

**THE LEARNER-CENTERED SCHOOL, Inc. (TLCS, Inc.)
ANTIOCH CHARTER ACADEMY (ACA)
ANTIOCH CHARTER ACADEMY II (ACA II)
3325 Hacienda Way, Antioch, CA
REGULAR MEETING OF THE CHARTER COUNCIL
January 17, 2019
4:00 PM
Minutes
Room 4**

1. Opening (Roll Call and Establishment of Quorum)

Meeting called to order at 4:04 pm. In attendance were council members: Mrs. Jeanine Pells, Mrs. Kristine Carrillo, Mrs. Julie Haas-Wajdowicz and Mrs. Margie DiGiorgio. Staff members in attendance were: Mr. Todd Heller, Ms. Sarah McLean, Ms. Marianne Dubitsky and Mrs. Andi Stahler.

2. Approval of Minutes

a. Regular Charter Council meeting of December 6th, 2018

Motion made by Mrs. Julie Hass- Wajdowicz and seconded by Mrs. DiGiorgio

Mrs. Carrillo Yes
Mrs. Pells Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes

3. Oral Communications: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

None

4. Comments from Staff

Ms. McLean addressed the Council on behalf of ACA I and stated that next week is School Choice Week and each level will be participating. Elementary will be doing an all class dance. The Parent Network will also be passing out hot chocolate and doughnut holes. The following week is the Great Kindness Challenge week. The school will be participating through weeklong activities and spirit days. Each student will have a list full of acts of kindness that they will need to complete during the Challenge.

Mr. Heller addressed the Council on behalf of ACA I and ACA II and shared details from the Charter School Development Center Conference he attended last month. He found that there is an online training offered now, Governance Academy and Board Member Training, and will be available in the Fall.

Mrs. Dubitsky addressed the Council on behalf of ACA II and stated that there has been no flooding, so far, on the campus. The only area that still has some issues is the drainage in front of Poppy Hall, resulting in a large puddle. Mrs. Haas-Wajdowicz is interested in getting speakers to our middle school programs to explain and show the engineering behind this creek project that has successfully diverted flooding from the ACA II campus.

5. Discussion Items (for possible Action)

a. Audit Report (ACA / ACA II) – review report for the Year Ended June 30, 2018 (attached)

Mr. Heller addressed the Council on behalf of both schools, stating that overall, the audit concluded with no findings. All the numbers coordinated with the September unaudited actuals numbers. Page 18 outlines the adjustments and local accounts that are maintained, and the only difference would be if there are adjustments. These adjustments are outlined on pg18 - bank accounts maintained locally - network funds, petty cash, etc. The un-audited report does not contain these numbers. pg11 restricted net assets - final numbers for clean energy jobs act \$448,000 invested in both facilities. Instructional minutes based on calendars - different number of minimum days, and Wednesdays/Fridays affects this (reduced schedule). 175 days total.

b. **Charter Council Member Term dates – review list of term dates (attached)**

Mr. Heller addressed the Council on behalf of both schools, stating that Mrs. Julie Haas-Wajdowicz has a term ending next month, Mrs. Janika Barns has a term ending in September, Mrs. Janine Pells' second term is ending in October. Mrs. Julie Haas-Wajdowicz would like to do a second term. The nomination committee will need to assemble next spring as third terms end for both Margie DiGiorgio and Kristine Carrillo.

c. **Notice of Completion (NOC) with August Jaye Construction for Proposition 39 Energy Efficiency Project - Windows (ACA / ACA II) - review NOC in order to close out the project.**

Mr. Heller addressed the Council on the notices of completion (items c, d, and e on the agenda) and stated that these notices are for the facility projects that we've done and filing a notice of completion is the final step in the process. Once these notices are finalized, a 35 calendar day window for completion will begin. After the 35 days is completed, we will finish payment on the retainer.

Mr. Heller also stated that dry rot had been discovered in room 3 at ACA II when the windows were being replaced, leading to additional repair costs of \$3,644.00 which is covered by the allowance per the initial contract with August Jaye Construction.

d. **Notice of Completion (NOC) with Energy Retrofit for Proposition 39 Energy Efficiency Project - Electrical (ACA / ACA II) - review NOC in order to close out the project.**

Mr. Heller addressed the Council and stated that this item is a credit and is requiring approval. This Lighting project did not go over the initial cost, and no change orders were implemented, so a credit for the contract allowance will be given to the school.

e. **Change Order and Notice of Completion (NOC) with Matrix HG, Inc. for Proposition 39 Energy Efficiency Project - HVAC (ACA / ACA II) - review Change Order and NOC in order to close out the project.**

Mr. Heller addressed the Council and stated that this item is a credit and is requiring approval. This HVAC project did not go over the initial cost, and the change order is a credit for the contract allowance that will be given to the school.

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6. **Action Items**

a. **Acceptance of Audit Report for the Year Ended June 30, 2018 as recommended by staff**

Motion made for approval by Mrs. DiGiorgio and seconded by Mrs. Haas-Wajdowicz

Mrs. Pells Yes
Mrs. Carrillo Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes

Motion Approved

- b. Approval of Notice of Completion (NOC) with August Jaye Construction for Proposition 39 Energy Efficiency Project - Windows (ACA / ACA II) as recommended by staff

Motion made by Mrs. DiGiorgio and seconded by Mrs. Haas-Wajdowicz for approval of the NOC and authorization for Financial Director to execute Change Order #1 in the amount of \$3,644.00 for August Jaye Construction

Mrs. Pells Yes
Mrs. Carrillo Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes

Motion Approved

- c. Approval of Notice of Completion (NOC) with Energy Retrofit for Proposition 39 Energy Efficiency Project - Electrical (ACA / ACA II) as recommended by staff

Motion made by Mrs. DiGiorgio and seconded by Mrs. Haas-Wajdowicz for approval of the NOC and authorization for Financial Director to execute Change Order #1 for a credit in the amount of (\$5,000.00) for Energy Retrofit

Mrs. Pells Yes
Mrs. Carrillo Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes

Motion Approved

- d. Approval of Change Order and Notice of Completion (NOC) with Matrix HG, Inc. for Proposition 39 Energy Efficiency Project - HVAC (ACA / ACA II) as recommended by staff

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the NOC and authorization for Financial Director to execute Change Order #1 for a credit in the amount of (\$5,000.00) for Matrix HG, Inc.

Mrs. Pells Yes
Mrs. Carrillo Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes

Motion Approved

7. Family Network Update – comments from ACA and ACA II Network board members

Mrs. Dubitsky addressed the Council and stated that the Network the committee has begun to meet for the upcoming Walk-a-thon on February 22nd, 2019.

Ms. McLean addressed the Council and informed them that the Network has allowed the elementary class to take over Popcorn Sales so that the class can raise money for the Veterinarian who took care of their class pet.

8. Comments from the Charter Council

Mrs. Julie Haas-Wajdowicz addressed the council and requested more information on the changes happening to the Remind App. This phone App has been widely used to make all school announcements via text, free of charge. However, Verizon phone provider has now imposed a fee on the Remind App. Due to this fee, the Remind App will no longer send text messages to Verizon customers.

9. Scheduling of Next Meeting

- a. Next Regular Charter Council meeting – Next Regular Charter Council meeting – Thursday, February 7th, 2019**

10. Adjournment

**Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo
Mrs. Pells- Yes, Mrs. Carrillo - Yes, Mrs. DiGiorgio - Yes. Mrs. Haas-Wajdowicz - Yes. Meeting adjourned at 4:40 pm.**