APPROVED

Excel Academy (CA)

Minutes

Board of Directors Study Session

Date and Time
Thursday November 14, 2024 at 10:25 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: +1 719 359 4580
Meeting ID: 840 2933 2916
URL: https://us06web.zoom.us/j/84029332916

MISSION STATEMENT

Excel Academy will provide a flexible, personalized learning experience where teachers and parents collaborate to provide academic excellence and social and emotional foundations to instill a love for learning in each individual student.

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 Nov 14, 2024 at 10:39 AM.

B. Record Attendance

II. Approve/Adopt Agenda

A. Approval of Agenda for November 14, 2024 Board of Directors Study Session

M. Humphrey made a motion to Bill Hall.
L. Alvarado seconded the motion.
Two amendments were made to the agenda:
1) Addition of a **closed session case with legal counsel for anticipated litigation for a new pending case.**
2) Amendment to "Closed Session with the Executive Director" to "Closed Session with Legal Counsel."
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Humphrey Aye

Roll Call	
W. Hall	Aye
S. Houle	Aye
L. Alvarado	Aye
S. Fraire	Aye

III. Adjourn to Closed Session

A. The Board will consider and may act on any of the Closed Session matters.

S. Houle made a motion to Bill Hall.
L. Alvarado seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Reconvene Regular Meeting

A. Report out any action taken in closed session.

No action was taken.

V. Oral Presentations

A. Excel Academy Charter Schools Board of Directors Manual Review

The report to the Board of Directors of the Board Manual summarized minor updates to the manual, primarily consisting of grammatical adjustments and semantic clarifications. A notable addition was the mention of compliance with the Brown Act on page nine. No substantial changes to language or policies were made, as indicated in the redlined version attached to the agenda.

B. Ethics Assembly Bill 2158

Heidi presented information regarding Assembly Bill 2158, which requires the Board of Directors to complete at least two hours of ethics training by January 1, 2026. The training must include core content and proof of participation. She outlined three options for compliance:

1. **Self-Paced Training**: Board members complete the training independently and submit their certificates.
2. **Legal Counsel Facilitation**: An attorney provides the training during a board study session.
3. **Recognition of Other Trainings**: Board members who complete similar training through another organization can submit a participation certificate to fulfill the requirement.

The board expressed a preference for the self-paced option, noting its flexibility and ease of implementation. Heidi assured them the training would be made accessible soon, likely

as an online module, and certificates could be printed for record-keeping. The discussion concluded with consensus on moving forward with the self-paced approach.

C. Performance Evaluation Planners for 2024/25 - Presented by Megan Anderson, Director of Human Resources

Megan presented updates to Excel Academy's **Performance Planner**, a key resource for administrators and leadership teams to manage staff evaluations and supervision effectively. She explained how the planner integrates school goals with HR resources, offering a streamlined and user-friendly system. This year, Megan and Heidi refined the planner's language and structure to align with the school's current objectives.

One of the key updates included a customizable timeline, allowing departments to adjust evaluation schedules to fit their unique needs. For example, testing periods for assessment teams may differ from timelines for other departments. The planner also includes digital links to resources, observation templates, and evaluation tools, making it accessible and interactive.

A major improvement was the standardization of evaluation tools. Previously, departments used varied methods, but now all staff evaluations fall into three categories: certificated educators, certificated leadership, and classified staff. This consistency ensures clarity, accountability, and legal compliance across the organization.

Megan also introduced **SuperEval**, a digital platform designed to streamline administrator evaluations. This tool enables goal setting, evidence attachment, and collaborative reviews, replacing paper-based processes with a centralized system. Additionally, she highlighted supportive evaluation resources like Inspire and Frisk, which provide a progressive approach to addressing performance concerns.

The board praised Megan's meticulous approach, emphasizing the importance of flexibility, consistency, and the unified tools for scaling the organization effectively. They appreciated the clear organization of the planner and how it supports accountability while fostering collaboration among staff. Megan concluded by reiterating her commitment to continuous improvement and making the tools accessible and user-friendly for all supervisors.

VI. 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 11:00 AM.

Respectfully Submitted,
W. Hall

FOR MORE INFORMATION

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