

**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 12, 2024**

**4:00 PM**

**Room 1**

**Minutes**

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

Meeting called to order at 4:00pm. In attendance were council members: Mr. Garreth Fisher, Mr. Jordan Greene, and Mrs. Debbie Hobin. Staff members in attendance were: Mr. Todd Heller, Mrs. Elisa McCutcheon, Ms. Dubitsky, Mr. Kevin Fuller, and Mrs. Andi Stahler.

**2. Approval of Minutes**

**a. Regular Charter Council meeting of February 15, 2024**

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

Mr. Greene Yes

Mrs. Fisher Yes

Mrs. Hobin Yes

**3. Oral Communications: Non-agenda items: None**

**4. Comments from Staff**

Mr. Fuller addressed the Council and shared that our WASC committee will be here at 3pm on site this Sunday, 3/17. We will need Charter Council here 3:30-4pm. Middle School students are currently doing their internships.

Mrs. McCutcheon addressed the Council and shared that our WASC is 3/24 and will need Charter Council there at 4:15-4:45. Results from the visit will be shared out on that Wednesday. Some of the staff have been participating in restorative justice training. We are in the process of working with AUSD to enroll our current 8th graders and their incoming freshmen. Per our MOU, we are working on the report that is given yearly to the AUSD school board. We are presenting to the board April 10th, and we point out what makes our school special. Last Friday, Mr. Eco came to do a presentation about recycling and protecting the environment. Our after school athletic program has been growing. We started a cheer team this past November with 15 athletes competing. We now have a soccer team, for both boys and girls, that is made up of combined ACA/ACAII players, and competing with other AUSD middle schools.

Mr. Heller addressed the Council and shared that last week was the annual enrollment lottery at both schools. The waiting list is at 1,800 students for ACA and 900 students at ACAII. The Tk-3 grades are about one third of the list. TK/K is still growing and bringing in new applicants. Also, a reminder that you should have already received your Form 700 by email by now. Also, we are looking to increase both school's credit limits with California Credit Union, and to do so, we will need Bios for each board member.

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

**a. 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. This is due to the county by March 15th. 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. There may be more of a deficit for the state than originally planned for the upcoming year. Mr. Heller noted that the one time funds, Learning Recovery Emergency Block Grant, has been cut back, which the State has already paid out. We will have to pay back \$26,000, which we have not yet spent. Our Expanded Learning Opportunity Program may be up for discussion. When revenues change then the facility uses fee changes, which is projected to be lower. Our unduplicated population is at 68 students for ACA and 99 students for ACAII. We have \$300,000 budgeted for ACAII facilities this year and next. Still working on and waiting to hear about the buildings we are supposed to receive from the county. We have \$75,000 budgeted for ACA for next year. Our reserves are being spent down, which was planned. Hard to predict the next 5 years, but we need to be cognizant of the areas we are spending down and why. Mr. Heller went over detailed items for each campus, please see attached for additional information.

**b. ACA/ACAII Suicide Prevention policy**

Mrs. Dubitsky addressed the council and shared that in 2015, the state started requiring us to have this policy. Both ACA and ACAII participated in a training of our Suicide Prevention policy in February. Ms. Dubitsky pointed out the items that have been updated, one being increased training for staff and students. The training is done annually at both sites. We have to post things on our website and on the student IDs. The training done is preventative and helps with what to do if a successful attempt occurs. We renew this every couple years. Mental health training is provided for all K-8 students and suicide prevention training for middle school students and up.

**c. Proposal for Audit Services - Christy White, Inc. for the year ending June 30, 2024 (attached)**

Mr. Heller addressed the Council and shared that our previous auditors have stepped away from working with schools due to lack of staffing. We went out with an RFP to get proposals for new auditors. We worked with our current auditors to find a new group. We received three proposals. All three of these firms scored very high on: the scope of services, their expertise of leadership, and the amount of charter school knowledge. Christy White, Inc came in with a best proposed price that was not much higher than our current. Our back office service provider has experience with Christy White, Inc as well as other schools in our area.

**d. Facility Project - Antioch Charter Academy II - new roof (room #5). Bid Day: February 20, 2024. Contract with the lowest bidder: Anaya Construction in the amount of \$26,950 (attached).**

Mr. Heller addressed the council and stated that this is for room 5 classroom, one of the oldest buildings at the campus. The scope of the work is large enough that we need to bid the work. The current bids vary in range, but as a public entity, we need to take the lowest bidder. We had four bids come in, and Anaya had the best price with a metal standing seam roof. The anticipated start time will come once approval is made.

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

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. You all should have received an email about signing digitally the form 700. This is filed with the state and good for one year. It's good to look through these once a year to brush up on these items. The form is due April 1st.

f. **Review of ACA/ACAII 2024-2025 School Calendars (attached)**

Mrs. McCutcheon addressed the council and stated that our calendar committee meets to identify how to align our plan of six weeks on and six weeks off, with the surrounding district calendars. 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.

**6. Action Items**

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

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

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

b. **Approval of ACA/ACAII Suicide Prevention policy as recommended by staff.**

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

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

c. **Approval of Proposal for Audit Services with Christy White, Inc. for the year ending June 30, 2024, as recommended by staff.**

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

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

d. **Facility Project - Antioch Charter Academy II - Approval of contract with Anaya Construction per project scope in the amount of \$26,950 as recommended by staff**

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

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

e. **Approval of ACA/ACAII 2024-2025 School Calendars as recommended by staff.**

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

**Mr. Greene Yes  
Mrs. Fisher 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 Coin Wars has started and will go all month. The Walkathon is April 3rd, and all are welcome to cheer on the students.**

**McCutcheon addressed the council and shared that the Walkathon is coming up April 5th and May 3rd will be the Silent auction from 5-8pm. All are welcome!**

**8. Comments from the Charter Council:**

**9. Scheduling of Next Meeting**

**a. Next Regular Charter Council meeting – Thursday, April 11, 2024**

**10. Adjournment**

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

**Mr. Greene– Yes, Mrs. Hobin– Yes, Mr. Fisher– Yes. Meeting adjourned at: 4:50 pm.**