

**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 7, 2023
4:00 PM
Room 1
Minutes**

1. Opening (Roll Call and Establishment of Quorum)

Meeting called to order at 4:01pm. In attendance were council members: Mr. Eric Tam, Mr. Jordan Greene, Mrs. Kelly MacCallister, and Mrs. Debbie Hobin. Staff members in attendance were: Mr. Kevin Fuller, Ms. Sarah McLean, Mr. Todd Heller and Mrs. Andi Stahler.

2. Approval of Minutes

a. Regular Charter Council meeting of June 15, 2023

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

**Mr. Greene Yes
Mrs. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Abstain**

3. Oral Communications: Non-agenda items: None

4. Comments from Staff

Mr. Fuller addressed the Council on behalf of ACA and shared that we are off to a great start of the school year!

Mr. Heller addressed the Council and shared that the state did an automatic renewal for all Charters this year, which has renewed ACA and ACA II for one more year. The Fairgrounds has completed the work on Poppy Hall and ACA II is now able to use it. We are still in line to get a new portable on the ACA II site as well. Installation of the portable is waiting on architectural approval, which places the project about 6 - 8 weeks out. We are also still waiting to receive the final word from Byron on whether we can take four portables from them, with three portables going to ACA II and one going to ACA.

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 Mrs. MacCallister is currently President, Mrs. Hobin is currently Secretary, and Mr. Greene is currently CFO. This is the time of year we reestablish the positions. All members would like to stay in their current roles.

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

Mr. Fuller addressed the council and stated that there are no new updates. 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.

c. ACA/ACAII Universal Transitional Kindergarten requirements for a credentialed teacher

Ms. McLean addressed the council and stated that the state is adjusting the age requirements for the TK program, by moving the age of entry back. Eventually, students will be able to start school as a 3 yr old and must turn 4 by September 1st of the year they are starting. For our staff to meet state requirements, we would like to require current and new Primary teachers to have their Montessori Diploma. The Montessori Diploma will meet the state credential requirements. The Montessori Diploma is offered through an online program, which our current and past staff members have completed. This program has been a success for us in the past and we would like to continue to use it to fulfill the requirements of the early childhood needs for the state.

d. New Senior Executive Assistant to the Co-Administrator position

Mr. Heller addressed the council and stated that this is a position that has been created to provide growth and longevity in the Office Manager role. This position also allows for the start of a succession plan for our retiring Co Administrators. We initially looked to the corporate ladders and surrounding school districts to identify career advancement opportunities. We also did a comparison on several surrounding districts and similar counties, to find an average of salary schedules for this role. As we work through the piloting year of this position, this role will be flexible in duties. Currently, the position will be based at ACA, while supporting both sites. Some essential job duties will include: accounting details, maintaining accounts, processing, reporting, AP, billing, timesheets, and more. This is an exempt position, meaning it is not a timesheet or overtime position, it is an executive level role. For the longevity of our schools, this will be a positive change.

e. New School Counselor position

Mr. Fuller addressed the council and stated that based on changing demographics and our students' needs, we have identified that ACA II can best serve their families by having a full time Counselor on site for students. ACA II was able to pilot this program last year, and only so an increase in need overtime. We would like to make this a full time position. We also did a comparison on several surrounding districts and similar counties, to find an average of salary schedules for this role. These services are provided only at ACA II right now.

Mr. Heller addressed the council and stated that the need for this position was brought to both ACA and ACA II staff and deliberated and voted on through our standard democratic process. Mr. Heller pointed out that if there ends up being a need to expand these services, we have this job description and position ready to post and offer, whether internally or open it up to outside candidates. There may be a need for more mental health services at ACA in the future. This role at ACA II has prepared us for the hiring process for that, if the need were to ever come up.

f. Certificated Employee Contract - new Certificated Employee under contract for the 2023-24 school year - Allison Cornwall (ACA II Elementary)

Mr. Fuller addressed the council and stated that the ACA II Elementary team has filled their open spot. For more information, please see the attached contract.

g. 2022-23 Unaudited Actuals Financial Reports for ACA / ACA II (attached) - review reports prior to submission to the County Office of Education.

Mr. Heller addressed the council and stated that it is unusual that this report was not available to you when the agenda went out. The intent is always to get these documents to you all with the meeting's agenda. It is possible that for next September's meeting, we may need to bump the meeting one week out to alleviate issues with getting these reports on time. Mr. Heller pointed out a few items and changes in the report, including the difference seen due to us receiving an influx of more One Time Funds. On a cautionary note, we don't know when these monies will be reduced or cut. Both budgets came in significantly better than if we had not received the One Time Funds. We do have a great reserve in place for both sites, which will keep us afloat for years to come. For more information, please see attached.

6. Action Items

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

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

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

- b. Approval of Montessori certification and experience as meeting the established criteria for a credentialed transitional kindergarten teacher as recommended by staff.

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

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

- c. Approval of the new Senior Executive Assistant to the Co-Administrator position as recommended by staff.

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

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

- d. Approval of the new School Counselor position as recommended by staff.

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

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

- e. Approval of Certificated Employee contract for Allison Cornwall as recommended by staff.

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

Mr. Greene Yes

Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

f. Approval of the 2022-23 Unaudited Actuals Financial Reports as recommended by staff.

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

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

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

Mrs. Stahler addressed the council and shared that the ACA Family Network is planning a Family Dance, all are welcome to attend- September 28th, Mrs. Burchett's band will be performing!

Mrs. Stahler addressed the council and shared that the ACA II Family Network is hosting the annual Back to School Bash tomorrow, 9/8/23, evening at the Fairgrounds and will have their budget approved there.

8. Comments from the Charter Council:

9. Scheduling of Next Meeting

a. Next Regular Charter Council meeting – Thursday, October 12, 2023

10. Adjournment

Motion made by Mr. Greene and seconded by Mr. Tam
Mr. Greene– Yes, Mrs. MacCallister - Yes, Mrs. Hobin – Yes, Mr. Tam . Meeting adjourned at:
4:50 pm.