



## Excel Academy (CA)

### Regular Meeting of the Board of Directors

Published on December 8, 2023 at 1:41 PM PST

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#### **Date and Time**

Thursday December 14, 2023 at 12:30 PM PST

#### **Location**

Excel Academy Charter School  
|  
1 Technology Drive, Ste I-811  
Irvine, CA 92618

Regus- Gateway Chula Vista  
333 H Street, Suite 5000  
Chula Vista, CA 91910

#### **Zoom Meeting Information:**

**Dial In: +1 669 444 9171**

**Meeting ID: 876 6053 8214**

**URL: <https://us06web.zoom.us/j/87660538214>**

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#### **MISSION STATEMENT**

Excel Academy will provide flexible, personalized learning through a customized course of study that will educate, motivate, and instill a love of learning in each individual student. Teachers and parents will join together to maintain high expectations and promote academic excellence for all students creating the next generation of leaders.

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**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 Governing 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 of the Governing Board may request assistance by contacting Excel Academy Charter Schools.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:30 PM</b>
<b>A.</b> Call the Meeting to Order		Board President	1 m
<b>B.</b> Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Larry Alvarado, Member			
<b>II. Pledge of Allegiance</b>			
<b>III. Approve/Adopt Agenda</b>			<b>12:32 PM</b>
<b>A.</b> Agenda	Vote	Board President	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of December 14, 2023.			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			

	Purpose	Presenter	Time
Susan Houle Larry Alvarado			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

**IV. Approve Minutes**

**12:33 PM**

<b>A.</b>	Approve Minutes	Approve Minutes	Board President	1 m
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Minutes of the Regular Board Meeting that was held on October 12, 2023.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

Approve minutes for Regular Meeting of the Board of Directors on October 12, 2023

<b>B.</b>	Approve Minutes	Approve Minutes	William Hall	1 m
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Minutes of the Board Study Session that was held on November 9, 2023.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

Approve minutes for Board of Directors Study Session on November 9, 2023

**V. 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 Public Comments/Recognition/Reports.

Purpose                      Presenter                      Time

**VI. Adjourn to Closed Session** **12:35 PM**

- A.** The Board will consider and may act on any of the Closed Session matters.      Vote                      William Hall                      1 m

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**VII. Closed Session** **12:36 PM**

- A.** Closed Session                      Discuss                      William Hall                      10 m

**1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Gov. Code Section 54956.9(d)(1))

YL v. The Collaborative Charter Services Organization, et al

**VIII. Reconvene Regular Meeting** **12:46 PM**

- A.** Report out any action taken in closed session.      Discuss                      William Hall                      2 m

**IX. Public Comments/Recognition/Reports**

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. 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 statement and an administrator will provide answers at a later date.

	Purpose	Presenter	Time
<b>X. Correspondence/Proposals/Reports</b>			<b>12:48 PM</b>
<b>A.</b> School Highlights - Presented by Heidi Gasca, Executive Director/CEO	Discuss	Heidi Gasca	8 m
<b>B.</b> Multi-Tiered System of Supports (MTSS) Presentation - Presented by Tamara Murphy, Intervention Coordinator, and Sarah Horikawa, TOSA of MTSS	Discuss	Tamara Murphy	10 m
<b>XI. Consent</b>			<b>1:06 PM</b>
<p>Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent upon the request of any member of the Board, discussed, and acted upon separately.</p>			
<b>A. Consent - Business/Financial Services</b>			
<ol style="list-style-type: none"> <li>1. Check Register - October 2023</li> <li>2. Check Register - November 2023</li> <li>3. Cash Payments - October 2023</li> <li>4. Cash Payments - November 2023</li> <li>5. Ratification of the Agreement for Legal Services by Edwards, Stevens &amp; Tucker LLP</li> </ol>			
<b>B. Consent - Education Student/Services</b>			
<ol style="list-style-type: none"> <li>1. Approval of the Catalina Overnight Field Trip</li> <li>2. Approval of the School-Parent Compact</li> <li>3. Approval of the Excel Academy Handbook Revisions for 2023/2024</li> </ol>			
<b>C. Consent - Personnel Services</b>			
<ol style="list-style-type: none"> <li>1. Approval of Certificated Personnel Report</li> <li>2. Approval of Classified Personnel Report</li> <li>3. Approval of Job Descriptions</li> <li>4. Approval of the 2023-2024 Salary Schedule Updates</li> </ol>			
<b>D. Policy Development</b>		William Hall	

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2023-2024 school year.

### **Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures:

#### **1000 Series - Community Relations**

1030 - EA Safe Operation of Schools (Infectious Disease) Policy

#### **4000 Series - Personnel Services**

4115 - EA Family Medical Leave Act and California Family Rights Policy

4150 - EA Mileage Reimbursement Policy

4170/4170E - EA Injury and Illness Prevention Policy

### **Board Policies: Reviewed**

The following policies are being brought to the Board without changes for annual review.

#### **1000 Series - Community Relations**

1010 - EA Civility Policy

1035 - EA Access to Public Records Policy

#### **4000 Series - Personnel Services**

4000 - EA Concepts & Roles

4010 - EA At-Will Policy

4015 - EA Equal Employment Opportunity Policy

4020 - EA Background Check Policy

4025 - EA TB Testing Policy

4030 - EA Immigration Compliance Policy

4035 - EA Mandated Reporter - Child Abuse Policy

4040 - EA Corporal Punishment Policy

4045 - EA Professional Boundaries Policy

4050 - EA Whistleblower Policy

4055 - EA Internal Compliant Policy

4060 - EA Unlawful Harassment, Discrimination, Retaliation

4065 - EA Meal and Rest Period Policy

4070 - EA Lactation Accommodation Policy

4075 - EA Drug, Alcohol, Smoke Free Workplace Policy

	Purpose	Presenter	Time
4080 - EA Acceptable Use of Technology Policy			
4085 - EA Payroll Withholdings Policy			
4090 - EA Cobra Policy			
4105 - EA Paid Sick Leave Policy			
4110 - EA Pregnancy Disability Leave Policy			
4125 - EA Victims of Crime Policy			
4130 - EA Remote Work Policy			
4145 - EA Professional Development Reimbursement Policy			
4160 - EA Children of Teachers Policy			
4165 - EA Employee Driving Policy			

**E.** Approve Consent Agenda Vote William Hall 1 m

**Items in the consent agenda are considered routine and will be approved/adopted by a single motion.**

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XII. Business/Financial Services 1:07 PM**

**A.** Approval of 2023-2024 EACS First Interim Vote Joe Sorrera 10 m  
Financial Report

It is recommended the Board approve the 2023-2024 EACS First Interim Financial Report for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: As indicated by the 2023-24 Financial Reporting Documents First Interim Report

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

	Purpose	Presenter	Time
<b>B.</b> Approval of CliftonLarsonAllen (CLA) Draft Annual Audit Report - Year Ended June 30, 2023	Vote	Lili Huang	5 m

It is recommended the Board of Directors approve the CliftonLarsonAllen (CLA) Draft Annual Audit Report for Excel Academy Charter School, Helendale (#2073), Warner (#2053).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

### **XIII. Education Services**

**1:22 PM**

<b>A.</b> Approval of School Plan for Student Achievement (SPSA)	Vote	Jenny Craig	7 m
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It is recommended that the Board approve the School Plan for Student Achievement (SPSA) for Excel Academy Charter School, Helendale (#2073), Warner (#2053).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

### **XIV. Organizational Structure - Annual Meeting of the Board**

**1:29 PM**

<b>A.</b> Election of the Excel Academy Charter Schools Board Officer: President	Vote	Heidi Gasca	2 m
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Purpose

Presenter

Time

In accordance with the Third Amended Bylaws of Excel Academy Charter Schools, Article VI, Board of Directors, Section 7.02, Election of the Board Officers, it is recommended the Board of Directors conduct the election for the following officer positions:

The Board will take action to elect the Board President:

Election: Board President: \_\_\_\_\_

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- B.** Election of the Excel Academy Charter Schools Board Officer: Vice President      Vote      Heidi Gasca      2 m

In accordance with the Third Amended Bylaws of Excel Academy Charter Schools, Article VI, Board of Directors, Section 7.02, Election of the Board Officers, it is recommended the Board of Directors conduct the election for the following officer positions:

The Board will take action to elect the Board Vice President.

Election: Board Vice President: \_\_\_\_\_

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- C.** Election of the Excel Academy Charter Schools Board Officer: Clerk      Vote      Heidi Gasca      2 m

Purpose

Presenter

Time

In accordance with the Third Amended Bylaws of Excel Academy Charter Schools, Article VI, Board of Directors, Section 7.02, Election of the Board Officers, it is recommended the Board of Directors conduct the election for the following officer positions:

The Board will take action to elect the Board Clerk:

Election: Board Clerk: \_\_\_\_\_

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- D.** Full Board Action in Lieu of Audit Committee, Fiscal Year 2023-24 Vote Heidi Gasca 2 m

An annual independent financial audit of the books and records of Excel Academy Charter School will be conducted as required by Education Code Sections 47605(c)(5) (l) and 47605(m).

It is recommended the Excel Academy Charter Schools Governing Board oversee the selection of an independent auditor and the completion of an annual audit of the school's financial affairs as a full Board.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- E.** Approval of Excel Academy Charter Schools Board of Directors Manual Revisions Vote Heidi Gasca 5 m

It is recommended that the Board approve the Excel Academy Charter Schools Board of Directors Manual Revisions as discussed in the November 9, 2023 Study Session.

Purpose

Presenter

Time

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XV. Calendar**

The next scheduled Regular Board Meeting will be held both in person and virtually on January 11, 2024.

**XVI. Board Comments**

**XVII. CEO Comments**

**XVIII. Closing Items**

**1:42 PM**

**A. Adjourn Meeting**

Vote

William Hall

1 m

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**FOR MORE INFORMATION**

For more information concerning this agenda, contact  
Excel Academy Charter School.