recommended the board approve Resolution 2024-04. Upon recommendation of auditor, the resolution clarifies the intention behind revenue the school provides to the two LLC's which allows to separately account for the schools' finances and the finances of the two LLC's as also directed by our auditors. The resolution reflects past and current practice as well as intended practice in the future.

K. Evans made a motion to Approve Resolution 2024-04 Separately accounting finances for LFCS and the 2 LLC's.

J. Lewis seconded the motion.

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

#### **J. Approve the 2023-24 Schoolwide Plan for Title I funds**

Steve Robinson, CBO, recommended the board approve the 2023-24 LFCS School Plan for Student

Achievement as LFCS is operating a Schoolwide Program under Title I.

Title I funds must be used to improve the learning of all students but especially those most at risk of not learning at grade level proficiency. A needs based analysis was done using CAASPP scores, described in the plan, which warrant the investment of Title I funds on the Intervention Program which helps at risk students make progress toward grade level proficiency in reading and mathematics. The LFCS School Site Council approved this plan on 11.30.23.

K. Evans made a motion to Approve the 2023-24 Schoolwide Plan for Title 1 funds.

J. Lewis seconded the motion.

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

#### **K. 2023-24 S&P Credit Report and Bond Rating**

Steve Robinson, CBO, presented to the board the 2023-24 LFCS Credit Report and Bond Rating from S&P. Our bond rating remains a BBB-.

### **IV. Governance**

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

Priscilla Schreiber reported there is a Board Retreat being planned for January and the Board Calendar to be looked at. She asked Board Members to look at the resources available on Board On Track.

**B. Finance Committee Report**

None

**C. Facilities Committee Report**

None

**D. Organizational Meeting**

None

**V. Closed Session**

**A. Enter Closed Session**

None

**B. Adjourn Closed Session**

**VI. Closing Items**

**A. Adjourn Meeting**

J. Lewis made a motion to Adjourn Meeting at 7:28.

K. Evans 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 7:28 PM.

Respectfully Submitted,

L. Amorteguy