

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

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

Meeting called to order at 4:06 pm. In attendance were council members: Mrs. Julie Haas-Wajdowicz, Mrs. Janika Barnes, Mrs. Jeanine Pells 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 was; Mrs. Debbie Hobin.

**2. Approval of Minutes**

- a. Regular Charter Council meeting of February 7<sup>th</sup>, 2019

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Barnes

Mrs. Pells Yes  
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 the Special Education Resource Position was offered to Mrs. Adrienne Cerecedes and she accepted. Mrs. Cerecedes will begin next year as a Resource Specialist; Ms. McLean informed Council that the Middle School had a school banner made that is part of the Girl's Empowerment Day - Better The Balance. The Middle School class also did a march on Wednesday to celebrate International Women's Day. Ms. McLean said ELPAC testing begins this month, the ACA teachers have begun report card assessments, and there will be an All Staff retreat next week.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that Middle School participated in Say Something Week as part of the Sandy Hook Promise. They learned the signs of a peer in trouble and the skills on how to speak up. There will be an assembly next week for all ACAII, called 'Oscar and the Straw'. This assembly focuses on how to handle anxiety and what to do when you are feeling overwhelmed. Mrs. McCutcheon informed Council that the Middle School girls will be participating in Girls Empowerment day on March 21<sup>st</sup>. During the week of April 1st the parents of the SPED support group will be putting together curriculum for Ability Awareness Week. During this week students will learn what it is like to have a certain disability and how to assist a friend. Mrs. McCutcheon also stated that ELPAC testing for second language learners will begin this month and School Choice Week will be celebrated at end of the month with an all-school parade.

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

**a. 2019-20 School Calendar - review draft**

Mr. Heller addressed the Council and stated the Calendar Outline that was included with the agenda had an incorrect date. The last day of school will be June 4th, 2020. Ms. McLean addressed the Council on behalf of both ACA I and ACA II and identified where the initial calendar draft matches up with AUSD's calendar. Specifically, the October Break is paired up with AUSD. Although this is seven weeks between breaks, it sets ACAI and ACAII up so there is not a late release in June. The last day for ACA and ACAII also lines up with AUSD. Ms. McLean stated that both schools kept their CRP work days, as well as the collaboration days, and retreat days. Ms. McLean pointed out that the April break does not line up with AUSD's spring break. A final draft including minimum days will be introduced for both sites next month.

**b. Second Interim Budget Reports (ACA / ACA II) – review updated budgets**

Mr. Heller addressed the Council on behalf of both ACA I and ACA II and pointed out the highlights of the budget narrative. One item was the added expenditures for Low Performing Student Block Grants for both sites. ACAII had an increase for facility maintenance that was done with RGM & Associates. Mr. Heller pointed out an expenditure increase that was more than originally discussed due to hiring two teachers, one being the SPED teacher at ACAII and the long-term substitute that transitioned into a Certificated teacher at ACAII. Mr. Heller pointed out that attendance, as compared to First Interim budgets, was slightly lower at ACAI and slightly higher at ACAII. The Unduplicated Pupil count increased at ACAI and increased at ACAII. There are prior period adjustments totaling approximately a \$10,000 decrease in revenue for each school due to revised attendance figures by the State. However, the Cash Balance at both schools is sufficient to cover the projected budget deficits for the current and subsequent two years. Mr. Heller clarified the definition of the Unduplicated Pupil Count, which is if a student falls under the following three categories, they can only be counted once, count of free and reduced lunch students, EL students, and foster youth. We are seeing an increase at both schools.

**c. Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2019 (attached)**

Mr. Heller addressed the Council on behalf of both ACAI and ACAII stated that this is an annual letter that is brought to the Charter Council regarding the upcoming audit. There was a price increase of about 10% for this service, but other than that, the terms are the same. Mr. Heller stated that he has always had positive experiences with the past auditors.

**d. Change Order #1 with August Jaye Construction for Proposition 39 Energy Efficiency Project -**

Mr. Heller addressed the Council and stated that this is the same change order that was brought to Council in January. This is now the final official change order. This is for ACAII's change order and ACAI's overall retention amount. The Change order is specifically for the dry rot repairs done at ACAII.

- e. **Annual review of Governance documents - Corporate Bylaws and Conflict of Interest Policy**

Mr. Heller addressed the Council and stated that this is an annual requirement and nothing has changed from last year. This is required to be brought to Council once a year.

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

Mr. Heller addressed the Council and stated that each Council member should have received an email by now in regards to accessing the form and completing it online. The form is due April 1st. Mrs. Haas-Wajdowicz recommended that after completing the form, save a copy for your own files.

- g. **Educational Assistance Policy - ACA / ACA II - review revised draft (attached)**

Mr. Heller addressed the Council and stated the draft for this was brought to Council last month and our legal counsel had an opportunity to make some revisions. The revised draft was brought to the combined faculty meeting and staff requested more time to read through where the legal counsel had made adjustments. Specifically, on the last page, Item 9, is where the legal team had added a few items, but the bulk of this was not changed. Mr. Heller pointed out that our legal counsel suggested to change that instead of approval going through the Co Administrators and Charter Council, having approval go to Charter Council only. The Co Administrators would be in charge of identifying needs, who is applying, etc. Both ACAI and ACAII Staff plan on finalizing the draft next month and bringing it to Council for approval.

- h. **Children's Internet Protection Act (CIPA) - review Internet Safety policy (attached)**

Mr. Heller addressed the Council and stated that this is an initial draft of our internet safety policy. The draft will come back next month for approval. After receiving the BIIG Grant, high speed internet was installed at the ACAII facility, in return we need to be CIPA compliant. This is a draft of a CIPA policy that was adjusted to meet both schools needs. ACAII will continue applying to the E-rate program each year and will need to have internet filters in place. ACAI and ACAII must ensure that students have access to the necessary items on our computers, while maintaining safety as best as possible. By maintaining this, we ensure a discount for the County and Comcast internet services provided at ACAII. Mr. Heller informed Council that the program is based on free and reduced lunch student counts. This policy will cover both campuses although there are different infrastructures in place at each site,...

## 6. **Action Items**

- a. **Approval of 2019-20 School Calendar as recommended by Staff.**

**Motion made for approval by Mrs. Haas-Wajdowicz and seconded by Mrs. DiGiorgio for approval of 2019-20 School Calendar**

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

**Motion Approved**

- b. **Approval of Second Interim Budget Reports (ACA / ACA II) as recommended by Staff.**

**Motion made by Mrs. Barnes and seconded by Mrs. Haas-Wajdowicz to approve Second Interim Budget Reports for ACA / ACA II**

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

**Motion Approved**

- c. **Approval of Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2019 as recommended by Staff.**

**Motion made by Mrs. DiGiorgio and seconded by Mrs. Barnes to approve the Audit Engagement Letter**

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

**Motion Approved**

- d. **Approval of Change Order #1 with August Jaye Construction for Proposition 39 Energy Efficiency Project - Windows (ACA / ACA II) as recommended by Staff.**

**Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. DiGiorgio to approve Change Order #1**

**Mrs. Pells Yes  
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 there will be a Panera Bread Fundraiser for ACAII on March 28th. Also, the Family Network will have an ice cream social at their April Elections on April 16th.**

**Ms. McLean addressed the Council and informed them that both schools are doing their walkathons. ACAI will be on March 22<sup>nd</sup> and ACAII will be on March 27th. ACAI's Family Network is offering an incentive to students, if they raise \$5,000 they will throw the whole school a popsicle party. There will be a combined family formal dance for ACAI and ACAII on March 29th. Tickets are \$10 for a parent and child, and the dance will be held at ACAI. Ms. McLean also informed Council that ACAI's Silent Auction and Raffle will be on May 16th.**

8. **Comments from the Charter Council - None**

9. **Scheduling of Next Meeting**

a. **Next Regular Charter Council meeting –Thursday, April 4th, 2019**

10. **Adjournment**

**Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Barnes to adjourn the meeting  
Mrs. Barnes - Yes, Mrs. DiGiorgio - Yes. Mrs. Haas-Wajdowicz - Yes. Mrs. Pells - Yes. Meeting  
adjourned at 4:42 pm.**