# Excel Academy (CA)

## Regular Meeting of the Board of Directors

Published on December 11, 2025 at 12:11 PM PST

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**Date and Time**

Monday December 15, 2025 at 11:30 AM PST

**Location**

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

1185 Calle Dulce, Chula Vista, CA 91910
1545 Apache Drive, Chula Vista, CA 91910
1420 E. Palomar St, Chula Vista 91913
39251 Camino Las Hoyas, Indio, CA 92203

**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.

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Excel Academy Charter Schools.

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## Agenda

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **I.** | **Opening Items** | | | **11:30 AM** |
| | **A.** Call the Meeting to Order | | Steve Fraire | 1 m |
| | **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

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **II.** | **Pledge of Allegiance** | | | |
| **III.** | **Approve/Adopt Agenda** | | | **11:32 AM** |
| | **A.** 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 15, 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 — 11:33 AM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Approve Minutes | Approve Minutes | Steve Fraire | 1 m |

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 _____

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Approve Minutes | Approve Minutes | Steve Fraire | 1 m |

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 _____

## 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)

| | | Purpose | Presenter | Time |
|---|---|---|---|---|

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. Correspondence/Proposals/Reports — 11:35 AM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | School Highlights - Presented by Heidi Gasca, Superintendent/CEO | Discuss | Heidi Gasca | 5 m |
| **B.** | Student Testimonials | Discuss | Dmitrii Chernikov & Darrin Shigei-Seat | 10 m |

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

## VII. Consent — 11:50 AM

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 - Board Governance

1. Approval of the Excel Academy Charter School Board Onboarding Checklist
2. Approval of the Board of Directors Manual Revisions

**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

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

1. Approval of the School-Parent Compact
2. Approval of the California College Guidance Initiative (CCGI) Partnership Agreement

| | Purpose | Presenter | Time |
|---|---|---|---|
| **D.** 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 *(Informational ONLY)*

| | Purpose | Presenter | Time |
|---|---|---|---|
| **E.** Policy Development | Vote | Steve Fraire | 1 m |

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

**Board Policies: Revised**

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

**1000 Series - Community Relations**

1010 - EA Civility Policy

1020 - EA School Sponsored Field Trips & Cultural Excursions Policy

1030 - EA Safe Operation of Schools (Infectious Disease) Policy

**4000 Series - Personnel Services**

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

4130 - EA Remote Work Policy

4145 - EA Professional Development Reimbursement Policy

| | Purpose | Presenter | Time |
|---|---|---|---|

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

| | Purpose | Presenter | Time |
|---|---|---|---|

## VIII. Business/Financial Services — 11:51 AM

| | Purpose | Presenter | Time |
|---|---|---|---|
| **A.** Approval of 2025-2026 EACS First Interim Financial Report | Vote | Joe Sorrera | 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 _____

| | Purpose | Presenter | Time |
|---|---|---|---|
| **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 _____

## IX. Education Services — 12:07 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | 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 _____

| | | | | |
|---|---|---|---|---|
| **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 _____

## X. Policy Development — 12:16 PM

| | | | | |
|---|---|---|---|---|
| **A.** | Approval of New Board Policies | Vote | Heidi Gasca | 5 m |

It is recommended that the Board approve the proposed policies.

| | Purpose | Presenter | Time |
|---|---|---|---|

**Board Policies: New**

***5000 Series - Student Services***
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 — 12:21 PM

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

| | | Purpose | Presenter | Time |
|---|---|---|---|---|

In accordance with the Third Amended Bylaws of Excel Academy Charter Schools, Article VI, Board of Directors, Section 7.02, Election of the Board Officers, it is recommended the Board of Directors conduct the election for the following officer positions:

The Board will take action to elect the Board Vice President.

Election: Board Vice President: ______________

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Larry Alvarado
Moved by ______ Seconded by ______ Ayes _____ Nays _____ Absent _____

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **C.** | Election of the Excel Academy Charter Schools Board Officer: Clerk | Vote | Heidi Gasca | 2 m |

In accordance with the Third Amended Bylaws of Excel Academy Charter Schools, Article VI, Board of Directors, Section 7.02, Election of the Board Officers, it is recommended the Board of Directors conduct the election for the following officer positions:

The Board will take action to elect the Board Clerk.

Election: Board Clerk: ______________

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Larry Alvarado
Moved by ______ Seconded by ______ Ayes _____ Nays _____ Absent _____

| | Purpose | Presenter | Time |
|---|---|---|---|
| **D.** 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)(I) 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 — 12:29 PM

| | Purpose | Presenter | Time |
|---|---|---|---|
| **A.** Adjourn Meeting | Vote | Steve Fraire | 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.