APPROVED

Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time
Wednesday December 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
B. Johnson, J. Lewis, K. Evans, M. Simone, P. Schreiber

Trustees Absent
None

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 Dec 10, 2025 at 5:32 PM.

C. Flag Salute

Lead by Jason Lewis

D. Minutes from the November 12, 2025 Regular Board Meeting

M. Simone made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 11-12-25.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Current Agenda

J. Lewis made a motion to Approve current agenda for December 10th 2025 Regular 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, CEO shared the events for December, Kindergarten Nutcracker Experience, Parent/Teacher/Student Conferences, Poetry Night for 5th grade, Adopt a Christmas Family, High School has Christmas rotations, 3rd grade Polar Express, Innovation Conference, Staff Christmas Luncheon at Grand O' BBQ in Alpine, High School participating in the Alpine Parade, PTLC Christmas Store,

III. Chief Business Officer's Report

A. Current Financial Report

Steve Robinson, CBO, shared the school's financials as of 11.30.25

B. Arbitrage Investments

Steve Robinson, CBO, informed the board on how the balances in our debt service reserve funds
have been invested.

C. Contracts and Large Purchases Notifications

Steve Robinson, CBO, shared the following contracts and large purchases:
Jaynes Brothers: Repair of the PA Playground: $49,217.35
La Mesa Flooring: Carpet replacement at the JA and LA: $30,178.99
American Made Logistics: Sink hole repair at LCHS: $8,750
Christy White: First payment for 2024-25 audit per board approved contract: $12,500

D. Facilities Report

Steve Robinson, CBO, shared the following facilities report:
LCHS Alpine: Solar is working but at about 80%. Current repairs are costly and outside the budget. We are no longer paying the Alpine district for the use of the solar panels. The repairs for the clogged and damaged pipes to the sinks in rooms 22-23 may be pushed to the 2025-26 fiscal year.

Junior Academy: The Freedom House ADA project punch list work is now complete and the final inspection was passed on 12.8.25. Solar is in permitting and is scheduled to be installed during the summer of 2026 with an expected completed date in October 2026. Solar at 1004 E Bradley is in permitting and should be completed by June 30, 2026.

Primary Academy: Speakers which operate within the PA system repaired.

Liberty Academy: Solar is in permitting and is scheduled to be installed and operational by June 30, 2026. We need to remodel a current office space into a SPED classroom for urgent need.

E. Bid for office space remodel into a SPED classroom at Liberty Academy

Steve Robinson, CBO, recommended the board approve the AML bid to remodel a current office
space into a SPED classroom for the urgent needs of SPED students at the Primary and Liberty campuses. The work would be completed over the Christmas break.
P. Schreiber made a motion to Approve bid for office space remodel into a SPED classroom at Liberty Academy.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Legal Issues

Steve Robinson, CBO, shared the following legal issue:
Grossmont has sued the family of a former LCHS SPED student over placement in a Non-Public School. LFCS has been subpoenaed for our records associated with this student. We don't expect any liability in this case. We are not being sued and began providing the documents requested in the subpoena when we were informed that the case has been settled out of court.

G. Resolution 2026-02.1 Merit Pay

Steve Robinson, CBO, recommended the board approve Resolution 2026-02.1. It is a corrected
version of the previously approved Resolution 2026-02. Previously approved Resolution mistakenly included "overtime" as an exclusion to the Merit Pay calculation and that was a mistake. Resolution 2026-02.1 removes "overtime" as an exclusion.
J. Lewis made a motion to Approve 2026-02.1 Merit Pay.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 2026-03.1 Longevity Pay

Steve Robinson, CBO, recommended the board approve Resolution 2026-03.1. It is a corrected
version of the previously approved Resolution 2026-03. Previous Resolution mistakenly included
"overtime" as an exclusion to the Longevity Pay calculation and that was a mistake. Resolution 2026-03.1 removes "overtime" as an exclusion.

M. Simone made a motion to Approve Resolution 2026-03.1 Longevity Pay.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. 2025-26 LFCS School Plan For Student Achievement

Steve Robinson, CBO, recommended the board approve the 2025-26 LFCS School Plan for Student
Achievement. This plan directs how LFCS spends its 2025-26 Title I allocation on our neediest students whose academic needs are not funded through Special Education revenue.
P. Schreiber made a motion to Approve 2025-26 LFCS School Plan for Student Achievement.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. 2025-26 LFCS First Interim Report

Steve Robinson, CBO, recommended the board approve the 2025-26 LFCS First Interim Report
P. Schreiber made a motion to Approve 2025-26 First Interim Report.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. 2024-25 Audit

Steve Robinson CBO, shared that the Federal Office of Management and Budget is delayed in providing all auditors theinformation they need to complete the Federal Single Audit portion of audits for schools which receive more than $750,000 in federal revenue in a fiscal year. LFCS
falls into this category and legally our auditor cannot complete our audit without the Federal Single Audit portion. SDCOE has granted LFCS an extension to submit our audit to January 29, 2026 if necessary. The statutory deadline is December 15. US Bank, our bond trustee, the El Dorado SELPA, and CDE have been notified.

No vote due to incomplete audit.

IV. Closed Session

A. Convene to Closed Session

M. Simone made a motion to Convene to Closed Session at 6:25pm.
P. Schreiber seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Conference with Real Property Negotiations for 3607 Avocado Blvd, La Mesa, CA 91941

No action taken.

C. Conference with Real Property Negotiations for 1450 E Main Street El Cajon 92021

No action taken.

D. Reconvene to Open Session

P. Schreiber made a motion to Reconvene to Open Session at 6:59pm.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance

A. Governance Committee Report

None to report

B. Finance Committee Report

None to report

C. Facilities Committee Report

None to report

VI. Closing Items

A. Other Issues

B. Adjourn Meeting

M. Simone made a motion to Adjourn Meeting at 7:18pm.
P. Schreiber 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