

**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
February 7, 2019
4:00 PM
Minutes
Room 4**

1. **Opening (Roll Call and Establishment of Quorum)**

Meeting called to order at 4:08 pm. In attendance were council members: Mrs. Julie Haas-Wajdowicz, Mrs. Janika Barnes and Mrs. Margie DiGiorgio. Staff members in attendance were: Mr. Todd Heller, Ms. Sarah McLean, Mrs. Elisa McCutcheon and Mrs. Andi Stahler. Also in attendance were; Mrs. Debbie Hobin and Mr. Walter Barnes.

2. **Approval of Minutes**

a. **Regular Charter Council meeting of January 17th, 2019**

Motion made by Mrs. DiGiorgio and seconded by Mrs. Barnes

Mrs. Barnes 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 National School Choice Week took place Jan 21st – 25th with celebrations that included Elementary performing a choreographed dance for the school and the Parent Network passed out donuts and hot cocoa. The Great Kindness Challenge was the following week and was celebrated through *Kindness Week*. Student's had a week full of spirit days and local businesses, such as Rubio's, held fundraisers for the challenge. We successfully became a certified Kindness Campus.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that the Outdoor Ed Trip was very rainy, but a success. At the upcoming Teacher CRP day, a large portion of the focus will be dedicated to WASC Goals and professional development. Mrs. McCutcheon also stated that the Middle school students are studying ways to make progress in their community and have been instructed to get involved by either starting a petition, writing a letter to an organization of their choice, or by attending a public meeting, such as the Charter Council Meeting. Lastly, Mrs. McCutcheon informed the council that they have hired a new resource teacher that will primarily be at the ACA II campus.

5. **Discussion Items (for possible Action)**

a. **Department of Justice (DOJ) – Annual Custodian of Records Notification**

Mr. Heller addressed the Council on behalf of both ACA I and ACA II and presented that the Annual Custodian of Records Notification is something that we file yearly and specifies the individual that maintains the fingerprints of any new hires for either campus. Todd Heller has been the individual in charge of this process and will continue to do so. The form needs the signature of Mrs. Kristine Carrillo and then will be returned to the DOJ to inform them Mr. Heller will maintain this role.

b. **Corporate Tax Returns - Federal and State returns for tax year 7/1/17 to 6/30/18**

Mr. Heller addressed the Council on behalf of both ACA I and ACA II and stated that we are filing the tax returns with the IRS and State now and are in need of the CFO's, Mrs. Margie DiGiorgio, signature for the tax returns. Once the signature is complete, we can now e-file the tax returns for the corporation.

c. **Fair Political Practices Commission – notification guidelines for Filing Officers, Statement of Economic Interest (Form 700)**

Mr. Heller addressed the Council on behalf of the corporation, stating that the Form 700 needs to be completed by each member. The paperwork has now gone completely electronic and members will need to go online to complete the signatures. We do not need a hard copy; all electronic versions will be saved online and open to the public.

d. **Educational Assistance Policy - ACA / ACA II - review draft of policy (attached)**

Mr. Heller addressed the Council and stated that this Educational Assistance Policy draft has been brought to the Co-Ads and staff for development and approval. The draft is brought to the Council for questions and comments, with the next steps being to finalize the draft and have it ready for approval at the March Council meeting. The policy is focused on allowing internal candidates to become eligible to apply and providing internal candidates with an incentive to fulfill a need on campus that is elsewhere not being met. We envision this assistance to include a new certification, an additional degree, or training. This policy includes parameters on the school contributing partial or full funding to the internal candidates educational assistance. The policy has initially been mirrored from the Dixon Montessori policy. Legal counsel will still have to complete the review process prior to implementation. All draft strikethrough items are pieces that we would like to additionally input, but outside of this education policy. We do not anticipate this being a need often or every year.

Mrs. McCutcheon addressed the Council and spoke further on the monetary commitments the school is looking at imposing. There would be a cap of \$10,000 given to fund a candidate's educational programs. Mrs. McCutcheon informed the council that the return on investment would include for each \$2,000 the candidate would agree to work for 1 year. If the individual taking the loan voluntarily leaves the campus or is not asked to return, then they would have to pay the money back to the school.

e. **Change Order #1 with Energy Retrofit for Proposition 39 Energy Efficiency Project - Electrical (ACA / ACA II) - review deductive change order (attached).**

Mr. Heller addressed the Council and stated that this paperwork is the official change order from Energy Retrofit for Proposition 39 Energy Efficiency Project - Electrical, that is actually the \$5,000 credit back to us. We initially provided the \$5,000 retainer in case the project ran into any unforeseeable items. However, the project did not run into any issues and the credit is given back to us.

- f. **Revised Mission and Vision statements for ACA / ACA II - review drafts of revised statements (attached)**

Mrs. McCutcheon addressed the Council and informed them that during the WASC process, it was asked when our Mission and Vision statements were last revised and what the process was in doing so. The process to revise the two items was initiated by having combined faculty meeting to discuss possible revisions. Ms. McLean and Mrs. Edna Heller went to a conference that focused on the development of mission and vision statements, and brought their findings back to the staff. They found that the mission needed to be identifiable in three portions – who are we serving, what our goals are, and how we will accomplish them. The current mission and vision were then looked over and critiqued by the staff and initial adjustments were made. Overall, the staff wanted the revisions to be able to speak to the community as a whole. Both sites then had meetings with the Family Network and School family members for feedback. After many revisions, ACA I and ACA II Staff voted on this final draft.

- g. **Low Performing Students Block Grant (LPSBG) - review Plan and Report #1 responses (attached)**

Mr. Heller addressed the Council and informed them that the requirements for this Block Grant includes a plan on how to spend the funds and then followed with a report on how the plans will be executed, all reported back to the Department of California Education. ACA had a total of 18 students that qualified for this program and ACA II had a total of 14 students that qualified. Overall, the state allocated \$3,000,000.00 for this program and we received roughly \$30,000 for qualifying funds at each school. Each qualifying student was allocated the same amount. Mr. Heller clarified that these funds did not include students for ELL or for SPED. The school is given a three year period to spend the funds, and can do so through either professional development for certificated staff, instructional materials, or additional supports for pupils.

- h. **Pupil Supervisors also working as Instructional Assistants - discuss implementation of premium pay to allow Pupil Supervisors also working as Instructional Assistants to be paid the Instructional Assistant pay rate (premium pay) for both positions effective Feb. 16, 2019**

Mr. Heller addressed the Council about the continual issue both sites are experiencing retaining Pupil Supervisors. There has been a large amount of turnover in this role for a variety of reasons. One solution that has been identified is to use current Classroom Aides as Pupil Supervisors. Using the Aides keeps consistency in policies and procedures among the staff and students. It also allows for our philosophies to be implemented in disciplinary moments when they occur. It was pointed out that the pay is significantly different, which has hindered some Aides from taking this role. Mr. Heller stated that when looking into the topic, he found that CalPERS allows staff to be able to take on a role and get paid their premium pay, between the two positions.

Mrs. McCutcheon addressed the Council and added that there is a lot of time and money spent on recruiting, finding, interviewing, and hiring individuals that leave quickly. Although this pay for Aides initially looks like a hire cost, in the long run this will be more monetarily beneficial since resources will no longer be used and spent on heavily recruiting and hiring constantly for this role.

6. **Action Items**

- a. **Approval of deductive Change Order #1 with Energy Retrofit for Proposition 39 Energy Efficiency Project - Electrical (ACA / ACA II) as recommended by staff.**

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

**Mrs. Barnes Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes**

Motion Approved

- b. **Approval of Revised Mission and Vision statements for ACA / ACA II as recommended by staff.**

Motion made by Mrs. Barnes and seconded by Mrs. DiGiorgio to approve the revised Mission and Vision statements for ACA / ACA II

**Mrs. Barnes Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes**

Motion Approved

- c. **Approval of Low Performing Students Block Grant (LPSBG) Plan as recommended by staff.**

Motion made by Mrs. DiGiorgio and seconded by Mrs. Barnes to approve the LPSBG Plan

**Mrs. Barnes Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes**

Motion Approved

- d. **Approval of Premium Pay for Pupil Supervisors also working as Instructional Assistants effective Feb. 16, 2019 as recommended by Staff.**

Motion made by Mrs. Barnes and seconded by Mrs. DiGiorgio to approve Premium Pay

**Mrs. Barnes Yes
Mrs. DiGiorgio Yes
Mrs. Haas-Wajdowicz Yes**

Motion Approved

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

Mrs. McCutcheon addressed the Council and stated that the Network has a fundraiser on Feb. 28th at Chuck E Cheese. A portion of sales gets donated back ACA 2

Ms. McLean addressed the Council and informed them that the Network is in planning mode for the walk-a-thon. Family Network is planning a Dance for both schools in March and in ACA Multi. Charging for tickets which will cover cost of event.

8. **Comments from the Charter Council**

9. **Scheduling of Next Meeting**

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

10. **Adjournment**

Motion made by Mrs. DiGiorgio and seconded by Mrs. Barnes

Mrs. Barnes - Yes, Mrs. DiGiorgio - Yes. Mrs. Haas-Wajdowicz - Yes. Meeting adjourned at 4:46 pm.