

**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 9, 2023
4:00 PM
Room 4
Agenda**

1. Opening (Roll Call and Establishment of Quorum)

Meeting called to order at 4:06pm. In attendance were council members: Mr. Eric Tam, Mr. Jordan Greene, and Mrs. Debbie Hobin. Staff members in attendance were: Mr. Kevin Fuller, Mrs. Elisa McCutcheon, Mr. Todd Heller and Mrs. Andi Stahler.

2. Approval of Minutes

a. Regular Charter Council meeting of February 9, 2023

Motion made by Mr. Greene and seconded by Mr. Tam

Mr. Tam Yes
Mr. Greene Yes
Mrs. Hobin Yes

3. Oral Communications: Non-agenda items: None

4. Comments from Staff

Mrs. McCutcheon addressed the Council on behalf of ACA II and shared that they are starting the WASC process, gearing up for the visit next year. They are looking at their Charter as well, which will need to be submitted to the district next Fall. Conference week is next week, and the following week Outdoor Ed will be taking place. Next week Middle School will be participating in Say Something Week, which empowers students to speak up when they hear information about suicide or school violence. Also, the facility we were looking at near Deer Valley has been rented out to another organization, and ACA II will no longer be able to use that facility. Poppy Hall's flood damage has led to the building needing structural repairs, which the Fairground's Board is deciding if they will do. Right now, we have been using the Red Barn as a middle school classroom, but will need to figure out what to do when the Fair comes. We are looking at getting 3 new portables for next school year and possibly a 4th portable to make up for losing Poppy Hall.

Mr. Fuller addressed the Council on behalf of ACA and shared that the Family Network held a very successful Spaghetti Night Fundraiser a few weeks ago. A lot of our students did a musical performance and the Network raised almost \$2,000. Currently going through conference week with report cards coming out at the end of the week. Finally, we have a tentative green light to build out through the field behind campus. Looking to build a track and field, TK room, and bathroom facilities, amongst other things.

Mr. Heller addressed the Council and shared that the form 700 is due April 3rd, you should have received an email to sign the form digitally. Mr. Heller added that the new Poppy Hall contract began Jan 1, 2023, and under the previous contract the repairs are the Fairground's responsibility. We are moving forward with getting site surveys and building surveys to see what buildings we can bring on and how to install the electrical that the Fairgrounds is requiring. Update on the ACA site, the TK program is driving the need for an additional building on the ACA site. Mr. Heller and Mrs. Heller met with the District and discussed the facility needs and site build out and were given permission to begin discussion with an

architect for updated site plans.

5. Discussion Items (for possible Action)

a. Nomination Committee - update regarding open seat on Charter Council

Mr. Fuller addressed the council and reminded everyone that Ms. Haas-Wajdowicz has termed out. The Nomination Committee has met to discuss potential candidates and handed out applications to potential candidates. The committee will continue to reach out to staff for candidate suggestions, as well as reach out to other potential candidates.

b. ACA II Comprehensive School Safety Plan – review of plan (attached)

Mrs. McCutcheon addressed the Council and shared that ACA II added items such as noting what emergency supplies they have on hand and that a site safety inspection is done annually.

c. Second Interim Budget Reports (ACA / ACA II) – review updated budgets (attached)

Mr. Heller addressed the Council and pointed out items within the narrative in the attached document. The Second Interim allows us to look at where we are through January 31st. It allows us to see if we need to make any adjustments based on actual spending to date. We can also look at our P-1 Attendance actuals with this report and we also see updates in expenditures due to open enrollment period benefits changes for staff. Mr. Heller went over detailed items for each campus, please see attached for additional information.

d. Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2023 (attached)

Mr. Heller addressed the Council and that this is a \$1,500.00 increase, a little over 5%, which is reasonable. We do want to move forward with this company for this audit. The company has agreed to do one more year with us, although they are stepping away from working with schools due to lack of staffing. We are in the process of looking for new auditors once this contract expires.

e. Annual review of Governance documents - Corporate Bylaws and Conflict of Interest Policy (attached)

Mr. Fuller addressed the Council and said you all should have received an email about signing digitally the form 700. This is filed with the state and good for one year.

Mr. Heller addressed the Council and shared that the Bylaws and Policies are about the conflict of interests that might come into play in decisions that a board member would have to recuse themselves from as members of Charter Council . It's good to look through these once a year to brush up on these items. The form is due April 3rd.

f. Review of ACA/ACAII 2023-2024 School Calendars (attached)

Mr. Fuller addressed the Council and stated that this calendar draft reflects the breaks and major holiday calendar for next year. We hope to get this out to parents soon so they can plan accordingly for next year.

Mr. Heller addressed the Council and said you will be getting revised ones at the next meeting.

6. Action Items

- a. Approval of ACAII Comprehensive School Safety Plans as recommended by staff.

Motion made by Mr. Tam and seconded by Mr. Greene

Mr. Tam Yes
Mr. Greene Yes
Mrs. Hobin Yes

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

Motion made by Mr. Greene and seconded by Mrs. Hobin

Mr. Tam Yes
Mr. Greene Yes
Mrs. Hobin Yes

- c. Approval of Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2023 as recommended by staff.

Motion made by Mr. Tam and seconded by Mr. Greene

Mr. Tam Yes
Mr. Greene Yes
Mrs. Hobin Yes

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

Mrs. Stahler addressed the council and shared that the Family Network is gearing up for their Walkathon, April 1st. All are welcome to cheer on the students! They are also fundraising this month by selling See's Candies.

Mrs. McCutcheon addressed the council and shared that the Walkathon is March 31st and all are welcome!

8. Comments from the Charter Council:

9. Scheduling of Next Meeting

- a. Next Regular Charter Council meeting – Thursday, April 6, 2023

10. Adjournment

Motion made by Mr. Greene and seconded by Mrs. Hobin
Mr. Tam– Yes, Hobin – Yes, Greene– Yes. Meeting adjourned at: 4:55 pm.