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
December 11, 2025
4:00 PM
Room 1
Minutes

1. Opening (Roll Call and Establishment of Quorum)

The meeting was called to order at 4:44 pm. Council members in attendance were: Mr. Garreth Fisher, Mr. Eric Tam, Mrs. MacCallister, and Mrs. Debbie Hobin. Staff members in attendance were: Mrs. Elisa McCutcheon, Mrs. Stahler, Mr. Kevin Fuller, and Mr. Todd Heller.

2. **Approval of Minutes**

a. Regular Charter Council meeting of September 11, 2025

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

3. Oral Communications: Non-agenda items:

4. Comments from Staff

Mrs. McCutcheon addressed the Council and shared that ACAII received the Civic Award of Merit from the State of California, and Honorable Judge Marchese presented the award to the school. The Middle school students explained the projects they did to accomplish this award.

Mr. Fuller addressed the Council and shared that ACA has been approved for a 7 year renewal!

Mr. Heller addressed the Council and shared that the draft audit report had no findings. The report will be brought to the Charter Council at the January meeting. This report is due to the state on Monday, December 15th. Mr. Heller also shared that his position was posted and already has a great pool of applicants. Interviews will begin in January. Jordan Greene will represent the board as CFO on the interview panel.

5. Discussion Items (for possible Action)

a. ACA/ACAII Immigration Enforcement Policy

Mrs. McCutcheon addressed the council and shared that we had initially started working on this back in March, however, the State of California just sent an email yesterday outlining new requirements for the policy, which is now due by March 1st, 2026. Recommending to pull this item from the current month agenda and bring it back to the Board in February after it has been updated.

b. ACA contract with Cortica for a Functional Behavior Assessment for a special education student.

Mr. Fuller addressed the council and shared that we have a student that is in need of more assistance and this company will help assist in how to better serve him behaviorally and academically, while on campus. The company will observe the student and provide a plan of action for teachers.

c. ACA/ACAII Smart Device Policy

Mrs. McCutcheon addressed the council and shared that there is a new state law that all schools must implement a policy about smart phone use in the classrooms. We aimed to keep this policy about smart phones and smart devices. This is requiring smart phones to be stored in an approved location by the school site. Students may not use smart devices, with medical accommodations allowed, unless the teacher approves. Please see attached for more details.

d. ACA/ACAII 2026-2027 school calendars

Mr. Fuller addressed the council and shared that our calendar committee met and the staff has approved the skeleton calendar, which consists of holidays, breaks, start and end dates. Minimum dates are still waiting on staff approval.

e. First Interim Budget Reports (ACA / ACA II) – review updated budgets (attached)

Mr. Heller addressed the council and went over the budget report, and shared the specifics of the Budget Narrative. Mr. Heller pointed out that a large difference in expenditures versus the initial budget is due to staff changes. Both sites had staffing changes and full time equivalent changes over the summer. Mr. Heller noted that the first interim report is through October 31st, which is a third of the way through the year. Right now, both schools are tracking where we anticipated. On the revenue side, there were a couple different items that changed. Enrollment was lower than what we anticipated, and still trying to fill. There was also a change in the one-time money received by the state, and we now plan on spending those funds this year, so now those funds have been recognized in our revenues and expenses. New one-time funding from the state we received is geared towards student support and professional development; this is for discretionary purposes for addressing rising costs. The state gave all schools in CA this money to help address rising costs, which can consist of health care, salaries, rent, and more. We can use the funds where we see needed. Mr. Heller also noted that this month our unduplicated pupil counts will be updated, which will give new numbers in the Second Interim budget reports. Please see attachment for more details.

f. Nomination Committee - nomination of Julie Haas-Wajdowicz for the open seat on the Charter Council. Annual Reorganization of Charter Council - President, Secretary, and CFO.

Mr. Fuller addressed the council and shared that the Charter Council Nomination Committee, Kevin Fuller, Debbie Hobin, and Vicky Willard, is recommending Julie Haas-Wajdowicz as the nominee for the open seat on Charter Council. Julie Haas-Wajdowicz submitted the required application documents and is a highly qualified candidate based on her past experience as a former ACA Parent, Antioch City employee and former Charter Council member of our charter schools.

6. Action Items

a. Approval of the ACA contract with Cortica for a Functional Behavior Assessment for a special education student, as recommended by staff.

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

b. Approval of the ACA/ACAII Smart Device Policy as recommended by staff.

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

c. Approval of the ACA/ACAII 2026-2027 school calendars as recommended by staff

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

d. Approval of First Interim Budget Reports (ACA / ACA II) as recommended by staff

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

e. Approval of Julie Haas-Wajdowicz for the open seat on the Charter Council as recommended by staff

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

Mr. Fisher Yes
Mr. Tam Yes
Mrs. Hobin Yes
Mrs. MacCallister Yes

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

Mrs. Stahler addressed the Council and shared that the annual Flurry of Fun Family Night is happening tonight at 6pm. All are welcome!

Mrs. McCutcheon addressed the Council and shared that ACAII hosted their Friendsgiving event, with great success yet again! Many student vendors were able to showcase their items. Multiple fundraisers for Holiday Shopping and Pie Fundraiser. The network also hosts Second Cup of Coffee with more teacher involvement. This has had a growth in parent involvement.

8. Comments from the Charter Council

9. Scheduling of Next Meeting

a. Next Regular Charter Council meeting – Thursday, January 15, 2026

10. Adjournment

Motion made by Mrs. Hobin and seconded by Mr. Fisher
Mr. Fisher– Yes, Mrs. Hobin – Yes, Mr. Tam– Yes, Mrs. MacCallister - Yes. Meeting adjourned at: 5:15 pm.