APPROVED

Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time
Wednesday September 10, 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 go to:

Join Zoom Meeting

https://us02web.zoom.us/j/82824105333?pwd=Yy0HNqgSCO7wJ8b4yx9MLvMQVgtRbJ.1

Meeting ID: 828 2410 5333
Passcode: azYJy1

Teleconferencing Locations:

799 E Washington Ave El Cajon, CA 92020
1012 E Bradley Ave El Cajon, CA 92021
1850 Alpine Blvd Alpine, CA 91901

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
J. Lewis, K. Evans, M. Simone, P. Schreiber

Trustees Absent
B. Johnson

Guests Present
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 Sep 10, 2025 at 5:34 PM.

C. Flag Salute

D. Minutes from the August 13, 2025 Regular Board Meeting

M. Simone made a motion to Approve the minutes from August 13, 2026 Regular Board Meeting Literacy First Charter School Board of Trustees on 08-13-25.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes from the August 13, 2025 Emergency Board Meeting

J. Lewis made a motion to Approve the minutes from August 13, 2025 Emergency Board Meeting Literacy First Charter School Board of Trustees on 08-13-25.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Current Agenda

P. Schreiber made a motion to Approve September 10th, 2025 Regular Board Meeting.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

G.

Public Comment on Agenda Items

None

H. Public Comment on Non-Agenda Items

None

II. Executive Director's Report

A. School Events, Program, and Staffing Updates

Stacey Harrell presented a Curriculum Overview of curriculum purchased in the past few years as well as training that has been provided for the staff to implement this curriculum

B. 2025-26 LCAP and Dashboard

P. Schreiber made a motion to Remove 2025-26 LCAP and Dashboard Report from the September 10th 2025 Regular Board Agenda.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Parent Team Leader Council Presentation

Julia Simpson, President of PTLC, made a presentation on the philosophy and goals of PTLC She shared the events PTLC hosts through out the year and the activities that PTLC supports and runs.

III. Chief Business Officer's Report

A. Current Financial Report

Steve Robinson, CBO, shared the school's financials as of 8.31.25.

B. Contracts and Large Purchases Notifications

Steve Robinson made a report on the following large purchases:
Alpine Fences: New gate at the Johnson Ave side of the LA alley: $10,500.
Learning Without Tears: ELA curriculum annual: $20,538.02
Houghton Mifflin: ELA curriculum adoption: $19,537.50
McGraw Hill: ELA curriculum adoption: $38,947.58
McGraw Hill: Math curriculum adoption: $25,079.07

C. Facilities Report

Steve Robinson shared the following facilities report:

LCHS Alpine: Snyder Electric has identified problems with two circuit boards on the solar inverter which are scheduled to be fixed along with shocks for the panel tracking

systems. More clogged and deteriorated sewer lines identified near the portables that were backing up into sinks. Repairs are underway on those pipes.

Junior Academy: The ADA work at Freedom House is down to the striping of the parking space. Solar will be installed during the summer of 2026.

Primary Academy: Playground update scheduled for this fall, possibly October break.

Liberty Academy: Construction of RWE's project continues at 203 N Johnson Ave. Solar will be installed by the summer of 2026. Carpet replacement in MPR and two offices planned for October break. Alley gate at Johnson replaced and upgraded to match new construction next door.

D. Legal Issues

None to report

E. Real Estate Report

Steve Robinson shared that the offer on the property in which we were interested was rejected by the owner with no counter offer.

F. Executive Director's 2025-26 Contract

Steve Robinson, CBO, recommended the board approve Debbie Beyer, Executive Director's 2025-26 contract based on step 25 of the board approved 2025-26 Executive Director's Salary Schedule. Like all eligible employees, the executive director's compensation package includes up to $12,000 toward medical, dental, and vision insurance premiums, $50,000 of term life insurance, and workers compensation coverage. The executive director's compensation package also includes mileage and a cell phone.
P. Schreiber made a motion to Approve Executive Directors' 2025-26 Contract.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. 2024-25 LFCS Unaudited Actuals

Steve Robinson, CBO, recommended the board approve the 2024-25 LFCS Unaudited Actuals.
M. Simone made a motion to Approve the 2024-25 LFCS Unaudited Actuals.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. 2024 Commissions Report

Steve Robinson, CBO informed the board in Pursuant to California law AB 2589, on the commissions earned by our insurance broker Alliant Insurance Services for the

calendar year 2024 from Principal (dental) and Kaiser (medical). Alliant earned $14,018.33 (approx 9.8%) in commissions from Principal and $19,378.07 (approx 5.8%) in commissions from Kaiser.

Sharp (medical) and VSP (vision) have not provided commission reports at this time.

IV. Governance

A. Governance Committee Report

Nothing to report

B. Finance Committee Report

Nothing to report

C. Facilities Committee Report

Nothing to report

V. Closing Items

A. Other Issues

None

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:43 PM.

Respectfully Submitted,
L. Amorteguy
P. Schreiber made a motion to Adjourn Meeting September 10th 2025.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.