



Excel Academy (CA)

Board of Directors Study Session

Published on August 11, 2023 at 6:18 PM PDT

Date and Time

Thursday August 17, 2023 at 2:45 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

Meeting ID: 893 6138 1348

Zoom URL: <https://us06web.zoom.us/j/89361381348>

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			2:45 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			2:47 PM
A. Led by Board President or Designee			1 m
III. Approve/Adopt Agenda			2:48 PM
A. Agenda	Vote	William Hall	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Board Study Session of August 17, 2023.			
Roll Call Vote:			
William Hall			
Michael Humphrey			

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

IV. 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.

V. Adjourn To Closed Session 2:49 PM

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

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

VI. Closed Session 2:50 PM

A. Closed Session Agenda 10 m

1. Conference with Legal Counsel - Existing Litigation (Gov. Code Section 54956.9(d)(1))

a. TR v. The Collaborative Charter Services Organization, et al

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

VII. Reconvene Regular Meeting 3:00 PM

A. Report out any action taken in closed session. Discuss 1 m

Purpose Presenter Time

VIII. 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.

IX. Board Governance

3:01 PM

- A.** Approval of Excel Academy Charter Schools Vote Heidi Gasca 5 m
2023-2024 Board Meeting Calendar Revision

It is recommended the Board approve the 2023-2024 Board Meeting Calendar Revision for Excel Academy Charter Schools, Helendale (#2073) and 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.** Approval of Increased Frequency for the 2023- Vote Heidi Gasca 5 m
2024 Board Evaluator Stipend

It is recommended the Board approve a stipend of \$450 per month, totaling \$5,400 annually for each of the two designated Board Evaluators. This stipend is for their role in conducting a comprehensive 12-month evaluation of the Executive Director/CEO during the 2023-2024 period.

Fiscal Impact: \$10,800.00

	Purpose	Presenter	Time
Warner (#2053): \$7,128.00			
Helendale (#2073): \$3,672.00			

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

X. Personnel 3:11 PM

- | | | | | |
|-----------|---|------|-------------|-----|
| A. | Approval of the One-time Bonus for Staff and Rectification of 2021/22 Furlough Days | Vote | Joe Sorrera | 5 m |
|-----------|---|------|-------------|-----|

It is recommended the Board approve the One-time Bonus for Staff and Rectification of Furlough Days for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$909,000

Warner (#2053): \$0

Helendale (#2073): \$909,000

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Larry Alvarado

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

XI. Oral Presentations 3:16 PM

- | | | | | |
|-----------|---|---------|--------------|------|
| A. | Annual Board of Directors Evaluation | Discuss | William Hall | 10 m |
| B. | Annual Executive Director/CEO Goals and Evaluation Planning | Discuss | Heidi Gasca | 20 m |

XII. Calendar

	Purpose	Presenter	Time
The next Regular Board meeting will be held on September 14, 2023.			

XIII.	Closing Items		3:46 PM
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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.

Coversheet

Approval of Excel Academy Charter Schools 2023-2024 Board Meeting Calendar Revision

Section: IX. Board Governance
Item: A. Approval of Excel Academy Charter Schools 2023-2024 Board Meeting Calendar Revision
Purpose: Vote
Submitted by:
Related Material: Excel Academy - Board Meeting Calendar 23_24 (1).pdf

BACKGROUND:

Item: Approval of Excel Academy Charter Schools 2023-2024 Board Meeting Calendar Revision

Background: The 2023/24 Board Meeting Calendar was revised to show the date change of the August meeting - from August 10th to August 17th.



2023-24 Board Meeting Calendar

DATE	ITEMS	PRESENTER
August 17, 2023 Study Session	Study Session: Board Evaluation and Executive Director/CEO Evaluation Planning Executive Director/CEO and Board Goals	Heidi Gasca
September 14, 2023 Board Meeting	Unaudited Actuals (2022-23) // Due 9/15 to county office Reappointment of Board Member Terms (Steve Fraire & Susan Houle) English Learner Master Plan Title 1 School-Parent Compact Student Representative	Heidi Gasca Joe Sorrera
October 12, 2023 Board Meeting	2022-23 Local Assessment Data Student Achievement Presentation School Safety Plan General Education Update: Principal Report Student Representative	Jenny Craig Keri Schneeweiss
November 9, 2023 Study Session	Study Session: Board Manual & Bylaws Review	

Excel Academy Charter School
Calendar Approved: August 17, 2023

December 14, 2023 Board Meeting	First Interim Budget (Due 12/15) Appoint Audit Committee Annual Organization Meeting Policies - Set 1 Audit Multi-Tiered System of Supports (MTSS) (WIN (What I Need) Intervention) SPSA & Title 1 Updates	Joe Sorrera Heidi Gasca Keri Schneeweiss Joe Sorrera Tamara Murphy
January 11, 2024 Board Meeting	22-23 CAASPP State Student Achievement Data Presentation LCAP Educational Partner Engagement Presentation LCAP Mid Year Report Fiscal Update/Effect of the Jan Budget Proposal 2024-25 Academic Calendar Student Representative	Jenny Craig Joe Sorrera
February 8, 2024 Board Meeting	Special Education Presentation Designate reserve (review and approve annually) 2024-25 Board Schedule (first read) Student Representative	Lara Ulmer Jenny Craig and Joe Sorrera Heidi Gasca Megan Anderson Joe Sorrera
March 14, 2024 Board Meeting	2024-25 Strategic Staffing Plan Second Interim (Due 3/15) Policies- Set 2 Audit Firm Selection 2024-2025 Board Meeting Calendar – Final Approval	Heidi Gasca Joe Sorrera
April 11, 2024 Study Session	Executive Director/CEO Contract Review	Heidi Gasca
May 9, 2024 Board Meeting	Draft of Executive Director/CEO Evaluation Principals/Student Services - Year in Review Student Representative	April Saade & Lorrie Wood Heidi Gasca

Excel Academy Charter School
Calendar Approved: August 17, 2023

<p>June 13, 2024 Board Meeting</p>	<p>Evaluation of Executive Director/CEO LCAP/Budget Public Hearing Estimated Actuals & July Budget Presentation Year End Recap, Highlights and Goals Policies - Set 3 Property and Casualty Insurance Executive Director/CEO Contract Approval Executive Director/CEO Evaluation Approval</p>	<p>Jenny Craig Joe Sorrera Heidi Gasca</p>
<p>June 20, 2024 Board Meeting</p>	<p>LCAP/Local Indicators, Estimated Actuals, Budget Overview for Parents, and July Budget - Approval Educator Protection Act (EPA) SELPA Master Contract</p>	<p>Jenny Craig Joe Sorrera Heidi Gasca</p>

Coversheet

Approval of Increased Frequency for the 2023-2024 Board Evaluator Stipend

Section: IX. Board Governance
Item: B. Approval of Increased Frequency for the 2023-2024 Board Evaluator Stipend
Purpose: Vote
Submitted by:

BACKGROUND:

Item: Approval of Board Evaluator Stipend Increase

Background: The current adopted stipend for the Board Evaluators to evaluate the Executive Director/CEO runs 9 months from October 1st-June 30th. After two years in effect we realize support, guidance and coaching from the Board Evaluators would be beneficial over 12 months instead of the 9 months originally proposed. This change will reflect the stipend of \$450 to be awarded 12 months from July 1 to June 30 reflecting the contracted year of the Executive Director/CEO.

RECOMMENDATION:

It is recommended that the Board of Directors approve the stipend for the Board Evaluators to evaluate the Executive Director/CEO for an additional three months to run the entire school calendar year from July 1st to June 30th.

Coversheet

Approval of the One-time Bonus for Staff and Rectification of 2021/22 Furlough Days

Section: X. Personnel
Item: A. Approval of the One-time Bonus for Staff and Rectification of 2021/22 Furlough Days
Purpose: Vote
Submitted by:
Related Material: 2023 Year End Statement of Activities.pdf

BACKGROUND:

As we draw the curtain on the fiscal year ending June 30, 2023, we are pleased to present a comprehensive overview of our financial achievements and a prudent recommendation for the benefit of our dedicated staff.

With a meticulous approach to fiscal planning and management, we have successfully closed the books for this fiscal year, revealing an unexpectedly robust reserve balance. This achievement can be attributed to our judicious strategies in staffing, cash management, budget planning, and vigilant monitoring. The outcome of these endeavors is evident in the combined reserve for Warner and Helendale, which now stands at an impressive \$8,136,269. This represents a noteworthy increase of \$3,375,532 from the previous year's reserve of \$4,760,736.

It is noteworthy that our current reserve now accounts for approximately 43.06% of the budget, surpassing the reserves of most charter schools and traditional brick-and-mortar institutions. Comparative statistics reveal that the average ending fund balances for unified, elementary, and high school districts are 22.19%, 25.32%, and 21.29%, respectively.

In light of these remarkable financial accomplishments, the administration recommends a one-time bonus of 5% based on last year's salary for our esteemed teachers and staff. This gesture not only acknowledges their exceptional dedication but also aligns with our commitment to ensuring competitive compensation. Furthermore, we propose rectifying the furlough imposed upon our valued teachers and staff during FY 2021-22, thereby restoring a sense of equity and fairness.

It is important to emphasize that the fiscal impact of these measures, the one-time bonus and the furlough payback, is approximately \$909,000. If approved by the Board of Directors, this prudent step would lead to a reduction in our ending balance from \$8,136,269 to \$7,227,269, which still maintains a healthy 38.25% of the budget.

RECOMMENDATION:

In conclusion, we present our strong recommendation for approving this one-time bonus. This gesture not only acknowledges our staff's unwavering commitment but also underscores our determination to

recruit and retain exemplary educators and employees. This strategic move aligns with our School's vision of fostering excellence and ensuring a competitive advantage in the educational landscape.

**Excel Academy Charter Schools
Statement of Activities - All Funds
For the Year Ended June 30, 2023**

	Excel Academy Charter School - Helendale Year Ending 06/30/2023	Excel Academy Charter School - Warner Year Ending 06/30/2023	All Locations Year Ending 06/30/2023
8000-8799 REVENUES			
8010-8099 LCFF SOURCES	5,563,240.00	11,578,159.60	17,141,399.60
8100-8299 FEDERAL REVENUES	264,959.74	582,985.00	847,944.74
8300-8599 OTHER STATE REVENUE	1,409,851.33	2,771,775.19	4,181,626.52
8600-8799 OTHER LOCAL REVENUE	822.90	98,195.58	99,018.48
Total REVENUES	7,238,873.97	15,031,115.37	22,269,989.34
1000-7999 EXPENDITURES BY SUB OBJECTS			
1100-Certificated Teachers' Salaries	2,018,315.49	4,113,277.29	6,131,592.78
1200-Certificated Pupil Support Salaries	219,734.68	441,997.36	661,732.04
1300-Certificated Supervisors' & Admin Salaries	482,781.56	1,040,554.40	1,523,335.96
1900-Other Certificated Salaries	40,543.35	101,168.15	141,711.50
2100-Classified Instructional Salaries	58,270.29	115,832.56	174,102.85
2300-Classified Supervisors' & Admin Salaries	85,584.04	191,305.90	276,889.94
2400-Clerical, Technical & Office Salaries	310,970.05	626,330.12	937,300.17
3101-3102-STRS	502,808.03	1,050,224.53	1,553,032.56
3301-3302-OASDI/Medicare/Alternative	75,462.47	153,944.64	229,407.11
3401-3402-Health & Welfare Benefits	328,749.98	733,574.43	1,062,324.41
3501-3502-Unemployment Insurance	7,292.58	14,716.03	22,008.61
3601-3602-Workers' Compensation	17,653.78	36,795.52	54,449.30
3901-3902-Other Employment Benefits	34,516.06	70,855.15	105,371.21
4100-Approved Textbooks & Curricula Materials	374,423.75	659,526.77	1,033,950.52
4300-Materials & Supplies	299,643.40	474,163.05	773,806.45
4400-Noncapitalized Equipment	9,379.72	21,124.52	30,504.24
5100-Subagreements for Services	101,470.15	240,486.74	341,956.89
5200-Travel & Conferences	35,753.07	85,217.60	120,970.67
5300-Dues & Memberships	26,746.75	55,529.93	82,276.68
5400-5450-Insurance	21,876.03	48,931.81	70,807.84
5600-Rentals, Leases, Repairs & Noncap. Improvements	30,694.68	63,025.82	93,720.50
5800-Professional/Consulting & Operating Services	1,101,392.72	2,249,135.86	3,350,528.58
5900-Communications	30,835.19	61,691.08	92,526.27
7438-Debt Service-Principal	27,881.75	2,268.00	30,149.75
Total EXPENDITURES BY SUB OBJECTS	6,242,779.57	12,651,677.26	18,894,456.83
Revenues Over Expenditures	996,094.40	2,379,438.11	3,375,532.51
Fund Balance - Beginning	2,154,686.00	2,744,456.00	4,899,142.00
Audit Adjustments	(217,792.00)	79,386.00	(138,406.00)
Total Net Assets Beginning Including Adjustments	1,936,894.00	2,823,842.00	4,760,736.00
NET ASSETS ENDING	2,932,988.40	5,203,280.11	8,136,268.51
5% One-time Bonus and Furlough Payback	(909,000.00)	0.00	(909,000.00)
NET ASSETS AFTER BONUS AND FURLOUGH PAYBACK	2,023,988.40	5,203,280.11	7,227,268.51

Coversheet

Annual Board of Directors Evaluation

Section: XI. Oral Presentations
Item: A. Annual Board of Directors Evaluation
Purpose: Discuss
Submitted by:
Related Material: Excel Academy Board Evaluation 2022-23 - Master.pdf



Excel Academy Charter Schools Annual Board Evaluation

2022 - 2023

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well drafted charter contract with its sponsoring agencies.	WH MH SH LA SF			
School has well-drafted articles and bylaws.	WH MH SH LA SF			
School's legal and financial status are clear and well understood.	WH MH SH			

	<i>LA</i> <i>SF</i>			
Appropriate liability insurance and risk management practices are maintained at all times.	<i>MH</i> <i>SH</i> <i>SF</i>	<i>WH</i> <i>LA</i>		
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
New board members are oriented and fully briefed prior to being seated.	<i>MH</i> <i>SH</i>	<i>WH</i> <i>SF</i>	<i>LA</i>	
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board member selection process ensures a board and appropriate range of expertise and experience.	<i>WH</i> <i>MH</i>	<i>LA</i>		

	<i>SH</i> <i>SF</i>			
Board conducts annual self-evaluation.	<i>MH</i> <i>SH</i> <i>SF</i>	<i>WH</i> <i>LA</i>		
Meetings are well planned with clear agendas focused on appropriate policy and action items.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board president is a strong, capable meeting facilitator.	<i>WH</i> <i>MH</i> <i>SH</i> <i>SF</i>	<i>LA</i>		
Board president has developed meeting norms.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Meetings are conducted pursuant to common ground rules (eg. Robert's Rules) that are well understood by all members.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Individual board members prepare for meetings and participate constructively.	<i>WH</i> <i>MH</i> <i>SH</i> <i>SF</i>	<i>LA</i>		
Meeting minutes record each board meeting and are distributed promptly on the school's website after each meeting.	<i>WH</i> <i>MH</i> <i>SH</i>			

	<i>LA</i> <i>SF</i>			
Relationship w/CEO				
Board develops performance goals and evaluates CEO performance each year.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board has clear understanding with staff regarding where board responsibility should be to support and maximize the functioning of the schools.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board has established a plan for succession in the event the CEO leaves/retires.	<i>MH</i>	<i>WH</i> <i>SH</i> <i>LA</i> <i>SF</i>		
Personnel and Staffing				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated and an annual review will be conducted.	<i>WH</i> <i>SH</i> <i>LA</i> <i>SF</i>	<i>MH</i>		
Clear job descriptions and staffing plans are in place.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Budget and Finance				
Board adopts an annual budget that maximizes the school's resources in support of mission/vision.	<i>WH</i>			

	<i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board monitors the budget throughout the year via monthly updates, first interim budget and second interim budget.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board contracts with an independent auditor each year, reviews the audit report, and takes any needed follow-up action.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board has adopted a three year financial plan in coordination with the school's overall three year plan (WASC, LCAP).	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board has adopted a comprehensive set of fiscal management and control policies.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Instruction, Curriculum, and Assessment				
Board has adopted/approved the school's curriculum and instructional programs.	<i>WH</i> <i>MH</i> <i>SH</i> <i>LA</i> <i>SF</i>			
Board has adopted/approved student achievement	<i>WH</i>			

goals/standards.	MH SH LA SF			
A broad based assessment system is in place to measure progress toward instructional goals/standards.	WH MH SH LA SF			
The Instructional program is in alignment with the state requirements and terms of charter.	WH MH SH LA SF			
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.	WH MH SH SF	LA		
School reports on student achievement to charter granting agencies on a regular basis as part of the ongoing oversight and renewal process.	WH MH SH LA SF			

Board Member Comments on Strengths:

Bill: The Excel Board of directors is a collaborative body who has a unity of purpose to ensure Excel's success in its mission to serve the needs of a diverse population. Our primary role is fiduciary, which involves both fiscal health and the expressed mission of Excel Academy.

Susan:

1. All Board members are previous school administrators.
2. All Board members share a common vision for school excellence and student success.
3. All Board members work collaboratively as a team.
4. All Board members communicate, listen, agree, and disagree openly and respectfully with one another.
5. All Board members work collaboratively with the CEOs and Superintendent to achieve school success.

Larry: The Board has a focus on what is best for students with no hidden agendas.

All Board members contribute to the conversation and issues at hand.

Steve: Heidi and her entire team have established Excel Academy as one of the most outstanding Charter Schools in the State. They are to be commended for another year of hard work, dedication and excellence.

Board Member Comments on Areas of Growth and Future Needs:

Bill: I look forward to discussing this with my fellow board members.

Susan:

1. Continue having complete and open communication with CEOs, the Superintendent, and school leadership team in order to make informed decisions.
2. Continue developing positive relationships with the CEOs, the Superintendent, and school leadership team.
3. Continue using meeting times effectively.

Larry: All Board members need to be proficient with computer skills and zoom applications related to the smooth functioning of a Board Meeting. We have many oops moments. A study session should be done at the beginning of each school year. Maybe a needs assessment of each member's skill level.

Steve: Continue to add quality staff members to their program as needed.

Coversheet

Annual Executive Director/CEO Goals and Evaluation Planning

Section: XI. Oral Presentations
Item: B. Annual Executive Director/CEO Goals and Evaluation Planning
Purpose: Discuss
Submitted by:
Related Material:
2023_24 Excel Academy Charter Schools Executive Director Self Evaluation, Reflection and Evidence .pdf
Executive Director_CEO Goals & Progress - 23_24.pdf



Executive Director Performance Evaluation

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS AND THE DESCRIPTIONS OF PRACTICE

The Executive Director will be rated on their efficacy in the following CPSEL standards:

Standard 1	Development and Implementation of a Shared Vision
Standard 2	Instructional Leadership
Standard 3	Management and Learning Environment
Standard 4	Family and Community Engagement
Standard 5	Ethics and Integrity
Standard 6	External Context and Policy

Standard 1: Development and Implementation of a Shared Vision

ELEMENT	EVALUATION RATING <i>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</i>	REFLECTION/EVIDENCE
Element 1A: Student Centered Vision <i>Leaders shape a collective vision that uses multiple</i>		Parent Summit Online Workshop All Staff PD

<i>measures of data and focuses on equitable access, opportunities, and outcomes for all students.</i>		Assessment Highlights Student Achievement Data
Element 1B: Developing Shared Vision <i>Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders</i>		Agenda for weekly school development meeting Board Agenda Monthly Board Updates Monthly Collaboration with Authorizing Districts
Element 1C: Vision Planning and Implementation <i>Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.</i>		Agenda for weekly school development meeting 1:1 quarterly meetings with direct reports

Standard 2: Instructional Leadership

ELEMENT	EVALUATION RATING <small>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</small>	REFLECTION/EVIDENCE
Element 2A: Professional Learning Culture <i>Leaders promote a culture in which staff engage in individual and collective professional learning that results in their continuous improvement and high performance.</i>		Conferences & Trainings Agenda for all staff PD Leadership Survey Results Google Next '23 Conference Plan LACOE Flyer
Element 2B: Curriculum and Instruction <i>Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.</i>		Curriculum Menus - TK-12 CTE Offerings i-ready Presentation Math Curriculum Analysis Presentation Helendale EACS Dashboard Warner EACS Dashboard
Element 2C: Assessment and Accountability <i>Leaders develop and use assessment and accountability</i>		Evaluation Tracking Virtual ToR

<p><i>systems to monitor, improve, and extend educator practice, program outcomes, and student learning.</i></p>		<p>SPED Case Manager Personalized ToR</p> <p>Performance Success plan</p> <p>Performance Improvement Process</p> <p>Performance Improvement Plan</p>
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Standard 3: Management and Learning Environment

ELEMENT	EVALUATION RATING <small>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</small>	REFLECTION/EVIDENCE
<p>Element 3A: Operations and Facilities <i>Leaders provide and oversee a functional, safe, and clean learning environment.</i></p>		<p>Office Safety Checklist</p>
<p>Element 3B: Plans and Procedures <i>Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.</i></p>		<p>ToR Manual Parent/Student Handbook</p>
<p>Element 3C: Climate <i>Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.</i></p>		<p>HR Handbook Panorama Contract Care Solace Contract BIP Template</p>
<p>Element 3D: Fiscal and Human Resources <i>Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.</i></p>		<p>Unaudited Actuals Presentation First Interim Budget Fiscal Audit Report CLA Audit Contract Second Interim</p>

		Strategic Staffing plan for upcoming 24/25 school year Salary schedules for 24/25
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Standard 4: Family and Community Engagement

ELEMENT	EVALUATION RATING <small>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</small>	REFLECTION/EVIDENCE
<p>Element 4A: Parent and Family Engagement <i>Leaders meaningfully involve all parents and families, including under-represented communities, in student learning and support programs.</i></p>		ELPAC Flyer ELAC Flyer PAC flyer SSC Flyer Parent Summit Online Workshop Teacher on Special Assignment Gen Ed JD Summer Socials Parent Survey Results Presentation Summer Liaison Communication Log
<p>Element 4B: Community Partnerships <i>Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.</i></p>		CCP Application CCP Code of Conduct
<p>Element 4C: Community Resources and Services <i>Leaders leverage and integrate community resources and services to meet the varied needs of all students.</i></p>		CCP List Theater Arts Program

Standard 5: Ethics and Integrity

ELEMENT	EVALUATION RATING	REFLECTION/EVIDENCE
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<i>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</i>		
Element 5A: Reflective Practice <i>Leaders act upon a personal code of ethics that requires continuous reflection and learning.</i>		
Element 5B: Ethical Decision-Making <i>Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.</i>		Meeting with San Diego County's Representatives for the California Charter School's Member Council APlus+ Advisory Council Member
Element 5C: Ethical Action <i>Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students</i>		APlus+ Advisory Council Member Presenter at the CCSA Conference

Standard 6: External Context and Policy

ELEMENT	EVALUATION RATING <i>Not Met (NM), Emerging (E), Proficient (P), Distinguished (D)</i>	REFLECTION/EVIDENCE
Element 6A: Understanding and Communicating Policy <i>Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.</i>		Board Agenda Preparation Meetings Monthly Board Updates Warner Compliance Calendar Helendale Compliance Calendar EACS Policy Organizer EACS Board Manual
Element 6B: Professional Influence <i>Leaders use their understanding of social, cultural,</i>		APlus+ Advisory Council Member CSDC (Charter School Development Center) active member CCSA (California Charter Schools Association) member

<i>economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career.</i>		ACSA (Assoc. Of CA School Administrators) SSDA Member (Small Schools District Association) SSC (School Services of California) member
		Member of Sonoma County Charter CEO Council APlus+ Advisory Council Member CSDC (Charter School Development Center) active member CCSA (California Charter Schools Association) member SSC (School Services of California) member EACS Board Manual SSDA Conference

2023/24 Executive Director Annual Goals and Progress

GOAL 1 (CPSEL Standard 2 and CPSEL 5)	<i>Continuing my professional development by participating in a two year Clear Administrative Services Credential program via Los Angeles County Office of Education which will be begin in September of 2023.</i>
Baseline Narrative/ Rationale for Goal	Addressing CPSEL Standard 2: Instructional Leadership and CPSEL standard 5 Ethics and Integrity, I look forward to the opportunity to work closely with an instructional coach for job embedded coaching while attending relevant in person and online seminars. In addition, this goal will allow me to further my skills as a leader in the areas of Visionary Leadership, Professional Learning, Instructional Leadership, Management, Learning Environments and Ethics, Facilitating Teacher Growth and Education Policy Systems and Community Leadership.
End of Year Reflection /Evidence	

2023/24 Executive Director Annual Goals and Progress

<p>GOAL 2 (CPSEL Standard 1 and CPSEL 4)</p>	<p><i>Demonstrate and empower educational partners through education and engagement in data analysis, parent education, community and board governance. Leading the staff, parents and the board in a shared vision driven by data to support the whole student; academically, socially and emotionally.</i></p>
<p>Baseline Narrative/ Rationale for Goal</p>	<p>This goal will allow me to further my skills addressing CPSEL Standard 1: Development and Implementation of a Shared Vision and CPSEL Standard 4: Family and Community Engagement. I look forward to prioritizing parent education as well as implementing skills learned in my credential program to ensure equitable resources for all students at EACS. Emphasis will be placed on contribution to the shared vision during meetings with my direct reports and the board.</p>
<p>End of Year Reflection /Evidence</p>	

2022/23 Executive Director Annual Goals and Progress	
GOAL 3 (CPSEL Standard 2, CPSEL Standard 3 and CPSEL Standard 6)	<p><i>Align the Excel Academy Charter Schools mission and vision in three different aspects by:</i></p> <ul style="list-style-type: none"> <i>a) Maintaining and reaching new benchmarks in academic achievement by identifying effective CORE curriculum choices, intervention and expanding teacher led classes.</i> <i>b) Building and fostering strong relationships with our county authorizers and professional organizations that support charter schools</i> <i>c) Maintaining strong fiscal health while managing reserves considering multi year growth and legislative impacts.</i>
Excel Academy Mission Statement	<p>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.</p>
Baseline Narrative/ Rationale for Goal	<p>The vision of Excel Academy Charter School is laid out in the acronym CHOICE.</p> <p>The heart of Excel Academy is all about CHOICE:</p> <p>C: Compassion, Creativity , Collaboration, Challenge, & Confidence</p> <p>H: Helpful, Hands-On , Humility, & Happiness</p> <p>O: Optimism, Options, Opportunities, Ownership, & Others</p> <p>I: Independence, Individualization, Inspiration, & Investigation</p>

	<p>C: Child-focused, Curiosity, Critical Thinking, Consideration, & Community</p> <p>E: Education, Equity, Enjoyment, Exploration & Empowerment</p>
End of Year Reflection /Evidence	

2023/24 End-of-Year Board Evaluation of Executive Director

Board Comments	ENTER NARRATIVE HERE
Executive Director has received a satisfactory Evaluation	Select one option ▾

Board evaluators will receive a final copy through DocuSign for signature and date. Final copy will be placed in the Executive Director/CEO's personnel file.

William Hall, President		
Michael Humphrey, Vice President		
Steve Fraire, Clerk		
Susan Houle, Board Member		
Larry Alvarado, Board Member		

Employee Name & Title	Signature	Date
Heidi Gasca, Executive Director		

Descriptions of Practice		
EMERGING	PROFICIENT	DISTINGUISHED
<p>The administrator communicates that the vision of all students meeting content and performance standards is central to developing and implementing instructional activities and support services. S/he works with staff to commit to a vision focused on student-centered learning and on the well-being of each student. S/he draws attention to existing equity gaps for diverse student populations. The administrator provides information for staff to learn about the range of academic, linguistic, cultural, social-emotional, behavioral, and physical development needs of the site's students. S/he builds staff capacity for implementing strategic initiatives that both build on students' assets and addresses their needs as a means to attain equity by closing opportunity and achievement gaps.</p>	<p>The leader and staff consistently work toward eliminating disparities among student groups. Working with staff, students, and others, the leader shapes a collective vision of equitable access and opportunity in support of all students' learning and well-being. S/he facilitates a review of varied sources of information about the academic, linguistic, cultural, social-emotional, behavioral, and physical development of each learning to gauge the learner's progress in meeting content and performance outcomes. The leader solicits input about ways to institutionalize equitable access and opportunities for all students to meet expected outcomes. S/he empowers staff to use their experience and expertise to cultivate multiple learning and support opportunities that align with students' diverse assets and needs.</p>	<p>The leader manifests the vision of all students graduating ready for college and career. S/he does so by proactively engaging staff, students, and the broader community in evidence-rich conversations about equitable opportunities and outcomes for all students' learning and well-being. S/he makes certain that these opportunities are available to, and support, students with academic, linguistic, cultural, social-emotional, behavioral, and physical development needs. In collaboration with stakeholders, s/he creatively designs and implements multiple learning opportunities with the goal of eliminating disparities in opportunity and achievement among student groups. The leader sustains effective systems for students with differing abilities, seeing to it that their needs are met with a sense of urgency and high expectations.</p>

End of Year Board Evaluation of Executive Director/CEO

(Board evaluators would insert their narrative here)

Final evaluation to be linked here.

(Board evaluators would select yes or no)

Executive Director/CEO has received a satisfactory evaluation: Yes / No

(Board evaluators will receive a final copy through DocuSign for signature and placement in Executive Director/CEO's personnel file)



EXECUTIVE DIRECTOR/CEO

GOALS & PROGRESS

2023-2024

03 PROCESS & TIMELINE

04 CPSEL STANDARDS

5-8 CEO & Board GOALS

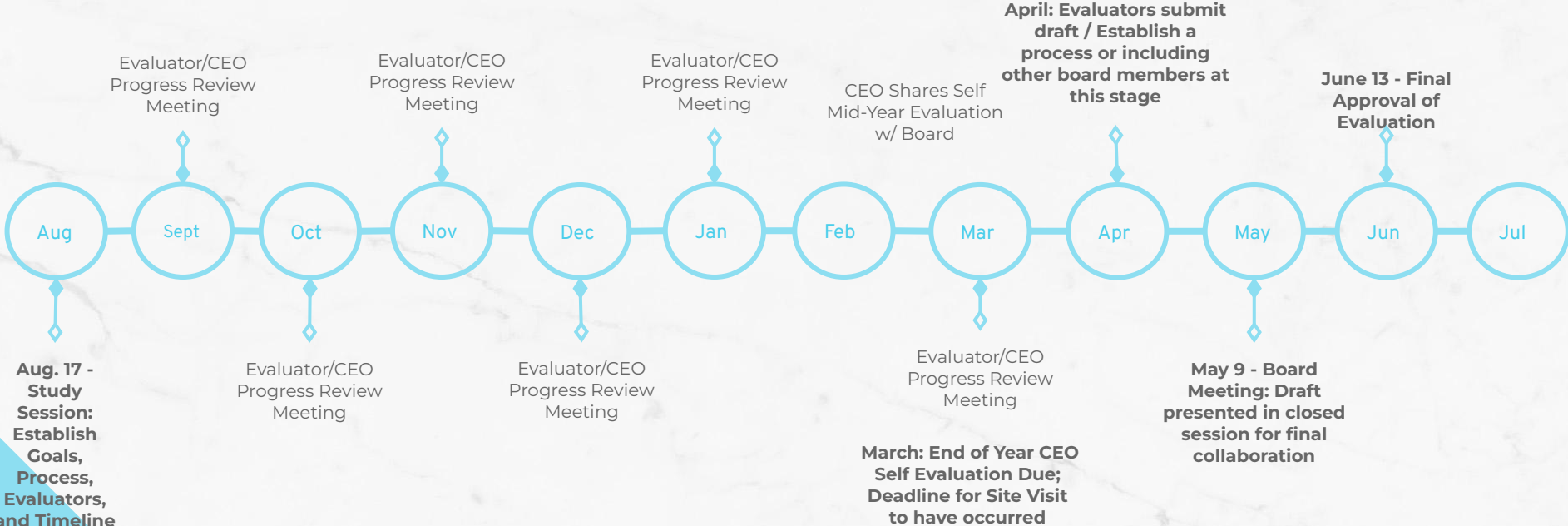
09 EVALUATION TEMPLATE

10 EVALUATION SELECTION & COMPENSATION

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PROPOSED PROCESS & EVALUATION TIMELINE



CPSEL STANDARDS

STANDARD 1

Development and
Implementation of a
Shared Vision

STANDARD 2

Instructional
Leadership

STANDARD 3

Management and
Learning
Environment

STANDARD 4

Family and
Community
Engagement

STANDARD 5

Ethics and Integrity

STANDARD 6

External Context and
Policy

GOAL #1

Continuing my professional development by participating in a two year Clear Administrative Services Credential program via Los Angeles County Office of Education which will be begin in September of 2023.



CPSEL Standard 2
CPSEL Standard 5

GOAL #2

Demonstrate and empower educational partners through education and engagement in data analysis, parent education, community and board governance. Leading the staff, parents and the board in a shared vision driven by data to support the whole student; academically, socially and emotionally.



CPSEL Standard 1
CPSEL Standard 4

GOAL #3

Align the Excel Academy Charter Schools mission and vision in three different aspects by:

- A. Maintaining and reaching new benchmarks in academic achievement by identifying effective CORE curriculum choices, intervention and expanding teacher led classes.
- B. Building and fostering strong relationships with our county authorizers and professional organizations that support charter schools.
- C. Maintaining strong fiscal health while managing reserves considering multi year growth and legislative impacts.



CPSEL Standard 2
CPSEL Standard 3
CPSEL Standard 6

BOARD GOALS

From 23/24 Board Eval:

- Proficiency in Technology
- Onboarding of new Board Members
- CEO Succession Plan

2023/24 Excel Academy Charter Schools Executive Director Evaluation Template

 [Click Here](#) 

EVALUATION SELECTION



**Two-Person
Committee**



**12 month
stipend**

\$450/month