

APPROVED



Excel Academy (CA)

Minutes

Board of Directors Study Session

Date and Time

Thursday April 11, 2024 at 10:45 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:

Meeting ID: 868 0647 1227

Dial In: +1 669 444 9171 US

URL: <https://us06web.zoom.us/j/86806471227>

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

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.

Directors Present

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

Directors Absent

None

Guests Present

L. Hansen

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 Apr 11, 2024 at 11:15 AM.

B. Record Attendance

II. Approve/Adopt Agenda

A. Agenda

S. Houle made a motion to Bill Hall.

M. Humphrey seconded the motion.

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

III. Oral Presentations

A. Annual Review of Executive Director/CEO Employment Agreement, Job Description, and Evaluation - Presented by Megan Anderson, Assistant Director of Human Resources

Megan Anderson's presentation provided a comprehensive overview of the Executive Director's role and contract at Excel Academy Charter School. She highlighted the Executive Director's responsibilities in providing fearless leadership, overseeing school operations, and fostering community and stakeholder engagement. The presentation emphasized the importance of alignment with the school's mission, vision, and values, as well as adherence to state and federal policies.

Key points included:

1. The Executive Director's leadership areas: academic success, staff success, and operational efficiencies.
2. The role as a conduit between programs and the board of directors, advocating for operational excellence.
3. Ensuring adherence to state and federal policies and proactive responsiveness to legislative changes.
4. Encouraging lifelong learning for students and staff, conducting regular performance evaluations, and setting strategic objectives.
5. The annual evaluation process for the executive director, which includes collaborative goal setting with the board, performance assessment, and transparency regarding salary adjustments and contract extensions.
6. Details of the Executive Director's contract, including provisions for termination, notice requirements, and procedural steps.
7. The commitment to developing an annual timeline for contract and job description review to ensure transparency and effectiveness in oversight.

Anderson expressed gratitude to the board for their collaboration and support, offering herself and Randy Erickson as resources for any questions regarding the executive director's contract or job description.

B. Artificial Intelligence (AI) at Excel Academy: An Overview - Presented by Lauren Hansen, Senior Communications Coordinator

Lauren Hansen's presentation focused on the integration of AI tools in education, emphasizing their potential to personalize learning, enhance engagement, and streamline administrative tasks. She discussed various AI tools, such as ChatGPT, Khanmigo, and Magic School, and highlighted their applications in lesson planning, student feedback, and creating relevant learning experiences.

Key points included:

1. AI's ability to personalize learning experiences based on student interests and needs.
2. Examples of AI tools used for behavior management, communication, lesson planning, and assessment scoring.
3. The importance of refining prompts to maximize the effectiveness of AI tools.

4. Demonstrations of AI tools like Khanmigo and Magic School, showcasing their capabilities in generating lesson plans and creating relevant learning experiences.
5. The potential of AI to empower parents as primary educators through tools for feedback, text proofreading, and standards unpacking.
6. Examples of AI tools used at Excel Academy for both classified and credential staff, such as Scribe and Workspace GPT, to improve efficiency and organization.
7. The need for policies and procedures to manage AI risks effectively, including transparency, accountability, and ethical use.
8. Hansen's development of an AI policy for students to ensure ethical and responsible use of AI technology.

Overall, Hansen's presentation highlighted the transformative potential of AI in education and the importance of implementing it thoughtfully and ethically.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:05 PM.

Respectfully Submitted,
W. Hall

FOR MORE INFORMATION

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