



# Elite Academic Academy - Lucerne

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pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:  
975 6620 2696 Passcode: 920373

February 1st, 2024 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

109 Don Carlos Way, Ojai, CA 93023

43495 Palm Royale Dr., La Quinta, CA 92253



## Elite Academic Academy - Lucerne February 1st, 2024

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

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#### Meeting Location

Any public vote will be done by roll call to ensure the public knows who is speaking and voting. Members of the public may easily observe the meeting and offer public comment using the following dial-in numbers and/or internet link:

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pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09

Meeting ID: 975 6620 2696 Passcode: 920373

Time:

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#### 1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Nicole Aguirre

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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 February 1st, 2024.

Motion: Second:  
Vote:

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#### 3.0 Board Organization

##### 3.1 Election of Board President

It is recommended that the board nominate and elect a Board President for Elite Academic Academy - Lucerne.

Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:  
Vote:

##### 3.2 Election of Board Vice President

It is recommended that the board nominate and elect a Board Vice President for Elite Academic Academy - Lucerne.

Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:  
Vote:

##### 3.3 Election of Board Treasurer/Clerk

It is recommended that the board nominate and elect a Board Treasurer/Clerk for Elite Academic Academy - Lucerne. Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:  
Vote:

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#### 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.

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#### 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.

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#### 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:

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#### 7.0 Pledge Of Allegiance

Led By:

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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 Authorizer Report

[EAA-LU CEO Report January 2024.pdf](#)

###### B. Audit Summary 2022-23

[EAA -LU CLA 22.23 Final Signed Financial Statements \(1\).pdf](#)

###### C. LCAP Annual Update

##### 10.2 Consent Agenda

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

Motion: Second:  
Vote:

###### A. Meeting Minutes from December 7th, 2023

[EAA-LU 12.07.23.pdf](#)

###### B. Warrant Register

[WarrantRegisterLU\\_Jan\\_2324.pdf](#)

###### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner\\_December\\_23\\_January\\_24 - VCI Community Partners.pdf](#)

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

[Elite Academic Educational Materials Partner\\_January\\_2024.xlsx - EM Partners.pdf](#)

## E. Job Descriptions

[JD - 2024 Temporary Virtual Instructional Assistant \(pending board approval\).pdf](#)

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### 11.0 Personnel Services

#### 11.1 Employee Contract Addendums

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

[EAA-LU Contract Addendum 01.2024.pdf](#)

Motion: Second:  
Vote:

#### 11.2 Employee Changes of Relationship

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

[EAA-LU CORs 01.2024.pdf](#)

Motion: Second:  
Vote:

#### 11.3 Employee Release and Resignations

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

[23240515](#)

Motion: Second:  
Vote:

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### 12.0 Business Services

#### 12.1 A-G Grant Progress Report

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

[LU\\_2023\\_A-G\\_Completion\\_Improvement\\_Grant\\_Plan\\_Progress\\_Report\\_Elite\\_Academic\\_Academy\\_-\\_Lucerne\\_20240102.pdf](#)

Motion: Second:  
Vote:

#### 12.2 El Dorado Participation Agreement

It is recommended that the board approve the following El Dorado Participation Agreement for Elite Academic Academy - Lucerne.

[El Dorado 2024-25 Participation Agreement.pdf](#)

Motion: Second:  
Vote:

#### 12.3 Feb. 2024 Staff Professional Development Budget

It is recommended that the board approve the following Feb. 2024 Staff Professional Development Budget for Elite Academic Academy - Lucerne.

[Feb 2024 PD Budget Westin South Coast.xlsx - Summary.pdf](#)

Motion: Second:  
Vote:

#### 12.4 Amazon Business Line of Credit

It is recommended that the board retroactively approve the following Amazon Business Line of Credit for Elite Academic Academy - Lucerne.

[Amazon LOC.pdf](#)

Motion: Second:  
Vote:

#### 12.5 Marketing Materials Invoice

It is recommended that the board approve the following Marketing Materials Invoice for Elite Academic Academy - Lucerne.

[Invoice.pdf](#)

Motion: Second:  
Vote:

#### 12.6 Peak Performance Testing Center Invoice

It is recommended that the board approve the following Peak Performance Testing Center Invoice for Elite Academic Academy - Lucerne.

[EST-2024 July 8 Elite Academic \(1\) \(1\) \(1\).pdf](#)

[Beverage Service Non-Catered.pdf](#)

Motion: Second:  
Vote:

## 12.7 Independent Contractor Agreement

It is recommended that the board approve the following Independent Contractor Agreement for Elite Academic Academy - Lucerne to support our SOAR program.

Motion: Second:  
Vote:

[23.24 IC Agreement](#)

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## 13.0 Educational Services/Policy Development

### 13.1 SARC report

It is recommended that the board approve the following SARC report for Elite Academic Academy - Lucerne.

Motion: Second:  
Vote:

[2023\\_School\\_Accountability\\_Report\\_Card\\_Elite\\_Academic\\_Academy\\_-\\_Lucerne\\_20240125.pdf](#)

### 13.2 Employee Handbook 2024

It is recommended that the board approve the following Employee Handbook 2024 for Elite Academic Academy - Lucerne.

Motion: Second:  
Vote:

[2024 EAA-Lucerne Employee Handbook \(pending board approval\).pdf](#)

### 13.3 Updated Fiscal Policies Handbook

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

Motion: Second:  
Vote:

[FY23.24\\_LU\\_REVISED FISCAL POLICIES\\_V2.docx.pdf](#)

### 13.4 2024-25 School Calendars

It is recommended that the board approve the following 2024-25 School Calendars for Elite Academic Academy - Lucerne.

Motion: Second:  
Vote:

[2024-2025 Calendar Draft for Board Approval - Year Round .pdf](#)

[2024-2025 Calendar Draft for Board Approval - Traditional.pdf](#)

### 13.5 Updated Employee Arbitration Agreement

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

Motion: Second:  
Vote:

[2024 EAA Arbitration Agreement \(1\).pdf](#)

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## 14.0 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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## 15.0 Calendar

The next regularly scheduled board meeting is March 7th , 2024 at 9:00 am.

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## 16.0 Board Comments and Future Planning

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## 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.

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 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.

Time: