Excel Academy (CA)

Board of Directors Study Session

Published on April 3, 2026 at 11:28 AM PDT

Date and Time

星期四 四月 9, 2026 at 9:35 上午 PDT

Location

Excel Academy Charter Schoo
l
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: 923 7769 2415
One tap mobile: +17193594580,,92377692415# US
URL: https://zoom.us/j/92377692415

MISSION STATEMENT

At Excel Academy, we invest in each student by providing a personalized and engaging learning experience centered on a collaborative partnership between school and home that creates unmatched opportunities for excellence and future success.

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**			**9:35 AM**
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**			**9:37 AM**
A.	Led by Board President or Designee		William Hall	1 m
III.	**Approve/Adopt Agenda**			**9:38 AM**
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 April 9, 2026.

Roll Call Vote:
William Hall

	Purpose	Presenter	Time

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. Oral Presentations — 9:39 AM

A.	Annual Review of Superintendent/CEO Job Description and Goalsc- Presented by Megan Anderson, Director of Human Resources	Discuss	Megan Anderson	15 m

VI. Calendar

The next Regular Board meeting will be held on May 4, 2026.

VII. Closing Items — 9:54 AM

A.	Adjourn Meeting	Vote	William Hall	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 _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Excel Academy Charter School.

Coversheet

Annual Review of Superintendent/CEO Job Description and Goalsc- Presented by Megan Anderson, Director of Human Resources

Section: V. Oral Presentations
Item: A. Annual Review of Superintendent/CEO Job Description and Goalsc- Presented by Megan Anderson, Director of Human Resources
Purpose: Discuss
Submitted by:
Related Material: DRAFT Superintendent JD-2026-2027.pdf
Superintendent Goals & JD (April 9).pdf

Superintendent /CEO
Job Description

Reports To:	Board of Directors
FLSA Status:	Exempt
Job Classification:	Administration
Pay Range:	Administrative Schedule
Work Schedule:	225 days/12 months
Location:	Remote Office

POSITION SUMMARY:

The Superintendent/CEO operates under the policy direction of the Board of Directors and in accordance with state and federal laws. As the lead administrator for the charter school group, the Superintendent is responsible for all aspects of operations, including adherence to the charter's mission, sound fiscal management, student and staff performance, and community outreach to promote student engagement.

This role serves as the primary liaison to the Board of Directors and the sponsoring District/Local Education Agency (LEA), recommending strategic actions and providing regular communication regarding school initiatives.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience: Five (5) or more years of teaching experience with progressively increasing levels of professional leadership/mentoring.
- Specialized Experience: Five (5) years in independent study administration (Strongly Preferred).
- Education: Bachelor's degree required; Advanced degree (Master's or Doctorate) preferred.

- Credential: A valid, current, and appropriate California Administrative Services credential.
- Compliance: * State and federal fingerprint clearance (LiveScan).
    - Clear TB test or signed Certificate of Completion (within the last 60 days).
    - Valid California Driver's License and available transportation (ability to drive up to 100 miles/day).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Superintendent will ensure leadership aligns with the California Professional Standards for Education Leaders (CPSEL) across the following domains:

1. Vision, Mission, and Goal Setting

- Promote the charter's mission and core values to all stakeholders (parents, staff, board, and community).
- Build a shared vision focusing on school identity and student success.
- Establish and maintain mutually supportive relationships with school partners.

2. Instructional Leadership & School-Wide Focus

- Oversee all school programs and make administrative decisions necessary for proper school functioning.
- Lead the design, implementation, and evaluation of instructional objectives to drive higher performance.
- Stay current on educational laws, trends, and best practices to inform school policy recommendations.
- Prepare board agendas and supporting documentation regarding academic achievement and operations.

3. Board Governance

- Serve as the professional advisor to the Board, providing rationale and data for all decision-making.
- Ensure board policies are legally compliant and incorporate industry best practices.
- Direct the maintenance of all records required by law and board policy.

4. Budget and Financial Oversight

- Ensure long-term financial stability by overseeing the annual budget adoption cycle and regular financial presentations to the Board.
- Collaborate with the leadership team to identify staffing needs based on budget and Average Daily Attendance (ADA).

- Oversee state and federal reporting, including LCFF, LCAP, and attendance compliance.
- Manage risk through the implementation of safety training, insurance coverage, and proper vendor/ordering processes.

5. Staff Performance and Professional Development

- Interview and recommend candidates for hire, promotion, and dismissal.
- Guide department directors in establishing performance criteria using state standards.
- Exercise delegated authority to manage employee retention and discipline based on accurate records.
- Foster a culture of professional growth by planning focused staff development aligned with the school's mission.

6. School Development and Expansion

- Develop strategic plans for growth and long-term sustainability.
- Prepare and present charter petitions to authorizing school district boards.
- Analyze opportunities for charter expansion and foster relationships with district administration.
- Influence state and federal policies that benefit students and support school choice.

7. Community Engagement and Accountability

- Foster a climate of innovation and collaborative problem-solving.
- Promote a positive public image via social media, public relations, and community interaction.
- Oversee school-wide state assessments and WASC accreditation.
- Act as the primary liaison between the school and its sponsoring school districts.

ABILITIES & KNOWLEDGE:

- Instructional Expertise: Knowledge of California Content Standards, independent study requirements, and current research in curriculum and assessment.
- Leadership: Ability to resolve conflict, transmit a passion for learning, and build a culture where all stakeholders feel valued.
- Administrative Skills: Strong organizational skills, time management, and the ability to maintain confidentiality.
- Cultural Competence: Sensitivity to culturally and linguistically diverse backgrounds and a commitment to a culture of inclusion.
- Technical Literacy: Proficiency in database software, spreadsheet management, and digital communication tools.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Physical: Hearing and speaking to exchange information; sitting or standing for extended periods; lifting objects up to 25 pounds.
- Environment: Meetings in public and private settings; indoor and outdoor work in varying temperatures; moderate noise levels.
- Hazards: Potential for intervening in altercations or contact with dissatisfied individuals.

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties. Incumbents will follow any other instructions and perform any other related duties as assigned.

_____	_____	_____
Employee Signature	Printed Name	Date



GO FOR GOLD

SUPERINTENDENT/CEO

Job Description & Goals

4.9.2026

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PROCESS & EVALUATION TIMELINE



Job Description Components

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- Instructional Leadership & School-Wide Focus
- Board Governance
- Budget and Financial Oversight
- Community Engagement and Accountability
- School Development & Expansion
- Staff Performance and Professional Development

Vision, Mission & Goal Setting







Mission & Vision Workshop

School Identity

School Partnerships

Instructional Leadership & School-Wide Focus



School Programs



Evaluation of instructional objectives

Educational laws and best practice

Board Governance



Advisor to the Board



Policies

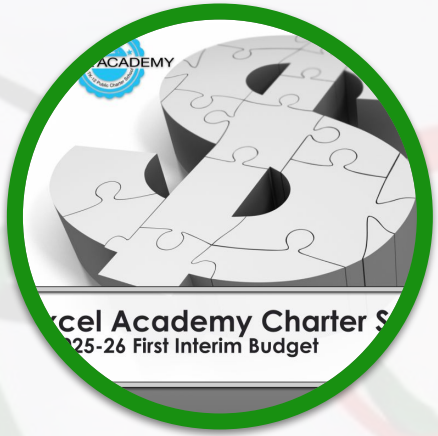


Compliant Records

Budget and Financial Oversight









Financial Stability

Staffing

State & Federal Reporting

Safety & Insurance

Staff Performance & Professional Development









Hiring

Performance Standards

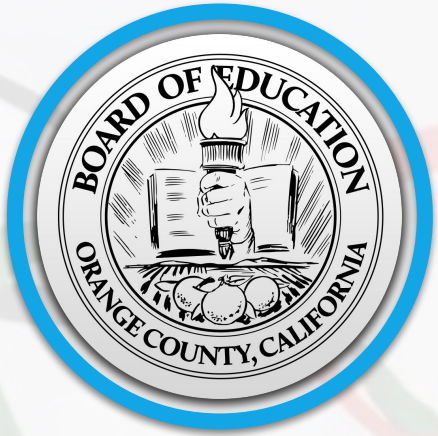
Employee Retention

Staff Development

School Development & Expansion









Strategic Planning

Charter Petitions

Charter Expansion

School Choice

Community Engagement & Accountability









Innovation & Collaboration

Public Relations

Assessments & WASC

Authorizer Liaison

Next Steps

- **Contract Review:** Currently under joint review by HR and Legal.
- **May Board Meeting:** Strategic Staffing Plan to include salary placement recommendations (based on Legal/Comp Study).
- **June Board Meeting:** Final 2026–2027 salary placement and contract addendum following performance evaluation.