



CHARTER SCHOOLS GOVERNING BOARD
St. Johns Community Campus and Therapeutic Learning Center
Charter Schools of the St. Johns County School District

Minutes - Notes

REGULAR PUBLIC MEETING

September 25, 2025

Attending: President **Andy Norman**; Board Secretary **Jennifer Akin**; and Treasurer **Mike Davis**. Absent was Vice President **Ann-Marie Butler**. **Also attending were:** Executive Director Justin Breidenstein; SJCC Director Lynne Funcheon; TLC Director Lauren Brannan; and Staff Liaison Neal Benson.

A quorum was announced and the meeting was called to order at 12:15 pm by President **Andy Norman**.

President **Andy Norman** called for public comment, and hearing none, addressed the agenda.

Todd Neville, Principal Partner of Neville/Wainio, CPAs, presented the Audited Financial Statements for 2025 for the Therapeutic Learning Center for Children. Neville noted that the audit was clean with no significant concerns.

Neville then presented the Audited Financial Statements for the St. Johns Community Campus. He noted that the audit was clean and presented no significant concerns.

Both audits have been posted on the web pages of the charter schools and may be found on the primary agency's website: <https://www.arcnj.org/tlc/> and <https://www.arcnj.org/services/community-campus/>.

The minutes of the meeting of the Charter Schools Governing Board held on May 22, 2025, having been provided in advance, were approved following a motion by Mike Davis and a second by Jennifer Akin.

The Charter School Directors presented their summary reports:

Therapeutic Learning Center

Updates – Thru September 25, 2025

- 26 TLC Enrollments - 21 - 254 MTX, 5 - 255 MTX
 - TLC has moved to a waitlist for incoming enrollments.
 - The largest continued barrier to enrollment is the waitlist for initial IEPs through school district/FDLRS - they currently have 70+ children waiting (months) for initial evaluations to determine IEP eligibility.
 - Working to build ABA feeder program to ensure a steady stream of enrollments by utilizing private behavioral therapy program for children under 3 until they can receive IEP and enroll in school for continuity of services.
- Fully staffed - 2 teachers, 6 paras/teachers assistants

- Acquired full time Arc Speech Therapist (Stephanie Cohen - formerly Brooks Rehab) and Occupational Therapist (Jennifer Baracz - formerly SJCSD) to support both TLC and Community Campus Students
 - Both credentialed to utilize Florida Medicaid School Match program allowing schools to tap into school-based Medicaid billing.
 - OT - \$17.86 per session x 41 Sessions - Potential for \$732 per week
 - Speech - \$17.86 per session x 50 Sessions - Potential for \$893 per week
 - Both credentialed to bill Medicaid for private (non IEP) services.
- Compared to the last 2 years, we are seeing an increase in enrollments for students with medical/nursing needs and sensory impairments.
 - Increase in enrollment of students with sensory impairments that are not accepted into FSDB, but facing barriers with finding service providers to fulfill therapies and instruction for vision and hearing services.
 - Partnership with FSDB Parent Infant program (for families already affiliated) has been supportive to students and classroom teachers on a consultation basis and by providing resources/supplies to assist blind/visually impaired students.
 - Upcoming partnership with TCMS PPEC to assist with serving medically complex students that require medical therapies and support.
- Continue to face challenges with space limitations for therapists, ABA, private providers, and other partners.
- 2nd Annual Sensory Fall Festival is on Saturday, November 22nd from 11:00 - 3:00
- 15 students rising to kindergarten at the end of the school year.

Support from SJCSD executive director to pursue potential charter expansion to add kindergarten class. Kindergarten enrollment is down across the district.

St. Johns Community Campus

Updates – Thru September 25, 2025

Number of Students Enrolled

- 75 students currently enrolled and counted on FTE
- 9 students will be funded through Step Up for Students scholarships
- 7 students attending but awaiting on district enrollment and won't be counted in this FTE
- 91 total students enrolled.

Concerns or Issues for the upcoming year:

- One of my long-term teachers, Brenda Felder, retired. I filled the position with one of our talented ADT staff. She has not yet obtained her temporary certification but will have it before the next FTE count in February.

- I need to fill an additional teaching position. That will bring my teaching staff to 5 full-time positions. It is very difficult to find teachers for our student population.
- We have accepted and enrolled our first elementary age student through the step up for students with unique abilities. As more minors enter into our residential program, we will need to accommodate and adjust to the varying needs of these younger students.
- Additional students means additional vans and additional drivers.

Good things and accomplishments

- We have increased our Registered Behavioral Assistants (RBT). We currently employ 4 staff members and have 2 additional positions that need to be filled.
- We have officially started our Work Based Learning Experience (WBLE) Program. We have hired the coordinator and he is getting referrals completed to submit to VR.
- We have hired a full-time SLP and a full-time OT to work with the students at both Community Campus and TLC. This has been a wonderful addition to our services.
- VR awarded a \$250,000 grant, renewable for 3 years. Community Campus and the Life Works program will work together to provide additional services in the afternoon and summer.
- Community Campus and the Life Works Program have created a Bridge Program to offer a combination of services and to share resources. Our students can now have access to the Practical Assessment Exploration System Laboratory (PAES Lab) and Tiny House on the Life Works campus and their students can access our art and theatre program on our campus.

We have recently established a relationship with the Jacksonville Jaguars. They donated 25 tickets for my staff and students to attend the game this past Sunday. I was contacted afterwards and was informed that they will be donating more tickets to different home games as the season continues.

Justin Breidenstein directed the board to four policies required for adoption by the Florida State Legislature:

STUDENT WELFARE POLICY – Adopted following a motion by Andy Norman and a second by Jennifer Akin.

THREAT MANAGEMENT POLICY – Adopted following a motion by Jennifer Akin and a second by Mike Davis.

POLICY OF WIRELESS COMMUNICATION AND OTHER ELECTRONIC DEVICES – Adopted following a motion by Mike Davis and a second by Jennifer Akin.

POLICY ON STAFF ARREST REPORTING – Adopted following a motion by Jennifer Akin and a second by Mike Davis.

Copies of these adopted policies are retained in the office of the primary agency's Executive Director.

Justin Breidenstein presented the financial reports for each the charter schools as of the end of August 2025. The reports were accepted as presented.

Justin presented specific details for a request for a 2025-2026 Salary Increase Allocation for the Therapeutic Learning Center. Having heard and understood the details of the request, it was approved following a motion by Jennifer Akin and a second by Mike Davis.

Justin presented specific details for a request for a 2025-2026 Salary Increase Allocation for the St. Johns Community Campus. Having heard and understood the details of the request, it was approved following a motion by Mike Davis and a second by Jennifer Akin.

Justin asked the Charter Schools Governing Board to approve a Budget Modification for the Therapeutic Learning Center relative to Professional Fees – to – Staff Salaries. Following a motion by Mike Davis, and a second from Jennifer Akin, the request was approved.

Justin asked the Charter Schools Governing Board to approve a Budget Modification for the St. Johns Community Campus relative to Professional Fees – to – Staff Salaries. Following a motion by Jennifer Akin, and a second from Mike Davis, the request was approved.

With the primary issues addressed and satisfied, the meeting was adjourned at 1:00 PM.

Prepared and respectfully submitted by Neal Benson for Jennifer Akin, Governing Board Secretary.