



## Excel Academy (CA)

### Regular Meeting of the Board of Directors

Published on May 3, 2024 at 3:23 PM PDT

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#### **Date and Time**

Thursday May 9, 2024 at 12:00 PM PDT

#### **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 US**

**Meeting ID: 865 4142 3299**

**URL: <https://us06web.zoom.us/j/86541423299>**

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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.

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:00 PM</b>
<b>A.</b> Call the Meeting to Order		William Hall	1 m
<b>B.</b> Record Attendance		William Hall	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>12:02 PM</b>
<b>A.</b> Led by Board President or designee.		William Hall	1 m
<b>III. Approve/Adopt Agenda</b>			<b>12:03 PM</b>
<b>A.</b> Agenda	Vote	William Hall	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of May 9, 2024.			
Roll Call Vote:			

	Purpose	Presenter	Time
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Larry Alvarado			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

**IV. Approve Minutes**

**12:04 PM**

<b>A.</b>	Minutes of the Regular Board Meeting held on March 14, 2024	Approve Minutes	William Hall	1 m
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Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

<b>B.</b>	Minutes of the Board Study Session held on April 11, 2024	Approve Minutes	William Hall	1 m
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Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**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
<b>VI. Adjourn to Closed Session</b>			<b>12:06 PM</b>
<b>A.</b> 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 _____			
<b>VII. Closed Session</b>			<b>12:07 PM</b>
<b>A.</b> Closed Session Agenda			15 m
1. Public Employee Performance Evaluation Pursuant to Government Code 54957 a. Performance Evaluation, Executive Director/CEO			
<b>VIII. Reconvene Regular Meeting</b>			<b>12:22 PM</b>
<b>A.</b> Report out any action taken in closed session.	Discuss	William Hall	5 m
<b>IX. Public Comments/Recognition/Reports</b>			
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.			
<b>X. Correspondence/Proposals/Reports</b>			<b>12:27 PM</b>
<b>A.</b> School Highlights - Presented by Heidi Gasca, Executive Director/CEO	Discuss	Heidi Gasca	5 m

	Purpose	Presenter	Time
<b>B.</b> Principals: Year in Review - Presented by April Saade, Elementary Principal and Lorrie Wood, Secondary Principal	Discuss	April Saade & Lorrie Wood	8 m

## **XI. Consent**

**12:40 PM**

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.

### **A. Consent - Business/Financial Services**

1. Check Register - March 2024
2. Check Register - April 2024
3. Cash Payment Reports- March 2024
4. Cash Payment Reports- April 2024
5. Ratification of the BoardOnTrack Membership Renewal for 2024-25
6. Approval of School Services of California (SSC) Agreement Renewal for 2024-25
7. Approval of The Association of Personalized Learning Schools & Services (APLUS+) Membership Renewal for 2024-25

### **B. Consent - Education Student/Services**

1. Approval of Excel Academy Handbook Revisions
2. Approval of Excel Academy Special Education Handbook Revisions
3. Approval of Master Agreement (MA) Revisions for 2024/25
4. Approval of Acknowledgement of Responsibilities (AOR) Revisions for 2024/25
5. Approval of the 2024-25 School Year Calendar Revisions
6. Approval of FlexPoint Education Cloud Renewal
7. Approval of GoGuardian Renewal
8. Approval of Goalbook Renewal
9. Approval of Presence Learning Renewal
10. Approval of Studies Weekly Renewal
11. Approval of IXL Learning Licenses Renewal
12. Approval of Kami Subscription
13. Approval of the University of California Transcript Evaluation Service (UC-TES) Agreement

### **C. Consent - Personnel Services**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Virtual Teacher Salary Schedule for the 2024/25 School Year
4. Job Descriptions

**D. Consent Items - Policy Development**

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2022-2023 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.

**3000 Series - Business/Non-Instructional**

- 3000-EA Fiscal Control Policy: Overview
- 3005-EA Fiscal Control Policy: Purchasing
- 3011-EA Fiscal Control Policy: Accounts Payable and Record Keeping
- 3015-EA Fiscal Control Policy: Accounts Receivable
- 3020-EA Fiscal Control Policy: Expenses
- 3025-EA Fiscal Control Policy: Finance and Assets
- 3100-EA CCP Code of Conduct
- 3105-EA Content and Community Provider Risk Management Policy
- 3110-EA Content and Community Provider Application and Pre-Approval

**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 \_\_\_\_\_

Purpose                      Presenter                      Time

**XII. Business/Financial Services** **12:41 PM**

- A.** Approval of Excel Academy Charter Schools Tax Form 990 Return and California Tax Form 199 Return (Draft) - Year Ended June 30, 2023, as prepared by CliftonLarsonAllen (CLA)      Vote                      Joe Sorrera                      5 m

It is recommended the Board approve the Federal Tax Form 990 Return and California Tax Form 199 Return (Draft) - Year Ended June 30, 2023, as prepared by CliftonLarsonAllen (CLA) for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: None**

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- B.** Approval of California Charter Schools Association (CCSA) Membership for 2024-25 (Renewal)      Vote                      Heidi Gasca                      3 m

It is recommended the Board approve the CCSA Membership Renewal for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$25,280.50**

Warner (#2053): \$15,608.50

Helendale (#2073): \$9,672.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

- |   |      |             |     |
|---|------|-------------|-----|
| <b>C.</b> Approval of the EACS Ordering Purchase System (OPS) (Renewal) | Vote | Joe Sorrera | 3 m |
|---|------|-------------|-----|

It is recommended the Board approve the Ordering Purchase System (OPS) Renewal for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$24,947.19**

Warner (#2053): \$16,465.15

Helendale (#2073): \$8,482.04

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- |  |      |             |     |
|--|------|-------------|-----|
| <b>D.</b> Approval of Sage Intacct Accounting Service Contract (Renewal) | Vote | Joe Sorrera | 3 m |
|--|------|-------------|-----|

It is recommended the Board approve the Sage Intacct Accounting Service Contract Renewal for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$48,643.20**

Warner (#2053): \$32,104.51

Helendale (#2073): \$16,538.69

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- |  |      |             |     |
|--|------|-------------|-----|
| <b>E.</b> Approval of the Stampli Contract (Renewal) | Vote | Joe Sorrera | 3 m |
|--|------|-------------|-----|



It is recommended the Board approve the Stampli Contract Renewal for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$40,000.00**

Warner (#2053): \$24,800.00

Helendale (#2073): \$15,200.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- F. Approval of Irvine Office Lease with the Irvine Company LLC (Renewal) Vote Heidi Gasca 3 m

It is recommended the Board approve the Irvine Office Lease Renewal with the Irvine Company LLC for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$86,688.00**

Warner (#2053): \$57,214.08

Helendale (#2073): \$29,473.92

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**XIII. Education Services 1:01 PM**

- A. Approval of Curriculum Associates Agreement for i-Ready Assessment for 2024-25 (Renewal) Vote Heidi Gasca 3 m

It is recommended the Board approve the Curriculum Associates Renewal Agreement for i-Ready Assessment for 2024-25 for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$34,420.00**

Warner (#2053): \$22,717.20

Helendale (#2073): \$11,702.80

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- B.** Approval of Bright Thinker Service Licenses (Renewal) Vote Heidi Gasca 3 m

It is recommended the Board approve the Bright Thinker Service Licenses Renewal for 2024-25 for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$81,500.00**

Warner (#2053): \$53,790.00

Helendale (#2073): \$27,710.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- C.** Approval of Bright Thinker Services Licenses True Up Vote Heidi Gasca 3 m

It is recommended the Board approve the Bright Thinker Service Licenses True Up for 2023-24 for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Purpose Presenter Time

**Fiscal Impact: \$20,400.00**

Warner (#2053): \$13,464.00

Helendale (#2073): \$6,936.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

- D. Approval of the Tutor.com (Renewal) Vote Heidi Gasca 3 m

It is recommended the Board approve the Tutor.com Renewal for the 2024-25 School Year for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: \$23,975.00**

Warner (#2053): \$15,823.50

Helendale (#2073): \$8,151.50

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**XIV. Personnel Services 1:13 PM**

- A. Approval of the Declaration of Need (DON) for Fully Qualified Educators Vote Megan Anderson 5 m

It is recommended the Declaration of Need (DON) for Fully Qualified Educators for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact: None**

Roll Call Vote:

	Purpose	Presenter	Time
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Larry Alvarado			
Moved by _____	Seconded by _____	Ayes _____	Nays _____
		Absent _____	

**XV. Policy Development**

**1:18 PM**

<b>A.</b> Approval of New Board Policies	Vote	Joe Sorrera	5 m
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It is recommended that the Board approve the proposed policies.

**Board Policies: New**

***3000 Series - Business/Non-Instructional***

3035 - EA Designation of Authorized Personnel for Banking

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**XVI. Calendar**

The next scheduled Regular Board Meeting will be held on June 13, 2024.

**XVII. Comments**

**1:23 PM**

<b>A.</b> Board Comments	5 m
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<b>B.</b> CEO Comments	5 m
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**XVIII. Closing Items**

**1:33 PM**

<b>A.</b> Adjourn Meeting	Vote
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Purpose

Presenter

Time

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

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FOR MORE INFORMATION

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