

**EXCEL ACADEMY CHARTER SCHOOLS**

**Agenda Item:**

**Date:** December 14, 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 2023-2024 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.

***1000 Series - Community Relations***

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

- Removed all COVID-19 references and procedures specifically related to COVID-19.
- Removed COVID-19 resource link from the Website Resources section.

***4000 Series - Personnel Services***

4115 - EA Family Medical Leave Act and California Family Rights Policy

- Added “or designated person” to the list of those affected by a serious health condition that entitles employees to a FMLA /CFRA leave.

4150 - EA Mileage Reimbursement Policy

- Added “expense reimbursement platform” as the area for employees to submit a mileage reimbursement.
- Added line that employees who have “regular on-site” schedules “will not be reimbursed for reasonable commute.”
- Removed the 30 mile stipulation
- Clarified that “the Board of Directors and Executive staff” may determine to provide employees with a mileage stipend.
- Removed the 14 day stipulation.

4170/4170E - EA Injury and Illness Prevention Policy

- Removed the “within 20 feet” stipulation for prohibited smoking at school offices or events
- Reworded grammatically incorrect sentences
- Revised the school location address from San Marcos to the Irvine office
- Removed procedures restrictions regarding COVID-19 evaluation, including quarantining, completing wellness check forms, reporting, tracking, prohibition from working, social distancing, office examinations, investigations, and face coverings.

**Final Clean Versions of Revised Policies:**

[1030](#)

[4115](#)

[4150](#)

[4170/4170E](#)

**Redline Versions of Revised Policies:**

[1030](#)

[4115](#)

[4150](#)

[4170/4170E](#)

**REVIEWED**

The following are current policies that have been reviewed but have not needed any changes.

[1010](#) - EA Civility Policy

[1035](#) - EA Access to Public Records Policy

[4000](#) - EA Concepts & Roles

[4010](#) - EA At-Will Policy

[4015](#) - EA Equal Employment Opportunity Policy

[4020](#) - EA Background Check Policy

[4025](#) - EA TB Testing Policy

[4030](#) - EA Immigration Compliance Policy

[4035](#) -EA Mandated Reporter - Child Abuse Policy

[4040](#) - EA Corporal Punishment Policy

[4045](#) - EA Professional Boundaries Policy

[4050](#) - EA Whistleblower Policy

[4055](#) - Internal Compliant Policy

[4060](#) - EA Unlawful Harassment, Discrimination, Retaliation

[4065](#) - EA Meal and Rest Period Policy

[4070](#) - EA Lactation Accommodation Policy

[4075](#) - EA Drug, Alcohol, Smoke Free Workplace Policy

[4080](#) - EA Acceptable Use of Technology Policy

[4085](#) - EA Payroll Withholdings Policy

[4090](#) - EA Cobra Policy

[4105](#) - EA Paid Sick Leave Policy

[4110](#) - EA Pregnancy Disability Leave Policy

[4125](#) - EA Victims of Crime Policy

[4130](#) - EA Remote Work Policy

[4145](#) - EA Professional Development Reimbursement Policy

[4160](#) - EA Children of Teachers Policy

[4165](#) - EA Employee Driving Policy