



# Literacy First Charter Schools

## Minutes

### Literacy First Charter School Board of Trustees

#### Regular Board Meeting

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#### Date and Time

Wednesday May 14, 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

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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**

K. Evans called a meeting of the board of trustees of Literacy First Charter Schools to order on Wednesday May 14, 2025 at 5:38 PM.

### **C. Flag Salute**

### **D. Minutes from the April 9, 2025 Board Meeting**

M. Simone made a motion to Approve the minutes from April 9th, 2025 Regular Board Meeting Literacy First Charter School Board of Trustees on 04-09-25.

P. Schreiber seconded the motion.

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

### **E. Current Agenda**

P. Schreiber made a motion to Approve current agenda for May 14th, 2025 Regular Board Meeting.

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, CEO, gave an update on staffing, programs happening at school and attendance for past month.

Debbie introduced Jonathan Abbas to share about the High School Leadership Council and introduced students on Leadership Council.

**B. Induction Presentations**

Debbie Beyer, CEO, introduced Justin Stinson who introduced the teachers completing their second year of the Induction program to clear their credential. Teachers presented their research project completed for Induction.

**C. 2025-26 Declaration of Need**

P. Schreiber made a motion to Approve 2025-26 Declaration of Need.

M. Simone seconded the motion.

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

**D. 2025-26 Committee on Assignment**

M. Simone made a motion to Approve 2025-26 Committee on Assignment.

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 4.30.25.

**B. 2025-26 Medical, Dental, Vision, Life Insurance Renewal**

Steve Robinson, CBO, shared the renewal information for Sharp, Kaiser, The Difference Card,

Principal Dental, VSP, and Mutual of Omaha Life Insurance.

**C. Contracts and Large Purchases Notifications**

Steve Robinson, CBO, shared the following large purchase.

Wise Roofing: two roof replacements at LCHS: \$37,995.

**D. Facilities Report**

Steve Robinson shared the following facility report for all campus'

LCHS Alpine: The solar panels are not working properly. Snyder Electric has identified problems with two circuit boards on the inverter which can be replaced for about \$4,000. Another broken pipe was located near the kitchen. Repairs are being scheduled. Cloud based phone system infrastructure work scheduled for the end of June and installation in July. Roofs over the conference room and science classrooms and HVAC over the conference room will be replaced this summer. Artificial turf to be installed in the quad this summer.

Junior Academy: The permit for the installation of the left hand turn lane and "no blocking" signs on Bradley per the new CUP has been granted and work is scheduled for the week of June 23-27. The ADA work at Freedom House will be done summer 2025 with the project now permitted and bids are being generated. Tile in the science rooms and carpet in the work room and admin office were installed over Easter break and complete the flooring replacement at the JA. Cloud based phone system infrastructure work scheduled for the end of June and installation in July. Solar will be installed during the summer of 2026 due to the roof work on 1030 being completed in the summer of 2025.

Primary Academy: We are pricing repairs to the playground structure. An on site meeting was held on 4.1.25.

Liberty Academy: 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 will be installed by the summer of 2026. Carpet replacement scheduled for July.

#### **E. Legal Issues**

None to report

#### **F. Freedom House ADA Bids**

P. Schreiber made a motion to Approve Freedom House ADA Bids.

M. Simone seconded the motion.

The CBO recommended the board approve the ML Construction bid for the door portion of this project and the San Diego Remodel Works, Inc bid for the finish work, ramps, signs, flooring, counter, and bathroom work.

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

#### **G. Resolution 2025-05**

Steve Robinson, CBO, recommended the board approve this annual resolution authorizing Steve

Robinson to pick up mail from SDCOE and Debbie Beyer, Steve Robinson, Stacy Knowles, and Tamara Contasti to pick up warrants.

P. Schreiber made a motion to Approve Resolution 2025-05.

M. Simone seconded the motion.

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

#### **H. Resolution 2025-06**

Steve Robinson, CBO, recommended the board approve this annual resolution attesting to the fact

that Debbie Beyer and Steve Robinson ensure all employees have taken an oath of allegiance.

P. Schreiber made a motion to Approve Resolution 2025-06.

M. Simone seconded the motion.

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

**I. Resolution 2025-07**

Steve Robinson, CBO, recommended the board approve this annual resolution authorizing Debbie

Beyer and Steve Robinson sign LFCS commercial warrants.

P. Schreiber made a motion to Approve Resolution 2025-07.

M. Simone seconded the motion.

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

**J. Resolution 2025-08**

Steve Robinson, CBO, recommended the board approve this annual resolution authorizing Debbie

Beyer, Steve Robinson, and Stacy Knowles to reissue payroll and commercial warrants.

P. Schreiber made a motion to Approve Resolution 2025-08.

M. Simone seconded the motion.

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

**K. 2025-26 Salary Schedules**

J. Lewis made a motion to Approve 2025-26 Salary Schedules.

P. Schreiber seconded the motion.

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

**L. 2025-26 Application for Title I Funding**

Steve Robinson, CBO, recommended the board approve the 2025-26 Application for Title I Funding.

This is a condition for applying for these funds which help provide reading and mathematics intervention services to students performing below grade level in these areas who are not receiving such services from our Language Support or Special Education teams. This funding totaled \$418,762 in 2024-25. We expect at least this funding level in 2025-26.

P. Schreiber made a motion to Approve 2025-26 Application for Title I Funding.

B. Johnson seconded the motion.

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

**M. Turf installation in LCHS Quad**

P. Schreiber made a motion to Approve Turf Installation in LCSH Quad Grass Dr. Bid.

M. Simone seconded the motion.

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

**N. LCHS HVAC removal and replacement**

Steve Robinson, CBO, and the Maintenance Lead recommend the board approve the A&B bid to

replace the HVAC system over the conference room as Jackson Foster does not work on gas lines which need to be removed and replaced as part of this project. This roof is also being replaced so coordinating with the roofer and one HVAC contractor is preferred to coordinating with two HVAC contractors. A&B has been very reliable in the past and has done quality work for us in a timely fashion.

M. Simone made a motion to Approve LCHS HVAC removal and replacement.

B. Johnson seconded the motion.

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

**IV. Governance**

**A. Governance Committee Report**

All Board Members have completed the AB 1234 Ethics Training Completion Status.

**B. Finance Committee Report**

Nothing to report

**C. Facilities Committee Report**

Nothing to report

**D. Human Trafficking as part of the LFCS Safety Plan**

Priscilla Schreiber and Barbara Johnson would like to discuss the issue of human trafficking and the inclusion of reporting procedures in the LFCS Safety Plan.

Katrina Evans opened the discussion with the Board.

**V. Closed Session**

**A. Enter Closed Session**

None

**B. Adjourn Closed Session**

**VI. Closing Items**

**A. Other Issues**

**B.**

### **Adjourn Meeting**

P. Schreiber made a motion to Adjourn Meeting at 8:15pm.

J. Lewis 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 8:17 PM.

Respectfully Submitted,

L. Amorteguy