



## Excel Academy (CA)

### Regular Meeting of the Board of Directors

Published on December 5, 2025 at 8:56 AM PST

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#### Date and Time

Thursday December 11, 2025 at 10:15 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:

Meeting ID: 889 6391 6439

One-Tap Dial In: +16694449171,,88963916439#

URL: <https://us06web.zoom.us/j/88963916439>

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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.

## 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>10:15 AM</b>
<b>A.</b> Call the Meeting to Order		Steve Fraire	1 m
<b>B.</b> Record Attendance		Steve Fraire	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>10:17 AM</b>
<b>A.</b> Agenda	Vote	Steve Fraire	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of December 11, 2025.			
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

10:18 AM

A.	Approve Minutes	Approve Minutes	Steve Fraire	1 m
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Minutes of the Regular Board Meeting that was held on October 9, 2025.

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 9, 2025

B.	Approve Minutes	Approve Minutes	Steve Fraire	1 m
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Minutes of the Board Study Session that was held on November 13, 2025.

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 13, 2025

#### 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.</b>	<b>Correspondence/Proposals/Reports</b>		<b>10:20 AM</b>
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|-----------|--|---------|--|------|
| <b>A.</b> | School Highlights - Presented by Heidi Gasca, Superintendent/CEO | Discuss | Heidi Gasca                            | 5 m  |
| <b>B.</b> | Student Testimonials   | Discuss | Dmitrii Chernikov & Darrin Shigei-Seat | 10 m |

*Dmitrii Chernikov - 7th Grade*  
*Darrin Shigei-Seat - 12th Grade*

<b>VII.</b>	<b>Consent</b>		<b>10:35 AM</b>
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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.

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|-----------|--|
| <b>A.</b> | Consent - Board Governance   |
|           | 1. Approval of the Excel Academy Charter School Board Onboarding Checklist |
|           | 2. Approval of the Board of Directors Manual Revisions                     |
| <b>B.</b> | Consent - Business/Financial Services                                      |
|           | 1. Check Register - October 2025   |
|           | 2. Check Register - November 2025  |
|           | 3. Cash Payments - October 2025  |
|           | 4. Cash Payments - November 2025   |
|           | 5. Approval of Charter Connect Inc. Marketing Services Renewal             |
| <b>C.</b> | Consent - Education Student/Services                                       |
|           | 1. Approval of the School-Parent Compact                                   |

	Purpose	Presenter	Time
	2. Approval of the California College Guidance Initiative (CCGI) Partnership Agreement		
<b>D.</b>	Consent - Personnel Services		
	1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report 3. Approval of Job Descriptions 4. Acknowledgement for Reporting the 2023-24 Excel Academy Charter Schools Teaching Assignment Monitoring Outcomes (TAMO) Data ( <i>Informational ONLY</i> )		
<b>E.</b>	Policy Development	Vote	Steve Fraire
	Approval of existing board policies revised, reviewed, and eliminated by staff for the 2025-2026 school year.		
	<b>Board Policies: Revised</b> The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures:		
	<b>1000 Series - Community Relations</b> 1010 - EA Civility Policy 1020 - EA School Sponsored Field Trips & Cultural Excursions Policy 1030 - EA Safe Operation of Schools (Infectious Disease) Policy		
	<b>4000 Series - Personnel Services</b> 4005 - EA Salary Determination Policy 4020 - EA Background Check Policy 4025 - EA Tuberculosis Risk Assessment and Examination Policy 4030 - EA Immigration Compliance Policy 4035 - EA Mandated Reporter - Child Abuse Policy 4045 - EA Professional Boundaries Policy 4055 - EA Internal Complaint Policy 4060 - EA Unlawful Harassment Discrimination Retaliation Policy and Complaint Form 4065 - EA Meal Period and Rest Break Policy 4070 - EA Lactation Accommodation Policy 4100 - EA Emoji Use Policy 4105 - EA Paid Sick Leave Policy 4125 - EA Victims of Crime Policy		

	Purpose	Presenter	Time
4130 - EA Remote Work Policy			
4145 - EA Professional Development Reimbursement Policy			
4150 - EA Mileage Reimbursement Policy			
4160 - EA Children of Teachers Policy			
4165 - EA Employee Driving Policy			

### **Board Policies: Reviewed**

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

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

- 1025 - EA Uniform Complaint 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
- 4040 - EA Corporal Punishment Policy
- 4050 - EA Whistleblower Policy
- 4080 - EA Acceptable Use of Technology Policy
- 4075 - EA Drug, Alcohol, Smoke Free Workplace Policy
- 4085 - EA Payroll Withholdings Policy
- 4090 - EA Cobra Policy
- 4095 - EA Handling Heavy Items Policy
- 4110 - EA Pregnancy Disability Leave Policy
- 4115 - EA FMLA Policy
- 4125 - EA Victims of Crime 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

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

**VIII. Business/Financial Services**

**10:36 AM**

- |   |      |               |      |
|---|------|---------------|------|
| <b>A.</b> Approval of 2025-2026 EACS First Interim Financial Report | Vote | Joe Sorrerera | 10 m |
|---|------|---------------|------|

It is recommended the Board approve the 2025-2026 EACS First Interim Financial Report for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: As indicated by the 2025-26 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 \_\_\_\_\_

- |   |      |             |     |
|---|------|-------------|-----|
| <b>B.</b> Approval of the Charter Tech Services (CTS) Agreement | Vote | Heidi Gasca | 6 m |
|---|------|-------------|-----|

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

**Fiscal Impact: \$245,520.00**

Warner (#2053): \$152,222.40

Helendale (#2073): \$93,297.60

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

Purpose	Presenter	Time
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<b>IX. Education Services</b>	<b>10:52 AM</b>
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|-----------|--|------|-------------|-----|
| <b>A.</b> | Approval of School Plan for Student Achievement (SPSA) | Vote | Jenny Craig | 7 m |
|-----------|--|------|-------------|-----|

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 \_\_\_\_\_

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|-----------|--|------|-------------|-----|
| <b>B.</b> | Approval of of 1st Day School Supplies Boxes Remainder | Vote | Heidi Gasca | 2 m |
|-----------|--|------|-------------|-----|

It is recommended the Board approve the 1st Day School Supplies Boxes for the 2025-26 School Year for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

**Fiscal Impact:** \$27,078.24

Warner (#2053): \$16,788.51

Helendale (#2073): \$10,289.73

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

<b>X. Policy Development</b>	<b>11:01 AM</b>
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- |           |                                |      |             |     |
|-----------|--------------------------------|------|-------------|-----|
| <b>A.</b> | Approval of New Board Policies | Vote | Heidi Gasca | 5 m |
|-----------|--------------------------------|------|-------------|-----|



Purpose	Presenter	Time
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It is recommended that the Board approve the proposed policies.

**Board Policies: New**

***5000 Series - Student Services***

5025 - EA Pupil Behavioral Health Policy

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

**XI. Organizational Structure - Annual Meeting of the Board**

**11:06 AM**

- |           |   |      |             |     |
|-----------|---|------|-------------|-----|
| <b>A.</b> | Election of the Excel Academy Charter Schools<br>Board Officer: 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 President.

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

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> 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 \_\_\_\_\_

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

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
<b>D.</b> Full Board Action in Lieu of Audit Committee, Fiscal Year 2025-2026	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 \_\_\_\_\_

## **XII. Calendar**

The next scheduled Regular Board Meeting will be held both in person and virtually on January 8, 2026.

## **XIII. Board Comments**

## **XIV. CEO Comments**

## **XV. Closing Items**

**11:14 AM**

<b>A.</b> Adjourn Meeting	Vote	Steve Fraire	1 m
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Larry Alvarado			

	Purpose	Presenter	Time
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.