

# Virtual Preparatory Academy at Lucerne

## BOARD OF GOVERNORS MINUTES OF THE REGULAR BOARD MEETING AGENDA Wednesday, December 8, 2021 2:00 PM

**Meeting Location:** Conference Call +1 888-585-9008 Conference Room ID#: 404245753

**NOTICE:** Individuals wishing to speak at the Board Meeting are encouraged to sign up 24 hours in advance of the meeting. Individuals wishing to speak may call (888) 628-2542 and list their names for public input during the meeting.

**Meeting Called to Order at:** 2:00 PM

### Welcome and Roll Call

Board Member	Present	Absent
Delores Collins, President	x	
Jack Pierce, Member	x	

### Adoption of Agenda

**Adopted**

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

### Approval of Minutes

9/14/21 Special Meeting

**Adopted**

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

### Adjourn to Public Hearing

At this time, the Board will adjourn to public hearing. The Board will now hear input from the public related to the Educator Effectiveness Block Grant Plan. Is there anyone that wishes to speak?

The Board will now hear input from the public related to Safe Return to in-person Instruction and Continuity of Services Plan. Is there anyone that wishes to speak?

### Adjourn Public Hearing

Hearing no other public input, the Board now adjourns the public hearing.

### Public Comment

Members of the public may address the Board at regular meetings on agenda or non-agenda items that are within the subject matter jurisdiction of the Board, and at special meetings on agenda items only. Speakers should plan to call the indicated conference call number on the agenda and join by conference call at the beginning of the meeting at the time indicated. Speakers to items not on the agenda for action will be heard at the conclusion of the public input period. Each speaker is allowed a maximum of three minutes for his or her comments. Accommodations are made for translation and for those needing assistance. Each speaker may only make a single appearance at each Board Meeting. Exceptions are made for items labeled "Public Hearing".

**Administrative Report and staff introductions:**

Head of School, Michelle Romaine  
Operations Manager, Kristen Mandell  
Academic Director, Tamara Reynolds  
Special Education Coordinator, Malia Lovell  
English Language Coordinator, Sandra Ramirez  
H.S. Guidance Counselor, Patricia Murillo  
Student Success Coach, Rosa Lopez  
Registrar, Marisol Ibarra

**Information Item - Expenditure Reports**

**08.12.01 Accel School Services Invoices and expenditures**

Accel School Services is a vendor for services to Virtual Preparatory Academy at Lucerne. They provide the Learning Management System, IT support, Financial statements, Accounts payable and receivable, payroll processing and reporting, HR information and benefits.

**New Business for Action**

**08.12.02 Virtual Preparatory Academy at Lucerne’s Quarterly Financial Update (July-Sept)**

Virtual Preparatory Academy shall annually submit interim reports to the chartering authority and county superintendent of schools. This will include the income statement vs. preliminary budget, balance sheet, cash flow statement, and vendor payment summary. It will also provide a narrative to explain actual vs. budgeted variances. **Adopted**

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.03 Independent Study Policy **Adopted****

The Independent Study Policy was last approved August 4, 2021 to meet the requirements of AB130. The Independent Study Policy is updated to meet the requirements of AB167.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.04 Employee Handbook **Adopted****

The Employee Handbook was updated to provide a clear outline of Virtual Preparatory Academy at Lucerne’s policies and employee rights.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.05 Certificated Employee Contracts Adopted**

It is recommended that the Board ratify the following employee contracts.

21220022, 21220023, 21220024, 21220025, 21220026, 21220027, 21220028, 21220029, 21220030, 21220031, 21220032, 21220033, 21220034, 21220035, 21220036  
Resignations 21220002, 21220021

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.06 AB136 Authorizing Continued Use of Remote Teleconferencing Adopted**

Approval to continue conducting meetings remotely Govt. Code section 54953.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.07 Educator Effectiveness Block Grant 2021-2022 Adopted**

Schools that receive funding pursuant to California Education Code (EC) Section 41480(a) are required to adopt a plan, by December 30, 2021, that delineates the expenditure of funds apportioned including the professional development of teachers, administrators, paraprofessionals, and classified staff.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.08 LCAP Federal Addendum Adopted**

The LCAP Federal Addendum is meant to supplement the LCAP to ensure that eligible LEAs have the opportunity to meet the Local Educational Agency (LEA) Plan provisions of the Every Student Succeeds Act.

Board Member	Moved	Second		Aye	No	Abstain
Delores Collins	x			x		
Jack Pierce		x		x		

**08.12.09 Charter Extension Resolution Adopted**

This resolution is designed to recognize the legal extension of charter term by two years pursuant to Ed Code Section 47607.4. Effective July 1, 2021, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**08.12.10 Lease for Virtual Preparatory Academy at Lucerne office space. Adopted**

Action for the Head of School to be delegated the authority to enter into a lease agreement not to exceed \$25,200.96 per year. The office lease is under negotiation for 2335 Foothill Blvd., Suite 11 Upland, Ca, 91786

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins	x		x		
Jack Pierce		x	x		

**Motion for Adjournment**

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins		x	x		
Jack Pierce	x		x		

**Meeting adjourned at: 2:23 P.M.**