



## Elite Academic Academy - Lucerne

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pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:

975 6620 2696 Passcode: 920373

March 3, 2022 at 9:00 am

43414 Business Park Drive Temecula, CA 92590



## Elite Academic Academy - Lucerne March 3, 2022

### Board Of Directors - Elite Academic Academy - Lucerne

#### Meeting Location

Due to the ongoing COVID-19 pandemic, this meeting will be held via teleconference only.

Members of the public may observe the meeting and offer public comment using the

following dial-in numbers and/or internet link:Join Zoom Meeting  
https://eliteacademic.zoom.us/j/97566202696?  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID: 975 6620  
2696 Passcode: 920373. One tap mobile  
+16699009128,,97566202696#,,,,\*920373# US (San Jose) Passcode:  
920373

Time: 9:01 am

#### 1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Kent Christensen  
**Present Present Present**

Kent Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of March 3, 2022.

#### 3.0 Board Organization Cody nominates Kent, Second- Susan

##### 3.1 Election of Board Treasurer/Clerk to become Board Treasurer and Secretary

It is recommended that the board nominate and elect the Board Treasurer/Clerk to become Board Treasurer and Secretary for Elite Academic Academy - Lucerne.

Susan Cody

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

#### 4.0 Public Comment -Closed Session

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 9.0 Public Comments at Board Meetings.

#### 5.0 Adjourn to Closed Session

The board will consider and may act on any of the Closed Session matters listed in Agenda Item 14.0.

#### 6.0 Closed Session

The Board will consider and may act on any of the following items in closed session; any action taken in closed session will be reported in open session as required by law.

##### 6.1 Personnel Matters (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

## 6.2 Employer/Employee Relations (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

Time: 9:04 a.m.

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### 7.0 Pledge Of Allegiance

Led By: [Ashlea Kirkland](#)

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### 8.0 Open Session

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#### 9.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing [galtamirano@eliteacademic.com](mailto:galtamirano@eliteacademic.com). Please complete and return the form for agenda items, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date. A request for disability-related modifications or accommodations in order to participate in the public meeting, including auxiliary aids or services, may be made to Ms. Meghan Freeman at [mfreeman@eliteacademic.com](mailto:mfreeman@eliteacademic.com) at least 72 hours prior to the meeting.

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#### 10.0 General Functions

##### 10.1 Informational Items

###### A. CEO Report

###### B. Student Academic Awards Presentation

##### 10.2 Consent Agenda

It is recommended that the board approve the following consent agenda items.

###### A. Meeting Minutes from February 3, 2022

[EAA-LU 02.03.2022.pdf](#)

###### B. Warrant Register

[WarrantRegisterLU\\_Feb\\_2122.pdf](#)

###### C. New Instructional Services Community Partners

[Elite Academic Instructional Service Community Partner\\_Mar\\_2022 - VCI Community Partners.pdf](#)

###### D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner\\_Mar\\_2022.xlsx - EM Partners.pdf](#)

###### E. Job Descriptions

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan](#); [Aye](#), [Kent](#); [Aye](#); [Cody](#); [Aye](#).  
Item carries 3-0.

[JD Assistant Director of Homeschool \(pending\).pdf](#)

[22.23 JD Temp Content Teacher .pdf](#)

## 11.0 Personnel Services

### 11.1 Employee Contract Change in Relationship

It is recommended that the board ratify the following Employee Contract Change in Relationship for Elite Academic Academy - Lucerne.

[2122344.pdf](#)

### 11.2 Employee Release and Resignations

It is recommended that the board ratify the following Employee Release and Resignations for Elite Academic Academy - Lucerne.

[2122128.pdf](#)

### 11.3 Year-Round Contract Templates 22/23

It is recommended that the board approve the following Year-Round Contract Templates 22/23 for Elite Academic Academy - Lucerne.

[Temporary Contract - Admissions Clerk \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - Business Services Clerk \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - Content Teacher \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - HR Admin Assistant \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - Instructional Aide \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - IT Technology Support Coordinator \(hourly\) - TEMPLATE.pdf](#)

[Temporary Contract - SOAR Administrative Assistant TEMPLATE.pdf](#)

[Temporary Contract - SOAR High School Teacher TEMPLATE.pdf](#)

[Temporary Contract - SOAR Instructional Learning Coach - TEMPLATE.pdf](#)

[Temporary Contract - SOAR Lead TEMPLATE.pdf](#)

[Temporary Contract - Teacher of Record \(stipend\) - TEMPLATE.pdf](#)

[Temporary Contract - Year-Round Educational Business Clerk \(hourly\)- TEMPLATE.pdf](#)

### 11.4 Year-Round Letter of Intent Templates

It is recommended that the board approve the following Year-Round Letter of Intent Templates for Elite Academic Academy - Lucerne.

[Letter of Intent - Classified \(hourly\) TEMPLATE.pdf](#)

[Letter of Intent - Temp Content Teacher Certificated \(hourly\) TEMPLATE.pdf](#)

[Letter of Intent - Temp TOR Certificated \(stipend\) TEMPLATE.pdf](#)

### 11.5 Contract Templates 22.23

Cody Kent

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Cody Kent

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Cody Kent

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Susan Cody

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Cody Kent

Motion: Second:

It is recommended that the board approve the following Contract Templates 22.23 for Elite Academic Academy - Lucerne.

[Revised 22.23 - 11 Month - Certificated Teacher Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 - 12 Month - Certificated Teacher Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Cabinet Contract \(Certificated Notice of Employment\) - 2022 \(pending\).pdf](#)

[Revised 22.23 Full-Time Certificated \(Director\) Exempt \(At Will\) Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Full-Time Classified \(Director\) Exempt \(At Will\) Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Full-Time Classified Non-Exempt \(Hourly\) Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Full-Time Classified Non-Exempt \(Salary\) Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Part-Time Certificated Non-Exempt \(Hourly\) Contract - 2022 \(pending\).pdf](#)

[Revised 22.23 Part-Time Classified Non-Exempt \(Hourly\) Contract - 2022 \(pending\).pdf](#)

**Vote:** Susan; Aye, Cody; Aye, Kent; Aye. Item carries 3-0.

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## 12.0 Business Services

### 12.1 State of Emergency Policy

The Board will review and consider approval of a proposed resolution finding that the proclamation of a state of emergency continues and that local health officials have continued to recommend measures to promote social distancing such that meeting in person would present an imminent risk to the health or safety of the attendees and that, therefore, the Board of Directors will continue to meet remotely in order to ensure the health and safety of attendees.

[LU-Resolution recognizing a state of emergency and authorizing teleconferenced meetings pursuant to AB 361.pdf](#)

Cody Susan

Motion: Second:

**Vote:** Susan; Aye, Cody; Aye, Kent; Aye. Item carries 3-0.

### 12.2 Amended and Restated Bylaws

It is recommended that the board approve the following Amended and Restated Bylaws for Elite Academic Academy - Lucerne.

[Amended and Restated Bylaws - Elite Academic Academy Lucerne \(2022\).pdf](#)

Kent Cody

Motion: Second:

**Vote:** Susan; Aye, Cody; Aye, Kent; Aye. Item carries 3-0.

### 12.3 Second Interim

It is recommended that the board approve the Second Interim for Elite Academic Academy - Lucerne.

[EAA 2021-2022 Second Interim\\_LU Board Report.pdf](#)

[EAA 2021-2022 Second Interim\\_LU Cash Graph.pdf](#)

[LCFF-Calculator\\_LU\\_2-11-22.xlsx](#)

Cody Susan

Motion: Second:

**Vote:** Susan; Aye, Cody; Aye, Kent; Aye. Item carries 3-0.

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## 13.0 Educational Services/Policy Development

### 13.1 Staffing Calendars 22/23

It is recommended that the board approve the Staffing Calendars 22/23 for Elite Academic Academy - Lucerne.

[2022-2023 Staffing Calendars \(pending board approval\) - 186 \(11](#)

Cody Kent

Motion: Second:

**Vote:** Susan; Aye, Cody; Aye, Kent; Aye. Item carries 3-0.

month) .pdf

2022-2023 Staffing Calendars (pending board approval) - 221 (12 month).pdf

2022-2023 Staffing Calendars (pending board approval) - 228 (12 month) Director.pdf

2022-2023 Staffing Calendars (pending board approval) - 238 (12 month) Classified.pdf

2022-2023 Staffing Calendars (pending board approval) - Temp Year Round.pdf

### 13.2 Employee Payroll Calendar 22.23

It is recommended that the board approve the Employee Payroll Calendar 22.23 for Elite Academic Academy - Lucerne.

2022-2023 Staffing Calendars (pending board approval) - 22\_23 Employee Payroll Calendar.pdf

### 13.3 Open Enrollment Window Calendar

It is recommended that the board approve the Open Enrollment Window Calendar for Elite Academic Academy - Lucerne.

2022-2023 Staffing Calendars (pending board approval) - Open Enrollment.pdf

Kent Susan  
Motion: Second:  
Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Cody Kent  
Motion: Second:  
Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

### 14.0 Report of Action Taken in Closed Session

The Board will report any action taken in closed session as required by law.

### 15.0 Calendar

The next regularly scheduled meeting is April 7, 2022 at 9:00 a.m.

### 16.0 Board Comments and Future Planning

Kent Cody  
Motion: Second:  
Vote: Susan; Aye, Cody; Aye, Kent; Aye.  
Item carries 3-0.

Time: 10:00 a.m.

### 17.0 Adjournment

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the eliteacademic.com or at the scheduled meeting. Board agenda back-up materials may also be requested by calling the School at 1(866)354-8302. In addition, if you would like a copy of any record related to an item on the agenda, please contact administration.

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the charter's board of directors, please contact the School at 1(866) 354-8302. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Staff Present:  
Meghan Freeman  
Tracy Hasper  
Gena Altamirano  
Ashlea Kirkland  
Laura Spencer  
Tami Viveros  
Teresa Fleming  
Adam Woodard  
Karen Makkai  
Alexa Myszynski  
Teresa Schaffer  
Allison Watters  
Natasha Vasquez-Tskalyuk  
Kris Mason  
Tasha Orshoff  
Melissa Figueroa  
Monique Waithe  
Kristy Baker  
Antonette Sims  
Chris Waithe  
Teresa Schaffer  
Carrie Richardson  
Catherine Heredia

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*Meghan Freeman*  
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*Kent Christensen*  
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4/4/2022

3/30/2022