

**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
January 18, 2024
4:00 PM
Room 1
Minutes**

1. Opening (Roll Call and Establishment of Quorum)

Meeting called to order at 4:04pm. In attendance were council members: Mr. Eric Tam, Mr. Jordan Greene, Mr. Gareth Fisher, and Mrs. Debbie Hobin. Staff members in attendance were: Mrs. Elisa McCutcheon, Mr. Todd Heller, Mr. Fuller and Mrs. Andi Stahler.

2. Approval of Minutes

a. Regular Charter Council meeting of December 7, 2023

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

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

3. Oral Communications: Non-agenda items: None

4. Comments from Staff

Mr. Heller addressed the Council and shared that we've been able to secure portables for ACAII, and possibly one for ACA's campus. There was an emergency situation in room 5 with a roof leak, and will need to have that roof replaced. We will need to receive bids for this project due to the cost of it. We anticipate bids in February and plan to have it ready to present to council for approval in March.

Mr. Fuller addressed the Council and shared that ACA had a successful CRP Day, focusing on WASC. Primary and Elementary went on a Being There Experience and went Ice Skating. The Intermediate class was able to spend some time with the Daughters of the American Revolution learning about music, dance, instruments, games, and what spelling and math looked like for that time period. The whole school will be celebrating School Choice and the Great Kindness Challenge next week, with spirit days and a dance.

Mrs. McCutcheon addressed the Council and shared that next week, we will be participating in the Great Kindness Challenge. Next Thursday, Middle School is participating in Challenge Day, which is a day filled with team building, emotional learning, and more for middle school students. The winter Instrumental Performance is next Thursday at John Muir Elementary. The new portable for Primary has been installed and ready to go, the fire marshal just needs to provide their approval and then our students can start utilizing it.

5. Discussion Items (for possible Action)

a. ACA/ACAII WASC update

Mr. Fuller addressed the council and shared what WASC is and the process we go through for the accreditation. Mr. Fuller shared that our goals focused on Social Emotional Learning,

math improvement, and parent communication in regards to expectations and standards of each level and where a student is. The final document is due on February 2nd and the visiting committee will be coming March 17th through the 20th.

Mrs. McCutcheon addressed the council and shared where ACAII is in their WASC self study. The final document is due on February 8th and the visiting committee will be coming March 24th - 27th. They will be asking to meet with the Charter Council on March 24th. We usually find out in the summer what our accreditation status is. The faculty and Co Administrators have worked together to create this document. Chapter 3 has been done in teams with every faculty member working on each section. There have been a number of findings in our student needs, areas of strength, and areas of growth. We will be asking for feedback from all stakeholders (students, parents, staff, and Charter Council).

b. Audit Report (ACA / ACA II) – review report for the Year Ended June 30, 2023 (attached)

Mr. Heller addressed the council and went over the Audit report, and shared the specifics of the audit pointed out on the summary page. This audit is considered a clean audit. There were no findings or questioned costs. Page 21 reflects any adjustments needed for the school sites. There was a change in accounting rules this year and we had a new requirement - any nonprofit needs to report any operating leases as both an asset and a liability. This change has been input into this report. Please refer to the report for additional details.

c. Family Network bank account signers - change to ACA bank signers due to resignation of board member

Mr. Heller addressed the council and stated that the Family Network would like to add Yessika Berrios (Network Fundraising Chair) as a signer on Network checking and savings accounts. The would like to remove Sarah Glenn (Network Treasurer) as a signer on Network checking and savings accounts, as she has moved out of state. Salena Killion (new Network Treasurer) will remain as a signer on Network checking and savings accounts.

6. Action Items

a. Acceptance of Audit Report for the Year Ended June 30, 2023, as recommended by staff

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

**Mr. Greene Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mr. Fisher Yes**

b. Approval of ACA Family Network bank account signers. Add Yessika Berrios (Network Fundraising Chair) as a signer on Network checking and savings accounts. Remove Sarah Glenn (Network Treasurer) as a signer on Network checking and savings accounts. Salena Killion (new Network Treasurer) to remain as a signer on Network checking and savings accounts.

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

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

Mr. Fisher 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 hosting their Spaghetti Night Fundraiser on Feb 13th, all are welcome.

- 8. Comments from the Charter Council:**

- 9. Scheduling of Next Meeting**

- a. Next Regular Charter Council meeting – Thursday, February 8, 2024**

- 10. Adjournment**

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

Mr. Greene– Yes, Mr. Fisher- Yes, Mrs. Hobin – Yes, Mr. Tam . Meeting adjourned at: 5:22 pm.