DRAFT

Literacy First Charter Schools

Minutes

Literacy First Charter School Board of Trustees

Regular Board Meeting

Date and Time
Wednesday November 18, 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:

---

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, J. Svendsen, 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 Nov 18, 2026 at 5:35 PM.

C. Flag Salute

D. Minutes from the October 14, 2026 Board Meeting

J. Lewis made a motion to approve the minutes from Literacy First Charter School Board of Trustees on 10-14-26.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Current Agenda

J. Lewis made a motion to Approve the current agenda for the November 18, 2026 Regular LFCS Board of Trustees 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

The Executive Director provided the board information on the school's attendance, performance compared to local districts and the state, and upcoming events.

B. LFCS Athletics Update

Danny Sanchez, the LFCS Athletic Director, provided the board information on the fall sports programs at the Junior Academy and LCHS.

C. LFCS Special Education Program

The presentation was tabled for the December meeting.

D. Retirement Recognition

The Executive Director and the Board expressed their thanks to Tabitha Kosa for her 25 years of service to LFCS and recognized her outstanding performance and friendship.

III. Chief Business Officer's Report

A. Current Financial Report

The CBO provided the board with the financial status of the school as of 10.31.26 including budgeted and actual revenue and expenses as well as cash flow. This presentation included a presentation of the 2026-27 LFCS First Interim Report.

B. 2026-27 LFCS First Interim Report

J. Lewis made a motion to Approve the 2026-27 LFCS First Interim Report.
J. Svendsen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Contracts and Large Purchases Notifications

Mascari Construction: 50% of roofing contract and fees on HVAC: $37,200.
The Awning Store: $47,950 to replace the lunch awning that tore to pieces in the last storm: $16,000 initial payment
Mascari Construction: 50% of framing contract: $41,500.
Superior Plumbing: $25,000 initial payment.
Jesus Higuera Tree Service: PA and LA Trees trimmed: $5,800.

1323 Admin Way Total Paid to Date: $277,758.63

D. Legal Issues

Robin Carby, an employee during the 2024-25 school year has filed suit against LFCS for unspecified related to her workers compensation claim dated 5.8.2025. The CBO has notified our workers comp administrator at the time of the claim who has an attorney representing us and who is working with opposing counsel to resolve this suit.

E. Facilities Report

LCHS: Working on a reasonable fix to the solar inverter issues at 1850 Alpine Blvd. Roof shingles removed. Roof repairs have started. Plywood recommended for the entire roof. Fire panel system passed inspection. A horn needs replacing.

Junior Academy: Fire panel system passed inspection.

Primary Academy: Railing and fence along Washington may be replaced. The church has agreed to split the estimated cost of $7,500 for the Washington fence. Fire panel system passed inspection.

Liberty Academy: Fire panel system passed inspection. Some fire sprinklers need replacing. Playground equipment and surface repaired under warranty.

F. SELF Withdrawal

On 10.15.26, the CBO sent SELF Resolution 2027-02 and the cover letter withdrawing LFCS from SELF effective 7.1.2027. SELF acknowledged our withdrawal on the same day.

G. 1015 Pepper Drive Eviction

Title delivered to eviction attorney on 10.15.26. Eviction notice sent to tenants on 11.12.26 with a deadline of 1.11.27 to vacate the property. Tenant reports they are closing escrow on a new home on 11.16.26 and plan to be moved out by 12.5.26.

H. 2026-27 Christmas Bonus Resolutions

M. Simone made a motion to Approve Resolutions 2027-05 and 2027-06.
J. Lewis seconded the motion.
2027-05 awards Merit Pay to eligible staff in December 2026 payroll and 2027-06 awards Longevity Pay to eligible staff in December 2026 payroll.
The board **VOTED** unanimously to approve the motion.

I. 2026-27 Charter Tech Contract

M. Simone made a motion to Approve the 2026-27 Charter Tech Contract for back office and onsite technology support.

J. Svendsen seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. 1323 Administration Way Roofing Change Order

J. Lewis made a motion to Approve the Mascari Construction Roofing Change Order for $58,322 which includes new plywood for the whole roof, facia replacement, and perimeter wood replacement at 1323 Administration Way.
J. Svendsen seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. 1323 Administration Way Project Contracts

J. Lewis made a motion to Approve the following contracts for the 1323 Administration Way project: Mascari Construction to replace the windows and install new doors for $66,560. Mascari Construction to compete the rough plumbing for the bathrooms and sinks for $72,000. Mascari Construction to repair and install the exterior stucco including shoring up the existing chimneys for $58,000. Qualified Construction to provide and install 14 new classrooms doors and required hardware for $52,500.
M. Simone seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

J. Svendsen made a motion to Adjourn the meeting at 7:44pm.
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 7:44 PM.

Respectfully Submitted,
S. Robinson