

**EXCEL ACADEMY CHARTER SCHOOLS**

**Agenda Item:**

**Date:** May 11, 2023

	Business/Financial Services
X	Consent Agenda
	Correspondence/Proposals/Reports
	Curriculum
	Education/Student Services
	Organizational Structure of the Board
	Personnel Services
X	Policy Development
	Public Hearing

**Item Requires Board Action:** X

**Item is for Information Only:** \_\_\_\_\_

**Item:** Approval of existing board policies reviewed and revised by staff for the 2022-2023 School Year.

**Background:**

In order to ensure adherence with State and federal laws, it is recommended the Board approve the following policies as presented.

**REVISED**

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

***3000 Series - Business/Non-instructional***

**3000** - EA Fiscal Control Policy - Overview

- Address change from San Marcos to Exce’s Irvine office
- Audit satisfaction changes from school district board to School Board.

**3005** - EA Fiscal Control Policy - Purchasing

- Address change from San Marcos to Exce’s Irvine office
- Removed “recorded in the Enterprise Fund” under the Debt section.

**3011** - EA Fiscal Control Policy - Accounts Payable and Record Keeping

- Address change from San Marcos to Exce’s Irvine office
- Changed all references from “Fiscal Services” and “Accounting” to “Business Services”

- Removed all references to the CSO
- Removed “Two overseeing Board members may sign bank checks, subject to any Board resolution or bylaws directing the same” under Payments.
- Removed “The Executive Director may appoint a designee to process payments on behalf of California Pacific Charter Schools (“School”) and only after the School personnel provide an authorized PO with matching invoice. The designee will ensure that payments are drawn on the appropriate bank fund account” under Payments.
- Removed “The Director of Fiscal Services will prepare a monthly summary report to be approved by the Executive Director and ratified by the Board of Directors” under Bank reconciliation.
- Removed Accounting Policies section.

3015 - EA Fiscal Control Policy - Accounts Receivable

- Address change from San Marcos to Exce’s Irvine office
- Changed all references from “Fiscal Services” and “Accounting” to “Business Services”
- Removed all references to “the back office.”
- Added “and no later than Friday or a three day holiday” regarding deposits made within five days of receipt.

3020 - EA Fiscal Control Policy - Expenses

- Address change from San Marcos to Exce’s Irvine office

3025 - EA Fiscal Control Policy - Finance and Assets

- Address change from San Marcos to Exce’s Irvine office
- Changed all references from “Fiscal Services” and “Accounting” to “Business Services”
- Replace “Education Code section 47604.33” with “Memorandum of Understanding (MOU) with the authorizing districts.”
- Revised Depreciation Method definition.

3120 - EA Name and Logo Use Policy

- Contact info changed from Vendor Relations Coordinator to Senior Communications Coordinator

***4000 Series - Personnel Services***

4145 - EA Professional Development Reimbursement Policy

- Added “Preliminary and Clear” to Administrative Credential Reimbursement.
- Replaced verbiage of “proposal” with “packet,” along with details to include with it to the Administrative Credential and Teaching Credential sections.
- Added information about employees submitting for reimbursement
- Added “Statement of Commitment” requirement

Link to [Admin Credential Packet](#)

**REVIEWED**

The following documents were reviewed for accuracy and may include minor edits such as a

correction to a typographical error, grammar, spelling, or punctuation. The document may also include a change from Human Resources manager to simply Human Resources. The edits did not affect the content or meaning and intent of the policy.

***3000 Series - Business/Non-instructional***

[3100](#) - EA CCP Code of Conduct

[3105](#) - EA Content and Community Provider Risk Management Policy

[3110](#) - EA Content and Community Provider Application and Pre-Approval

[3125](#) - EA Interorganizational Loan Policy

[3135](#) - EA Gift Acceptance Policy

**Final Clean Versions of Revised Policies:**

[3000](#)

[3005](#)

[3011](#)

[3015](#)

[3020](#)

[3025](#)

[3120](#)

[4145](#)

**Redline Versions of Revised Policies:**

[3000](#)

[3005](#)

[3011](#)

[3015](#)

[3020](#)

[3025](#)

[3120](#)

[4145](#)