

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

1. **Opening (Roll Call and Establishment of Quorum)**
Roll call: President Mrs. Julie Haas-Wajdowicz, Vice President Mrs. Kristine Carrillo, CFO Mrs. Margie DiGiorgio.
2. **Closed Session – 4:00PM**
 - a. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.
3. **Reporting out of Closed Session**

Mrs. Haas-Wajdowicz addressed the Council and stated that direction was given to legal counsel.
4. **Beginning of Open Session**

Meeting called to order at 4:36 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, Ms. Sarah McLean, Mrs. McCutcheon, Ms. Marianne Dubitsky, and Mrs. Andi Stahler. Also in attendance, Mrs. Debbie Hobin and Mr. Jason Bordges.
5. **Approval of Minutes**
 - a. **Regular Charter Council meeting of November 7, 2019**

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

Mrs. DiGiorgio Yes
Mrs. Carrillo Yes
Mrs. Haas-Wajdowicz Yes
6. **Oral Communications: Non-agenda items: None**
7. **Comments from Staff**

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that ACAII is holding the Christmas Tree lot this Saturday from 12- 5pm. There will be food available for purchase, students will be performing songs and instrumental music as well. Fully decorated trees are available to be donated to someone in need. These trees come with games as well. Mrs. McCutcheon also informed the Council that the school will be participating in the Hour of Code, which invites students to learn computer coding. Over the years, it has been fun to see a great progression in this area by many students. This month Elementary and Primary students have an International Celebration. Some second and third graders will be speaking about their own family's cultures and traditions, while all the grades will be performing different cultural songs for the school on December 20th. The Intermediate class will be having their international potluck on this day as well; Mrs. McCutcheon informed Council that the Middle School will be starting the Knight Challenge, which requires

participants to live by the 'code of knights' and complete certain tasks to formally become Knighted later in the year. Also, School Families next week will be meeting to write holiday cards to patients at Children's Hospitals.

Mr. Heller addressed the Council on behalf of both ACA and ACA II and informed them that the annual audit report will be submitted to the District, County and State by the December 15th deadline. Charter Council will be able to review them at the meeting in January. Mr. Heller also commented on the CSDC conference, stating that there was a lot of information provided about the new laws in place for charters. One thing to point out is the new AB1505 bill, which will affect the renewal process for charters. Mr. Heller let the Council know that updates for the Nomination committee will be included on future agendas.

Ms. Fuller addressed the Council on behalf of ACA and stated that he and three other Co Administrators just came back from the CSDC Conference, where topics in Charter leadership, accountability, finance, legal updates and more were discussed. The whole Co Admin team will meet to debrief on these topics. Mr. Fuller shared that the Primary and Elementary groups showcased their plays before the Thanksgiving Break, Hansel and Gretel Eat Right and Vacation to Mars; Cultural days are coming up on December 19th and 20th in the Primary and Elementary classrooms as well. The Intermediate class hosted a Night of Writing Dangerously for students, which was well attended. The Middle School had their Yosemite trip before the break, and fun was had by all. Middle School did digital Report Cars for the first time as well. Mr. Fuller shared with Council that the 8th Grade Graduation has a confirmed date and location - June 3rd from 4:30-7pm at the Antioch Community Center.

8. Discussion Items (for possible Action)

a. First Interim Budget Reports (ACA / ACA II) – review updated budgets (attached)

Mr. Heller addressed the Council on behalf of both schools, stating that both schools are in good standing with their budgets and spending within means. Both schools have successfully built up a reserve, and in the case that the state reaches an economic downturn and has to incorporate budget cuts, both ACA and ACA II will have some financial stability, if needed; Mr. Heller pointed out a few changes can be seen in expenditures as a result of staffing decisions over the summer, as new hires are not always in place for the initial budget. Mr. Heller pointed out that there will be an increase in estimates for legal fees and will increase as needed. Mr. Heller noted that this also includes the payment on the Facility Use Fee for previous years at ACA, as well as the Educational Assistance program which is for two of our employees. ACA II had several facility improvements, which some are shown as capital expenditures, and will be depreciated over the next five years. Mr. Heller also pointed out to the Council that Delta Managed Solutions (DMS) has recently added a new summary narrative to the budget reports. In one of the narratives, DMS used the 'rent' terminology due to its description in standardized account coding. This narrative should be termed a Facility Use Fee. ACA is projected to deficit spend in the current fiscal year. The main reason is that we are carrying a job sharing situation to ensure full coverage of administrative responsibilities. If this job share ends, then deficit in the future for this will subside. ACA II is projecting a budget surplus in the current year and same with four years going forward. This will allow for any facility upkeep needed, since the facility has aged 20 years.

Mr. Heller pointed out two items needing correction in the beginning fund balance. Instead of pulling numbers from the Unaudited Actuals Balance, DMS pulled from the 2nd Interim Budget beginning balances. The corrections include: ACA's beginning fund is actually \$1,468,995 and ACA II's beginning fund is actually \$1,371,604. Both schools ended the 2018 - 19 fiscal year with a surplus which was not included in the Beginning Fund Balance. Actuals will be included in the final budget reports.

9. Action Items

a. Approval of First Interim Budget Reports (ACA / ACA II) as recommended by staff

Motion made for approval by Mrs. Haas-Wajdowicz and seconded by Mrs. Carrillo pending corrections with narrative changes to clarify Facility Use fee term and the payment for previous years.

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

Motion Approved

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

Ms. Dubitsky addressed the Council on behalf of ACA II and stated that the Christmas Tree fundraiser will be on December 7th. This is the twelfth year this fundraiser has taken place. People are welcome to donate a tree to someone in need. The donated tree will also be fully decorated and come with board games. On December 7th, ACA II students will perform and there will be crafts to do.

Mrs. Stahler addressed the Council on behalf of ACA and stated that the Family Network is completing their holiday Wreath Fundraiser this week and next Thursday, will be hosting the Cookies and Craft night for all families. This is a free family event that will be taking place in the Multi Use room on Dec 12th from 6-7:30pm.

11. Comments from the Charter Council

None

12. Scheduling of Next Meeting

a. Next Regular Charter Council meeting – Thursday, January 9, 2020

13. Adjournment

**Motion made by Mrs. DiGiorgio and seconded by Mrs. Carrillo
Mrs. DiGiorgio - Yes, Mrs. Carrillo - Yes. Mrs. Haas-Wajdowicz - Yes. Meeting adjourned at 5:08 pm.**