



## Elite Academic Academy - Lucerne

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[pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09) Meeting ID:

975 6620 2696 Passcode: 920373

May 4th, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

13255 Black Mountain Road San Diego, CA 92129

109 Don Carlos Way, Ojai, CA 93023



## Elite Academic Academy - Lucerne May 4th, 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?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID: 975 6620  
2696 Passcode: 920373

Time: 9:03 a.m.

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#### 1.0 Call To Order

Roll Call:

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

**Cody Kent**

**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 May 4th, 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: 9:04 a.m.

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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

#### A. CEO Authorizer Report

### 9.2 Consent Agenda

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

#### A. Meeting Minutes from April 13th , 2023

[EAA-LU 04.13.23.pdf](#)

#### B. Warrant Register

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

#### C. New Instructional Materials Community Partners

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

#### D. New Educational Materials Community Partners

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

[Cody](#)   [Kent](#)

Motion: Second:

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

## E. Job Descriptions

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

JD - Esports Club Advisor (pending board approval).pdf

23.24 JD - Temp Onboarding Specialist (pending board  
approval) (1).pdf

JD - Associate Director of CTE (pending board  
approval).pdf

JD - Lead Counselor (pending board approval) .pdf

JD - (Interim) Director of Special Education (pending  
board approval).pdf

JD - Associate Director of Homeschool\_SOAR (pending  
board approval).pdf

JD - Associate Director of Special Education (pending  
board approval).pdf

JD - Director of Special Education (pending board  
approval).pdf

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## 10.0 Personnel Services

**\*\*Items 10.1-10.4 were opened together. A vote was taken for each item separately.  
Motion: Cody  
Second: Kent  
Vote: Susan: Aye; Cody: Aye; Kent: Aye  
Item carries 3-0**

### 10.1 Employee Contract Addendums

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

23240075.pdf

22230361.pdf

Cody Kent

Motion: Second:

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

### 10.2 Employee Contracts

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

23240406

23240407

Cody Kent

Motion: Second:

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

### 10.3 Letters of Intent for Temporary Certificated Hires

It is recommended that the board ratify the following Letters of Intent for Temporary Certificated Hires for Elite Academic Academy - Lucerne.

B. Esposito LOI.pdf

D. Russell LOI.pdf

Cody Kent

Motion: Second:

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

### 10.4 Independent Contractor Addendum

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

Cody Kent

Motion: Second:

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

## 11.0 Business Services

### 11.1 CLA/Sage Inacct Contract 23-24

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

[Elite Academic Academy - 2023-2024 SI Renewal Quote.pdf](#)

[Statement of Work - 2023-2024 Intacct Renewal - EXECUTED.pdf](#)

Cody Kent

Motion: Second:

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

### 11.2 EPA Spending Plans

It is recommended that the board approve the following EPA Spending Plans for Elite Academic Academy - Lucerne.

[22.23\\_LU\\_EPA.pdf](#)

Cody Kent

Motion: Second:

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

### 11.3 NXTLVL Proposal

It is recommended that the board approve the following NXTLVL Proposal for Elite Academic Academy - Lucerne.

[EliteX\\_-\\_NXTLVL - Leveling Up High School Credit Recovery \(1\).pdf](#)

Cody Kent

Motion: Second:

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

### 11.4 School Pathways/Canva Renewal Invoices

It is recommended that the board approve the following School Pathways/Canva Renewal Invoices for Elite Academic Academy - Lucerne.

[School Pathways Quote Form with Elite Academic Academy - Lucerne Canvas Bridge \(7.1.2023-6.30.2024\).pdf](#)

Cody Kent

Motion: Second:

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

### 11.5 Elite Graduation Vendor Proposals

It is recommended that the board approve the following Elite Graduation Vendor Proposals for Elite Academic Academy - Lucerne.

[StarWay Live Event Production Quote\\_LU and ME.pdf](#)

Cody Kent

Motion: Second:

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

## 12.0 Educational Services/Policy Development

### 12.1 Fiscal Policies 23-24 with Certification of Signatures

It is recommended that the board approve the following Fiscal Policies 23-24 with Certification of Signatures for Elite Academic Academy - Lucerne.

[EAA-LU\\_2024\\_Certification\\_of\\_Signatures.pdf](#)

[FY23.24\\_LU\\_REVISED FISCAL POLICIES\\_V1.pdf](#)

Cody Kent

Motion: Second:

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

### 12.2 Credit Card Authorization Resolution

It is recommended that the board approve the following Credit Card Authorization Resolution for Elite Academic Academy -

Cody Kent

Motion: Second:

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

Lucerne.

[Board Resolution for authorized credit card users. .pdf](#)

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### 13.0 Report of Action Taken in Closed Session

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

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### 14.0 Calendar

The next regularly scheduled meeting is June 1st, 2023 at 9:00 a.m.

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### 15.0 Board Comments and Future Planning

Time: 9:37 a.m.

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### 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.

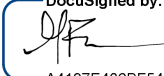
In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the charter’s board of directors, please contact the School at 1(866) 354-8302. 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.

Cody Kent

Motion: Second:

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

Staff Present:  
Meghan Freeman  
Gena Altamirano  
Theresa Rubio  
Ashlea Kirkland  
Laura Spencer  
Tracy Hasper  
Jen Edick  
Rebecca Smith  
Adam Woodard  
Dawn Powell  
Michonne Taylor  
Karen Makkai  
Scott Michaelson  
Mia Blackwell  
Allison Watters  
Catherine Heredia  
Jaime Arpin  
Monique Waithe  
Evan Jorgensen  
Chelsie Wright

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6/2/2023

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6/3/2023