

**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
September 5, 2019
4:00 PM
Minutes
Room 4**

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

Meeting called to order at 4:15 pm. In attendance were council members: Mrs. Kristine Carrillo, Mrs. Julie Haas-Wajdowicz, and Mrs. Margie DiGiorgio. Staff members in attendance were: Mr. Todd Heller, Mr. Kevin Fuller, Mrs. McCutcheon, and Mrs. Andi Stahler. Also in attendance, Mrs. Debbie Hobin and Mr. Jayson Bordges.

2. **Approval of Minutes**

a. **Regular Charter Council meeting of June 11, 2019**

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

Mrs. DiGiorgio Yes

Mrs. Carrillo 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**

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that they have rolled out this year's school families and are starting to see the effects of the program on the students. Middle School students took pride this year, as they gathered with their group of younger students. The program is creating a growing positive climate for the school as a whole. Mrs. McCutcheon also asked the Charter Council for assistance on how to get notified either by AUSD or Antioch Police Department when there is a need for the school to go on lock down.

Mrs. Haas-Wajdowicz stated that she would inquire within the Antioch Police Department, and see how Independent schools, the schools not under the AUSD umbrella, get notified about these situations. Mrs. Haas-Wajdowicz also stated that APD Dispatch does maintain a Next Door account that may be useful in these situations.

Ms. Fuller addressed the Council on behalf of ACA and gave an update on all the levels. The Elementary class is working on their Montessori grade lessons currently; The Intermediate class is preparing for their walk through the Ages unit; and the Middle School class is currently working on their simulation of the Middle Ages. Middle will be creating a museum walk through for all to come view on 9/30/19 and 10/1/19. Mr. Fuller also stated that the music program has grown participating in their own music program, weekly.

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

a. **Annual Re-organization of Charter Council - President, Secretary, and CFO.**

Mr. Heller addressed the Council and stated that there are multiple members on the current board that will be terming out this school year. The Nomination committee will be starting up again and looking for new board members. Mr. Heller stated that Jeanine Pells is still interested in holding the President seat or take on the Secretary roll.

- b. 2018-19 Unaudited Actuals Financial Reports for ACA / ACA II (attached) - review reports prior to submittal to County Office of Education.

Mr. Heller addressed the Council and stated that this yearly report is based on where the two campuses ended out their school year. The report is then given to the District and County by September 15th. Mr. Heller provided a recap of the report and pointed out that both schools actuals are better than they were at second interim budget. Both sites had overestimated their general purpose revenues, by a small difference. The property taxes were slightly underestimated. Revenues that had come in higher than expected were areas such as Special Education, where the numbers became finalized as SELPA finalized their counts. Other local revenue included the donations for Enrichment programs, which at the end of the year get shifted to the main school account.. Also, the Energy Efficiency project rebate through the PG&E programs came through to boost actuals. Mr. Heller did point out that there were slightly more expenditures at ACA II due to two main items: the purchase of Grade Links and the billing of SPED services, which don't actually get billed until the completion of the program at the end of the term. In conclusion, both schools continue to carry forward well established reserves.

- c. Certificated Employee Contracts (ACA / ACA II) - new Certificated Employees under contract for the 2019-20 school year - Nataliya Chul (ACA Elementary Teacher), Laurie Hawley (ACA II - Primary Teacher)

Mr. Heller addressed the Council and stated that the list of Certificated staff who are returning is presented at the June Charter Council meeting, while the list of the new Certificated staff members who were hired over the summer, is presented at the September meeting. Mr. Heller pointed out that the two new teachers were hired to replace our two former teachers that are now our Education Specialists..

- d. Special Education Service Contract - review contract proposal with Foundations Therapy Service for the 2019-20 school year (attached).

Mr. Heller addressed the Council and pointed out that last year was the first year ACA and ACA II worked with this group. Both campuses felt positively about the service received, and felt comfortable moving forward with using the service again. The contract for this group did have to be completed in advance so that services would begin right as the school year began. The contract does also depend on the number of students in need of the services. The terms are all the same, with the Master Contract language provided by the SELPA. The payment remains at the same price as last year, \$90 an hour, as well as the service requests from both ACA and ACA II.

- e. Special Education Service Contract - review contact proposal with Second Nature Behavioral Health Services, Inc. for the 2019-20 school year (attached).

Mr. Heller addressed the Council and stated that this contract was determined during summer. It was pointed out that all the needs and expectations of our schools remain the same, as well as the contract and terms from the previous year have remained the same.

- f. Memorandum of Understanding (MOU) between Alliant International University, Inc. and Antioch Charter Academy I and II - review MOU proposal with Alliant International University for teacher interns for the 2019-20 through 2023-24 school years (attached).

Mr. Heller addressed the Council and stated that this is the contract developed for the two educational specialists at the time of hire, which happened last year. The contract has a five year term.

- g. Educational Assistance applicants - review of applicants and recommendation for Educational Assistance funds for Adrienne Cerecedes (ACA) and Vicki Willard (ACA II), Education Specialist Interns, per the Educational Assistance Policy (attached).

Mr. Heller addressed the Council and stated that in April the Educational Assistance Policy was approved back in April. The policy had been created with a similar Montessori program in mind, Dixon Montessori. Dixon shares Antioch Charter Academy philosophies and structure, so modeling the policy from them made sense. Mr. Heller stated that the two applicants who applied and were approved for this program are now being recommended to receive funding under the program policies approved by council for their education program.

- h. Facility construction project - Foam Roofing at ACA II (buildings 2, 3, 4 and 6) - Delegation of Authority - Charter Council delegation of authority to Todd Heller, Financial Director, to award and enter into contract with the lowest responsible and responsive bidder in an amount not to exceed \$60,000.

Mr. Heller addressed the Council and stated that there is a major need to address the roofing at ACA II. After researching the most effective and cost efficient options, which is to forgo patching the roof, again, and implementing this more permanent solution, a foam application on the current structure with a 20 to 30 year life span. The proposal to delegate authority to Mr. Todd Heller is in relation to the timeline behind the project, which will take place over the October break. The completion of the project is set for October 14th, 2019, with the start date being October 7th. The advertisement and bidding for the contract need to start next week and complete by September 18th. Mr. Heller outlined the price break down to the council as roughly \$40K in cost going to construction, \$4k in roofing consulting, \$4k-\$5k in the management of the contract by RGM, \$1K in advertising, and about \$5K in contingency funds.

6. Action Items

- a. Approval of the Reorganization of Charter Council - President, Secretary, and CFO.

Motion made by Mrs. Carrillo and seconded by Mrs. Haas-Wajdowicz for approval of the Reorganization of Charter Council - President, Secretary, and CFO as follows:

Mrs. Julie Haas-Wajdowicz for President, Mrs. DiGiorgio to remain as the CFO, and Mrs. Jeanine Pells as Secretary.

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

Motion Approved

- b. Approval of the 2018-19 Unaudited Actuals Financial Reports as recommended by staff.

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the 2018-19 Unaudited Actuals Financial Reports as recommended by staff.

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

Motion Approved

- c. **Approval of Certificated Employee contracts for Nataliya Chul and Laurie Hawley as recommended by staff.**

Motion made by Mrs. Carrillo and seconded by Mrs. Haas-Wajdowicz for approval of the Certificated Employee contracts for Nataliya Chul and Laurie Hawley as recommended by staff.

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

Motion Approved

- d. **Approval of Special Education Service Contract with Foundations Therapy Service for the 2019-20 school year as recommended by staff.**

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the Special Education Service Contract with Foundations Therapy Service for the 2019-20 school year as recommended by staff.

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

Motion Approved

- e. **Approval of Special Education Service Contract with Second Nature Behavioral Health Services, Inc. for the 2019-20 school year as recommended by staff.**

Motion made by Mrs. Carrillo and seconded by Mrs. Haas-Wajdowicz for approval of the Special Education Service Contract with Second Nature Behavioral Health Services, Inc. for the 2019-20 school year as recommended by staff.

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

Motion Approved

- f. **Approval of Memorandum of Understanding (MOU) between Alliant International University, Inc. and Antioch Charter Academy I and II for teacher interns for the 2019-20 through 2023-24 school years as recommended by staff.**

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the Memorandum of Understanding (MOU) between Alliant International University, Inc. and Antioch Charter Academy I and II for teacher interns for the 2019-20 through 2023-24 school years as recommended by staff.

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

Motion Approved

- g. **Approval of Educational Assistance funds for applicants Adrienne Cerecedes (ACA) and Vicki Willard (ACA II), Education Specialist Interns, as recommended by staff.**

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the Educational Assistance funds for applicants Adrienne Cerecedes (ACA) and Vicki Willard (ACA II), Education Specialist Interns, as recommended by staff.

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

Motion Approved

- h. Approval of delegation of authority to Todd Heller, Financial Director, to award and enter into contract with the lowest responsible and responsive bidder in an amount not to exceed \$60,000, for Foam Roofing at ACA II (buildings 2, 3, 4, and 6) as recommended by staff.**

Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo for approval of the delegation of authority to Todd Heller, Financial Director, to award and enter into contract with the lowest responsible and responsive bidder in an amount not to exceed \$60,000, for Foam Roofing at ACA II (buildings 2, 3, 4, and 6) as recommended by staff.

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

Motion Approved

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

Mrs. Stahler addressed the council on behalf of ACA and stated that the Hydration Station is moving forward with progress. The details and plans of the unit selected by the Network have been sent to the district. They are now waiting on approval before they can move forward with the installation.

Mrs. McCutcheon addressed the council on behalf of ACA II and stated that the Family Network put on the Back to School Bash on August 24th and it was a success.

- 8. Comments from the Charter Council**

None

- 9. Scheduling of Next Meeting**

- a. Next Regular Charter Council meeting –Thursday, October 3rd, 2019.**

- 10. Adjournment**

**Motion made by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo
Mrs. DiGiorgio - Yes, Mrs. Carrillo - Yes. Mrs. Haas-Wajdowicz - Yes. Meeting adjourned at 4:56 pm.**