APPROVED

Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time
Wednesday February 12, 2025 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

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.

Trustees Present
B. Johnson, J. Lewis, K. Evans, M. Simone

Trustees Absent
P. Schreiber

Guests Present
D. Beyer, L. Amorteguy, S. Robinson

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 Feb 12, 2025 at 5:33 PM.

C. Flag Salute

D. Minutes from the January 15, 2025 Board Meeting

M. Simone made a motion to Approve the minutes from January 15th, 2025 Literacy First Charter School Board of Trustees on 01-15-25.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Current Agenda

B. Johnson made a motion to Approve current agenda for February 12th 2025.
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, Executive Director, provided the board an update on staffing, programs, attendance, and current newsletters for the 2024-25 school year.

B. Intervention and SPED Staff

Debbie Beyer introduced Troy Beyer who introduced the LFCS intervention and SPED staff to the
board.

C. 2024-25 LFCS Safety Plans

Victor Kempsey provided the board information on the 2024-25 LFCS Safety Plans and recommended the board approve 2024-25 LFCS Safety Plan as presented.
J. Lewis made a motion to Approve 2024-25 LFCS Safety Plan.
B. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2024-25 LFCS Training Programs

Justin Stinson provided the board information on the 2024-25 LFCS Teacher Training Programs.
M. Simone made a motion to Approve 2024-25 LFCS Teacher Training Programs.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2024-25 LFCS School Accountability Report Card

Gain Stroben recommended the board approve the 2024-25 LFCS School Accountability Report Card as presented.
B. Johnson made a motion to Approve 2024-25 LFCS School Accountability Report Card.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. 2024-25 LFCS LCAP Mid Year Report

Gail Stroben provided the board information on the 2024-25 LFCS LCAP Mid Year Report.

III. Chief Business Officer's Report

A. Current Financial Report

Steve Robinson, CBO, shared the LFCS financials as of 1.31.25.

B. Contracts and Large Purchases Notifications

Steve Robinson, CBO, shared the following large contracts and purchases.
The Awning Store: LCHS canopy replacement for weight room area and back lunch area: $29,840.
Alpine Fence: JA vinyl and privacy chain link fence replacement: $32,400.
Angus Asphalt: JA basketball court resurfacing and re-striping after filling in the cracks after multiple turned ankles: $19,100

C.

Facilities Report

Steve Robinson, CBO, shared the following facilities report.
LCHS Alpine: The district agreed to credit us the $20,040 for the solar repairs needed to get the system running at capacity again. As of 12.28.24, the system is working at capacity again. The new canopy and exercise equipment are the next steps in the weight room project and have been ordered. Security system updated due to recent trespassing issues. 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 in its final stage. Precision Striping will be the contractor for $9,500 (low bid). Fences along the west side of the property and along property line of the immediate neighbor to the north have been replaced by Alpine Fence for $32,400 (vinyl and chain link). Cracks and potholes in the back parking lot have been repaired and sealed by Angus Asphalt for $8,650. Basketball court is scheduled to be resurfaced and re-striped over February break. An underground sewage pipe broke in the courtyard area and will be cleaned out and resurfaced to fix the break. The ADA work at Freedom House will be done summer 2025 with the project in permitting now and bids are being generated. Tile work is the last remaining part of the current flooring upgrades to be completed this summer. 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: A meeting with RWE representatives and LFCS parents and staff was held on 12.10.24 at 6:00pm at 698 W Main. Construction of RWE's project continues 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 the surety bond was returned to LFCS with interest as well as the prorated portion of the annual premium.

E. Freedom House ADA Bids

Steve Robinson, CBO, asked to table this discussion and vote until March 12th 2025 Board Meeting

F. JA and LA Solar Bids

Steve Robinson, CBO, asked to table this discussion and vote until March 12th 2025 Board meeting

G. Form 700

Steve Robinson, CBO, provided board members their Form 700 to complete and return by the March 12th 2025 board meeting.

H. LFCS Title IX Policy and Grievance Procedures

Steve Robinson, CBO, recommended the board approve the LFCS Title IX Policy and Grievance
Procedures.
M. Simone made a motion to Approve LFCS Title IX Policy and Grievance Procedures.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Christy White audit contract for 2024-25 through 2026-27 fiscal years

Steve Robinson, CBO, recommended the board approve the Christy White contract to perform
independent audits and tax preparation for fiscal years 2024-25, 2025-26, and 2026-27.
B. Johnson made a motion to Approve Christy White audit contract for the 2024-25 through 2026-27 fiscal years.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Governance Committee Report

Katina Evans presented notes from Governance Committee meeting on February 10th 2025. Discussion on creating goals, using Board on Track tools to help, creating a succession plan for Board and LFCS staff. Adding discussion items for Board Members on challenges Charter Schools face and how to be advocates for Charters and LFCS. The committee will meet again and discuss opportunities for a retreat.

B. Finance Committee Report

Matt Simone shared nothing to report at this time.

C. Facilities Committee Report

Jason Lewis shared nothing to report at this time.

V. Closed Session

A.

Enter Closed Session

J. Lewis made a motion to To enter into closed session at 6:59 pm.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board discussed the CBO's performance review. No action taken.

B. Adjourn Closed Session

M. Simone made a motion to Adjourn Closed Session.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

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 7:35 PM.

Respectfully Submitted,
S. Robinson