



## Excel Academy (CA)

### Regular Meeting of the Board of Directors

Published on December 6, 2024 at 3:32 PM PST

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#### Date and Time

Thursday December 12, 2024 at 11:30 AM 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: +1 720 707 2699**

Meeting ID: 894 8537 6605

URL: <https://us06web.zoom.us/j/89485376605>

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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>11:30 AM</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>III. Approve/Adopt Agenda</b>			<b>11:32 AM</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 December 12, 2024.			
Roll Call Vote:			
William Hall			
Michael Humphrey			

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

**IV. Approve Minutes**

**11:33 AM**

<b>A.</b>	Approve Minutes	Approve Minutes	William Hall	1 m
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Minutes of the Regular Board Meeting that was held on October 8, 2024.

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 8, 2024

<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 14, 2024.

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 14, 2024

**V. 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

	Purpose	Presenter	Time
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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>VI. Adjourn to Closed Session</b>			<b>11:35 AM</b>
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|---|------|--------------|-----|
| <p><b>A.</b> The Board will consider and may act on any of the Closed Session matters.</p> <p>Roll Call Vote:<br/>         William Hall<br/>         Michael Humphrey<br/>         Steve Fraire<br/>         Susan Houle<br/>         Larry Alvarado</p> <p>Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p> | Vote | William Hall | 1 m |
|---|------|--------------|-----|

<b>VII. Closed Session</b>			<b>11:36 AM</b>
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- |  |         |              |      |
|--|---------|--------------|------|
| <p><b>A.</b> Closed Session</p> <p><b>1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION</b><br/>         Education Code section: 56346(f)</p> <p>Case No.: 2024100529</p> <p><b>2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION</b><br/>         (Education Code Section 56346)</p> <p><b>3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION</b><br/>         (Education Code Section 56346)</p> | Discuss | William Hall | 20 m |
|--|---------|--------------|------|

<b>VIII. Correspondence/Proposals/Reports</b>			<b>11:56 AM</b>
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- |   |         |             |     |
|---|---------|-------------|-----|
| <p><b>A.</b> School Highlights - Presented by Heidi Gasca, Executive Director/CEO</p> | Discuss | Heidi Gasca | 8 m |
|---|---------|-------------|-----|

	Purpose	Presenter	Time
<b>B.</b> Multi-Tiered System of Supports (MTSS) Presentation - Presented by Tamara Murphy, Intervention Coordinator	Discuss	Tamara Murphy	10 m

**IX. Consent**

**12:14 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 - October 2024
2. Check Register - November 2024
3. Cash Payments - October 2024
4. Cash Payments - November 2024
5. Approval of DocuSign Contract Renewal

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

1. Approval of the School-Parent Compact

**C.** Consent - Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions

<b>D.</b> Policy Development	Vote	William Hall	1 m
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Approval of existing board policies revised, reviewed, and eliminated by staff for the 2024-2025 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**

1010 - EA Civility Policy

Purpose

Presenter

Time

**4000 Series - Personnel Services**

- 4020 - EA Background Check Policy
- 4080 - EA Acceptable Use of Technology Policy
- 4085 - EA Payroll Withholdings Policy
- 4110 - EA Pregnancy Disability Leave Policy
- 4165 - EA Employee Driving Policy
- 4170/4170E - EA Injury and Illness Prevention Policy

**5000 Series - Student Services**

- 5010 - EA Educational Records and Student Information Policy
- 5050 - EA Academic Integrity 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
- 1025 - EA Uniform Complaint Policy
- 1030 - EA Safe Operation of Schools 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
- 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
- 4090 - EA Cobra Policy

	Purpose	Presenter	Time
4105 - EA Paid Sick Leave Policy			
4115 - EA FMLA Policy			
4125 - EA Victims of Crime Policy			
4130 - EA Remote Work Policy			
4145 - EA Professional Development Reimbursement Policy			
4150 - EA Mileage Reimbursement Policy			
4160 - EA Children of Teachers Policy			

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

**X. Business/Financial Services**

**12:15 PM**

- |           |   |      |             |     |
|-----------|---|------|-------------|-----|
| <b>A.</b> | Approval of Facility Use Agreement Between Helendale School District and Excel Academy Charter School | Vote | Heidi Gasca | 2 m |
|-----------|---|------|-------------|-----|

It is recommended the Board of Directors approve the Facility Use Agreement Between Helendale School District and Excel Academy Charter School for Excel Academy Charter School, Helendale (#2073).

**Fiscal Impact: N/A**

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, 2024	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 \_\_\_\_\_

<b>C.</b> Approval of 2024-2025 EACS First Interim Financial Report	Vote	Joe Sorrera	10 m
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It is recommended the Board approve the 2024-2025 EACS First Interim Financial Report for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: As indicated by the 2024-25 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 \_\_\_\_\_

**XI. Education Services 12:32 PM**

<b>A.</b> Approval of School Plan for Student Achievement (SPSA)	Vote	Jenny Craig	7 m
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Purpose

Presenter

Time

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 \_\_\_\_\_

**XII. Personnel Services**

**12:39 PM**

**A. Approval of One-Time 5% Bonus for EACS Staff**      Vote

Heidi Gasca & Joe  
Sorrera

5 m

It is recommended the Board of Directors approve the One-Time 5% Bonus for EACS Staff for Excel Academy Charter School, Helendale (#2073), Warner (#2053).

**Fiscal Impact: \$560,000**

Warner: \$369,600

Helendale: \$190,400

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**XIII. Policy Development**

**12:44 PM**

**A. Approval of New Board Policies**      Vote

Heidi Gasca

5 m

It is recommended that the Board approve the proposed policies.

Purpose Presenter Time

**Board Policies: New**

**5000 Series - Student Services**

5040 - EA Security Network and Workspace Access Policy

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**

**12:49 PM**

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

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      Vote                      Heidi Gasca                      2 m  
Board Officer: Vice President

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 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

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 \_\_\_\_\_

	Purpose	Presenter	Time
<b>D.</b>	Full Board Action in Lieu of Audit Committee, Fiscal Year 2024-2025	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 \_\_\_\_\_

<b>E.</b>	Approval of Excel Academy Charter Schools Board of Directors Manual Revisions	Vote Heidi Gasca	5 m
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It is recommended that the Board approve the Excel Academy Charter Schools Board of Directors Manual Revisions as discussed in the November 14, 2024 Study Session.

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 9, 2025.

## **XVI. Board Comments**

Purpose                      Presenter                      Time

**XVII. CEO Comments**

**XVIII. Closing Items** **1:02 PM**

<b>A.</b>	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 _____	

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**FOR MORE INFORMATION**

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