



## Elite Academic Academy - Lucerne

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975 6620 2696 Passcode: 920373

March 2nd, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

12395 El Camino Real, San Diego, CA 92130

109 Don Carlos Way, Ojai, CA 93023



## Elite Academic Academy - Lucerne March 2, 2023

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

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#### Meeting Location

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

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: 9:00 am

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#### 1.0 Call To Order

Roll Call:  
Susan McDougal, Cody Simms, Kent Christensen

**Present Present Present**

**Kent Cody**

Motion: Second:

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

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#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of March 2nd, 2023.

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#### 3.0 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 8.0 Public Comments at Board Meetings.

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#### 4.0 Adjourn to Closed Session

The board will consider and may act on any of the Closed Session matters listed in Agenda Item 13.0.

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#### 5.0 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.

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

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

Time: 9:05 am

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#### 6.0 Pledge Of Allegiance

Led By: **Meghan Freeman**

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## 7.0 Open Session

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## 8.0 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 or non-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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## 9.0 General Functions

### 9.1 Informational Items

\* Kent Christensen had to leave meeting suddenly at 9:33 am.

#### A. CEO Authorizer Report

[EAA-LU Feb. CEO Report 2023.pdf](#)

#### B. Student Academic Awards Presentation

### 9.2 Consent Agenda

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

#### A. Meeting Minutes from February 2nd, 2023

[EAA-LU 02.02.23.pdf](#)

#### B. Warrant Register

[WarrantRegisterLU\\_Feb\\_2223.pdf](#)

#### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner\\_February\\_23 - VCI Community Partners.pdf](#)

#### D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner\\_February\\_23.xlsx - EM Partners.pdf](#)

#### E. Job Descriptions

[23.24 JD Temp Level Up Instructional Aide\(pending board approval\).pdf](#)

[23.24 JD Temp Level Up Teacher of Record\(pending board approval\).pdf](#)

[23.24 JD Temporary Level Up Lead Teacher\(pending board approval\).pdf](#)

Susan Cody

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

approval).pdf

23.24 Temporary Admissions Clerk (pending board approval).pdf

23.24 JD Temporary Level Up Content Teacher (pending board approval) .pdf

## F. Level Up Program Letter of Intent Templates

Letter of Intent - Temporary Level Up Classified (hourly) TEMPLATE.pdf

Letter of Intent - Temporary Level Up Content Teacher (Coach) Certificated (hourly) TEMPLATE.pdf

Letter of Intent - Temporary Level Up TOR Certificated (stipend) TEMPLATE.pdf

## G. Level Up Program Temporary Contract Templates

Temporary Contract - Level Up Teacher of Record (stipend) - TEMPLATE.pdf

Temporary Contract - Level Up Classified Position (hourly) - TEMPLATE.pdf

Temporary Contract - Level Up Content Teacher (hourly) - TEMPLATE .pdf

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## 10.0 Personnel Services

\*Opened items 10.1-10.4 together.  
Motion: Cody  
Second: Susan

### 10.1 Employee Contract Addendums

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

2230360.pdf

### 10.2 Independent Contractor Agreements

It is recommended that the board ratify the following Independent Contractor Agreements for Elite Academic Academy - Lucerne.

EAA LU Neesha\_Rahim\_IC\_Agree.pdf

### 10.3 Employee Contracts

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

22230399.pdf

### 10.4 Temporary Employee Contracts

It is recommended that the board ratify the following Temporary Employee Contracts for Elite Academic Academy - Lucerne.

22230400.pdf

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

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## 11.0 Business Services

### 11.1 Professional Development Vendor Invoices

It is recommended that the board retroactively approve the following Professional Development Vendor Invoices for Elite Academic Academy - Lucerne.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

[76007.pdf](#)

[76009.pdf](#)

[Invoices 76006,76008,76010,76015.pdf](#)

[Floral Design by Susan.pdf](#)

[Send a Cake Receipt..pdf](#)

## 11.2 Second Interim

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

[FY 22.23\\_SecondInterim\\_LU Board Report.pdf](#)

[FY 22.23\\_SecondInterim\\_LU Cash Graph.pdf](#)

[FY23\\_EAA\\_LU\\_LCFF-Calculator\\_2ndInt.xlsx](#)

[FY 22.23\\_SecondInterim\\_RestrictedMYP.pdf](#)

[FY 22.23\\_SecondInterim\\_UnrestrictedMYP.pdf](#)

[FY 22.23\\_SecondInterim\\_SummaryMYP.pdf](#)

[FY 22.23\\_SecondInterim\\_CashFlow.pdf](#)

[FY 22.23\\_SecondInterim\\_Debt.pdf](#)

[FY 22.23\\_SecondInterim\\_Assumptions.pdf](#)

[FY 22.23\\_SecondInterim\\_ADA.pdf](#)

## 11.3 Strong Mind Updated Invoice

It is recommended that the board approve the following Strong Mind Updated Invoice for Elite Academic Academy - Lucerne.

[Elite Invoice-Strong Mind.pdf](#)

## 11.4 CLA Master Service Agreement and Statement of Work

It is recommended that the board approve the following CLA Master Service Agreement and Statement of Work for Elite Academic Academy - Lucerne.

[Statement of Work - Audit Services.pdf](#)

[CLA Master Services Agreement.pdf](#)

## 11.5 CSC Borrowing Agreement 22-23

It is recommended that the board retroactively approve the following CSC Borrowing Agreement 22-23 for Elite Academic Academy - Lucerne.

[1\\_EAAL-2A&RTL-CA23-1.docx.pdf](#)

[2\\_EAAL-BOS-CA23-1.docx.pdf](#)

[3\\_EAAL-NOA-CA23-1.docx.pdf](#)

[4\\_EAAL-OC-CA23-1.docx.pdf](#)

[5\\_EAAL-IC-CA23-1.pdf](#)

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

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## 12.0 Educational Services/Policy Development

### 12.1 Educational Field Trip (Overnight)

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

It is recommended that the board approve the following Educational Field Trip (Overnight) for Elite Academic Academy - Lucerne.

[Falcon Group Camp - Overnight Field Trip Request for Board Approval.pdf](#)

### 12.2 Updated Employee Handbook 22.23

It is recommended that the board approve the following Updated Employee Handbook 22.23 for Elite Academic Academy - Lucerne.

[2023 EAA-Lucerne Employee Handbook \(pending board approval\).pdf](#)

### 12.3 22/23 Every Student Succeeds Act Comprehensive Support & Improvement Local Agency Application for Funding

It is recommended that the board approve the following 22/23 Every Student Succeeds Act Comprehensive Support and Improvement Local Agency Application for Funding for Elite Academic Academy - Lucerne.

[Initial Application \(CSI LEA Grant\) - GMART \(CA Dept of Education\).pdf](#)

### 12.4 Elite Employee Arbitration Agreement 23.24

It is recommended that the board approve the following Elite Employee Arbitration Agreement 23.24 for Elite Academic Academy - Lucerne.

[2023 EAA Arbitration Agreement\(Pending board approval\).pdf](#)

### 12.5 Elite Safety Plan 23-24

It is recommended that the board approve the following Elite Safety Plan 23-24 for Elite Academic Academy - Lucerne.

[23-24 Elite Safety Plan-Lucerne \(Pending Board Approval\).pdf](#)

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

## 13.0 Report of Action Taken in Closed Session

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

## 14.0 Calendar

The next regularly scheduled meeting is April 6th , 2023 at 9:00 a.m.

## 15.0 Board Comments and Future Planning

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye.  
Item carries 2-0.

Time: 9:59 am

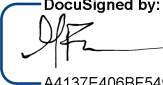
## 16.0 Adjournment

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, Ashlea Kirkland, Gena Altamirano, Laura Spencer, Tamara Radford, Theresa Rubio, Ayme Pankratz, Karen Makkai, Ashly Davis, Tami Viveros, Sarah Critchfield, Maria Mack, Evan Jorgensen, Misty Cervantes, Adam Woodard, Jen Edick, Teresa Fleming, Elite Offices, Rachel Gonzalez, Tracy Hasper, Scott Michaelson, Allison Watters, Catherine Heredia, Rachelle Marcon, Leslie DeMedicis, Natasha Valasquez, Sarah O'Connor, Chris Waithe, Melissa Figueroa, Stef Ciccarreli, Jessica Weeks, Shirley Alvarez, Danica Pearce.

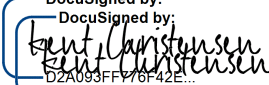
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