APPROVED

Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time
Wednesday September 9, 2026 at 5:30 PM

Location
If you need disability related accommodations, please contact Steve Robinson at 619.579.7233 or at steve.robinson@lfcsinc.org. LFCS will provide all reasonable accommodations consistent with the Americans With Disabilities Act.

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:

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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, M. Simone, P. Schreiber

Trustees Absent
None

Guests Present
D. Beyer, S. Robinson

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 Sep 9, 2026 at 5:34 PM.

C. Flag Salute

D. Minutes from the August 12, 2026 Board Meeting

J. Lewis made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 08-12-26.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Current Agenda

M. Simone made a motion to Approve the current agenda for the September 9th 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

The Executive Director provided the board information on current enrollment and upcoming school events.

B. Introduce new members of the Administration Team

The Executive Director introduced Kendra McMath and Tammy Harrell to the board as new members of the administration team.

C. Parent Team Leader Council

Stacy Bendick provided the board information on the LFCS Parent Team Leader Council's purpose, membership, and activities.

D. 2026-27 LFCS Instructional Materials Public Hearing

Stacey Harrell held the 2026-27 instructional materials public hearing where she listed the curriculum used and how LFCS ensures all students have the necessary curriculum at school and at home.

E. Resolution 2027-03: 2026-27 LFCS Instructional Materials

M. Simone made a motion to Approve Resolution 2027-03 attesting that LFCS provides every student sufficient textbooks and instructional materials.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Data

Troy Beyer provided the board data on birth rates and declining Kindergarten enrollment.

III. Chief Business Officer's Report

A. Current Financial Report

The CBO shared the 2026-27 adopted budget letter SDCOE sent as well as the financials as of 8.31.26 and current balances of restricted revenue.

B. Contracts and Large Purchases Notifications

Zerorez: Carpet Cleaning JA: $8,197.25
Rapid Dry: Tile Cleaning at JA and Carpet and Tile Cleaning at the LA: $23,205

Wright Painting: LCHS Doors: $5,550
Proven Escrow: Deposit for 1015 Pepper Drive Purchase: $7,000.
Cam Curry Consulting: $5,335 for July; $5,335 for August.
Literacy First Charter School Issuer, LLC to fund account for final wire transfer of 1015 Pepper Drive purchase balance: $676,320.
Peter Kim: LFCS and LCHS website maintenance for 2026-27: $8,000

C. 2025-26 LFCS Unaudited Actuals

M. Simone made a motion to Approved the 2025-26 LFCS Unaudited Actuals.
J. Lewis seconded the motion.
The CBO reviewed the 2025-26 LFCS Unaudited Actuals with the board prior to the vote.
The board **VOTED** unanimously to approve the motion.

D. Legal Issues

None

E. Facilities Report

LCHS: Working on a reasonable fix to the solar inverter issues.

Junior Academy: Solar project continues on schedule to be operational in October. Construction is complete.

Primary Academy: Nothing to report

Liberty Academy: Leaking sprinkler pipes repaired.

F. 1323 Administration Way Update and Vote to affirm executed contracts

Abatement and demolition contract with CVE signed on 8.19.26. Once the abatement and demolition are complete, we will replace the roof to waterproof the interior. Then we will conduct the tenant improvement on the interior including exterior doors and windows. Contract total: $84,725. This work started on August 31 and is expected to last 3 weeks. Septic inspection scheduled for Tuesday, September 8.

Time and materials contract signed with Mascari Construction for incidental work for up to $5,000.

Project management contract signed with Mascari Construction for 10% of sub contractor's invoiced costs per sub contractor's contracts not including work Mascari Construction completes.

American Fence contract for temporary fence signed: $2,495.00.

Mascari Electric proposal for electrical removal and updating in the east building signed: $45,790.

Plumbing, doors, windows, interior improvements, exterior improvements, stucco, painting, and permanent fence contracts being bid / under review.
M. Simone made a motion to Ratify the following contracts for the 1323 Administration Way project: CVE Abatement and Demolition contract, the Mascari Construction time and materials contract, the Mascari Construction project management contract, the American Fence temporary fence contract, and the Mascari Electric contract for phase 1 of the electrical work.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Carter Heat and Air Contract for 1323 Administration Way Project

M. Simone made a motion to Approve the Carter Heat and Air Phase 1 and Phase 2 contracts for the 1323 Administration Way project.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. 1323 Admin Way Roof Contract

M. Simone made a motion to Approve the Mascari Construction contract to replace the roofs at 1323 Administration Way.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Mascari Electric Change Order for 1323 Administration Way West Building

M. Simone made a motion to Approve the Mascari Electric Change Order for the electrical work needed in the second building at 1323 Administration Way.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. 1015 Pepper Drive Purchase Update

Escrow opened on 8.24.26. Inspections and walkthrough occurred on 8.25.26. Down payment of $7,000 paid on August 28. Well inspection occurred on 8.26.26. Escrow scheduled to close on 10.5.2026.

K. Resolution 2027-04

M. Simone made a motion to Approve Resolution 2027-04 authorizing the purchase of 1015 Pepper Drive in the name of Literacy First Charter School Issuer, LLC and authorizing Steve Robinson to sign for Literacy First Charter School Issuer, LLC.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Reinvest Bond Reserve Account Funds in Toyota Commercial Bonds Update

M. Simone made a motion to Ratify the 8.24.26 purchase of Toyota Commercial Bonds with the 2019A and 2019B debt service reserve account funds made available when the previous Toyota Commercial Bonds matured.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Authorization to reinvest arbitrage investments in real time

M. Simone made a motion to Authorize Steve Robinson to make arbitrage investment decisions and initiate investment transactions on behalf of Literacy First Charter Schools under the guidance of Arbitrage Management Group.
J. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Governance Committee Report

Board Retreat scheduled for Saturday, September 12 at 1850 Alpine Blvd Alpine, CA 91901 at 9:00am.

B. Jared Svendsen selection to the LFCS Board of Trustees

J. Lewis made a motion to elect Jared Svendsen to the Literacy First Charter Schools Board of Trustees.
P. Schreiber seconded the motion.
Mr. Svendsen addressed the board describing his background, involvement with Literacy First, and desire to serve on the board prior to the vote which was not taken in his presence but was taken in open session.
The board **VOTED** unanimously to approve the motion.

C. Finance Committee Report

None

D. Facilities Committee Report

None

V. Closing Items

A. Other Issues

B. Adjourn Meeting

M. Simone made a motion to Adjourn the meeting.

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 7:49 PM.

Respectfully Submitted,
S. Robinson