

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### **Date and Time**

Wednesday May 15, 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/86793757634?pwd=RUp3dXdSNmhPQjJNY3ZNaVYxc0RNUT09>

Meeting ID: 867 9375 7634

Passcode: 17TcxS

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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**

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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 Wednesday May 15, 2024 at 5:35 PM.

**C. Flag Salute**

**D. Approve the Minutes from the April 10, 2024 Regular Board Meeting**

M. Simone made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 04-10-24.

K. Evans seconded the motion.

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

**E. Approve Current Agenda**

K. Evans made a motion to Approve Agenda for 5-15-2024 Board Meeting.

M. Simone 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, Executive Director, introduced Jon Abbas who shared information on the Student Leadership Council at Liberty Charter High School. Student Council members individually shared what the Council does at the High School.

Skyler Delacruz was introduced to share what the Leadership Council does at the Jr. Academy

Debbie Beyer shared Fun Facts that were shared in morning announcements for the students about School Choice Week.

Debbie Beyer shared current attendance rates. School Lottery will take place next week May 21st 2024. High School Graduation will take place on June 15th at 11:00 at Skyline Church.

## **B. Academic Report**

Debbie Beyer introduced Justin Stinson who introduced 12 teachers who have completed the two year induction program this year. Each candidate shared their Individual Learning Plan Growth Goal.

## **C. 2024-25 Declaration of Need**

Justin Stinson recommended that the board approve the 2024-2025 school year Declaration of Need (DON) for fully qualified educators at Literacy First Charter Schools. Board Approval allows for future hires as needed for the 2024-2025 school year and is in compliance with the requirements and Ed Code set forth by the Commission of Teacher Credentialing with the new and current DON CL- 500 form 7/2023.

K. Evans made a motion to Approve the 2024-2025 school year Declaration of Need (DON).

J. Lewis seconded the motion.

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

## **D. 2024-25 Committee on Assignment**

Justin Stinson recommended the board approve the 2024-25 Committee on Assignment (COA) which allows Mr. Chris Castberg's assignment to teach high school ceramics in the 2024-2025 school year and is in compliance with the Superintendent of the San Diego County Board of Education. EC 44258.7 (c)(d) (Elective classes only)

J. Lewis made a motion to Approve the 2024-25 Committee on Assignment (COA).

M. Simone seconded the motion.

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

## **E. 2024-25 LFCS Calendars**

Debbie Beyer, Executive Director, recommended the board approve the 2024-25 LFCS calendars.

K. Evans made a motion to Approve 2024-25 LFCS calendars for both Literacy First Charter Schools and Liberty Charter High School.

M. Simone seconded the motion.

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

### III. Chief Business Officer's Report

#### A. Current Financial Report

Steve Robinson, CBO, shared the school's financials as of 4.30.24.

#### B. Contracts and Large Purchases Notifications

Steve Robinson, CBO, Pearson AimsWeb: 2024-25: Yearly AimsWeb subscription: \$11,375

#### C. Facilities Report

Steve Robinson, CFO, shared the following Facilities Update:

LCHS Alpine: The District hired a new technician to fix the solar who has replaced fuses, wires, and fuse holders, identified a panel that no longer works, has ordered a new panel under warranty, and is replacing the modem so the online monitoring system can be reinstalled. Plumbing sweeps installed during Easter Break. Diagnosis of pipes is the next step to fix the plumbing issues. Meetings with the district and an architect on the weight room and an another portable classroom have occurred. LCHS internet now runs directly to SDCOE. Roof work and carpet replacement scheduled for summer 2024.

Junior Academy: Internet bandwidth increased by 250% and now runs directly to SDCOE. We submitted the permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP. Permit approved for the ADA work at the Freedom House. Bids will now be collected for the work completion. Construction is planned for summer 2024. Bids also being collected for the repair and replacement of the retaining wall at the Freedom House as well as a slab to house a new storage shed. Tile to replace carpet in science classrooms should be installed this summer. Carpet replacement most likely in summer 2025.

Primary Academy: Internet bandwidth increased by 250% and now runs directly to SDCOE. Fence behind playground equipment being replaced and is in permitting with El Cajon. Negotiations for a new lease as begun. Playground equipment and carpet replacement may need to wait until summer 2025 once new lease is finalized. Student bathroom upgrades in the portable classrooms being planned for summer 2024 as well as awning replacements.

Liberty Academy: The LA is no longer the hub of the school sites' internet service through SDCOE. It now has its own line to SDCOE and its bandwidth has increased by 250%. Waiting on construction of the wall between this campus and 203 N Johnson to start however considerable demolition has occurred on the property to

make room for the wall and the containers of batteries. Roof to be resealed, playground equipment to be replaced, artificial turf to be replaced, some carpet to be replaced, and the parking lot improved in summer 2024. ELO-P will run out of this campus June 24 - July 26.

**D. Legal Issues**

SOS v SDCOE: Settlement reached.

SOS v SDBS: Settlement in progress

Zori Case: Settlement reached.

Blanco Case: Settlement in progress.

**E. Resolution 2024-05**

Steve Robinson, CBO, recommended the board approve Resolution 2024-05 authorizing the executive director and chief business officer to increase the June 2024 retention bonus payment from \$1,000 to \$1,000 plus 4% of a salaried employee's contracted 2023-24 base salary and to \$1,000 plus 4% of an hourly employee's projected earnings as of June 11, 2024.

J. Lewis made a motion to Approve Resolution 2024-05.

K. Evans seconded the motion.

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

**F. Resolution 2024-06**

The CBO recommends the board approve Resolution 2024-06 authorizing Steve Robinson to receive mail from the SDCOE Accounting / Payroll Sections and authorizing Debbie Beyer and Steve Robinson to pick up warrants from the County officer effective July 1, 2024 - June 30, 2025.

M. Simone made a motion to Approve Resolution 2024-06.

K. Evans seconded the motion.

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

**G. Resolution 2024-07**

Steve Robinson, CBO, recommended the board approve Resolution 2024-07 authorizing Steve

Robinson and Debbie Beyer to certify all LFCS employees have taken the oath of allegiance effective July 1, 2024 - June 30, 2025.

B. Johnson made a motion to Approve Resolution 2024-07.

K. Evans seconded the motion.

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

**H.**

### **Resolution 2024-08**

Steve Robinson, CBO, recommended the board approve Resolution 2024-08 authorizing Debbie

Beyer and Steve Robinson to sign LFCS's commercial warrants effective July 1, 2024 - June 30, 2025.

M. Simone made a motion to Approve Resolution 2024-08.

B. Johnson seconded the motion.

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

### **I. Resolution 2024-09**

Steve Robinson, CBO, recommended the board approve Resolution 2024-09 authorizing Debbie

Beyer, Steve Robinson, and Stacy Knowles to reissue new payroll and commercial warrants effective July 1, 2024 - June 30, 2025

J. Lewis made a motion to Approve Resolution 2024-09.

K. Evans seconded the motion.

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

### **J. Liberty Academy Asphalt Bids**

Steve Robinson, CBO recommended the board approve the Angus Asphalt bid for Option 1 patching and sealing the parking lot at the Liberty Academy.

J. Lewis made a motion to Approve Asphalt Bids with Angus Asphalt.

M. Simone seconded the motion.

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

### **K. Wise Roofing Bids for LCHS roofs**

Steve Robinson, CBO, recommended the board approve the Wise Roofing bids for roof replacements and repairs to LCHS roofs. Wise Roofing has done quality work in the past and has always been competitively priced. The total for the roof work at LCHS is \$118,360.

K. Evans made a motion to Approve Bid for LCHS roof with Wise Roofing.

M. Simone seconded the motion.

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

### **L. Wise Roofing Bid for sealing the LA roof**

Steve Robinson, CBO, recommended the board approved the Wise Roofing bid for sealing the LA

roof. This is a cheaper alternative to a full roof replacement and should solve the multiple roof leak issues. Wise Roofing has worked on this roof before and has always bid competitively and done quality work

M. Simone made a motion to Approve Roofing Bid for Sealing the LA roof.

B. Johnson seconded the motion.

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

**M. La Mesa Flooring Company for LCHS, LA, PA, JA carpet replacement**

Steve Robinson, CBO, recommended the board approve the La Mesa Flooring Company bids for

carpet only at the Primary Academy and Junior Academy, carpet and installation at the Liberty Academy and LCHS, and linoleum tile installation in 2 science rooms at the Junior Academy. LFCS has very unique carpet custom made through La Mesa Flooring. La Mesa Flooring has done our carpet work for decades. This carpet must be made prior to install. We anticipate being able to get LCHS and the LA carpet installed this summer along with the tile at the JA with the rest of the JA and the PA being installed summer 2025.

M. Simone made a motion to Approve La Mesa Flooring Company for LCHS, LA, PA, JA carpet replacement.

K. Evans seconded the motion.

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

**N. The Awning Store: PA Awning replacement bid**

Steve Robinson, CBO, recommended the board approve The Awning Store bid to replace 6 awnings at the PA. These awnings are custom made by The Awning Store.

K. Evans made a motion to Approve PA Awning Replacement bid with The Awning Store.

B. Johnson seconded the motion.

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

**O. Sick Days Policy Change**

Debbie Beyer, Executive Director and Steve Robinson, CBO recommended the board approve an expansion of our sick day policy for the purposes of retirement

K. Evans made a motion to Approve Sick Day Policy Change.

M. Simone seconded the motion.

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

**P. Approve Bid for Freedom House Retaining Wall and Slab**

Steve Robinson, CBO, presented bids for the demolition and replacement of the retaining wall near the Freedom House and the pouring of a concrete slab to house a storage shed.

J. Lewis made a motion to Approve Bid for Freedom House Retaining Wall and Slab with AML.

M. Simone seconded the motion.

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

**Q. 2023-24 LFCS Prop 28 Annual Report**

Steve Robinson, CBO, recommended the board approve the 2023-24 LFCS Prop 28 Annual Report on how we have expanded our Arts program. This report is one of the requirements of the funding. It also needs to be posted on our website. To date we have spent \$2,657.57 on sewing machines, fabric, scissors, and other sewing supplies. We were allocated \$298,300 to spend over 3 years to expand our arts program

K. Evans made a motion to Approve 2023-24 LFCS Prop 28 Annual Report.  
J. Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **IV. Governance**

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

Priscilla Schreiber shared letter from Brianna from Board on Track with suggestions for the Board going forward. Suggestion was made that the Governance Committee meet to discuss these ideas and have Brianna do a session with the Board.

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

Nothing to report

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

Nothing to report

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

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

K. Evans made a motion to Enter closed session at 7:40 pm.  
M. Simone seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **B. Save our Students - Safety Over Sorry, et. al. v. San Diego County Board of Education, et. al. Settlement**

K. Evans made a motion to The LFCS Board of Trustees directs the Executive Director to approve and sign the May 15, 2024 Compromise and Release Agreement in the matter of Save our Students - Safe Over Sorry, et. al. v. San Diego County Board of Education et. al.  
J. Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **C. Save Our Students - Safety Over Sorry, et. al. v County of San Diego, et. al. Settlement Agreement**

No Action Taken



**D. Final Settlement Agreement and Release Arturo Blanco and Brianna Cotrell, Parent on Behalf of Minor Child, Gabriel Blanco and Literacy First Charter School**

No Action Taken

**E. Adjourn Closed Session**

K. Evans made a motion to Adjourn Closed Session at 8:00 pm.

M. Simone seconded the motion.

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

**VI. Closing Items**

**A. Adjourn Meeting**

M. Simone made a motion to Adjourn 5-15-24 Board Meeting at 9:10 pm.

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 9:10 PM.

Respectfully Submitted,

L. Amorteguy