

**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  
October 14, 2021  
4:00 PM  
Minutes  
Zoom Video Communications Meeting**

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

Meeting called to order at 4:05pm. In attendance were council members: Mrs. Debbie Hobin, Mr. Eric Tam, Mr. Jordan Greene, and Ms. Julie Haas-Wajdowicz. Staff members in attendance were: Mr. Todd Heller, Mr. Kevin Fuller, Mrs. Elisa McCutcheon, Ms. Dubitsky, and Mrs. Andi Stahler. Also in attendance, Mrs. Kelley Borges.

**2. Approval of Minutes**

**a. Regular Charter Council meeting of September 9, 2021**

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

Mrs. Hobin Yes

Ms. Haas-Wajdowicz Yes

Mr. Tam Yes

Mr. Greene 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 started out the week with a staff development day, working on WASC and training on dyslexia.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that just before break they had their first School Family Meeting. They played games and talked in their groups outside. ACAII has also started a Cross Country team, and they've had a lot of success at their meets against other Antioch Schools, so far. Mrs. McCutcheon shared that ACA and ACAII will be doing observations days at each other's schools this year to provide an opportunity for teachers to see how other classrooms are working.

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

**a. Free scoliosis screening for ACA/ACAII students provided by Stanford Children's Health.**

Mrs. McCutcheon addressed the Council and informed them that Stanford Children's Health has reached out to both campuses to participate in scoliosis screening for free. Screening was mandated in CA, but suspended due to budget restraints and Stanford Children's Health has offered to do it for free.

**b. Educational Assistance Plan application for Jessica Berkich (ACAII teacher)**

Mrs. McCutcheon addressed the Council informing them that in the past, we created an Educational Assistance Plan, where if a person would like to do a training that we see as

a benefit for our program, the school pays for it with the agreement that the person would work for us for an extended amount of time. The funding comes from the school site, and the Co Admins would be the ones to recognize a need for the training and then bring it to the Charter Council.

Mr. Heller addressed the council to share the history behind the policy. This policy was created in 2019 to fulfill the need for SPED credentialed staff members. There were two staff members that applied for this funding and became SPED credential staff members at ACA and ACA II. The policy states that for every \$2,000 funded, the staff member must remain with our organization for at least one year. This is one way to retain quality staff.

- c. Change to salary schedule to reflect premium pay for the current instructional aides working in the nutrition assistant position

Mrs. McCutcheon addressed the council stating that our instructional aides have been helping our schools out and working as Pupil Supervisors and Nutrition Assistants during the day. These classified positions have a different pay scale between each job title, with Pupil Supers earning one of our lowest wages. A few years ago the Charter Council approved premium pay for our Instructional Aides working as Pupil Supervisors, meaning if we had an aide that also worked as a pupil super for us, they would get their Instructional Aide pay, instead of lowering it down to the Pupil Super role. Both sites have an aide fulfilling this Nutrition Assistant position, which is a lower pay grade than their Aide role, which we would like to change and have them receive premium pay as well. This would not change the rate if we hired a person just as a Nutrition Assistant or Pupil Supervisor.

- d. AB361 reform – teleconferencing requirements for Charter Council meetings

Mr. Heller addressed the council informing them that we just received these requirements from legal counsel, and we still need more guidance on how this will look moving forward. The Brown Act required us to do certain things for public meetings, and we have already been doing all these additional pieces that we are now being told to do if we would like to continue online school board meetings. We have been meeting these requirements this entire time, so we will maintain our open public meetings online. Every month we will need to note on the agenda that we will continue doing online meetings. It's not clear if its saying we need to go back to in person meetings, but we are following up to identify any more pieces needed to maintain online public meetings. We are following the Brown Act provisions that are allowed on a virtual meeting. We will also need further clarification on the requirement stating we need to meet every 30 days.

- e. ACA/ACAII School-Site Camera Surveillance Policy

Mr. Heller addressed the council stating that back in the spring we started discussing and developing a school surveillance policy. We've had issues with break-ins, thefts, arson, and we installed cameras at both sites to help curb these issues. The draft was created by Mr. Tam and initially brought to you in the spring then sent out to legal counsel and brought back to Charter Council in June. That policy was then edited with suggestions made by legal counsel. There were pieces input on who had access, and how long footage would remain. We inserted that we would keep it in accordance with the security company policies, unless needed by others, such as law enforcement.

- f. ACA/ACAII 403(b) contributions for all classified staff

Mr. Heller addressed the council stating the new benefit we have talked about for our classified staff is a 403b retirement plan. We currently have CalSTRS for certificated staff, but have not done anything yet for classified staff. The school has paid into Social Security, but has not done a matching contribution to another retirement plan.

The 403b is handled through the monthly payroll deductions. This new plan is to incentivize staff to save for retirement, outside of social security, and the school will match up to 3%. The initial investment is vested immediately, so they do not need to wait for a set amount of time worked here, to use towards retirement. The school will continue paying into social security.

**g. Policy update and review (attached) - Independent Study Policy**

Mr. Heller addressed the council and stated that there have been many changes in the law for Independent Study requirements. Staff has been revising our current policy to align with these new requirements. This revised policy has been brought to council for review and approval. These new requirements focus a lot around not allowing distance learning, while accommodating the many absences due to COVID. The changes in the current policy include changes in the verbiage, how to handle certain procedures, synchronous instruction, and live interaction. We will have another draft for the November meeting. Mr. Heller also stated that we have been informed that more changes may be coming, since many students have been absent so far throughout the state.

**h. Nomination Committee - update regarding open seats on Charter Council**

Mr. Fuller addressed the council stating that we have an open seat on the board. We are in the early processes of gathering candidates and applications. Once applications are in, the nomination committee will set up interviews.

Mr. Heller addressed the council informing them that we have had a handful of potential candidates that were presented by the staff. We have reached out to these candidates, and set a deadline for the end of October to apply.

**6. Action Items**

- a. Approval of Free scoliosis screening for ACA/ACAII students provided by Stanford Children's Health as recommended by staff.**

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

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

- b. Approval of Education Assistance Plan for Jessica Berkich as recommended by staff.**

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

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

- c. Approval of the change to salary schedule to reflect premium pay for the current instructional aides working in the nutrition assistant position as recommended by staff AB361 reform language.**

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

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

- d. Approval of the required findings regarding the continuing emergency and vote to continue using the law's exemptions.**

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

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

- e. Approval of the ACA/ACAII School-Site Camera Surveillance Policy Draft as recommended by staff.**

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

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

- f. Approval of ACA/ACAII 403(b) contributions for all classified staff as recommended by staff.**

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

**Mrs. Hobin Yes  
Ms. Haas-Wajdowicz Yes  
Mr. Tam Yes  
Mr. Greene 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 started their 2<sup>nd</sup> Cup meetings and they will be holding them outside while the weather is nice. They are also doing a spirit wear fundraiser, a clothing swap, and a dining out for dollars night.**

**Mrs. Stahler addressed the Council on behalf of ACA and stated that the Family Network is doing a month long fundraiser, Walktober. They also will be starting their Wreath Fundraiser next week.**

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

**Ms. Haas-Wajdowicz addressed the council and stated that ACA II just completed a Creek Clean-Up and did an amazing job.**

**9. Scheduling of Next Meeting**

a. **Next Regular Charter Council meeting – Thursday, November 18, 2021**

**10. Adjournment**

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

**Mr. Tam– Yes, Mrs. Hobin- Yes, Ms. Haas-Wajdowicz - Yes, Mr. Greene– Yes. Meeting adjourned at :5:20 pm.**