

Excel Academy (CA)

Board of Directors Study Session

Published on November 7, 2025 at 3:49 PM PST

Date and Time

Thursday November 13, 2025 at 9:30 AM PST

Location

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

1185 Calle Dulce, Chula Vista, CA 91910 1545 Apache Drive, Chula Vista, CA 91910 16222 Quail Rock Road, Ramona, CA 92065 39251 Camino Las Hoyas, Indio, CA 92203

Zoom Meeting Information:

Meeting ID: 882 1206 8642

One-Tap Dial In: +17193594580,,88212068642# US URL: https://us06web.zoom.us/j/88212068642

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.

Agen	da				
			Purpose	Presenter	Time
I.	Ор	ening Items			9:30 AM
	A.	Call the Meeting to Order		William Hall	1 m
	В.	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.	Ple	dge of Allegiance			9:32 AM
	A.	Led by Board President or designee	Discuss	William Hall	1 m
III.	Apı	prove/Adopt Agenda			9:33 AM
	A.	Approval of Agenda for November 13, 2025 Board of Directors Study Session	Vote	William Hall	1 m
		It is recommended the Board of Directors adopt as Board Study Session of November 13, 2025.	s presented, the	agenda for the	
		Roll Call Vote:			

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

IV. 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.

V.	Ora	al Presentations			9:34 AM
	A.	Excel Academy Charter Schools Board Member Onboarding Checklist	Discuss	Heidi Gasca	7 m
	B.	Board of Directors Tech Training - Presented by Lauren Hansen, Senior Communications Coordinator	Discuss	Lauren Hansen	17 m
	C.	Chief Business Officer Recruitment Plan - Presented by Megan Anderson, Director of Human Resources	Discuss	Megan Anderson	10 m

VI. Calendar

The next Regular Board Meeting will be held on December 11, 2025.

VII.	Closing Items			10:08 AM
	A. Adjourn Meeting	Vote	William Hall	1 m
	Roll Call Vote:			

	Purpose	Presenter	Time
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

Excel Academy Charter Schools Board Member Onboarding Checklist

Section: V. Oral Presentations

Item: A. Excel Academy Charter Schools Board Member Onboarding Checklist

Purpose: Discuss

Submitted by:

Related Material: Excel Board Onboarding Checklist.docx.pdf



Section 1: Governance & Legal Foundations

V	Task	Date Completed	Initials
	Review EACS' Third Amended Bylaws, including Board powers, meeting procedures, and Brown Act compliance.		
	Review the Ralph M. Brown Act (Gov. Code §§ 54950–54963) and confirm understanding of open meeting and teleconference rules.		
	Complete and submit Form 700 (Statement of Economic Interests) within 30 days of assuming office.		
	Review and sign acknowledgment of Excel Academy's Conflict of Interest Code		
Sec	tion 2: Oath and Ethics		
V	Task	Date Completed	Initials
	Take official Oath of Office administered by Board President or Superintendent.		
	Review Ethics and Governance Standards, including confidentiality, dignity, and unity of purpose.		_



	Complete AB 2158 Ethics Training (required for all		
	charter board members effective 2025).		
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Sec	tion 3: Orientation Session		
V	Task	Date Completed	Initials
	Attend Board Orientation Meeting (within 30 days of election/appointment).		
	Review Charter governance structure and Education Code §47604(c) responsibilities.		
	Meet with Superintendent, CBO, and key staff; review LCAP, mission, and current performance data.		
	Review Brown Act and Public Records Act overview.		
Sec	tion 4: Key Policy and Document Review		
V	Task	Date Completed	Initials
	Receive Board Manual, Bylaws, Articles of Incorporation, and current LCAP.		. —



	Review Employee and Fiscal Policies.		
	Review the Charter Petition for mission, outcomes, ar governance structure.	nd	_
Sec	tion 5: Compliance & Operations		
V	Task	Date Completed	Initials
	Review annual meeting calendar and organizational meeting schedule.		
	Gain access to Board email and Board on Track portal (note: avoid "reply all" to comply with Brown Act).		
	Review Board compensation and reimbursement policies.		
	Sign acknowledgment of confidentiality, communication, and training policies.		
Sect	ion 6: Training & Continuing Education		
V	Task	Date Completed	Initials



	Attend Brown Act and Charter Governance training (within 90 days).		
	Complete FPPC Conflict of Interest/Political Reform Act training.		
	Participate in annual Board self-evaluation and goal setting.		
Sect	tion 7: Engagement and Follow-Up		
V	Task	Date Completed	Initials
	Schedule 1:1 meeting with Board President and Superintendent.		
	Tour Excel Academy office		
	Review relationship with charter authorizers		
Sigr	natures		
	rd Member Name: But Doined: MM/DD/YYYY		



Board Member Signature: Date: ☐ <i>MM/DD/YYYY</i>	: 🗆		
Board President Signature Date: MM/DD/YYYY	e (verifying completion): 🗆		
Tracking Summary (for S	Secretary Use)		
Section	Completion Verified By	Date	Notes
Governance & Legal			
Oath & Ethics			
Orientation			
Policy Review			
Compliance & Ops			
Training			
Engagement			



Coversheet

Board of Directors Tech Training - Presented by Lauren Hansen, Senior Communications Coordinator

Section: V. Oral Presentations

Item: B. Board of Directors Tech Training - Presented by Lauren Hansen,

Senior Communications Coordinator **Purpose:** Discuss

Submitted by:

Related Material: Tech Training for EACS Board.pdf

Board of Directors

Q Tech Training

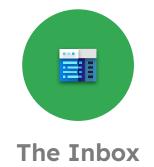
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Overview

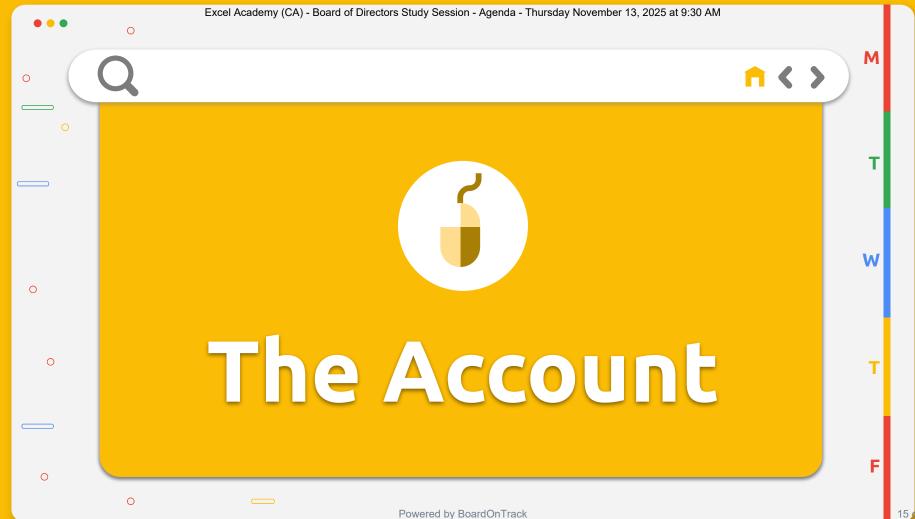












Q Finding What You Need: Search and Star <>



The Power of Search

Type key terms like
"EACS Budget" or "Terms
of Office" to instantly
pull up related emails.



Starring for Action

Click the Star icon next to important emails. Access your "Starred" folder on the left menu to see only emails needing action. Un-star when done.

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Q Labels & Folders



To organise your emails into categories like 'Work', 'Family' or 'To-do', you can create labels in Gmail.

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Q Labels & Folders



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Edit a Label

Delete a Label



Change Label Colors



Add a label from your inbox

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Q Unsubscribing & Managing Clutter





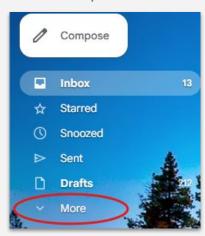
In Gmail, you can manage all your active email subscriptions in one place. When you unsubscribe from a sender in "Manage subscriptions," Gmail unsubscribes you from all active mailing lists related to the sender.

Q Unsubscribing & Managing Clutter



On the left side of the inbox, click More

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Click ManageSubscriptions



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Q Unsubscribing & Managing Clutter

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On the far right, click Unsubscribe from any email senders you don't want to receive emails from anymore

Subscriptions			
When you unsubscribe, it can take senders a few days to stop send	ling messages		
E Eventbrite Noreply	noreply@campaign.eventbrite.com	20+ emails recently	→ Unsubscribe
G GoGuardian	noreply@goguardian.com	20+ emails recently	→ Unsubscribe
G Google Ads	ads-noreply@google.com	20+ emails recently	→ Unsubscribe
Pryor Pryorlearning	pryorlearning@comms.pryor.com	20+ emails recently	→ Unsubscribe
S Shutterfly	shutterfly@em.shutterfly.com	20+ emails recently	→ Unsubscribe
Uber Noreply	noreply@uber.com	20+ emails recently	Unsubscribe
W Wayfair Editor	editor@members.wayfair.com	20+ emails recently	Unsubscribe
Baudville Mailings	mailings@baudville.com	10-20 emails recently	Unsubscribe

Q Managing Settings



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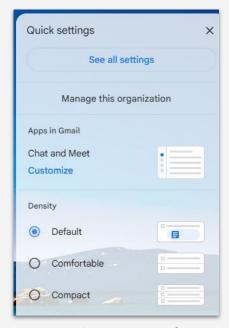
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Click the Gear Icon in the top right corner of your inbox

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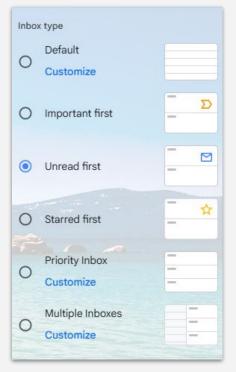


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Customize your Inbox view

Powered by BoardOnTrack



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Q Toggling Between Gmail Accounts <>

Google has built-in functionality that allows you to toggle between accounts instantly—no logging out required.

Here's the simple three-step process:



Sign Into Google

Log into your primary
Google account
through your web
browser at gmail.com



Locate Your Profile Icon

In the top right corner of the Gmail interface, find your profile picture or the circle with your initial, and click it.



Select the Desired Account

A dropdown menu appears showing all your signed-in accounts.
Simply click the account you want to switch to

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Q Locate Your Profile Icon

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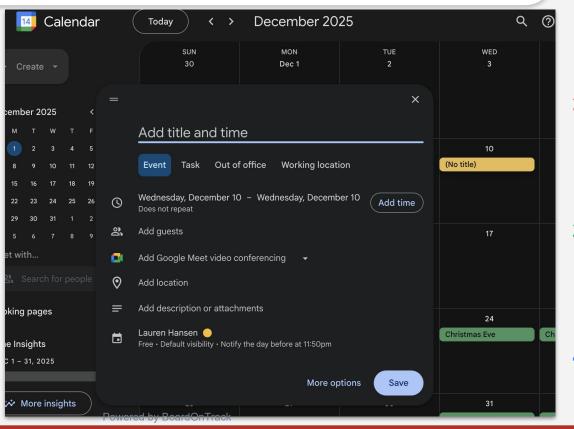


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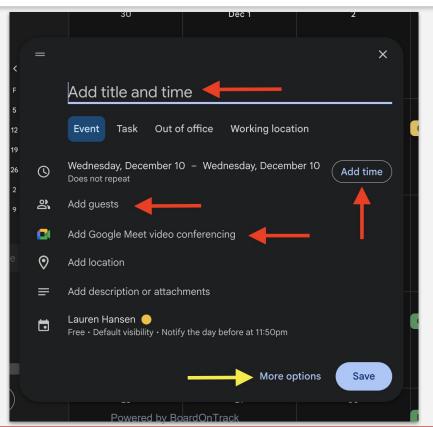
Q Creating an Event in Google Calendar < >

Click the Date



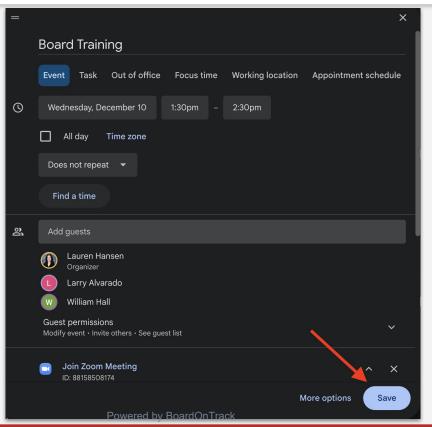
Creating an Event in Google Calendar < >

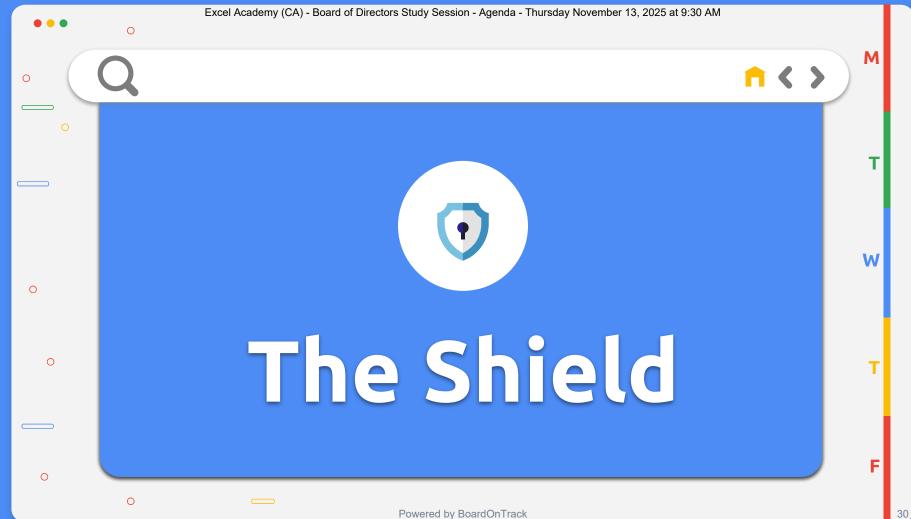
Add Details



Creating an Event in Google Calendar < >

Save Event



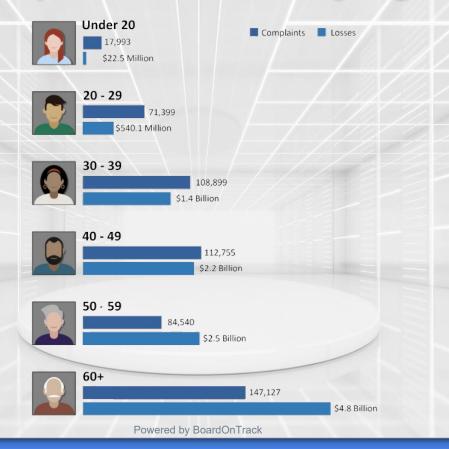








2024 Complaints of Loss by Age Group



Q STRONG PASSWORDS



THE 3-WORD RULE



A strong password is your first digital defense. Use three random, unrelated words mixed with a number and symbol.

EX: GreenCat!94Window

Easy to remember, impossible to guess. Never reuse for social media or shopping sites.

Never use birthdays, names, or common words like "password" or "123456"

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Q PHISHING RED FLAGS



Phishing is when scammers pretend to be someone you trust to steal information or money.



Asks for Password

Requests your password or personal financial information



Requests Money Transfer

Asks you to buy gift cards, wire money or change account numbers



Urgent Tone

Uses pressure tactics like "Do this immediately or we'll be fined!"



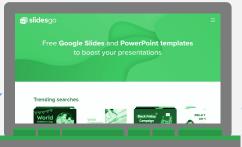
SAFETY CHECK

If an email seems urgent or suspicious, call the sender directly to verify before clicking any links.

Q How to Spot a Phishing Email

- Check the sender's email address carefully
 Look for misspellings or strange domains like
 "support@tmail.com" instead of "gmail.com"
- Hover over links before clicking
 The actual destination URL will appear—if it looks suspicious, don't click
- Never open unexpected attachments
 Even from seemingly familiar sources—verify
 first through another channel.







Enable Two-Factor Authentication (2FA)



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Step 1:

Enter your password

Step 2:

Receive a code on your phone (usually a text)

Step 3:

Enter the code to complete login



A text message with your code has been sent to: (***) ***-** 42

Verify

Don't ask for codes again on this computer

Problems receiving your code?

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Q Simple Daily Habits to Stay Safe



1. Ignore Suspicious Calls

Don't respond to unexpected calls or pop-ups claiming your device is infected. Legitimate companies never contact you this way.

• 2. Verify Before Acting

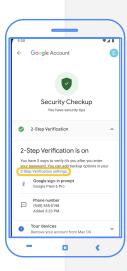
If an email seems suspicious, contact the company directly using a phone number from their official website—not from the message.

• 3. Download Carefully

Avoid downloading files or apps from unknown sources. Stick to official app stores and trusted websites.

4. Reach out to your Help-line

Don't panic if you get stuck. Call, text, or email Lauren immediately for any tech question, big or small.





Coversheet

Chief Business Officer Recruitment Plan - Presented by Megan Anderson, Director of Human Resources

Section: V. Oral Presentations

Item: C. Chief Business Officer Recruitment Plan - Presented by Megan

Anderson, Director of Human Resources

Purpose: Discuss

Submitted by:

Related Material: CBO Recruitment.pdf

RECRUITMENT AND SELECTION PROCESS

CHIEF BUSINESS OFFICER

November 13, 2025



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Final Interviews



Recruitment and Hiring Process

Chief Business Officer

1 JD Review

- 2 Posting
- Pool Collection

- 4 Prelim
 Interviews
- 5 Board Presentation
- 6 Final Interviews
- BoardApproval



Objectives

Chief Business Officer

Strategic Vision & Execution

Defining and executing multi-year organizational strategy

Financial Stewardship and Resource Optimization

Ensuring long-term fiscal stability, rigorous compliance and prudent resource allocation

Cultural Leadership and Talent Development

Cultural architect, championing an environment of transparency, high performance and accountability Governance and Risk Mitigation

Highest standards of corporate governance, regulatory compliance, and proactive risk management

External Representation and Stakeholder Engagement

Strong, transparent relationships with key stakeholders

Program Liaison

Direct conduit for responsibility spending in relationship to education programs and goals

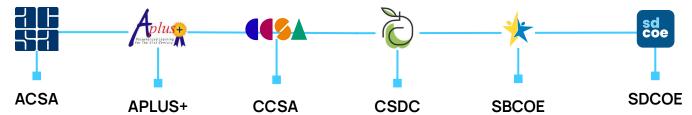


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RESOURCES



Professional Networks







Budget

Chief Business Officer

To recruit an experienced, strategic, and mission-driven **Chief Business Officer (CBO)** responsible for providing executive leadership and oversight for all fiscal, operational, and administrative functions of the Charter School.

The CBO will serve as the primary **financial steward** and strategic partner to the Executive Director and Governing Board, ensuring **long-term fiscal stability, rigorous compliance** with all state and federal regulations, and the **strategic alignment of resource allocation** with the organization's academic mission and vision.

This executive leader is tasked with driving operational efficiency, leading complex **budget planning and forecasting**, implementing robust internal controls, and mitigating institutional risk to support the school's sustained growth and operational excellence.

Low Range 1-6 Years Exp.

\$132,606 - \$153,726

Mid Range 6-10 Years Exp.

\$153,726 - \$178,211

Advanced 10+ Years Exp. \$178,211 — \$180,000



Applicant Pool

Chief Business Officer





Applicant A

- Executive Financial Leadership: Prepared, submitted, and presented all major financial documents and budget recommendations to the Governing Boards for eight separate Charter schools.
- Budget Development & Analysis:
 Developed annual budgets including complex calculations of Local Control Funding Formula (LCFF) projections.
- Audit Management: Successfully coordinated the full annual and programmatic audit cycles.

Applicant B

- Fiscal Growth & Stability: Spearheaded a 60% General Ledger expansion and tripled financial reserves.
- Compliance & Oversight: Guided 100% compliant audit certifications and provided strategic review (including AB1200).
- High-Level Expertise: Managed regional budgets totaling \$55 million and is fluent in SACS and SELPA reporting standards.

Final Interview

Preliminary

Complete

<u>Click to View Interview</u> <u>Questions</u>

Project Based Component

- High Predictive Validity
- Reveals Process and Problem-Solving
- Mitigates Bias and Ensures Fairness
- Demonstrates
 Culture and Fit

Final In-Person Interview

- Strategic Vision and Decision-Making
- Leadership Philosophy and Talent Management
- Governance and Stakeholder Relations





