



**Excel Academy Charter Schools**  
**Annual Board Evaluation**  
*Master Sheet*

**2023 - 2024**

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
<b>A Solid Foundation</b>				
School has a well drafted charter contract with its sponsoring agencies.	BH MH SF SH LA			
School has well-drafted articles and bylaws.	BH MH SF SH LA			
School's legal and financial status are clear and well understood.	BH MH SF SH	LA		
Appropriate liability insurance and risk management practices are maintained at all times.	BH MH SF SH LA			
School has developed a long-term /strategic plan such as a WASC report that is reviewed	BH MH SF SH LA			

and revised on an annual basis.				
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.	<b>BH SF SH</b> <b>LA</b>	<b>MH</b>		
<b>Board Operations/Relations</b>				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).	<b>BH MH SF</b> <b>SH LA</b>			
New board members are oriented and fully briefed prior to being seated.	<b>MH SH</b>	<b>BH LA</b>		<b>SF</b>
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	<b>BH MH SF</b> <b>SH LA</b>			
Board member selection process ensures a board and appropriate range of expertise and experience.	<b>MH SF SH</b>	<b>BH LA</b>		
Board conducts annual self-evaluation.	<b>BH MH SF</b> <b>SH LA</b>			
Meetings are well planned with clear agendas focused on appropriate policy and action items.	<b>BH MH SF</b> <b>SH LA</b>			
Board president is a strong, capable meeting facilitator.	<b>MH SF SH</b> <b>LA</b>	<b>BH</b>		
Board president has developed meeting norms.	<b>MH SF SH</b> <b>LA</b>	<b>BH</b>		
Meetings are conducted pursuant to common ground rules (eg. Robert's Rules) that are well understood by all members.	<b>BH MH SF</b> <b>SH LA</b>			

Individual board members prepare for meetings and participate constructively.	BH MH SF SH LA			
Meeting minutes record each board meeting and are distributed promptly on the school's website after each meeting.	BH MH SF SH LA			
<b>Relationship w/CEO</b>				
Board develops performance goals and evaluates CEO performance each year.	BH MH SF SH LA			
Board has clear understanding with staff regarding where board responsibility should be to support and maximize the functioning of the schools.	SF SH LA BH MH			
Board has established a plan for succession in the event the CEO leaves/retires.	MH SF SH LA	BH		
<b>Personnel and Staffing</b>				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated and an annual review will be conducted.	BH MH SF SH LA			
Clear job descriptions and staffing plans are in place.	BH MH SF SH LA			
<b>Budget and Finance</b>				
Board adopts an annual budget that maximizes the school's resources in support of mission/vision.	BH MH SF SH LA			
Board monitors the budget throughout the year via monthly updates, first interim budget and second interim budget.	BH SF SH LA	MH		

Board contracts with an independent auditor each year, reviews the audit report, and takes any needed follow-up action.	<b>BH MH SF</b> <b>SH LA</b>			
Board has adopted a three year financial plan in coordination with the school's overall three year plan (WASC, LCAP).	<b>BH SF SH</b> <b>LA MH</b>			
Board has adopted a comprehensive set of fiscal management and control policies.	<b>BH MH SF</b> <b>SH LA</b>			
<b>Instruction, Curriculum, and Assessment</b>				
Board has adopted/approved the school's curriculum and instructional programs.	<b>BH SF SH</b> <b>LA MH</b>			
Board has adopted/approved student achievement goals/standards.	<b>BH SF SH</b> <b>LA MH</b>			
A broad based assessment system is in place to measure progress toward instructional goals/standards.	<b>BH MH SF</b> <b>SH LA</b>			
The Instructional program is in alignment with the state requirements and terms of charter.	<b>BH MH SF</b> <b>SH LA</b>			
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.	<b>BH SF SH</b> <b>LA MH</b>			
School reports on student achievement to charter granting agencies on a regular basis as part of the ongoing oversight and renewal process.	<b>BH MH SF</b> <b>SH LA</b>			

### **Board Member Comments on Strengths:**

**Bill:** Certainly the Board recognizes its fiduciary responsibilities as well as its role to ensure our students are afforded the best education possible. That being said, we also recognize that the manifestation of these responsibilities is due to the diligence and professionalism of the leadership and staff of Sage Oak Schools.

**Steve:** The entire staff at Excel Academy is to be recognized and commended for their hard work and dedication. Most positive leadership and administration in all areas. Student wellbeing, family support and intervention is at the top of the list. A superior learning environment. Congratulations to Heidi and the great staff!

**Susan:**

1. The Board has a collaborative relationship with staff and the community.
2. The Board has established a strong communication by asking detailed and hard questions, as well as, contributing views from past experiences.
3. The Board is composed of educators and each member has varied experiences.
4. The Board is data savvy.
5. The Board is united as a team and shares common beliefs and values for a high performing school.
6. The Board is committed to high student achievement.

**Larry:** Each member brings a wealth of information to the meeting.

### **Board Member Comments on Areas of Growth and Future Needs:**

**Bill:**

1. Continue discussions regarding recruiting potential Board members and establish a process for Board input as well as that of Sage Oak Leadership.
2. Review procedures in the event of our Superintendent's absence due to health, family emergency, or retirement.

**Steve:** Continue on the already established path, to be a true leader in Charter Schools in California. As Board Members, continue to keep a focus on possible future members as needed.

**Susan:**

1. Continue allocating resources to meet student and community needs.
2. Continue monitoring and embracing school data for continuous improvements.
3. Continue having open communication with the Superintendent and staff.

**Larry:** Budget/spending and raises in the coming years