

APPROVED



## Excel Academy (CA)

# Minutes

## Board of Directors Study Session

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### Date and Time

Thursday November 9, 2023 at 10:20 AM

### Location

Excel Academy Charter School  
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:

**Dial In: +1 669 444 9171**

**Meeting ID: 836 2385 5231**

Link: <https://us06web.zoom.us/j/83623855231>

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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.

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

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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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**Directors Present**

L. Alvarado, M. Humphrey, S. Fraire, S. Houle, W. Hall

**Directors Absent**

*None*

**Guests Present**

L. Hansen

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**I. Opening Items**

**A. Call the Meeting to Order**

W. Hall called a meeting of the board of directors of Excel Academy (CA) to order on Thursday Nov 9, 2023 at 11:15 AM.

**B. Record Attendance**

**II. Approve/Adopt Agenda**

**A. Agenda**

S. Fraire made a motion to Bill Hall.

S. Houle seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

S. Houle Absent

**III. Oral Presentations**

**A. Review of Third Amended Board Bylaws, Board of Directors Manual and Related Policies**

The main agenda item was a discussion on governance documents, including bylaws, articles of incorporation, board manual, and policies. The focus was on potential edits or revisions, with particular attention to grounds for removing or appointing directors.

The Board provided positive feedback on a video presentation summarizing governance documents. A consensus was reached on the majority preference for decision-making. The discussion then shifted to electronic communication protocols, emphasizing the importance of avoiding reply-all to maintain clarity and prevent accidental emails. A suggestion was made to bring prospective board members to meetings for familiarization. The board expressed appreciation for the work presented, with Steve emphasizing the unique qualities of the board's focus on students and trust in executive leadership. Larry highlighted the importance of board members understanding electronic communication protocols.

The conversation continued with a point of clarification on majority versus supermajority decisions. The preference for a majority was confirmed. The meeting also touched on the possibility of new board members serving different terms, with considerations for mentorship and transition.

**B. Executive Director/CEO Succession Planning**

The Executive Director/CEO Succession Plan outlined emergency and planned scenarios, including leadership development pipelines and external searches if needed. The board discussed the importance of involving potential successors in board meetings and ensuring a smooth transition.

**C. Performance Evaluation Planners for 2023/24**

Megan presented a comprehensive Performance Evaluation Planner, emphasizing the importance of clear expectations and the five Cs of documentation – clear, concise, correct, complete, and communicated.

Megan highlighted the mid-year assessment process, self-assessments, peer assessments, and annual assessments. The board was provided with sample assessment questions. The presentation concluded with a discussion on performance improvement tools, including verbal counseling and written reprimands.

The board commended Megan's thorough and practical approach to performance management, with Larry suggesting the inclusion of examples of good and bad write-ups during training. Megan discussed the gradual introduction of tools to supervisors and expressed her commitment to ongoing support.

#### IV. Closing Items

##### A. Adjourn Meeting

S. Fraire made a motion to Bill Hall.

M. Humphrey seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:52 AM.

Respectfully Submitted,

W. Hall

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#### FOR MORE INFORMATION

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