

## Virtual Preparatory Academy at Lucerne

### BOARD MEETING AGENDA

Wednesday, October 12, 2022 2:00 PM

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

Individuals wishing to speak at the board meeting during the public comment period may call (888) 628-2542. Individuals may also direct written comments to the Head of School, Michelle Romaine, at [mromaine@vpreplucerne.org](mailto:mromaine@vpreplucerne.org).

### MEETING AGENDA & RELATED MATERIALS

For more information concerning this agenda or for materials relating to this meeting, please contact the Head of School, Michelle Romaine, at [mromaine@vpreplucerne.org](mailto:mromaine@vpreplucerne.org). Any public records relating to an agenda item for an open session of the Board shall be available for inspection at 2335 W. Foothill Blvd., Upland, CA 91786.

### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting the Head of School, Michelle Romaine, at [mromaine@vpreplucerne.org](mailto:mromaine@vpreplucerne.org).

#### I. Opening Items

##### A. Meeting Called to Order

##### B. Welcome and Roll Call

##### C. Board findings pursuant to Government Code Section 54953(e)

The Board shall consider adopting the following findings:

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020 and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

**D. Adoption of Agenda**

**E. Approval of Minutes**

9/12/22 Special Meeting

**F. 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 on 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".

**II. Information Items**

**Lucerne Valley Unified School District Recommendation Letter**

In concert with Lucerne Valley Unified School District's charter schools oversight role and audit consideration, it is recommended that Virtual Preparatory Academy engage the services of a California based school business services professional to review, analyze, and guide budget recommendations regarding the 2022-2023 Virtual Preparatory Academy's budget.

**A. Administrative Reports:**

Michelle Romaine, Head of School

Kristen Mandell, Principal

**III. Action Items**

**A. Certificated Employee Contracts**

The Board will consider ratifying the following new employee contract: 22230041 (one High School Science Teacher)

**B. Academic Integrity Policy**

The Board will consider approval of a school Academic Integrity Policy.

**C. Accel School Services Vendor Invoice**

The Board will consider approval for the payment of invoice for August services.

**IV. Closing Items**

Governing Board Meeting  
VPA Lucerne

Date: October 12, 2022

**A. Board Member Comments**

**B. Motion for Adjournment**



**Board of Trustees:** Tom Courtney \* Jim Harvey \* Chelsea LaGrange \* Jason Hansen \* Jessica Risler  
**Superintendent:** Peter Livingston

Michelle Romaine  
 Virtual Preparatory Academy  
 8560 Aliento Road  
 Lucerne Valley, CA 92356

The purpose of this communication is to formally recommend that Virtual Preparatory Academy Administration and the Board of Education acquire the services of a California based school business services specialist.

Based on an examination of Virtual Preparatory Academy's 2022-23 Budget and Local Control Accountability Plan, the projected growth for the 2022-23 school year shows an increase of approximately 77%. The funded ADA for 2021-22 was 445.25 and the projected ADA for 2022-23 is 787.

A growth of 77% in the current declining enrollment trend in California as well as the ongoing teacher shortage, causes concern regarding the probability of Virtual Preparatory Academy meeting the projected ADA goal as well as the significant challenges of hiring highly qualified teachers to serve the projected student increase.

In concert with Lucerne Valley Unified School District's charter schools oversight role and audit consideration, it is our recommendation that Virtual Preparatory Academy engage the services of a California based school business services professional to review, analyze and make realistic budget recommendations regarding the 2022-2023 Virtual Preparatory Academy's budget. Hiring the correct number of teachers and support staff, aligned with realistic budget projects, and subsequent program offerings, is central to both budgetary considerations as well as student success.

It is also important that Virtual Preparatory Academy, work closely with Lucerne Valley Unified School District Business Services Department and oversight consultant to help assure that Virtual Preparatory Academy can meet its financial and programmatic goals.

Please keep us posted as to your next steps in considering this recommendation. Should you have concerns or require additional information regarding this matter, please do not hesitate to communicate with me.

Sincerely,

Peter Livingston

Superintendent

c: Douglas Beaton  
 Patrick Leier

### **Virtual Preparatory Academy at Lucerne Academic Integrity Policy**

Academic integrity is expected in all courses, assignments, and activities. Violations of academic integrity include plagiarism, cheating, fabrication, or falsification of information submitted on projects, assignments, papers, or exams. Infractions of this policy will not be tolerated and will be dealt with individually. The penalties for plagiarism and cheating are as follows:

- **First Offense:** Student receives a warning, and the assignment is reset
- **Second Offense:** Student automatically fails the assignment with no chance to retake
- **Third Offense:** Student automatically fails the course

After each offense, the parent/guardian will be notified via email. A follow-up phone call to discuss any questions or concerns may take place. Each offense is per course, and each student will receive only two warnings before failing the course.

Students may not claim another person's work as his or her own or use unauthorized materials to gain an advantage during assignments or testing. Assessments and assignments are only constructive when based on a student's original work. Only original work is useful to both the student and the educators. Avoid academic dishonesty and misconduct in all its forms.



**Invoice No.** MGT-VPLU20220831

Accel Online California, LLC  
 1750 Tysons Blvd  
 13th Floor  
 McLean, VA 22102

**Name** Virtual Preparatory Academy of Lucerne  
**Address** 8560 Aliento Rd.  
**City** Lucerne Valley, CA 92356  
**Country** USA

**Date** 8/31/2022  
**Payment Due:** Upon Receipt

Description		TOTAL
August 2022	Curriculum and Materials (Upfront fee - 0 * \$260) + (Monthly fee - 0 * \$124)	\$ -
	Student Technology Support (0 students * \$200)	-
	Student Instructional Technology and Computers (0 Units)	-
	Academic Advising (0 students * \$40)	-
	Professional Services (Revenue * 16%) (\$378,881 * 16%)	60,620.96
	Payroll Processing (41 EE's * \$215)	8,815.00
	<b>SubTotal</b>	<b>\$ 69,435.96</b>
	<b>Shipping &amp; Handling</b>	<b>\$ -</b>
	<b>Taxes</b>	<b>\$ -</b>
	<b>Other</b>	<b>\$ -</b>
	<b>TOTAL</b>	<b>\$ 69,435.96</b>

Please wire payment to:  
 Accel School, LLC  
 ABA # for WIRE 026009593  
 Account # 435029094484

Description	Fee	Unit
Professional, Business, and Operating Services	16%	of total revenue

<u>FY23: -</u>	<u>Fee</u>	<u>Revenue</u>
July	\$ 178,786.09	\$ 1,117,413.05
August	\$ 60,620.96	\$ 378,881.00
September	\$ -	\$ -
October	\$ -	\$ -
November	\$ -	\$ -
December	\$ -	\$ -
January	\$ -	\$ -
February	\$ -	\$ -
March	\$ -	\$ -
April	\$ -	\$ -
May	\$ -	\$ -
June	\$ -	\$ -
		<u>\$ 1,496,294.05</u>

Description	Fee	Unit
Payroll Processing Support	\$215 / month	per employee

FY23: -	Number of Employees	Per month	Monthly	Cumulative
August	41	\$ 215.00	\$ 8,815.00	\$ 15,910.00

#### Employees

Abdul-Khabir, Jameelah  
 Bean-Rungwerth, Linda  
 Borges Spencer, Gina  
 Buffo, Sierra  
 Burrola, Megan H.  
 Call, Tiffany  
 Collins, Delores  
 Dore, MacKenzie  
 Escojido, Linda  
 Fessler, Paige  
 Hamilton, Crimson T.  
 Ibarra Zea, Marisol B.  
 Ildau, Laurie  
 Kapadia, Katayun  
 Kapadia, Reuben  
 Karakas, Annah  
 Kelly, Rosa  
 Konyak, Erica  
 Lewis, Stephanie A.  
 Lopez, Lisa L.  
 Lopez, Rosa  
 Lothyan, Laura  
 Lovell, Malia  
 Malcolm, Michele  
 Mandell, Kristen  
 Moe, Jessica L.  
 Mongoven, Cory W.  
 Murillo, Patricia  
 Nguyen, Peter  
 Petrashishina, Irina M.  
 Ramirez, Sandra  
 Reynolds, Tamara L.  
 Romaine, Michelle  
 Sahin, Kimberly  
 Sneed, Sophia  
 Tran, Tien T.  
 Trone, Elainea M.  
 Van Epps, Stephanie  
 Vasquez Jr., Juan F.  
 Wortmann, Suzanne  
 Ypma, Erica L.