



Elite Academic Academy - Lucerne

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9169620713

March 29, 2022 at 9:00 am

43414 Business Park Drive Temecula, CA 92590



Elite Academic Academy - Special Meeting, Lucerne March 29, 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:

1.0 Call To Order

Roll Call:
Susan McDougal, Cody Simms, Kent Christensen

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of March 29, 2022.

Motion: Second:
Vote:

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.

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.

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:

6.0 Pledge Of Allegiance

Led By:

7.0 Open Session

8.0 Public Comment

Please submit a Request to Speak to the Board of Trustees, cards can be asked for by emailing mfreeman@eliteacademic.com completing and returning it, For non-agendized items to the CEO, 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.

9.0 General Functions

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

9.1 Consent Agenda

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

A. Meeting Minutes from the March 03, 2022 Board Meeting

[EAA-LU 03.03.2022.pdf](#)

10.0 Personnel Services

Time:

11.0 Business Services

12.0 Educational Services/Policy Development

12.1 A-G Grant Application

It is recommended that the board approve the A-G Grant Application for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[2021_A-G_Completion_Improvement_Grant_Plan_Elite_Academic_Academy_-_Lucerne_20220311.pdf](#)

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 7, 2022, at 9:00 am.

15.0 Board Comments and Future Planning

Time:

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.

Motion: Second:
Vote:

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 District's governing board, 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.



Elite Academic Academy - Lucerne

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smartphone. 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

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

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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.

7.0 Pledge Of Allegiance

Led By: [Ashlea Kirkland](#)

8.0 Open Session

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. 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 at least 72 hours prior to the meeting.

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.

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.

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.

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

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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

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Elite Academic Academy-Lucerne	\$150,000

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

Funds for the A-G Completion Improvement Grant Plan will be used to increase A-G support and eligibility for all students, including unduplicated pupils in grades 9-12 by implementing student support systems, additional Professional Development for teachers and staff, tutoring, year-round credit recovery track, and curriculum development. Below is a description of the planned use of funds.

Professional Development-

Professional Development is a key factor in improving A-G completion with students. Funds will be used for teachers, administrators, and counselors to attend Professional Development opportunities, workshops, and ongoing training to support students learning and increase/improve A-G eligibility for foster-youth, low-income students, and English language learners. This will be completed through various topics and workshops such as:

- Induction program for new teachers through San Diego County Office of Education
- Professional Development with Marzano Institute to align and improve Professional Learning Communities and identify and work on academic gaps with an action plan
- Universal Design for Learning Professional Development to support effective instruction and learning
- 4-Year Planning for student academic achievement and planning for college and career
- Advanced Placement summer workshop with the College Board to implement a variety of AP courses and workshops for teachers to complete the 4 module training for AP Classrooms (Course and Exam Description and Course Planning, AP Classroom, Assess and Reflect and Strategies and Pedagogical Tools).
- Professional Development through UCCI for Integrated CTE and Core courses/Course Development
- Continued English Language Learner professional development to support students

Student Support Systems & Tutoring System

Funds will be used to help support and develop the ongoing student support system through our developed Multi-tiered System of support for academic, behavioral, and emotional needs by providing students with weekly small group sessions with academic acceleration coaches, small and individual counseling sessions with our school counselor or social worker, and through group or individual live and synchronous sessions with credentialed educators. Students will be able to work in many capacities to get the support needed in order to reengage and successfully engage in their A-G courses.

The development of a robust tutoring platform and systems of support for students, as well as scheduled synchronous and live sessions to support academic achievement.

All students will be supported through a new multi-tiered system of support for behavioral, emotional, and academic needs by providing:

- Weekly small group sessions with Academic Acceleration Coaches

- Small group and individual counseling sessions with our School Counselor or School Social Worker
- Live and Synchronous learning sessions with outside partners focused on engagement strategies
- Provide costs of AP course materials and testing for unduplicated students

Year-Round Credit Recovery Track-

Students will be able to attend a year-round track of school, which will allow students to re-take failed A-G courses or accelerate courses. Students will be able to concentrate on two courses at a time-allowing the block scheduling for the students to increase focus on fewer subjects and explore in greater depth. This also allows for more individualized teaching to take place and longer class times to work closely with the teacher and gives the teacher time to address student needs for support.

Curriculum Development & expansion of Curriculum-

An expansion of coursework and course development for A-G courses that are available to students will help to increase student A-G access and achievement as well as expand access to A-G courses/pathways. The use of funds will be used to:

- Develop highly engaging and rigorous A-G approved integrated Core courses with Career Technical Education courses
- Adopt UCCI Integrated A-G courses and adopt courses into CTE pathways to prepare students for A-G completion while also exploring potential career paths
- Adopt various Vendors A-G approved or AP approved courses to reach student interest and best practices for student learning
- Fund curriculum development and ed teach tools needed to provide rigorous course development
- Dual enrollment options

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All students will have access to A-G courses approved by the University of California through their course selections of the Master Schedule and access through our Canvas Learning Management. Our Canvas system supports and integrates many different curricula vendors that are A-G approved. Elite provides computers and wifi to students who do not have their own access to the online platform so that all students have access to A-G materials and teacher support and instruction. The school counselor also works with all students, including foster youth, low-income students, and English learners to have access to A-G course selections, pathways and ensure students stay on the A-G track for graduation.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 131

The method used for students to re-take courses was offering the students a six-week credit recovery program during the summer months where students were able to retake two A-G courses in a block schedule with instruction and support from their highly-qualified educator and guidance from our school counselor. Students also had access for tutoring through our hired tutors and our credentialed teachers live instruction and tutoring hours.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The description and plan supplement services in the Local Control and Accountability Plan and Learning Recovery plan by aligning with several of the goals and action plans.

Goal #1 We will improve the academic achievement of ALL students through effective instruction, a challenging and engaging curriculum, and aligned assessments in language arts and mathematics, to promote student progress of English Learners, other unduplicated student groups, and students with disabilities.

- Evaluate students' levels of academic performance, based on local assessment results, and provide targeted interventions including: meeting with guidance director and curriculum director, RTI process, tutor support from approved vendors, test taking strategies, and time management training with student/parent.
- Monitor Low Income pupils, Foster Youth, English Learners, and Students with Disabilities, for proficiency on state and local assessments, to ensure academic success or refer to the RTI, SST or IEP team.
- All students will have access to materials/learning experiences aligned to common core standards through multiple channels, assisting students in completing standards aligned content, including: (All

Students)

- Online courses, credit recovery, core programs
- Supplemental curriculum and materials supporting common core standards
- Extended School year
- Digital curriculum aligned to common core
- Service vendors offering educational opportunities across geographical area

• Professional development, and ongoing trainings and discussions, on remote teaching, the use of rubrics and student academic achievement data to inform instruction, and identifying effective targeted interventions for students struggling to meet grade level proficiency will be provided.

Follow-up: PD and results reviewed/follow through.

- Teacher and staff professional development on the implementation of the EL Master Plan, ELD Instruction, SDAIE strategies, ELD progress and reclassification, and inform adult students. Follow Up: PD effectiveness survey and results reviewed/follow through
- Elite Academic Academy program will continue to implement processes for curricular review (including course rubrics) and evaluation; including graduation requirements, credits and grading policies
- Students will be provided with instructional strategies, connected to the grade level curriculum, to become confident thinkers, educational communicators, involved community members, empowered independent learners, and college and career minded individuals.

Goal # 2 We will promote a high ADA and climate outcomes by providing high-quality teachers, best practices, and interventions to ensure student success.

- Focus on school climate and student engagement, and maintain a high rate of ADA Availability of RTI at all levels, support student engagement by focusing on time management and organization, provide access to Guidance Counselor, and provide Credit Recovery Options for Secondary Level
- Maintaining the appropriate assignment and professional development of teachers who are fully credentialed in the subject areas of the pupils they are teaching, as well as highly qualified classified staff. Training effectiveness survey included, results reviewed/follow through.
- Excess tutoring for students who are struggling to complete courses or all falling behind academically.

Goal #4: We will ensure that secondary students are on-track to graduate from high school, are college and career ready, and have career technical education opportunities.

Our planned actions and services are as follow and align with the vision and intention of the A-G Completion Improvement Grant Plan.

- Develop a comprehensive college and career readiness program for middle and high school students that helps align student strengths and interests to post-secondary goals; and increase Career Technical opportunities (CDE) to prepare students for the 21st century workforce and global competencies.
- Improve instructional practice through recruiting, and retaining, multiple subject and single subject, highly qualified teachers, and highly qualified classified staff.
- Advanced Placement exam costs for low income and foster youth pupils who cannot afford to take the exam.

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Provide access to Pre-AP courses at UC Scout	4,000
Provide 2 days of teacher and/or administrator professional development to obtain AP certification	6,000
Provide access to AP Computer Science courses at all high schools	10,000