

APPROVED



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

Regular Board Meeting

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#### Date and Time

Wednesday August 14, 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/89634493816?pwd=AhEO2Tgm1VbP2U1a5NsKhVQUXFFbBL.1>

Meeting ID: 896 3449 3816

Passcode: mqW5Ex

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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, K. Evans, M. Simone

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### **Trustees Absent**

P. Schreiber

### **Guests Present**

D. Beyer, L. Amorteguy, S. Robinson

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## **I. Opening Items**

### **A. Record Attendance**

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

K. Evans called a meeting of the board of trustees of Literacy First Charter Schools to order on Wednesday Aug 14, 2024 at 5:38 PM.

### **C. Flag Salute**

### **D. Approve the Minutes from the June 13, 2024 Special Board Meeting**

M. Simone made a motion to approve the minutes from June 13th 2024 Literacy First Charter School Board of Trustees on 06-13-24.

J. Lewis seconded the motion.

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

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

J. Lewis made a motion to Approve agenda for August 14th 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 discussed current training week for our teachers. 23 new teachers have been hired. New curriculum for ELA K-12 and Math for grades 6-8.

### **B. 2022-23 LFCS Teachers Assignment Monitoring Outcomes**

Steve Robinson reported on Teacher Assignment Monitoring Outcomes that were released on July 18, 2024. These outcomes are related to Priority 1 of the Local Indicators presented to the board on June 11, 2024.

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

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

Steve Robinson, CBO, shared LFCS financials as of 7.31.24 for fiscal year 2024-25. 2023-24 Unaudited Actuals are still being finalized.

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

Houghton Mifflin: 6-12 ELA curriculum adoption: \$267,013.43 (Arts, Music, Instructional Materials Block Grant)

Kendall Hunt: 6-8 Math curriculum adoption: \$17,343.76 (Arts, Music, Instructional Materials Block Grant)

McGraw Hill: K-5 ELA curriculum adoption: \$321,290.93 (Arts, Music, Instructional Materials Block Grant)

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

Steve Robinson, CBO, shared the following facilities report.

LCCHS Alpine: 2 roofs updated with new shingles. New tiles installed in 3 science rooms. New carpet installed in 6 classrooms and the conference room building. Fire alarm system faults corrected and remote monitoring set up. Handrails painted. Plumbing issues fixed.

Junior Academy: Still waiting on the permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP. The ADA work at Freedom House will now be done summer 2025. Retaining wall and fence at Freedom House replaced. Slab poured for storage shed at Freedom House. Concrete slabs poured to improve pick up area for students and teachers. Retaining wall on east side of campus fixed and handrail reinstalled. Shade covers replaced. Carpet work started. Play areas re-stripped.

Primary Academy: Fence behind playground equipment has been replaced. Negotiations for a new lease continue. Playground equipment and carpet replacement are planned for summer 2025 once new lease is finalized. 8 student bathroom upgraded in the portable classrooms completed as well as awning replacements and some ceiling repair. Play area was re-stripped.

Liberty Academy: 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 has been repaired and resealed.

The parking lot repaired, resealed, and re-stripped. ELOP and Camp Ketchup ran out of this campus June 24 - July 26.

Two work trucks have been purchased for the maintenance department. One is wrapped the other will be after the beginning of the year.

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

Steve Robinson, CBO, presented the following legal issues.

SOS v. San Diego County Board of Supervisors: The dismissal stipulation has been agreed upon by all parties and has been signed off by the court. The court ruled on August 2 that LFCS does not owe SOS for any attorney's fees. Plaintiff's counsel accepted the ruling. There is a small chance for an appeal.

SOS v. SDCOE: LFCS \$40,000 settlement payment mailed on June 27, 2024 and check cashed on July 1, 2024. Case closed.

Blanco Case: \$10,000 payment to Blanco attorney mailed on June 27, 2024. \$40,000 check to the residential facility mailed on 7.10.24. Case closed.

Zori: Plaintiff has not followed through on their side of the settlement. Case dismissed without prejudice. Plaintiff has 6 months to refile or the case is closed. We have not paid out any of the \$15,000 in damages.

#### **E. Approve the updated LFCS Special Compensations**

Steve Robinson, CBO, reported on Special Compensations added a 7th and 8th grade single subject credential stipend of \$2,500 for having a single subject credential and for the extra work in grading assignments and assessments for the large number of 7th and 8th grade students, or across other multiple grade levels, which is unique within our K-8 program.

M. Simone made a motion to Approve the updated LFCS Special Compensations.

B. Johnson seconded the motion.

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

#### **F. Executive Director's Compensation Package Clarification**

Steve Robinson, CBO, shared clarification on the Executive Director's Compensation Package approved on October 12th 2022 and recommends board approval.

J. Lewis made a motion to Approve Executive Director's Compensation Package Clarification.

M. Simone seconded the motion.

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

#### **G.**

### **2024-25 Executive Director's Compensation Package**

Steve Robinson, CBO, recommended the board approve the 2024-25 Executive Director's Compensation Package.

M. Simone made a motion to Approve 2024-35 Executive Director's Compensation Package.

J. Lewis seconded the motion.

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

### **H. MGPA Architecture Fee Proposal**

Steve Robinson, CBO, recommended the board approve the MGPA Architecture fee proposal (see "MGPA Fee Proposal LCHS 2024") to install two relocatable classrooms at our LCHS campus for use as a weight room and as a classroom. MGPA is an SDCOE approved

architect (see "MGPA Agreement" attached), has the lowest fees of all SDCOE approved architects, and comes highly recommended by the Alpine School District's Superintendent and CBO.

The total cost of this project is estimated at \$300,000 - \$400,000. This includes the cost of the architect, the purchase of the two classrooms (see "MM Classrooms Quote and Agreement" attached), installation of the classrooms, and possible ADA improvement work to the campus. Equipment for the weight room and furnishings for the other classroom are not included in this estimate.

B. Johnson made a motion to Approve MGPA Architecture Fee Proposal.

M. Simone seconded the motion.

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

### **I. 2024-25 LFCS Independent Study Policies**

Steve Robinson, CBO, recommended the board approve the 2024-25 LFCS Independent Study policies. The change is the threshold of long term and short term independent study is moving from 15 days to 16 days. Long term independent study is now 16 school days or more and short term independent study is less than 16 school days or less.

The state now allows schools the entire school year to obtain parent signatures for short term independent study contracts of less than 16 school days.

J. Lewis made a motion to Approve 2024-25 LFCS Independent Study Policy.

B. Johnson seconded the motion.

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

## **IV. Governance**

### **A. 2024-25 LFCS Board of Trustees Meeting Calendar**

Steve Robinson, CBO, recommended the board approve the 2024-25 LFCS Board of Trustees Meeting Calendar.

M. Simone made a motion to Approve 2024-25 LFCS Board of Trustees Meeting Calendar.

B. Johnson seconded the motion.

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

**B. Governance Committee Report**

None

**C. Finance Committee Report**

Matt Simone and Steve Robinson will meet before the next scheduled Board Meeting.

**D. Facilities Committee Report**

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.

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 6:33 PM.

Respectfully Submitted,

L. Amorteguy