

**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  
April 11, 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. Gareth Fisher, Mr. Jordan Greene, and Mr. Eric Tam. Staff members in attendance were: Mr. Todd Heller, Mrs. Elisa McCutcheon, Mr. Kevin Fuller, and Mrs. Andi Stahler.

**2. Approval of Minutes**

**a. Regular Charter Council meeting of March 7, 2024**

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

Mr. Greene Yes  
Mr. Fisher Yes  
Mr. Tam Yes

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

**4. Comments from Staff**

Mr. Fuller addressed the Council and shared that Elementary is going to Black Diamond Mines, Intermediate visited Chinatown, and Middle School has partnered with Harvest Family Farms in Pittsburg to fulfill our Being There Experiences. Mr. Fuller also shared that our Young Authors night will be on May 8th.

Mrs. McCutcheon addressed the Council and shared that Middle School is now participating in a soccer program for the first time in a long time. We are talking with AUSD about the possibilities of doing more sports in the after school program next year. Mrs. McCutcheon also shared that our Young Authors night will be on April 25th. We have recarpeted some of the portables, such as the Primary room and Elementary room.

Mr. Heller addressed the Council and shared that we are trying to increase our existing credit limit for school credit cards for things you can't do a PO for. One requirement for getting this is the bio of each of our board members. Mr. Heller also shared that we are developing an evaluation process for our Co Ad team. We will be bringing this to staff soon and then to the board for feedback.

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

**a. ACA/ACAII WASC full self-study visit results**

Mr. Fuller addressed the Council and shared that the WASC visiting committee recognized our three goals that we created and provided two additional goals. The committee identified our areas of strength: our mission, vision, and school wide learning goals are things to celebrate, as well as our school culture and climate. They were very impressed with how articulate our students were and they really liked our flat model of leadership. The committee agreed with our proposed three goals - math improvement, creating an action plan for

leadership succession, looking at curriculum and instruction. The committee agreed that we should focus on bridging the transitions from level to level. The committee also suggested investing in outside professional development training rather than keeping it interior.

Mrs. McCutcheon addressed the Council and went over the visiting committee's final presentation. She pointed out the items the committee said were areas to celebrate: Our Graduation Goals, aka the Code of the Cheetahs, community connections, our students are engaged, as a staff we are really good at identifying students who need social/ emotional and academic support and student choice and real world relevance, affective progressive monitoring of all students. Mrs. McCutcheon also shared the items the committee said were areas of focus: continue to evaluate the graduate goals, more parent outreach, work on an ELAC event to increase engagement, bring in designated time for English Language Learners, keep an eye on our financials while investing in facility improvements, more professional development for classified staff, and how to get more people engaged with charter council.

**b. Educational Assistance Plan application for Mrs. Adrienne Cerecedes (ACA teacher)**

Mr. Heller addressed the council and shared that our SPED teacher, Adrienne Cerecedes, is getting a certification in dyslexia, which will be completed next summer. We allow up to \$10,000 in educational assistance where there is an area of need for our school. If it goes over that, we can do a loan for the remaining assistance. She is looking for assistance to cover the tuition in a reimbursement form. Mrs. Cerecedes will be committed to approximately four years of service if given the assistance.

**c. Charter Council Calendar – proposed meeting dates for 2024-25 (attached)**

Mr. Heller addressed the Council and stated these are the proposed dates for next year. Meetings are once a month, typically on the second Thursday of each month, but not all. Mr. Heller pointed out that the school calendar is starting a week later, which is now pushing out our meeting dates. June 19, 2025 is our last meeting for next year.

**d. Food Service Contract with Antioch Unified School District (AUSD) - renewal of the annual agreement between AUSD and Antioch Charter Academy I & II to provide student meals for the 2024-2025 school year (attached).**

Mr. Heller addressed the Council and shared that this is our annual contract for food services for our students. There is still no cost to the service. We have contracted for breakfast, snack, and supper service, in addition to the lunch service. The district has provided us with a point of sales system to keep track of what is being provided and to who.

**e. SB740 Charter School Facility Grant Program - review of Legal Status Questionnaire and Certification form for 2024-25 for ACA II (attached).**

Mr. Heller addressed the Council and shared that this form is required when applying for the facility rental reimbursement of the Fairgrounds site. The state reimburses charter schools for rental costs of facilities. Utilities and maintenance costs can sometimes be included in the reimbursed amount. This program was established to reimburse up to 75% of rent, and sometimes that gets reduced if the program becomes oversubscribed. ACA II is eligible, ACA is on district property making it ineligible. In order to apply, we need to submit this questionnaire with an admin and board member signature.

**f. Annual Performance Review Report to AUSD - presentation of annual report per MOU**

Mr. Fuller addressed the Council and shared that last night, the Co Admin team presented to the AUSD Board a review of our program. This is in accordance with our MOU. This year we focused on Positive discipline, facility updates, Math and ELA metrics. We took a look through the lenses on what it is like to be a student at ACA and ACA II. It was very well received by the board.

g. Reduced Workload Retirement Option Program (Willie Brown Act): Pre-retirement reduction of faculty employee annual workload. ACA Intermediate, Mrs. Shellie Arnst (60% contract), and Mrs. Margaret Romo (60% contract) job share for the 2024-2025 school year.

Mr. Heller addressed the Council and went over the Reduced Workload Program, a policy that was implemented a couple years ago. This program allows the governing boards to establish regulations to certificated employees to reduce their workload from fulltime to part time while maintaining their full time retirement and health benefits. To be eligible, employees must be at least 55 and they must have been employed full time for 10 years. This is a great benefit for ACA and ACA II, in that this will allow staff to mentor new teachers rather than throw them into a new classroom. This 60% job share would allow Mrs. Arnst to work with Mrs. Romo in taking over her class.

h. Charter Council Member Term dates – review list of term dates (attached)

Mr. Heller addressed the Council and shared that this has been updated with assumptions that asked all of you to remain in position next year and the second terms begin in the summer. Mr. Green and Mr. Tam, are both in their second term this summer. Mr. Heller requested to be notified immediately if a council member is not intending to return to their position.

i. Agreement for Charter School Business and Administrative Services with Delta Managed Solutions (July 1, 2024 - June 30, 2026) (attached).

Mr. Heller addressed the Council and shared that this service provides our payroll, assists with budget documents, and they provide HR back office assistance. Mr. Heller stated that we have had a successful relationship with them over the years. We sign a contract every two years with them. The only change in terms of agreement is the service fee, and it is a 7% increase in cost versus the prior contract.

j. Agreement for Architectural Construction drawings with Wilson Architecture, Inc. for the installation of one portable classroom at ACA - Hacienda site (attached)

Mr. Heller addressed the Council and shared that this is the architect that we are wanting to contract for the build out at ACA. This is the contract for us to bring in a new building at ACA as well as a build out of the site with the land available here. This is the original architect for ACA's campus. The funding for this would come out of reserves. We did budget \$75,000 for this in this year's budget.

## 6. Action Items

- a. Approval of Education Assistance Plan for Mrs. Adrienne Cerecedes (as recommended by staff)

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

Mr. Greene Yes  
Mr. Fisher Yes  
Mr. Tam Yes

- b. Approval of the 2024-25 Charter Council Calendar as recommended by Staff..

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

**c. Approval of the 2024-25 Food Service Contract with AUSD as recommended by Staff.**

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

**d. Approval of the SB740 Charter School Facility Grant Program Legal Status Questionnaire and Certification form for 2024-25 for ACA II as recommended by Staff.**

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

**e. Approval of Reduced Workload Retirement Option Program: ACA Intermediate, Mrs. Shellie Arnst (60%), and Mrs. Margaret Romo (60%) job share as recommended by staff.**

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

**f. Approval of Agreement for Charter School Business and Administrative Services with Delta Managed Solutions for the period July 1, 2024 - June 30, 2026 as recommended by Staff.**

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

**g. Approval of Agreement for Architectural Construction drawings with Wilson Architecture, Inc. for the installation of one portable classroom at ACA - Hacienda site as recommended by Staff.**

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

**Mr. Greene Yes  
Mr. Fisher Yes  
Mr. TamYes**

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

**Mrs. Stahler addressed the council and shared that the Walkathon was a big success, raising over \$5,000. Family Network is now gearing up for the Book Fair.**

**McCutcheon addressed the council and shared that on April 24th they will be hosting an Ice Cream Social election meeting. Silent Auction on May 3rd, all are welcome!**

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

**9. Scheduling of Next Meeting**

**a. Next Regular Charter Council meeting – Thursday, May 16, 2024**

**10. Adjournment**

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

**Mr. Greene– Yes, Mr. Tam– Yes, Mr. Fisher– Yes. Meeting adjourned at: 5:16 pm.**