



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

#### Regular Board Meeting

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#### Date and Time

Wednesday March 13, 2024 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/89106441034?pwd=MGpuYU9TWXI0Si9zK0NHVG40WTh1dz09>

Meeting ID: 891 0644 1034

Passcode: 9iyEeh

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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

**Trustees Absent**

K. Evans

**Guests Present**

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 Mar 13, 2024 at 5:10 PM.

**C. Flag Salute**

**D. Approve the Minutes from the February 14, 2024 Regular Board Meeting**

M. Simone made a motion to approve the minutes from 2.14 board meeting Literacy First Charter School Board of Trustees on 02-14-24.

J. Lewis seconded the motion.

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

**E. Approve Minutes from the March 1, 2024 Special Board Meeting**

M. Simone made a motion to approve the minutes from 3.1.24 special board meeting Literacy First Charter School Board of Trustees on 03-01-24.

J. Lewis seconded the motion.

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

**F. Approve Current Agenda**

J. Lewis made a motion to Approve the current agenda.

M. Simone 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 Updates**

Rosa Alcaraz was introduced as the lead of the LFCS Housekeeping staff.

The most recent newsletters were shared with the board.

### **B. Academic Report**

Amanda Icenhower informed the board on the current staffing, enrollment, waitlist, 2024-25 interest, and program offerings in the LFCS Freedom Academy home school program.

Jeremy Murphy informed the board on the work the maintenance department completes.

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

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

Steve Robinson CFO shared the school's financials as of 2.29.24.

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

Steve Robinson, CBO, shared the following contracts and large purchases

AML: Rolling garage door installation at LCHS: \$7,373

Jesus Higuera: 5 tall pine trees removed at the JA: \$10,650.

Linscott Law and Greenspan Engineers: left turn lane at the JA: \$5,566.50.

### **C. Facilities Report**

LCHS Alpine: Solar system appears fixed but still waiting on a new online monitoring platform to be set up. We are in communication with the district and the technician. SDGE bill for January showed less solar production than this time last year. Plumbing issues being resolved in first two rows of classrooms. Plumbing sweeps scheduled to be installed during Easter break. Garage door installed in storage area behind MPR to house and secure the golf cart. Discussions begun for a weight room and an another portable classroom.

Junior Academy: 5 trees removed. We submitted the permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP. The architect for the ADA work at the Freedom House has finalized the drawings for the ADA improvements and the plans have been submitted to the city for permitting. Construction is planned for summer 2024.

Primary Academy: Playground equipment being replaced summer 2024. Fence behind playground equipment being replaced.

Liberty Academy: Waiting on construction of the wall between this campus and 203 N Johnson to start. The property owner reported that the city made the tenant change aspects of the overall project to confirm with updated codes. The update permit is being reviewed by the city. The plan for the wall is unchanged. Temporary fencing has been installed along the property line due to demolition of existing buildings at 203 N Johnson. Roof to be resealed, playground equipment to be replaced, artificial turf to be replaced, and some carpet to be replaced summer 2024.

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

Steve Robinson, CBO reported on the following legal issues

SOS v. San Diego County Board of Supervisors: The judge did not award attorney's fees at the February 9, 2024 hearing, no official "judgement" in the case as of yet. A dismissal stipulation is being crafted which can serve as a judgement so a hearing can be scheduled to settle on attorney's fees.

SOS v. SDCOE: Next hearing has been rescheduled from March 1, 2024 to May 31, 2024. First settlement offer has expired with no response from SOS counsel, a second offer was sent to SOS counsel on 2.7.24 which also expired on 2.16.24 with no response. We received a public records request for documents related to the purchase and sale of the Chase property and our communication with SDCOE regarding the Material Revision to relocate and operate LCHS at the Chase property once construction was completed. SDCOE and LFCS are pursuing a third settlement offer.

Zori Case: JPA counsel filed 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 was made by the JPA and has expired. The court mandated mediation which has been scheduled for April 9, 2024.

#### **E. Form 700**

Steve Robinson, CBO, collected a completed Form 700 from each member of the board.

#### **F. 2023-24 LFCS School Safety Plan**

Steve Robinson, CBO recommended the board approve the 2023-24 LFCS School Safety Plan as presented to the board during the February 14, 2024 regular board meeting

M. Simone made a motion to Approve 2023-24 LFCS School Safety Plan.

J. Lewis seconded the motion.

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

#### **G.**

## **2023-24 LFCS Second Interim Report**

Steve Robinson, CBO recommended the board approve the 2023-24 LFCS Second Interim Report.

M. Simone made a motion to Approve 2323-24 LFCS Second Interim Report.

J. Lewis seconded the motion.

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

## **H. Updated Salary Schedules**

Steve Robinson, CBO recommended the board approve updated salary schedules for Assistant Accounting, Office Managers, and Teachers effective 1.1.24 - 6.30.24 due to the rise in minimum wage on January 1, 2024. Salaried employees will earn twice the minimum wage, updated salary schedules will reflect this increase. Adjustments made on these salary schedules for the period 7.1.23 - 12.31.23 is also included.

M. Simone made a motion to Approve 2023/24 Teacher Salary Schedule 7.1.23 to 12.31.23.

B. Johnson seconded the motion.

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

M. Simone made a motion to Approve 2023/24 Teacher Salary Schedule 1.1.24 to 6.30.24.

J. Lewis seconded the motion.

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

M. Simone made a motion to Approve 2023/24 Accounting Assistant / Program Assistant Salary Schedule 7.1.23 to 12.31.23.

J. Lewis seconded the motion.

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

M. Simone made a motion to Approve 2023/24 Accounting Assistant / Program Assistant Salary Schedule 1.1.24 to 6.30.24.

J. Lewis seconded the motion.

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

M. Simone made a motion to Approve 2023/24 Office Manager Salary Schedule 7.1.23 to 12.31.23.

B. Johnson seconded the motion.

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

M. Simone made a motion to Approve 2023/24 Office Manager Salary Schedule 1.1.24 to 6.30.24.

B. Johnson seconded the motion.

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

## **IV. Governance**

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

Board members will look at Sample CCSA Board By Laws emailed to them from Priscilla Schreiber and compare with LFCS current By Laws.

**B. Finance Committee Report**

None

**C. Facilities Committee Report**

None

**D. Executive Director Performance Review**

None

**E. Annual LFCS Board Bylaws review**

None

**F. Conflict of Interest Statement and BPM annual review**

None

**V. Closed Session**

**A. Enter Closed Session**

None

**B. Adjourn Closed Session**

**VI. Closing Items**

**A. Adjourn Meeting**

M. Simone made a motion to Adjourn Meeting.

P. Schreiber 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 7:15 PM.

Respectfully Submitted,  
S. Robinson