

**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 11, 2021
4:00 PM
Minutes
Zoom Video Communications Meeting**

1. Opening (Roll Call and Establishment of Quorum)

Meeting called to order at 4:02 pm. In attendance were council members: Mrs. Debbie Hobin, Mr. Jordan Greene, Mrs. Jeanine Pells, Mr. Eric Tam and Ms. Julie Haas-Wajdowicz. Staff members in attendance were: Mr. Todd Heller, Mr. Kevin Fuller, Ms. Marianne Dubitsky, Mrs. Elisa McCutcheon, and Mrs. Andi Stahler. Also in attendance was Mr. Jayson Bordges.

2. Approval of Minutes

a. Regular Charter Council meeting of February 11, 2021

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

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

3. Oral Communications: Non-agenda items: None

4. Comments from Staff

Mr. Fuller addressed the Council on behalf of ACA and stated that ACA is moving forward with welcoming students back on campus starting with First grade students coming back on March 22nd. Teachers are preparing the work space for accurate spacing according to the requirements of Contra Costa Health. Second and Third graders would be a part of the second roll out, aiming to come back March 29th, but this is not a set date.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that there has been a lot going on at ACA II. Elementary and Intermediate have been working on their Young Authors, Intermediate has also been working on their science projects, and Middle school is working on a career simulation game with a company called AVID. The school held their first School Families by zoom and the kids that participated had a lot of fun. ACA II is talking about reopening for all grades after spring break. AUSD contacted ACA and ACA II last week to share vaccine codes that were released by the county for our staff members to get vaccinated with.

Mrs. McCutcheon also stated that both ACA and ACA II 8th grade girls participated in Girls Empowerment Day hosted by AUSD and the Antioch Rotary. Mrs. McCutcheon and Mrs. Edna Heller played a large role in making this day happen.

Mrs. McCutcheon also stated that there is a meeting coming up next week for both ACA and ACA II parents that is focused on how to socially, emotionally, and mentally help your

student. Mrs. McCutcheon also stated that the Co Ads are getting ready to present the annual review of the schools to the AUSD school board March 24th, in person.

5. Discussion Items (for possible Action)

a. Injury and Illness Prevention Plan – review final plan (attached)

Mr. Fuller addressed the Council on behalf of ACA and ACA II and stated that under California law, all employers must provide a safe and healthy place for their employees to work in. To be compliant with the law, we must name a person that will maintain this plan. The responsibility of enforcing, tracking, and implementing is on all employees, and especially on the Co Administrators. The plan will help identify any workplace items that prove to be detrimental to staff and students, while also helping to track records of injury and illness.

Please see specific details in the attached IIPP (OSHA Plan) document.

b. Covid-19 Prevention Program – review final plan (attached)

Mr. Fuller addressed the Council on behalf of ACA and ACA II and stated that this is an addendum to the Injury and Illness Prevention Plan. This is established and implemented in response to COVID-19. This Plan has been created from an OSHA template to meet the OSHA standards and was adapted to meet our campus needs. The plan speaks on responsibilities, screening staff and students, corrections on hazards, cleaning disinfecting, how to trace and report if there is a case, and more.

c. Covid-19 Safety Plan: School Guidance Checklist Supporting Documents – review draft (attached)

Mr. Fuller addressed the Council on behalf of ACA and ACA II and stated that the checklist attached has all the supporting items to properly execute school reopening.

d. 2021-2022 School Calendar – review draft (attached)

Mrs. McCutcheon stated on behalf of ACA and ACA II and stated that the calendar process includes all teachers to identify when breaks would be most beneficial for students and staff. October break aligns with Antioch and Brentwood District. The winter break is a little different from other Districts. Spring break is pushed back a week later with the way February break fell, so there was no week lost for that cycle.

Mr. Heller pointed out that this calendar is the skeleton draft that we can send out to families now, and the full calendar with minimum days and teacher work days will come out later this year.

e. ACAII WASC Mid-cycle report – review of final document (attached)

Ms. Dubitsky addressed the Council on behalf of ACA II and stated that this report was sent to WASC in February in preparation for the visiting day on March 30th. They have met with the visiting chair and worked on the schedule that includes them speaking to parents, staff members who are parents, teachers, and students. ACA II is very excited for this visit and are looking forward to it.

- f. **Second Interim Budget Reports (ACA / ACA II) – review updated budgets (attached)**

Mr. Heller addressed the Council on behalf of ACA and ACA II and pointed out various items in the narrative. Mr. Heller pointed out that some of the spending in certain categories is done upfront and not spread out during the year. Cash flows are outlined in this narrative as well. Mr. Heller also pointed out that compensating was implemented for credentialed staff for additional time and effort for covid related closure and planning, preparation and reopening, this is under the Teachers stipends and extra duty area. This funding is an allowable expense from the Corona Virus Relief dollars received from the state. Mr. Heller pointed out the Corona Virus relief funding that we received this year and will not receive next year.

Please refer to the attached document for specific details.

- g. **Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2021 (attached)**

Mr. Heller addressed the Council on behalf of ACA and ACA II and stated that this is the annual letter that we sign with our auditors. The terms are still the same as prior years. The only thing that changes is the cost, which went up about \$1,000.00 from last year. We are required to sign and submit this to the county by the end of this month.

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

Mr. Heller addressed the Council on behalf of ACA and ACA II and stated that this document is a good reminder for everyone to sign the annual filing Form 700, which is due by April 1st. This is all done online now. Mr. Heller pointed out that these items are sent to council members when they first onboard the Charter Council.

6. Action Items

- a. **Approval of Injury and Illness Prevention Plan as recommended by staff and make changes as needed to comply with state regulations**

Motion made by Mrs. Hobin and seconded by Mrs. Pells to accept the Injury and Illness Prevention Plan as recommended by staff

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

- b. **Approval of Covid-19 Prevention Program as recommended by staff with the ability to amend as needed to comply with state regulations**

Motion made by Mr. Tam and seconded by Mrs. Hobin to accept the Covid-19 Prevention Program as recommended by staff

Mr. Greene Yes

**Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

- c. Approval of Covid-19 Safety Plan: School Guidance Checklist Supporting Documents as recommended by staff with the ability to amend as needed to comply with state regulations of new testing standard as well as any other changes that come through the state**

Motion made by Mrs. Pells and seconded by Mr. Greene to accept the Covid-19 Safety Plan: School Guidance Checklist Supporting Documents as recommended by staff

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

- d. Approval of 2021-2022 School Calendar as recommended by Staff.**

Motion made by Mr. Greene and seconded by Mrs. Hobin to accept the 2021-2022 School Calendar as recommended by Staff

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

- e. Approval of Second Interim Budget Reports (ACA / ACA II) as recommended by Staff.**

Motion made by Mrs. Hobin and seconded by Mr. Greene to accept the Second Interim Budget Reports (ACA / ACA II) as recommended by Staff

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

- f. Approval of Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2021 as recommended by Staff.**

Motion made by Mrs. Pells and seconded by Mr. Greene to accept the Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2021 as recommended by Staff

**Mr. Greene Yes
Mrs. Hobin Yes
Ms. Haas-Wajdowicz Yes
Mrs. Pells Yes
Mr. Tam Yes**

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

Ms. Dubitsky addressed the Council on behalf of ACA II and stated that they planned an Among Us game night which was very popular. The network is also looking to do a Geocaching event instead of a Walkathon.

Mrs. Stahler addressed the Council on behalf of ACA and stated that the Family Network received the final estimate for the Water Fountain installation and unit and should be installing this within the next few months. The Family Network is finalizing the virtual book fair happening the last week of April and Teacher Appreciation Day happening May 4th. They are also working on the Silent Auction happening May 10th.

8. Comments from the Charter Council: None

9. Scheduling of Next Meeting

a. Next Regular Charter Council meeting – Thursday, April 8, 2021

10. Adjournment

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

Mr. Greene – Yes, Mrs. Pells – Yes, Mr. Tam– Yes, Mrs. Hobin- Yes, Ms. Haas-Wajdowicz - Yes. Meeting adjourned at 5:08 pm.