



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

#### Regular Board Meeting

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#### Date and Time

Wednesday December 11, 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/82824105333?pwd=Yy0HNqgSCO7wJ8b4yx9MLvMQVgtRbJ.1>

Meeting ID: 828 2410 5333

Passcode: azYJy1

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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, P. Schreiber

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## **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 Dec 11, 2024 at 5:38 PM.

### **C. Flag Salute**

### **D. Minutes from the November 13, 2024 Board Meeting**

K. Evans made a motion to Approve the minutes from November 13th, 2024 Board Meeting Literacy First Charter School Board of Trustees on 11-13-24.

J. Lewis seconded the motion.

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

### **E. Current Agenda**

M. Simone made a motion to Approve December 11th, 2024 regular board meeting agenda.

J. Lewis seconded the motion.

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

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

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

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

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

Debbie Beyer, CEO, shared current attendance numbers and upcoming Christmas activities at LFCS.

Debbie Beyer shared the results of the Battery Storage facility that will be placed behind the Liberty Academy Campus. Completion of the facility should be June 2025. The wall separating the school campus and the facility should begin January 2025.

The staff Christmas Party is at the Grand Ole BBQ in Alpine at 1:00 Friday Dec 13th.

Debbie Beyer is meeting with all lead teachers and looking at the teachers on their team and evaluating the training that teachers may need to be the most effective in the classroom. An evaluation of what we do and the why we do what we do.

**B. Board Recognition of Kathy Paul**

Debbie Beyer recognized Kathy Paul as an employee of LFCS will be retiring. She was unable to attend. Priscilla Schreiber recognized Kathy Paul upon her retirement.

K. Evans made a motion to to recognize Kathy Paul for her service at LFCS upon her retirement.

M. Simone seconded the motion.

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

**C. Board Recognition of Frances Balko**

Priscilla Schreiber recognized Frances Balko for her service while working at LFCS. She will be retiring at the end of December.

M. Simone made a motion to to recognize Frances Balko for her service at LFCS upon her retirement.

P. Schreiber 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 11.30.24.

**B. Contracts and Large Purchases Notifications**

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

IncStores.com: Flooring tiles for LCHS weight room project: \$15,083.54.

A&B Air Conditioning and Heating: Replace two HVAC systems at LCHS over Christmas break: \$17,750.

**C. Facilities Report**

Steve Robinson, CBO, shared facility reports for all the campus'

LCHS Alpine: The district agreed to credit us the \$20,040 for the solar repairs needed to get the system running at capacity again. Work has begun. The container and flooring have been purchased for the LCHS weight room. two old and unfixable HVAC units are scheduled to be replaced over Christmas break. Cloud based phone system infrastructure work scheduled for the end of June and installation in July.

Junior Academy: The permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP is being bounced back and forth between

the city and county. The ADA work at Freedom House will be done summer 2025 with the project in permitting now and bids are being generated. The turf and stair project is scheduled for Christmas break. Remaining carpet and tile installation pushed to Easter break due to concerns over the tile. Cloud based phone system infrastructure work scheduled for the end of June and installation in July. Solar is being explored for this campus.

Primary Academy: We are pricing repairs to the playground structure now that we have executed the 5 year lease.

Liberty Academy: School leadership has had multiple meetings with representatives from RWE, the battery storage company, to discuss safety concerns regarding the battery storage facility being constructed on 203 N Johnson Ave. A meeting for parents and staff was held on 12.10.24 at 6:00pm at 698 W Main. Construction has started at 203 N Johnson Ave. Playground and turf replacement planned for summer 2025. Cloud based phone system infrastructure updates scheduled for late June and installation in July. Solar is being explored for this campus.

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

Steve Robinson, CBO, shared that Surety bond is cancelled and should be returned to us in January 2025 and the Zori case has been finalized.

#### **E. 2024-25 LFCS 1st Interim Report**

Steve Robinson, CBO, recommended the board approve the 2024-25 LFCS 1st Interim Report which contains budgeted revenue and expenses as of 10.31.24, actual revenue and expenses as of 10.31.24, budget projections for fiscal years 2025-26 and 2026-27, and cash flow as of 10.31.24.

K. Evans made a motion to Approve 2024-25 LFCS 1st Interim Report.

M. Simone seconded the motion.

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

#### **F. 2023-24 LFCS Audit**

Steve Robinson, CBO, recommended the board approve the 2023-24 LFCS audit. The auditors

deemed all previous findings corrected and identified no new findings for fiscal year 2023-24. All audit adjustments have been fully explained, understood, and align with the ending funding balance calculation in the audit.

M. Simone made a motion to Approve 2023-24 LFCS Audit with amendment that on page 17 is it corrected to say LFCS is authorized through the San Diego County Board of Education.

K. Evans seconded the motion.

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

**G. Freedom House ADA Bids**

Steve Robinson requested that Freedom House ADA Bids be tabled to the January 2025 regular board meeting.

**H. LFCS Mathematics Placement Policy**

Steve Robinson, CBO, recommended the board approve the LFCS Mathematics Placement Policy.

J. Lewis made a motion to Approve LFCS Mathematics Placement Policy.

K. Evans seconded the motion.

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

**I. LFCS Suicide Prevention Policy**

Steve Robinson, CBO, recommended the board approve the recently updated LFCS Suicide

Prevention Policy

B. Johnson made a motion to Approve LFCS Suicide Prevention Policy.

J. Lewis seconded the motion.

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

**J. 2024-25 LFCS School Plan For Student Achievement**

Steve Robinson, CBO, recommended the board approve the 2024-25 LFCS School Plan For Student Achievement.

M. Simone made a motion to Approve 2024-25 LFCS School Plan for Student Achievement.

B. Johnson seconded the motion.

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

**IV. Governance**

**A. Calendar change**

Steve Robinson, CBO, recommended the board move the January 8, 2024 regular board meeting to January 15, 2024.

K. Evans made a motion to Move the January 8th 2024 regular board meeting to January 15 2024.

M. Simone seconded the motion.

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

**B. Organizational Meeting**

Priscilla Schreiber discussed a new slate of officers for 2025-26. Discuss committee assignments. Continued service for board members terms expiring.

M. Simone made a motion to Approve Jason Lewis and Katina Evans to continue to serve on the LFCS Board for another 4 year term 2024-28.

P. Schreiber seconded the motion.

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

M. Simone made a motion to Appoint a new slate of officers to the LFCS Board, Katina Evans will serve as President 2024-2026, Jason Lewis will serve as Vice President 2024-2026, Matt Simone will serve as Secretary 2024-2026.

B. Johnson seconded the motion.

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

**C. Governance Committee Report**

**D. Finance Committee Report**

**E. Facilities Committee Report**

**V. Closed Session**

**A. Enter Closed Session**

None

**B. Adjourn Closed Session**

**VI. Closing Items**

**A. Adjourn Meeting**

B. Johnson made a motion to Adjourn meeting at 7:14 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 7:18 PM.

Respectfully Submitted,

L. Amorteguy