

**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 10, 2022  
4:00 PM  
Minutes  
Zoom Video Communications Meeting**

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

Meeting called to order at 4:03pm. In attendance were council members: Mrs. Debbie Hobin, Mrs. MacCallister, Mr. Eric Tam, Mr. 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. Tracey Tim Tim.

**2. Approval of Minutes**

a. Regular Charter Council meeting of February 17, 2022 – with revision to Ms. Haas-Wajdowicz name at end of minutes.

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

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

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

**4. Comments from Staff**

Mr. Fuller addressed the Council on behalf of ACA and stated that a total of 39 staff members between both campuses flew down to LA for a training at the Museum of Tolerance over the break, which was an amazing experience. Mr. Fuller also shared that School Families are coming back at the end of this month. Staff is preparing for conference week next week. Mr. Fuller also shared that the mask mandate was lifted for Contra Costa County, and ACA has decided to allow masking to be optional outdoors, but remain mandatory while inside. Lastly, Mr. Fuller shared that ACA will be hosting a celebration day the morning of April 6<sup>th</sup>.

Mrs. McCutcheon addressed the Council on behalf of ACA II and stated that School Families Parade was last week and showcased all the things that make ACA II unique. Mrs. McCutcheon shared that next week is Conference week and Friday the staff will have a HET training teachers. This will provide an overview of HET and how it relates to Montessori. Mrs. McCutcheon shared that the COVID testing on campus has been going well and they have been administering about 4 tests each day, with lots of testing on the students who have had to go home sick with a symptom days prior.

Mr. Heller addressed the Council and shared that the ACA II lease with the fairgrounds is up at the end of this school year and ACA II is currently in negotiations with the Fairgrounds Board to see what the new lease will look like. The Board is currently proposing significant increases for rent and utility costs. Mr. Heller also shared that ACA II is also looking at adding additional portables to the campus.

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

**a. AB361 reform – teleconferencing requirements for Charter Council meetings**

**Mr. Fuller addressed the Council and shared that the primary effect of this reform is to allow public bodies to dispense with certain normally applicable Brown Act teleconferencing requirements wherever a public body holds a meeting during a proclaimed state of emergency. This must be voted on every 30 days by Council.**

**b. ACA/ACAII Comprehensive School Safety Plans – review of plans (attached)**

**Mr. Fuller addressed the Council and pointed out that this is an annual requirement that both schools review their Safety Plans. The plans include items such as disaster procedures, CPS reporting, suspensions, expulsion, and harassment policies. Annually, the plans must be reviewed by certificated staff, classified staff, and parents. The plan attached had no change from last year's plan.**

**McCutcheon addressed the Council and pointed out that ACA II's Safety Plan had some minor changes made to the plan to provide more clarity to procedures. However, no new sections were created, just clarifications.**

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

**Mr. Heller addressed the Council and went over the budget narrative. He pointed out that the expenses in the budgets cover the first day of school through January 31<sup>st</sup>. Changes since the fall First Interim budgets are identified in the reports. Mr. Heller highlighted that there are potential additional revenue that would be offered with the governor's proposed programs such as the Expanded Learning Opportunities program and the Transitional Kindergarten program. This year, these would be Planning Grants to identify how to implement the programs at both sites. At this point, these programs are not confirmed and we will hear more information about them in the Governor's May Revised budget proposal. It is possible that we could have this information when preparing next year's budget. It was also noted that we have new enrollments of Classified staff members who have become eligible for benefits based on meeting the hour requirement to qualify. Please see attached item for further details.**

**d. Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2022 (attached)**

**Mr. Heller addressed the Council and pointed out that this is an annual letter received from our auditors that the Charter Council must review and approve, and then it is submitted to county. This audit covers the 2021-2022 school year. The cost compared to last year has gone up \$2,000. At this point, we have established a really good relationship with this firm and they are very familiar with charter audits. We are recommending approval.**

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

**Mr. Heller addressed the Council and pointed out that Charter Council members should have received the Form 700 to complete online. The form is due by April 1<sup>st</sup>, electronically. Contact Sheri Thompson if you have not yet received this form. The form is required to be filed annually. This policy and bylaws have no changes since the last revision in 2021. Mr. Heller stated that legal counsel reviewed both documents last year and minor changes were made then.**

**f. ACA/ACAII new policy for the 'Reduced Workload Program' (attached)**

**Mr. Heller addressed the Council stating that after introducing this policy at the last meeting, we received no further feedback about it. Both staffs have reviewed the policy and recommended that it move forward. It is now being brought to the Board for final approval.**

**g. Review of 2022-2023 School Calendar (attached)**

Ms. McLean addressed the Council and presented the 2022/2023 Calendar with a basic outline of the year. Once this is approved, each site will input their own minimum days, etc. There are currently 175 student days and 5 professional development days for the staff. Staff development days at the beginning of the year, are combined staff days.

**6. Action Items**

- a. AB361 reform language. 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  
Mrs. MacCallister Yes  
Mr. Greene Yes**

- b. Approval of ACA/ACAII Comprehensive School Safety Plans as recommended by staff.**

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

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

- c. Approval of Second Interim Budget Reports (ACA / ACA II) as recommended by staff with the correction recommended by staff related to the account coding of retirement contributions for Classified Staff.**

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

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

- d. Approval of Audit Engagement Letter with Feddersen & Company, LLP for the year ending June 30, 2022 as recommended by staff**

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

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

- e. Approval of ACA/ACAII new policy for the 'Reduced Workload Program' as recommended by staff.**

**Motion made by Ms. Haas-Wajdowicz and seconded by Mrs. Hobin**

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

**f. Approval of 2022-2023 School Calendar as recommended by staff.**

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

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

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

**Mrs. Tim Tim shared with Council that the Family Network is bringing back the Walkathon this year and will be doing it like they have done in the past. There are a few fundraisers happening, including the See's Candy sales and YoYo sales.**

**Ms. Dubitsky shared with Council that the Family Network is finally getting a new shed.**

**Mrs. Stahler addressed the Council on behalf of ACA and stated that the First Friday event at Skipolini's was a success and all are welcome to join in on the next one, April 1<sup>st</sup>. On April 8<sup>th</sup> Family Network will be hosting a Family Moving night, all are welcome.**

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

**9. Scheduling of Next Meeting**

**a. Next Regular Charter Council meeting – Thursday, April 14, 2022**

**10. Adjournment**

**Motion made by Mr. Greene and seconded by Mrs. Hobin  
Mr. Tam– Yes, Mrs. MacCallister- Yes, Mrs. Hobin- Yes, Ms. Haas-Wajdowicz - Yes, Mrs. Greene– Yes. Meeting adjourned at: 5:03 pm.**