

**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 9, 2021  
4:00 PM  
Minutes  
Zoom Video Communications Meeting**

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

Meeting called to order at 4:00 pm. In attendance were council members: Mrs. Debbie Hobin, Mr. Eric Tam, Mrs. Jeanine Pells 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, Mrs. Tracey Tim Tim.

**2. Approval of Minutes**

**a. Regular Charter Council meeting of June 15, 2021**

Motion made by Mrs. Hobin and seconded by Mrs. Pells

Mrs. Hobin Yes

Ms. Haas-Wajdowicz Yes

Mr. Tam Yes

Mrs. Pells 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 participated in a campus cleanup weekend prior to the start of the school year. Teachers and parent volunteers worked to clean both inside and outside of campus in preparation for the first day of school. Repairs have been completed to portable 15 which suffered fire damage at the end of last school year. Students and staff are still adjusting to being on campus full-time, learning routines and procedures.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that students and staff are still adjusting to being on campus full-time, learning routines and procedures. An ACAII alumna has started a Middle School cross-country team. The team has competed against local middle schools. The season lasts through October. ACAII is participating in the Coastal Cleanup which takes place 9/24/21. ACAII has partnered with the City of Antioch in a lunch composting program.

Mr. Heller addressed the board on behalf of ACA and ACAII. At ACAII, repairs have been completed to asphalt and gravel paths, dry rot, and access ramps. A new fire alarm panel in the Poppy Hall building was installed. The Co-Administrators are working to update employee benefit packages which include 403B retirement plan contributions for classified employees, and short term disability insurance offerings.

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

**a. Annual Re-organization of Charter Council - President, Secretary and CFO.**

Mr. Heller addressed the board about re-organization of the Charter Council Board positions. Currently, Mrs. Haas-Wajdowicz holds the position of President, Mrs. Pells holds the position of secretary, however, her Board term will expire in October 2021. Mr. Greene holds the position of CFO. After Board discussion, Mrs. Hobin was nominated to fill the position of secretary.

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

Mr. Heller addressed the board regarding the open seat on Charter Council. Mrs. Pells Board term will expire in October 2021, leaving an open seat on the Board. Mrs. Pells holds a position on the charter council board nomination committee, which will also need to be filled. Mr. Tam volunteered to replace Mrs. Pells on the nomination committee.

**c. Certificated Employee Contract - new Certificated Employee under contract for the 2021-22 school year - Jessica Klotz (ACA Elementary)**

Mr. Heller addressed the board informing all that Mrs. Klotz is the new teacher for Elementary, and was hired over the summer.

Mr. Fuller addressed the board to state that Mrs. Klotz has been a great addition to the team and the students are very excited to work with her.

**d. 2020-21 Unaudited Actuals Financial Reports for ACA / ACA II (attached) - review reports prior to submission to the County Office of Education.**

Mr. Heller addressed the board stating this is the final report and we have completed the year end closing activities. If there are any audit findings, the changes would be made in December. Mr. Heller pointed out that the year ended with a surplus for both schools due to one time funding programs.

**e. Special Education Service Contract - review contract proposal with Foundations Therapy Service for the 2021-22 school year (attached).**

Mr. Heller addressed the board informing that this Master contract has been provided by the SELPA and has been renewed for the 2021-2022 school year.

**f. Special Education Service Contract - review contract proposal with Second Nature Behavioral Health Services, Inc for the 2021-22 school year (attached).**

Mr. Heller addressed the board informing that this Master contract has been provided by the SELPA and has been renewed for the 2021-2022 school year.

**g. Special Education Service Contract - review contract proposal with The Speech Pathology Group, Inc. for the 2021-22 school year (attached).**

Ms. Dubitsky addressed the board stating that we initially tried to hire a Speech Pathologist to be on our staff, but had no luck. This group had the best qualifications and fit our schedule the best.

**h. Policy update and review (attached) - Short-Term Independent Study Policy**

Mr. Heller addressed the board informing that the initial Independent Study policy was created in 2005, prior to ACA II and needed to be revised. The revisions also come to meet new requirements set by the state of California. The state is now stating that Schools can only conduct in person instruction. Short term independent study allows

students to complete the work they missed, so they don't fall behind. There will be further discussion to identify if a long term study policy makes sense for the schools.

- i. **Board Resolution to Recognize the Legal Extension of Charter Terms by Two Years Pursuant to Education Code Section 47607.4**

Mrs. McCutcheon addressed the board informing them that the Governor of California has input a two year auto extension for Charter schools. Mrs. McCutcheon and Mrs. Heller are working with Antioch Unified School District to ensure this extension is recognized with them.

- j. **Family Network bank account signers - changes to ACA II bank signers due to elections of new board members (Network Co-Chair)**

Mr. Heller addressed the board informing them that the ACA II Family Network has a new Co Chair, Jessyca Barney, and will be added as a signer. Adrian Piagee will be removed as a signer.

## **6. Action Items**

- a. **Approval of the Re-organization of Charter Council - President, Secretary, and CFO.**

**Motion made by Mrs. Pells and seconded by Mrs. Hobin**

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

- b. **Approval of Certificated Employee contract for Jessica Klotz as recommended by staff.**

**Motion made by Mrs. Hobin and seconded by Mrs. Pells**

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

- c. **Approval of the 2020-21 Unaudited Actuals Financial Reports as recommended by staff.**

**Motion made by Mrs. Pells and seconded by Mr. Tam**

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

- d. **Approval of Special Education Service Contract with Foundations Therapy Service for the 2021-22 school year as recommended by staff.**

**Motion made by Mrs. Pells and seconded by Mrs. Hobin**

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

- e. Approval of Special Education Service Contract with Second Nature Behavioral Health Services, Inc. for the 2021-22 school year as recommended by staff.**

**Motion made by Mrs. Hobin and seconded by Mrs. Pells**

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

- f. Approval of Special Education Service Contract with The Speech Pathology Group, Inc. for the 2021-22 school year as recommended by staff.**

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

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

- g. Approval of the Short-Term Independent Study Policy update as recommended by staff.**

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

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

- h. Approval of the Board Resolution to Recognize the Legal Extension of Charter Terms by Two Years Pursuant to Education Code Section 47607.4 as recommended by staff.**

**Motion made by Mrs. Pells and seconded by Mrs. Hobin**

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

- i. Approval of ACA II Family Network bank account signers. Add Jessyca Barney (Network Co-Chair) as signer on Network checking and savings accounts. Remove Adrian Piagee as a signer on Network checking and savings accounts.**

**Motion made by Mrs. Pells and seconded by Mrs. Hobin**

**Mrs. Hobin Yes**

**Ms. Haas-Wajdowicz Yes**  
**Mr. Tam Yes**  
**Mrs. Pells 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 have not met yet for the 2021/2022 school year.**

**Mrs. Stahler addressed the Council on behalf of ACA and stated that the Family Network is starting up their events for the year and have brought back Popcorn Fridays.**

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

**Mrs. Pells addressed the board and let them know this is her last meeting and will hopefully be back soon.**

**9. Scheduling of Next Meeting**

**a. Next Regular Charter Council meeting – Thursday, October 14, 2021**

**10. Adjournment**

**Motion made by Mrs. Hobin and seconded by Mrs. Pells**  
**Mr. Tam– Yes, Mrs. Hobin- Yes, Ms. Haas-Wajdowicz - Yes, Mrs. Pells– Yes. Meeting adjourned at 5:13 pm.**