



Excel Academy (CA)

Regular Meeting of the Board of Directors

Published on May 2, 2025 at 5:08 PM PDT

Date and Time

Thursday May 8, 2025 at 12:20 PM PDT

Location

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

Zoom Meeting Information:

Dial In: +1 253 205 0468

Meeting ID: 833 0663 2758

URL: <https://us06web.zoom.us/j/83306632758>

MISSION STATEMENT

Excel Academy will provide a flexible, personalized learning experience where teachers and parents collaborate to provide academic excellence and social and emotional foundations to instill a love for learning in each individual student.

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
I. Opening Items			12:20 PM
A. Call the Meeting to Order		William Hall	1 m
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			
II. Pledge of Allegiance			12:22 PM
A. Led by Board President or designee.		William Hall	1 m
III. Approve/Adopt Agenda			12:23 PM
A. 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 8, 2025.			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			

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

IV. Approve Minutes

12:24 PM

A.	Minutes of the Regular Board Meeting held on March 13, 2025	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.	Minutes of the Special Board Meeting held on March 28, 2025	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 _____

C.	Minutes of the Board Study Session held on April 10, 2025	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 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

VI. Adjourn to Closed Session			12:27 PM
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|---|------|--------------|-----|
| 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			12:28 PM
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|---------------------------------|---------|--------------|------|
| A. Closed Session Agenda | Discuss | William Hall | 30 m |
|---------------------------------|---------|--------------|------|

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

YL v. The Collaborative Charter Services Organization, et al.

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(4) – one matter)

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Case No. 2024120715

4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

	Purpose	Presenter	Time
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(Education Code Section 56346)

5. Public Employee Performance Evaluation

Pursuant to Gov. Code 54957

a. Annual Performance Evaluation, Executive Director/CEO

VIII. Reconvene Regular Meeting 12:58 PM

A.	Report out any action taken in closed session.	Discuss	William Hall	5 m
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IX. Correspondence/Proposals/Reports 1:03 PM

A.	School Highlights & Staff Video - Presented by Heidi Gasca, Executive Director/CEO	Discuss	Heidi Gasca	3 m
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B.	Principals: Year in Review - Presented by April Saade, Elementary Principal and Lorrie Wood, Secondary Principal	Discuss	April Saade & Lorrie Wood	10 m
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C.	Teacher Appreciation	Discuss	Heidi Gasca	5 m
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10 Year Recognition:

Amy Hernandez

Kassie Denny

Kelly Cassaro

Kimberly Platler

Mandy Mashburn

Merideth Marshall

Michelle Moran

Monique Erickson

X. Consent 1:21 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 2025

2. Check Register - April 2025

	Purpose	Presenter	Time
3. Cash Payment Reports- March 2025			
4. Cash Payment Reports- April 2025			
5. Approval of Excel Academy Charter Schools Content & Community Provider (CCP) Renewal Documents 2025-26			
1. Content & Community Provider Application			
2. Content and Community Provider FAQs			
6. Ratification of The Association of Personalized Learning Schools & Services (APLUS+) Membership Renewal for 2025-26			
B. Consent - Education Student/Services			
1. Approval of Excel Academy Handbook for 2025-2026			
2. Approval of GoGuardian Renewal			
3. Approval of Presence Learning Renewal			
4. Approval of Excel Academy Charter School High School Special Event Contract Revisions			
C. Consent - Personnel Services			
1. Approval of Certificated Personnel Report			
2. Approval of Classified Personnel Report			
3. Approval of the 2025-2026 Certificated Work Year Calendars			
4. Approval of the 2025-2026 Classified Work Year Calendars			
5. Job Descriptions			
D. Consent Items - Policy Development	Vote	William Hall	1 m

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2025-2026 school year.

Board Policies: Revised (Revised with Changes)

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

1000 Series - Community Relations

1025 - EA Uniform Complaint Policy

3000 Series - Business/Non-Instructional

3030 - EA Credit Card Use Policy

3135 - EA Gift Acceptance Policy

Purpose

Presenter

Time

Board Policies: Reviewed (No Changes)

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

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 Content & Community Provider Code of Conduct

3105 - EA Content and Community Provider Risk Management Policy

3110 - EA Content and Community Provider Application and Pre-Approval

3115 - EA Terms & Conditions of the PO

3125 - EA Intraorganizational Loan 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 _____

XI. Business/Financial Services

1:22 PM

- A.** Approval of Excel Academy Charter Schools Tax Form 990 Return and California Tax Form 199 Return (Draft) - Year Ended June 30, 2024, as prepared by CliftonLarsonAllen (CLA) Vote Joe Sorrera 3 m

It is recommended the Board approve the Federal Tax Form 990 Return and California Tax Form 199 Return (Draft) - Year Ended June 30, 2024, as prepared by

	Purpose	Presenter	Time
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 _____

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|-----------|--|------|-------------|-----|
| B. | Approval of the 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: \$26,840.16

Warner (#2053): \$16,640.90

Helendale (#2073): \$10,199.26

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|--|------|-------------|-----|
| C. | 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: \$48,177.00

Warner (#2053): \$29,869.78

Helendale (#2073): \$18,307.26

Purpose

Presenter

Time

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- D. 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 _____

- E. Approval of Irvine Office Lease with the Irvine Company LLC (Renewal) Vote Joe Sorrera 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: \$46,831.68

Warner (#2053): \$29,035.64

Helendale (#2073): \$17,796.04

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

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

XII. Education Services

1:37 PM

- | | | | | |
|-----------|---|------|-------------|-----|
| A. | 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 2025-26 for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$101,500.00

Warner (#2053): \$66,990.00

Helendale (#2073): \$34,510.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

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

It is recommended the Board approve the Tutor.com Renewal for the 2025-26 School Year for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$23,625.00

Warner (#2053): \$15,592.50

Helendale (#2073): \$8,032.50

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

	Purpose	Presenter	Time	
C.	Approval of FlexPoint Education Cloud Renewal	Vote	Heidi Gasca	3 m

It is recommended the Board approve the FlexPoint Education Cloud Renewal for the 2025-26 School Year for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$28,942.50

Warner (#2053): \$19,102.05

Helendale (#2073): \$9,840.45

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIII. Personnel Services

1:46 PM

A.	Approval of the Declaration of Need (DON) for Fully Qualified Educators	Vote	Megan Anderson	3 m
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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:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

B.	Approval of 2025-2026 Strategic Staffing Plan & Salary Schedules	Vote	Megan Anderson	10 m
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Purpose

Presenter

Time

It is recommended the Board approve the 2025-2026 Strategic Staffing Plan & Salary Schedules for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: As delineated on the attached plan.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIV. Policy Development

1:59 PM

A. Approval of New Board Policies

Vote

Heidi Gasca

3 m

It is recommended that the Board approve the proposed policies.

Board Policies: New

6000 Series - Instruction

6080 - EA Alternative Diploma Policy

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 on June 12, 2025.

XVI. Comments

2:02 PM

A. Board Comments

5 m

	Purpose	Presenter	Time
B.	CEO Comments		5 m
XVII.	Closing Items		2:12 PM
A.	Adjourn Meeting	Vote	
	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.