MY Academy

Regular Meeting of the Board of Directors

Published on November 6, 2026 at 11:45 AM PST

Date and Time

Thursday November 12, 2026 at 9:00 AM PST

Location

Join Zoom Meeting
https://us06web.zoom.us/j/3709989227?omn=83083354613
Meeting ID: 370 998 9227

One tap mobile
+16694449171,,3709989227# US
+17193594580,,3709989227# US

Join by SIP
• 3709989227@zoomcrc.com
Join instructions
https://us06web.zoom.us/meetings/83083354613/invitations?signature=s6fOYFcgo-Zjbz_xflzxpjWTFyPaSQJyVyQV8cW_DHo

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MISSION STATEMENT

MY Academy believes in diversity, inclusivity, academic excellence, hope, service, feedback, and gratitude. Our mission is to create a diverse and individualized learning environment that supports every student and strengthens relationships between families, programs, authorizers, and the community.

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

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**9:00 AM**
	A. Call the Meeting to Order		Board President	1 m
	B. Record Attendance		Board President	1 m
	Roll Call: William Hall, President Michael Humphrey, Vice President Steve Fraire, Clerk Peter Matz, Member Larry Alvarado, Member			
II.	**Pledge of Allegiance**			**9:02 AM**
	A. Led by Board President or designee		Board President	1 m
III.	**Land Acknowledgement read by Dykesha Chavers, Learning Facilitator, Motivated Youth Academy**			**9:03 AM**
	A. Land Acknowledgment		Dykesha Chavers	2 m
IV.	**Approve/Adopt Agenda**			**9:05 AM**
	A. (Action) Approve Agenda	Vote	Board President	1 m
	It is recommended the Board of Directors approve the agenda for the Regular Board meeting of November 12, 2026, as presented.			

		Purpose	Presenter	Time

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Peter Matz
Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Approve Minutes — 9:06 AM

A.	(Action) Minutes of the Regular Meeting of the Board of Directors that was held on October 8, 2026	Approve Minutes	Board President	1 m

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Peter Matz
Larry Alvarado
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

VI. Public Comments/Recognition/Reports

Members of the public who wish to make a Public Comment at a board meeting, whether attending in person or remotely, must submit a Request to Speak using this Google Form to address the Board of Directors. If you are having difficulty filling out the Google form, please email kmatchette@myacademy.org for support.

Requests to speak must be submitted before the public comment period begins in open session. Each speaker is allotted up to three (3) minutes. Public comments on the same subject are limited to a total of twenty (20) minutes. Board members do not respond to public comments during the meeting. However, the Board may refer a matter to staff for review and request that it be brought back to the Board at a future meeting.

VII. Oral Presentations — 9:07 AM

		Purpose	Presenter	Time
A.	School Highlights, Presented by Sarina Laff, Learning Facilitator, Motivated Youth Academy	FYI	Sarina Laff	4 m
B.	Financial Update, Presented by Gracyn Ortiz, Director of Client Finance, Charter Impact	FYI	Gracyn Ortiz	5 m

VIII. Consent — 9:16 AM

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent upon the request of any member of the Board, discussed, and acted upon separately.

A.	Consent - Business/Financial Services	Vote	Board President	1 m

1. Approval of Check Register - October 2026

B.	Consent - Personnel Services	Vote	Board President	1 m

1. Approval of FSA Renewal for 2027 Plan Year - Gallagher Investment Group

Consent items listed under A through B are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Peter Matz
Larry Alvarado
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

IX. Board Governance — 9:18 AM

A.	(Action) Approval of Motivated Youth Academy Board of Directors Manual Revisions	Vote	Bill Dobson	5 m

It is recommended the Board approve the revisions to the Board of Directors Manual as presented for Motivated Youth Academy (#1628).

Fiscal Impact: None

		Purpose	Presenter	Time

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Peter Matz
Larry Alvarado
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

X. Next Board Meeting

The next Regular Board Meeting will be held on December 10, 2026.

XI. Comments 9:23 AM

A.	Board Comments	Discuss	Board President	5 m
B.	Interim Director and CEO Comments	Discuss	Bill Dobson	2 m

XII. Closing Items 9:30 AM

A.	Adjourn Meeting	Vote	Board President	1 m

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Peter Matz
Larry Alvarado
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION
For more information concerning this agenda, contact
Motivated Youth Academy.

Coversheet

Led by Board President or designee

Section: II. Pledge of Allegiance
Item: A. Led by Board President or designee
Purpose:
Submitted by:
Related Material: Flag slide.pdf



Coversheet

Land Acknowledgment

Section: III. Land Acknowledgement read by Dykesha Chavers, Learning Facilitator, Motivated Youth Academy
Item: A. Land Acknowledgment
Purpose:
Submitted by:
Related Material: Land Acknowledgment.jpg

Land Acknowledgment

It is important that we demonstrate respect for the historic and contemporary presence of Indigenous peoples in California and particularly the San Diego area. It is important for us to recognize that our school resides on what are historically the traditional homelands of Indigenous peoples who were dispossessed of their homelands.

We are grateful and appreciative to the Indigenous peoples, the traditional caretakers of the land, for the use of their lands on which we work, study, and learn. In this spirit, we would like to acknowledge and pay our respects to the Luiseño, Cahuilla, Cupeño, Kumeyaay, Northern Diegueño tribes and all the American Indian and Indigenous peoples and communities who have been and continue to be part of these homelands in California.

Coversheet

(Action) Minutes of the Regular Meeting of the Board of Directors that was held on October 8, 2026

Section: V. Approve Minutes
Item: A. (Action) Minutes of the Regular Meeting of the Board of Directors that was held on October 8, 2026
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Meeting of the Board of Directors on October 8, 2026

DRAFT

MY Academy

Minutes

Regular Meeting of the Board of Directors

Date and Time
Thursday October 8, 2026 at 9:00 AM

Location
Join Zoom Meeting
https://us06web.zoom.us/j/3709989227?omn=83083354613
Meeting ID: 370 998 9227

One tap mobile
+16694449171,,3709989227# US
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Join by SIP
• 3709989227@zoomcrc.com
Join instructions
https://us06web.zoom.us/meetings/83083354613/invitations?signature=s6fOYFcgo-Zjbz_xflzxpjWTFyPaSQJyVyQV8cW_DHo

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Directors Present

Larry Alvarado, Michael Humphrey, Peter Matz, Steve Fraire

Directors Absent

William Hall

Guests Present

Becky Robinson, Bill Dobson, Gracyn Ortiz (remote), Kierra Matchette, Melissa Lato (remote), Sarina Laff (remote), Tammam Tautou, Toni De Jesus (remote), Tova Hensley (remote)

I. Opening Items

A. Call the Meeting to Order

Steve Fraire called a meeting of the board of directors of MY Academy to order on Thursday Oct 8, 2026 at 9:00 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

Steve Fraire, Board Clerk, led the Pledge of Allegiance.

III. Approve/Adopt Agenda

A. (Action) Approve Agenda

Peter Matz made a motion to Approve Agenda.
Michael Humphrey seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Michael Humphrey	Aye
William Hall	Absent
Peter Matz	Aye
Larry Alvarado	Aye
Steve Fraire	Aye

IV. Approve Minutes

A. (Action) Minutes of the Regular Meeting of the Board of Directors that was held on September 10, 2026

Michael Humphrey made a motion to approve the minutes from Regular Meeting of the Board of Directors on 09-10-26.
Larry Alvarado seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
William Hall	Absent
Peter Matz	Aye
Larry Alvarado	Aye
Michael Humphrey	Aye
Steve Fraire	Aye

V. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

VI. Oral Presentations

A. School Highlights, Presented by Tova Hensley, Learning Facilitator, Motivated Youth Academy

The Board was pleased to witness the student engagement and the overall focus on the students at Motivated Youth Academy's Fall meet ups.

B. Financial Update, Presented by Gracyn Ortiz, Director of Client Finance, Charter Impact

VII. Consent

A. Consent - Business/Financial Services

B. Consent - Education/Student Services

C.

Consent - Personnel Services

D. Consent - Policy Development

Michael Humphrey made a motion to Approve the consent agenda, items A through D as presented.
Peter Matz seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Peter Matz	Aye
Michael Humphrey	Aye
Larry Alvarado	Aye
William Hall	Absent
Steve Fraire	Aye

VIII. Policy Development

A. (Action) Approval of the Motivated Youth Academy Crisis Communication Plan

Peter Matz made a motion to Approve of the Motivated Youth Academy Crisis Communication Plan.
Larry Alvarado seconded the motion.
The Board appreciates how well constructed the Crisis Communication Plan is.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Steve Fraire	Aye
Peter Matz	Aye
Michael Humphrey	Aye
William Hall	Absent
Larry Alvarado	Aye

IX. Calendar

A. Next Board Meeting

The next Board Meeting will be held in-person on Thursday, November 12, 2026.

X. Comments

A. Board Comments

The Board is happy to be apart of helping students accomplish their academic and career goals with Motivated Youth Academy. The Board also appreciates seeing how Motivated Youth Academy is supporting students through the school highlights.

B. Interim Director and CEO Comments

Bill Dobson, Interim Director, discusses how LP1 has been about building foundational relationships with students through our meet ups and that LP2 will focus on college and career. He also shares a success story about a student who graduated from Motivated Youth Academy last year.

XI. Closing Items

A. Adjourn Meeting

Larry Alvarado made a motion to Adjourn Meeting.
Peter Matz seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
William Hall	Absent
Larry Alvarado	Aye
Michael Humphrey	Aye
Steve Fraire	Aye
Peter Matz	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:27 AM.

Respectfully Submitted,
Kierra Matchette

Documents used during the meeting

- Flag Slide.pdf
- Land Acknowledgment.jpg
- School Highlights - October 2026.pdf
- Financial Update-August 2026.pdf
- Check Register-September 2026.pdf
- Edwards, Stevens & Tucker Legal and Consultant Services Agreement (Renewal).pdf
- Aug 2026-July 2027 GoGuardian Beacon (Training).pdf
- Nov 2026-June 2028 GoGuardian Beacon-Core (Renewal).pdf
- Jan 2027-June 2027 Regus Premier Office Space Lease Agreement (Renewal).pdf
- Student and Educational Rights Holder Handbook - Redlined - 2026.09.16.pdf
- Student and Educational Rights Holder Handbook - For Board Approval - 2026.09.16.pdf
- Aug 2026- July 2027 Goalbook Contract under SELPA License (Renewal).pdf
- Sept 2026-Sept 2027 NCS Pearson Inc. License (Renewal).pdf
- Sept 2026-Sept 2027 Cook Center for Human Connection (Renewal).pdf

- Nov 2026-Nov 2027 Charter Schools Development Center (Renewal).pdf
- Sept 2026 Memorandum of Understanding (MOU) with Urban League of San Diego County (ULSDC).pdf
- July 2026-July 2027 Vector Solutions (CSAP Library).pdf
- Nov 2026-Nov 2027 Vector Solutions (Renewal).pdf
- Job Description - Administrative and Human Resources Coordinator - Redlined - 2026.10.02.pdf
- Job Description - Administrative and Human Resources Coordinator - For Board Approval 2026.10.02.pdf
- MYA Safety Plan - Redlined - 2026.09.18.pdf
- MYA Safety Plan - For Board Approval - 2026.09.18.pdf
- MYA 5015 Title IX Harassment Intimidation Discrimination and Bullying Policy - Redlined - 2026.08.01.pdf
- MYA 5015 Title IX Harassment Intimidation Discrimination and Bullying Policy - For Board Approval - 2026.08.01.pdf
- Motivated Youth Academy Crisis Communication Plan.pdf
- Motivated Youth Academy Crisis Communication Plan Slideshow.pdf

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FOR MORE INFORMATION

For more information concerning this agenda, contact
Motivated Youth Academy.

Coversheet

School Highlights, Presented by Sarina Laff, Learning Facilitator, Motivated Youth Academy

Section: VII. Oral Presentations
Item: A. School Highlights, Presented by Sarina Laff, Learning Facilitator, Motivated Youth Academy
Purpose: FYI
Submitted by: Kierra Matchette
Related Material: School Highlights - November 2026.pdf

BACKGROUND:

The November 2026 School Highlights from Motivated Youth Academy reports a total enrollment of 311 students as of October 31. The newsletter is organized around ACS WASC/CDE criteria and lists the many professional learning sessions staff attended, along with classroom highlights such as interdisciplinary ocean projects, a Roblox-based physics class, a medical terminology course, and math lessons for multilingual learners supported by real-time translation. It also includes community and college-readiness activities, fall meet-ups for students and families, the Great ShakeOut earthquake drill, and campus tours at MSJC and Southwestern Community College.

MOTIVATED YOUTH ACADEMY

Enrollment *School Highlights | November 2026*

2026-2027 Enrollment (as of 10/31/2026)
Total Enrolled - 311

Track E
July 6, 2026 - October 31, 2026
- 29 Enrolled
  - 1 - Imperial County
  - 0 - Orange County
  - 2 - Riverside County
  - 26 - San Diego County

Track F
August 31, 2026 - October 31, 2026
- 242 Enrolled
  - 9 - Imperial County
  - 8 - Orange County
  - 54 - Riverside County
  - 171 - San Diego County

Track G
September 24, 2026 - October 31, 2026
- 40 Enrolled
  - 1 - Imperial County
  - 1 - Orange County
  - 10 - Riverside County
  - 28 - San Diego County

Important Dates

- MYA Board Meeting: Thursday, November 12, 2026, from 9:00 – 10:00 am



The Motivated Youth Academy (MY Academy) (MYA) School Highlights are aligned with the ACS WASC/CDE School Criteria. This will guide MYA as the school continues to:

- Develop the engagement of Educational Partners in Continuous School Improvement
- Monitor progress on the implementation of the Schoolwide Action Plan
- Review the action plan frequently during the school year
- Celebrate all that has been accomplished

Vision, Leadership, Resources and Professional Learning

MY Academy Staff Participated In:

California Charter School Association (CCSA)
- 2026 Education Trailer Bill Checklist (Virtual)
- Capitol Update: Legislative Outcomes and the Year Ahead (Virtual)
- First Friday's with Myrna (Virtual)

California Department of Education (CDE)
- California Community Schools Partnership Program: Transforming Outcomes Together (Virtual)

Charter Authorizer Support Initiative (CASI)
- Charter Chats (Virtual)

Charter School Development Center (CSDC)
- AB 2519 and the New CalSTRS Rules: What Charter School Leaders Must Do Before 2027 (Virtual)
- Advocacy Affinity Group (Virtual)
- DASS Advocacy Affinity Group (Virtual)
- Legislative To Do List List Webinar (Virtual)
- Non Classroom Based Affinity Group (Virtual)

Eckerd Consulting
- San Diego Workforce Partnership Collaboration (Virtual)

Prosecutors Alliance
- The Science of Second Chances (Virtual)

Reaching At Promise Students Association
- RAPSA Forum (In Person)

San Diego County District Attorney
- Strategic Planning for an East One Safe Place-Family Justice Center (In Person)

San Diego County Health and Human Services Agency (HHSA)
- K-12 Education Sector Telebriefing (Virtual)

San Diego County Office of Education
- Cross-County Alternative Education Leadership Gathering: Connect & Collaborate (Virtual)
- The Power of Alignment: Leveraging the LCAP to Align Systems and Strengthen Impact for Students (In Person)

Young Minney Corr
- Staying Out of Due Process: Resolving Special Ed. Issues Before They Escalate (Virtual)



Vision, Leadership, Resources and Professional Learning

Vision and Mission

Shared by Learning Facilitator June Brock:

Mr. Martinez and Mrs. Brock represented MY Academy at the McAlister Institute Health and Wellness Resource Fair on October 8th.



Curriculum, Teaching and Learning, and Assessment

MY Academy Staff Participated In:

Bostonia Global
- Campus Visit & Tour (In Person)

California Department of Ed
- 2026–27 EL Reclassification Webinar (Virtual)

Charter School Development Center (CSDC)
- CSDC Conference Presenter Training (Virtual)

Resident Leadership Academy by Community Health Improvement Partners
- Supplemental Training #1 - Creating Community Change Through Innovation & Cultivation of Youth Leadership (Virtual)



Curriculum, Teaching and Learning, and Assessment

Rigorous and Relevant Curriculum

Shared by Learning Facilitator Abigail Ganje:

Student Project competency component:
The student will research an authentic ocean-related issue, synthesize information from English, U.S. History, Earth & Space Science, and Integrated Math, analyze evidence/data, make connections across subjects, and create a real-world Ocean Action Plan.

Driving Questions of the Project:
How does the ocean shape Earth, human history, and our lives—and what can we do to help protect its future?
Or Why does the ocean matter to our world, our past, and our future?

Student shared his learning by creating and presenting this slideshow.

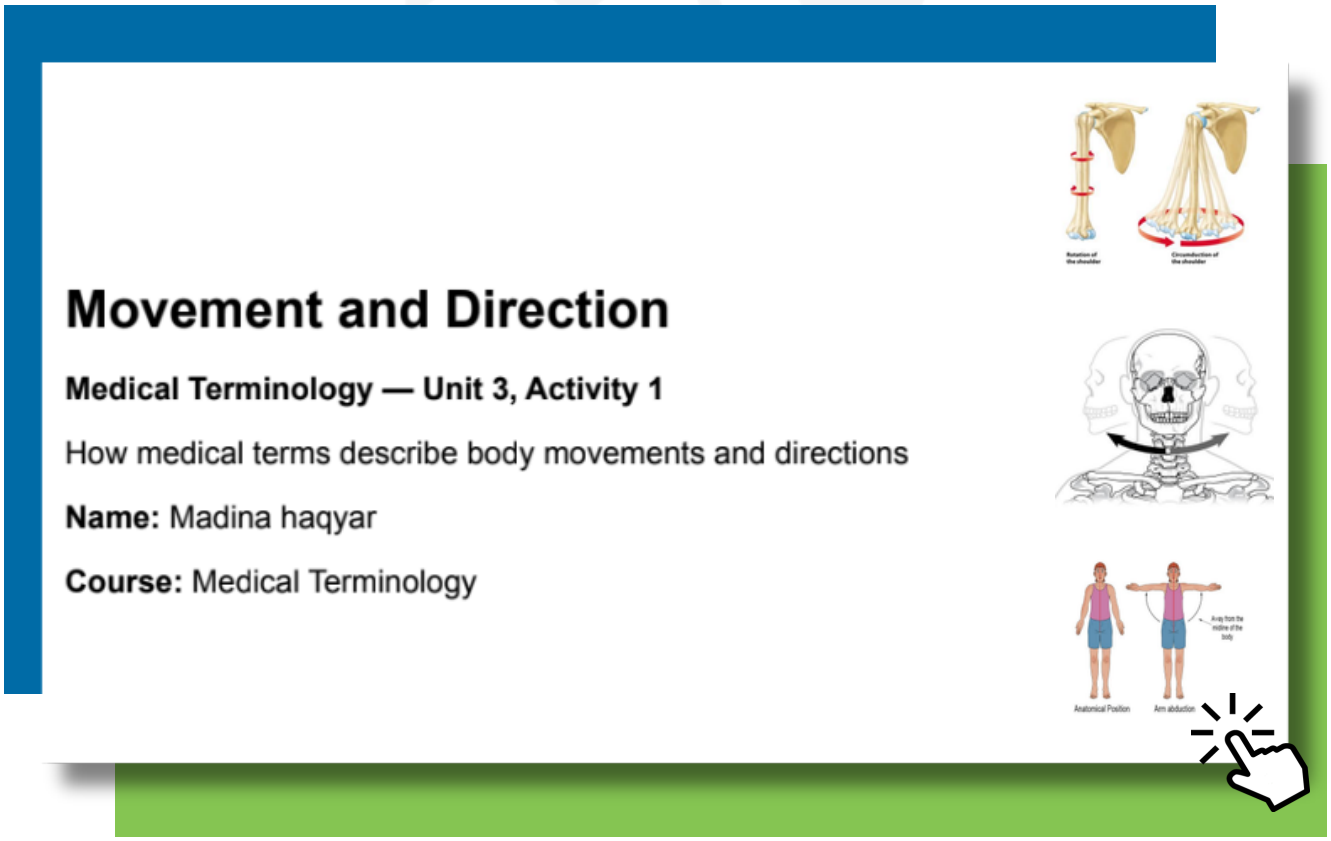


Curriculum, Teaching and Learning, and Assessment

Rigorous and Relevant Curriculum

Shared by Learning Facilitator June Brock:

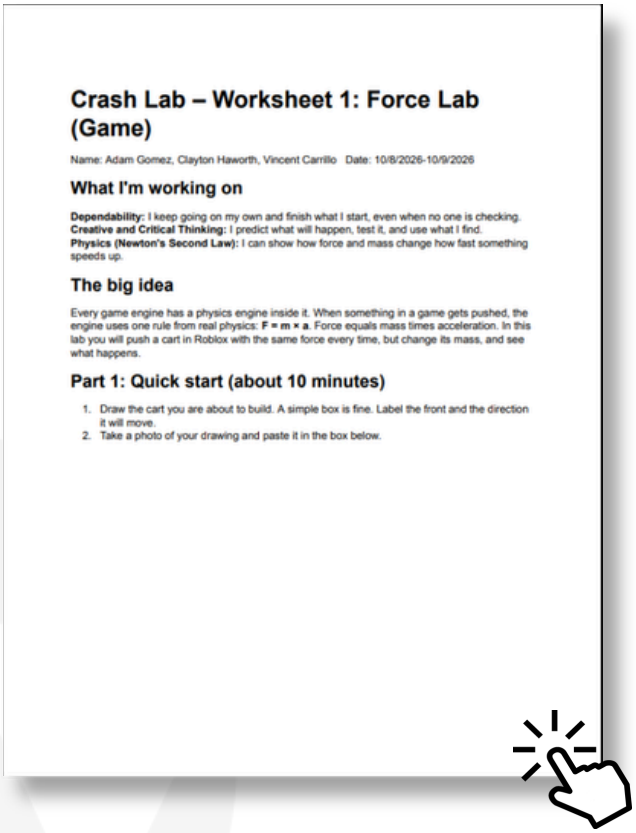
Madina is working hard and learning so much in her eDynamics Medical Terminology course. She is excited to be learning so much and getting a jumpstart on her path toward college and a career in the medical field.



Curriculum, Teaching and Learning, and Assessment

Rigorous and Relevant Curriculum





Crash Lab – Worksheet 1: Force Lab (Game)

Name: Adam Gomez, Clayton Haworth, Vincent Carrillo Date: 10/8/2026-10/9/2026

What I'm working on

Dependability: I keep going on my own and finish what I start, even when no one is checking.
Creative and Critical Thinking: I predict what will happen, test it, and use what I find.
Physics (Newton's Second Law): I can show how force and mass change how fast something speeds up.

The big idea

Every game engine has a physics engine inside it. When something in a game gets pushed, the engine uses one rule from real physics: **F = m × a**. Force equals mass times acceleration. In this lab you will push a cart in Roblox with the same force every time, but change its mass, and see what happens.

Part 1: Quick start (about 10 minutes)

1. Draw the cart you are about to build. A simple box is fine. Label the front and the direction it will move.
2. Take a photo of your drawing and paste it in the box below.

Shared by Learning Facilitator Jen Fredericks:

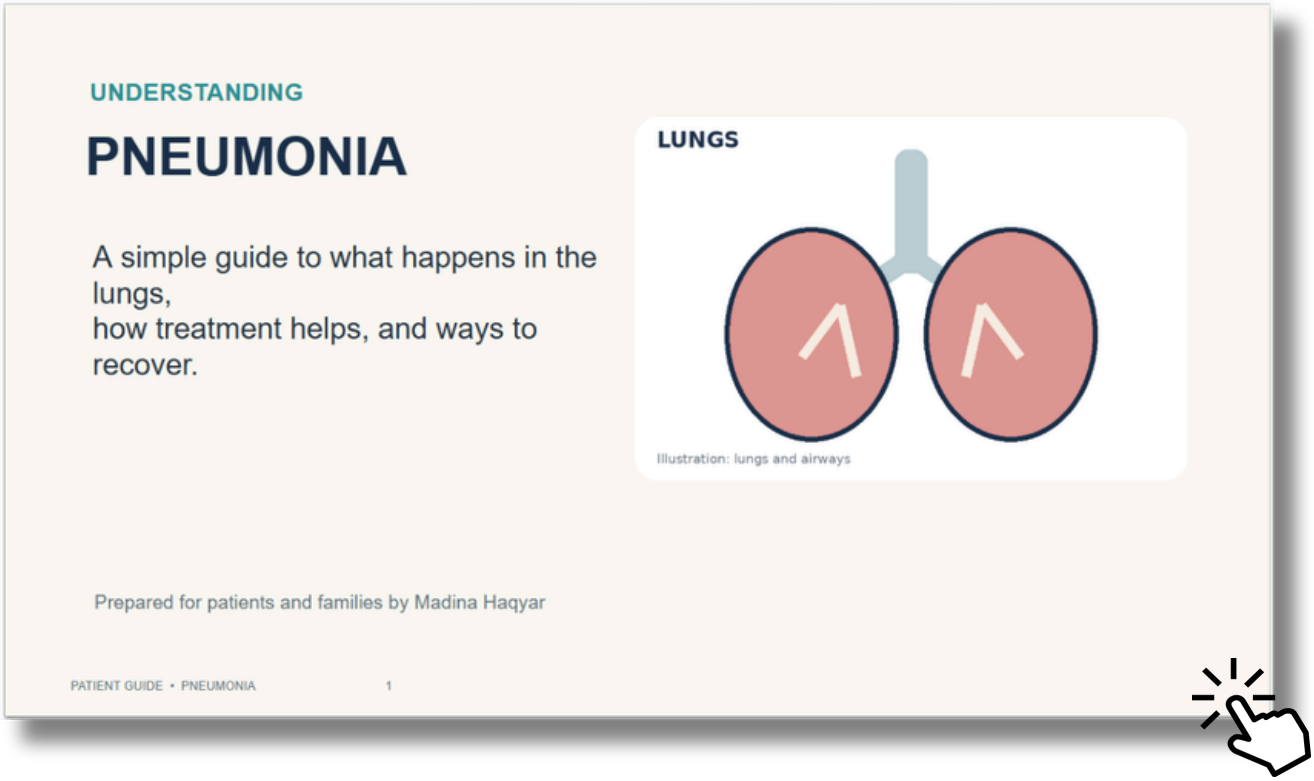
My students are working on Physics projects using Roblox Studio. I actually created the class for Adam, but when some of the other students heard about it, they wanted to join in, too, so now they are all meeting to work on it together.

Curriculum, Teaching and Learning, and Assessment

Rigorous and Relevant Curriculum

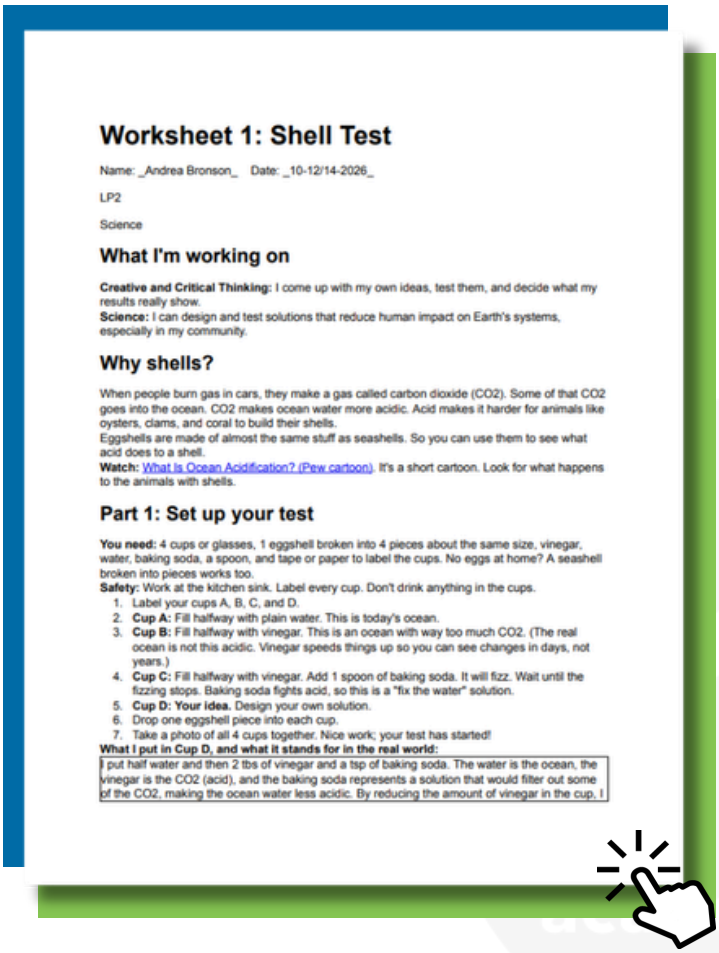
Shared by Learning Facilitator June Brock:

Madina is enjoying learning about human anatomy and physiology in preparation for a career in the medical field. She consistently demonstrates how well she can communicate complex information in various modes, such as in this slides presentation about pneumonia.



Curriculum, Teaching and Learning, and Assessment

Rigorous and Relevant Curriculum



Worksheet 1: Shell Test

Name: _Andrea Bronson_ Date: _10-12/14-2026_

LP2

Science

What I'm working on

Creative and Critical Thinking: I come up with my own ideas, test them, and decide what my results really show.
Science: I can design and test solutions that reduce human impact on Earth's systems, especially in my community.

Why shells?

When people burn gas in cars, they make a gas called carbon dioxide (CO_2). Some of that CO_2 goes into the ocean. CO_2 makes ocean water more acidic. Acid makes it harder for animals like oysters, clams, and coral to build their shells.
Eggshells are made of almost the same stuff as seashells. So you can use them to see what acid does to a shell.
Watch: What Is Ocean Acidification? (Pew cartoon). It's a short cartoon. Look for what happens to the animals with shells.

Part 1: Set up your test

You need: 4 cups or glasses, 1 eggshell broken into 4 pieces about the same size, vinegar, water, baking soda, a spoon, and tape or paper to label the cups. No eggs at home? A seashell broken into pieces works too.
Safety: Work at the kitchen sink. Label every cup. Don't drink anything in the cups.

1. Label your cups A, B, C, and D.
2. **Cup A:** Fill halfway with plain water. This is today's ocean.
3. **Cup B:** Fill halfway with vinegar. This is an ocean with way too much CO_2. (The real ocean is not this acidic. Vinegar speeds things up so you can see changes in days, not years.)
4. **Cup C:** Fill halfway with vinegar. Add 1 spoon of baking soda. It will fizz. Wait until the fizzing stops. Baking soda fights acid, so this is a "fix the water" solution.
5. **Cup D: Your idea.** Design your own solution.
6. Drop one eggshell piece into each cup.
7. Take a photo of all 4 cups together. Nice work; your test has started!

What I put in Cup D, and what it stands for in the real world:

I put half water and then 2 tbs of vinegar and a tsp of baking soda. The water is the ocean, the vinegar is the CO_2 (acid), and the baking soda represents a solution that would filter out some of the CO_2, making the ocean water less acidic. By reducing the amount of vinegar in the cup, I

Shared by Learning Facilitator June Brock:

Andrea wants to become a scientist and solve the problem of ocean acidification. In this interdisciplinary project, she is developing English, Science, and Math competency while learning about the causes of ocean acidification, conducting experiments to test solutions, and working to persuade others to make changes. This experiment is only the first step in the project.

Curriculum, Teaching and Learning, and Assessment

Effective Instruction and Student Engagement

Shared by Learning Facilitator Kesha Chavers:

On October 15 at 10:15 a.m., students and staff across the West Cluster participated in the Great ShakeOut earthquake drill from their respective learning environments. As a hybrid school, integrating this hands-on safety activity provided a valuable, differentiated instructional opportunity - enabling our community to practice critical emergency procedures together while learning apart. Photos from the event highlight students actively applying these safety protocols across varied settings. By adapting standard emergency preparedness into an accessible, interactive exercise, we ensure every student receives targeted instruction and practical tools to stay safe, engaged, and ready to succeed.



Curriculum, Teaching and Learning, and Assessment

Effective Instruction and Student Engagement

Shared by Learning Facilitator Ana Andres:

Recently, our multilingual learners demonstrated what active, hands-on engagement really looks like when provided with real-time translation support.

Students dove into real-world math scenarios—from mapping out personal budgets to calculating everyday financial choices. Instead of getting stuck on unfamiliar terms, they asked questions, talked through steps with staff and peers, and actively worked through each problem together.

With dedicated staff on hand to translate key concepts and directions as needed, students moved quickly from uncertainty to action. You could see the shift in their focus: they were no longer wrestling with a language barrier, but instead focusing their energy on mastering the math.







As the lesson progressed, students took what was discussed and applied it directly to their individual assignments. Their focused effort showed not just comprehension, but true ownership of essential financial skills.

By tailoring support directly to student needs in the moment, our learners remain front and center—actively participating, supporting one another, and building confidence for the future.

School Culture and Student Support

MY Academy Staff Participated In:

Community Based Organization (CBO)

- Alliance Upstream Town Hall at the Riverside County Office of Education (In Person)

Inside/Out Initiative

- Dealing with Difficult Conversations (Virtual)



School Culture and Student Support

Inclusive School Culture





Shared by Learning Facilitator Cathy Strauss:

Students and families gathered in Ramona for a fun and engaging Fall Meet-Up at Jersey Mike's. While enjoying sandwiches and decorating pumpkins, participants took turns selecting conversation cards featuring questions ranging from lighthearted preferences, such as "Do you prefer sunrises or sunsets?" to thought-provoking topics like "Can a person be happy without being comfortable?"

The activity sparked meaningful conversations, encouraged students and parents to share their unique perspectives, and provided opportunities to connect on a deeper level. It was wonderful to see everyone engaging, listening, and learning from one another.

More than just a social gathering, this meet-up helped strengthen our MY Academy community by fostering trust, belonging, and inclusivity while building positive relationships among students, families, and staff.

School Culture and Student Support

Inclusive School Culture

Shared by Learning Facilitator June Brock:

Brothers, Jamil and Jesus, walk to the local library to meet their learning facilitator. The face time in our in-person meetings is essential for getting them acquainted with the learning resources available to them, getting to know them as learners and dreamers and setting them up for success in their learning for the week.



School Culture and Student Support

Inclusive School Culture

Shared by Learning Facilitator Sarina Laff:

The East Cluster Fall Meet Up was a great success! Many students, families, educational rights holders, educational partners and community members showed up to celebrate the MYA school year so far! MYA student projects were shown to everyone in attendance, which they were all so proud of. We invited the Southern California American Indian Resource Center, Community Health Improvement Partners, and Campo Education to provide resource tables at our event - they were all a huge hit! It was a joy to see MYA staff mingle with parents, students, and educational partners to get to know each other. It was a very fun night for all!







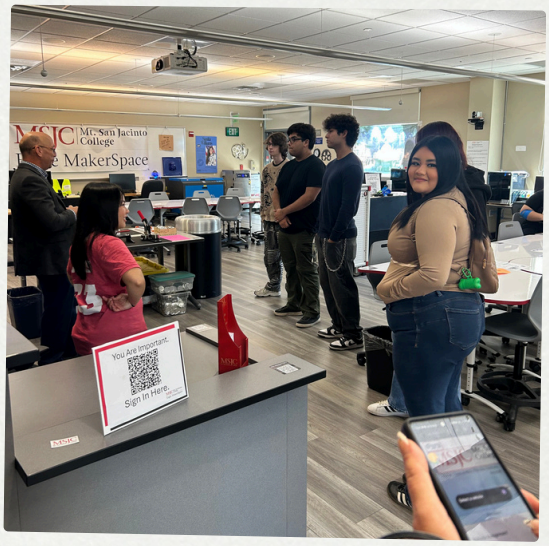
School Culture and Student Support

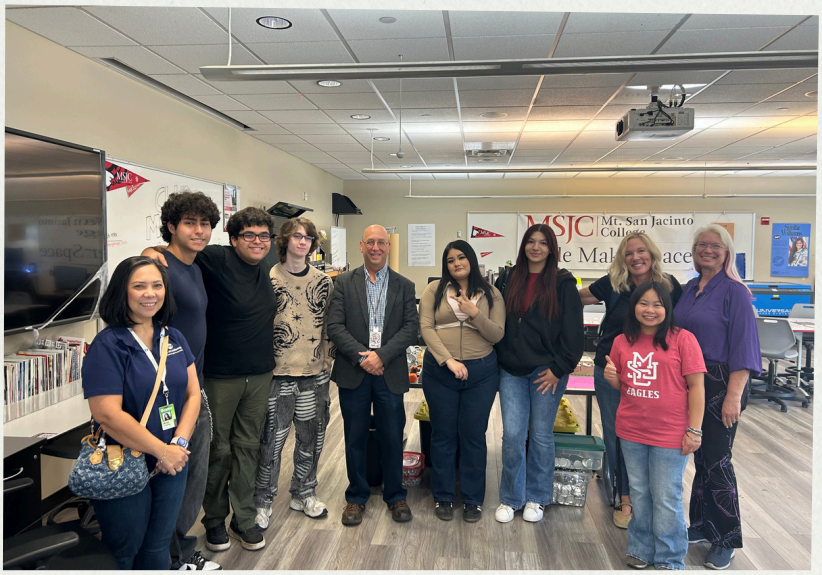
College and Career Readiness

Shared by Learning Facilitator Jen Fredericks:

Students attended a campus tour at MSJC and a college fair that included UC, Cal States and Private and Public colleges fro Arizona. Students were able to connect with counselors and teachers and learn more about programs they are interested in.







School Culture and Student Support

College and Career Readiness

Shared by Learning Facilitator Sarina Laff:

The East and South Cluster came together and created an opportunity for students to participate in a college tour of the Southwestern Community College campus. Not only were we able to tour the campus, but we had the amazing opportunity to tour the Haw Kemyulk Learning Center. This learning center provides so many benefits to our Native American students, such as priority registration, priority counseling, community building, and leadership opportunities. The students had a wonderful time and a couple of them even expressed interest in participating in dual enrollment with Southwestern.







Coversheet

Financial Update, Presented by Gracyn Ortiz, Director of Client Finance, Charter Impact

Section: VII. Oral Presentations
Item: B. Financial Update, Presented by Gracyn Ortiz, Director of Client Finance, Charter Impact
Purpose: FYI
Submitted by: Kierra Matchette
Related Material: Financial Update - September 2026.pdf

BACKGROUND:

Prepared by Charter Impact, The **Financial Update - September 2026** for Motivated Youth Academy (#1628) projects a fiscal year 2026–27 surplus of $653,000, which is $394,000 favorable to budget, with P2 ADA projections unchanged at 334. The variance is driven mainly by forecasted expenditures of $6.90 million, $387,000 below budget, reflecting reductions in subagreement services ($300,000) and personnel costs ($221,000). These savings are partially offset by overages in books and supplies, professional services, and operations, while revenues remain essentially level with budget at $7.55 million. The school maintains 124 days of cash on hand, a projected ending fund balance of $3.3 million (48% of annual expenditures, well above the State's 5% reserve recommendation), and no anticipated need for borrowing.

RECOMMENDATION:

It is recommended the Board approve as presented the September 2026 Financial Update for Motivated Youth Academy (#1628).

Fiscal Impact: None

CHARTER IMPACT

BOARD FINANCIALS

Motivated Youth Academy

September 2026 Financial Report

MY Academy- Highlights

- P2 ADA Projections remain the same at 334
- Days cash on hand currently 124 days
- Revenue increase by $1,7k
- Expenses decrease by $386k
- Year-End Surplus projecting at $652k

MY Academy - Revenue

- Revenues still forecasting at $7.55M, an increase of $7,179
  - LCFF Revenues coming in $1,7k higher
  - Federal Revenues remain the same
  - Other State Revenue remain the same
  - Other Local Revenue projecting slightly higher

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Revenue						
State Aid-Rev Limit	$ 897,402	$ 628,256	$ 269,146	$ 5,895,349	$ 5,893,563	1,786
Federal Revenue	4,662	17,433	(12,771)	879,399	879,399	-
Other State Revenue	-	44,589	(44,589)	766,098	766,098	-
Other Local Revenue	6,394	1,001	5,393	12,402	7,009	5,393
Total Revenue	**$ 908,458**	**$ 691,279**	**$217,179**	**$7,553,248**	**$7,546,069**	**$ 7,179**

MY Academy – Expenses

- Expenses are forecasting at $6.90M, a decrease of $386K
  - Personnel costs projecting $221K lower
  - Books & Supplies projecting $66k higher
  - Operations projecting $21k higher
  - Subagreement Services projecting **$299k** lower
  - Professional Services projecting $47k higher

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Expenses						
Certificated Salaries	$ 560,323	$ 705,317	$ 144,994	$ 2,987,310	$ 3,132,304	$ 144,994
Classified Salaries	205,658	237,018	31,360	947,502	978,862	31,360
Benefits	244,170	318,745	74,575	1,318,718	1,363,533	44,815
Books and Supplies	139,526	73,432	(66,094)	407,306	341,033	(66,273)
Subagreement Services	985	19,541	18,556	217,006	516,631	299,625
Operations	69,891	48,575	(21,316)	215,616	194,300	(21,316)
Facilities	8,537	10,200	1,663	39,137	40,800	1,663
Professional Services	190,855	150,494	(40,361)	767,655	719,703	(47,952)
Interest	-	-	-	-	-	-
Total Expenses	**$1,419,945**	**$1,563,322**	**$143,377**	**$6,900,251**	**$7,287,167**	**$386,916**

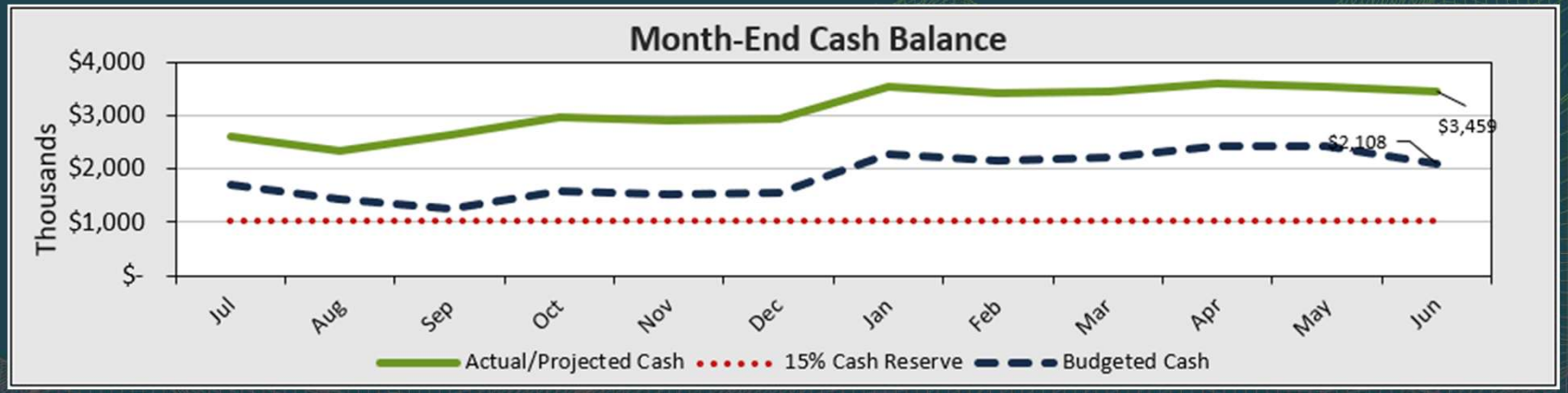
MY Academy - Fund Balance

- Projected year-end surplus increased by $394k, driven by decrease in expenses
- End-of-year balance continues to exceed State recommendation of 5%

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (511,487)**	**$ (872,043)**	**$360,555**	**$ 652,997**	**$ 258,902**	**$394,095**
Beginning Fund Balance	2,662,434	2,662,434		2,662,434	2,662,434	
Ending Fund Balance	**$2,150,947**	**$1,790,392**		**$3,315,431**	**$2,921,336**	
As a % of Annual Expenses	*31.2%*	*24.6%*		*48.0%*	*40.1%*	

MY Academy - Cash Balance

- Cash balance is stable and healthy
  - Ending cash projected at $3.4M, 50% of annual expenditures
  - No projected borrowing needed now or in the future



MY Academy - Appendix

- Monthly Cash Flow / Forecast 26-27
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- Aging Items

MY Academy Charter

Financial Package

September 30, 2026

Presented by:

CHARTER IMPACT

FY26-27 Motivated Youth Academy

Monthly Cash Flow/Forecast FY26-27

Revised 10/30/2026

Actuals Through: Se

ADA = 333.90

CHARTER IMPACT

		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																ADA = 333.90	
State Aid - Revenue Limit																	
8011	LCFF State Aid	231,523	231,523	416,742	430,641	430,641	430,641	430,641	430,641	402,802	402,802	402,802	402,802	402,802	**5,047,005**	5,047,005	-
8012	Education Protection Account	-	-	15,828	-	-	16,695	-	-	16,695	-	-	-	17,562	**66,780**	66,780	-
8019	State Aid - Prior Year	-	-	1,786	-	-	-	-	-	-	-	-	-	-	**1,786**	-	1,786
8096	In Lieu of Property Taxes	-	-	-	59,143	59,143	59,143	59,143	59,143	161,355	80,677	80,677	80,677	80,677	**779,778**	779,778	-
		231,523	231,523	434,356	489,784	489,784	506,479	489,784	489,784	580,852	483,479	483,479	483,479	501,041	**5,895,349**	**5,893,563**	**1,786**
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	45,640	**45,640**	45,640	-
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	46,463	-	-	-	-	-	-	15,488	**61,951**	61,951	-
8291	Title II, Part A - Teacher Quality	-	-	2,162	-	-	5,835	-	-	-	-	-	-	(217)	**7,780**	7,780	-
8296	Other Federal Revenue	-	-	2,500	191,007	-	-	191,007	-	-	191,007	-	-	188,507	**764,028**	764,028	-
		-	-	4,662	191,007	-	52,298	191,007	-	-	191,007	-	-	249,418	**879,399**	**879,399**	**-**
Other State Revenue																	
8311	State Special Education	-	-	-	38,177	38,177	38,177	38,177	38,177	51,308	51,308	51,308	51,308	51,308	**447,426**	447,426	-
8520	Child Nutrition	-	-	-	1,001	1,901	1,901	1,901	1,901	1,901	1,901	1,901	1,901	3,802	**20,012**	20,012	-
8550	Mandated Cost	-	-	-	-	-	18,085	-	-	-	-	-	-	-	**18,085**	18,085	-
8560	State Lottery	-	-	-	-	-	-	21,526	-	-	21,526	-	-	47,769	**90,821**	90,821	-
8599	Other State Revenue	-	-	-	43,966	1,953	1,953	43,966	1,953	1,953	43,966	1,953	1,953	46,136	**189,754**	189,754	-
		-	-	-	83,144	42,032	60,117	105,570	42,032	55,163	118,701	55,163	55,163	149,015	**766,098**	**766,098**	**-**
Other Local Revenue																	
8660	Interest Revenue	4,135	2,259	-	167	167	167	167	167	167	167	167	167	-	**7,894**	2,000	5,894
8698	ASB Fundraising	-	-	-	651	551	551	551	551	551	551	551	-	-	**4,508**	5,009	(501)
		4,135	2,259	-	818	718	718	718	718	718	718	718	167	-	**12,402**	**7,009**	**5,393**
Total Revenue		**235,658**	**233,782**	**439,018**	**764,753**	**532,533**	**619,612**	**787,079**	**532,533**	**636,732**	**793,905**	**539,360**	**538,809**	**899,474**	**7,553,248**	**7,546,069**	**7,179**
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	71,398	160,273	159,423	191,742	191,742	191,742	191,742	191,742	191,742	191,742	191,742	191,742	-	**2,116,769**	2,199,782	83,013
1175	Teachers' Extra Duty/Stipends	841	2,098	2,116	4,644	4,644	4,644	4,644	4,644	4,644	4,644	4,644	2,644	-	**44,850**	50,500	5,650
1200	Pupil Support Salaries	27,833	27,833	28,122	46,832	46,832	46,832	46,832	46,832	46,832	46,832	46,832	46,832	-	**505,273**	561,980	56,707
1300	Administrators' Salaries	26,851	26,851	26,684	26,670	26,670	26,670	26,670	26,670	26,670	26,670	26,670	26,670	-	**320,417**	320,042	(376)
		126,923	217,055	216,345	269,887	269,887	269,887	269,887	269,887	269,887	269,887	269,887	267,887	-	**2,987,310**	**3,132,304**	**144,994**
Classified Salaries																	
2100	Instructional Salaries	22,340	19,109	27,294	41,251	41,251	41,251	41,251	41,251	41,251	41,251	41,251	41,251	-	**440,003**	484,750	44,747
2200	Support Salaries	12,356	18,930	23,856	36,178	36,178	36,178	36,178	36,178	36,178	36,178	36,178	36,178	-	**380,743**	434,134	53,392
2400	Clerical and Office Staff Salaries	7,001	31,133	32,070	4,998	4,998	4,998	4,998	4,998	4,998	4,998	4,998	4,998	-	**115,188**	59,978	(55,209)
2900	Other Classified Salaries	305	5,074	6,190	-	-	-	-	-	-	-	-	-	-	**11,569**	-	(11,569)
		42,002	74,246	89,410	82,427	82,427	82,427	82,427	82,427	82,427	82,427	82,427	82,427	-	**947,502**	**978,862**	**31,360**
Benefits																	
3101	STRS	24,114	41,192	40,769	54,050	54,050	54,050	54,050	54,050	54,050	54,050	54,050	53,650	-	**592,129**	598,270	6,141
3301	OASDI	2,560	4,646	5,541	5,280	5,280	5,280	5,280	5,280	5,280	5,280	5,280	5,280	-	**60,264**	60,689	426
3311	Medicare	2,416	4,168	4,345	5,338	5,338	5,338	5,338	5,338	5,338	5,338	5,338	5,307	-	**58,936**	59,612	676
3401	Health and Welfare	39,279	25,293	37,354	42,075	42,075	42,075	42,075	42,075	42,075	42,075	42,075	42,075	-	**480,601**	504,900	24,299
3501	State Unemployment	208	544	128	1,678	1,678	1,678	8,391	6,713	3,356	1,678	1,678	1,678	-	**29,408**	33,563	4,154
3601	Workers' Compensation	1,032	3,062	804	5,153	5,153	5,153	5,153	5,153	5,153	5,153	5,153	5,124	-	**51,250**	57,556	6,306
3901	Other Benefits	1,177	2,750	2,788	4,382	4,382	4,382	4,382	4,382	4,382	4,382	4,382	4,357	-	**46,130**	48,943	2,813
		70,786	81,655	91,729	117,956	117,956	117,956	124,669	122,991	119,635	117,956	117,956	117,472	-	**1,318,718**	**1,363,533**	**44,815**
Books and Supplies																	
4100	Textbooks and Core Curricula	-	-	-	500	500	500	500	500	500	500	500	500	-	**4,500**	6,000	1,500
4302	School Supplies	-	-	-	335	-	2	-	5,970	4,981	4,981	4,981	4,981	-	**26,231**	26,231	-
4305	Software	106,065	8,094	7,791	17,200	17,200	17,200	17,200	17,200	17,200	17,200	17,200	17,200	-	**276,750**	206,400	(70,350)
4310	Office Expense	721	12,994	1,488	4,125	4,125	4,125	4,125	4,125	4,125	4,125	4,125	4,125	-	**52,328**	49,500	(2,828)
4311	Business Meals	-	505	1,468	792	792	792	792	792	792	792	792	792	-	**9,098**	9,500	402
4400	Noncapitalized Equipment	-	-	400	293	-	2	-	5,232	4,366	4,366	4,366	4,366	-	**23,390**	23,390	-
4700	Food Services	-	-	-	1,668	1,668	1,668	1,668	1,668	1,668	1,668	1,668	1,668	-	**15,009**	20,012	5,003
		106,786	21,593	11,147	24,912	24,284	24,288	24,284	35,487	33,631	33,631	33,631	33,631	-	**407,306**	**341,033**	**(66,273)**
Subagreement Services																	
5102	Special Education	-	-	-	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	-	**45,375**	60,500	15,125
5104	Transportation	-	-	-	458	458	458	458	458	458	458	458	458	-	**4,125**	5,500	1,375
5106	Other Educational Consultants	985	-	-	2,080	-	12	-	37,131	30,981	30,981	30,981	30,981	-	**164,131**	446,131	282,000
5107	Instructional Services	-	-	-	375	375	375	375	375	375	375	375	375	-	**3,375**	4,500	1,125
		985	-	-	7,955	5,875	5,887	5,875	43,006	36,856	36,856	36,856	36,856	-	**217,006**	**516,631**	**299,625**
Operations and Housekeeping																	
5201	Auto and Travel	150	494	2,067	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	-	**19,811**	22,800	2,989
5300	Dues & Memberships	15,971	20	1,290	1,367	1,367	1,367	1,367	1,367	1,367	1,367	1,367	1,367	-	**29,581**	16,400	(13,181)
5400	Insurance	822	22,061	30	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	-	**55,013**	42,800	(12,213)
5516	Miscellaneous Expense	-	-	-	292	292	292	292	292	292	292	292	292	-	**2,625**	3,500	875
5900	Communications	11,773	5,192	8,868	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	-	**101,883**	101,400	(483)
5901	Postage and Shipping	16	427	710	617	617	617	617	617	617	617	617	617	-	**6,703**	7,400	697
		28,732	28,194	12,965	16,192	16,192	16,192	16,192	16,192	16,192	16,192	16,192	16,192	-	**215,616**	**194,300**	**(21,316)**
Facilities, Repairs and Other Leases																	

FY26-27 Motivated Youth Academy

Monthly Cash Flow/Forecast FY26-27

Revised 10/30/2026

Actuals Through: Se

ADA = 333.90

		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
5601	Rent	2,560	2,560	2,762	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	-	33,832	34,600	768
5602	Additional Rent	335	(320)	(15)	167	167	167	167	167	167	167	167	167	-	1,500	2,000	500
5604	Other Leases	-	320	335	350	350	350	350	350	350	350	350	350	-	3,805	4,200	395
		2,895	2,560	3,082	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	-	39,137	40,800	1,663
Professional/Consulting Services																	
5801	IT	14,472	8,808	7,195	9,108	9,108	9,108	9,108	9,108	9,108	9,108	9,108	9,108	-	112,450	109,300	(3,150)
5802	Audit & Taxes	-	-	-	12,933	12,933	12,933	-	-	-	-	-	-	-	38,800	38,800	-
5803	Legal	-	3,123	16,506	2,592	2,592	2,592	2,592	2,592	2,592	2,592	2,592	2,592	-	42,954	31,100	(11,854)
5804	Professional Development	150	20,813	21,967	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	-	57,480	19,400	(38,080)
5805	General Consulting	26,152	9,500	12,050	18,975	18,975	18,975	18,975	18,975	18,975	18,975	18,975	18,975	-	218,477	227,700	9,223
5806	Special Activities/Field Trips	-	-	-	358	-	2	-	6,395	5,335	5,335	5,335	5,335	-	28,096	28,096	-
5807	Bank Charges	92	61	221	67	67	67	67	67	67	67	67	67	-	974	800	(174)
5808	Printing	-	-	-	458	458	458	458	458	458	458	458	458	-	4,125	5,500	1,375
5809	Other taxes and fees	-	113	126	250	250	250	250	250	250	250	250	250	-	2,489	3,000	511
5810	Payroll Service Fee	-	-	-	258	258	258	258	258	258	258	258	258	-	2,325	3,100	775
5811	Management Fee	15,721	15,721	15,721	13,563	13,563	13,563	13,563	13,563	13,563	13,563	13,563	13,563	-	169,227	162,608	(6,619)
5812	District Oversight Fee	-	-	-	4,408	4,408	4,558	4,408	4,408	5,228	4,351	4,351	4,351	12,586	53,058	53,042	(16)
5813	County Fees	-	2,343	-	2,600	-	-	2,600	-	-	2,600	-	-	2,600	12,743	10,400	(2,343)
5814	SPED Encroachment	-	-	-	1,336	1,336	1,336	1,336	1,336	1,796	1,796	1,796	1,796	3,393	17,257	17,257	-
5815	Public Relations/Recruitment	-	-	-	800	800	800	800	800	800	800	800	800	-	7,200	9,600	2,400
		56,587	60,482	73,786	69,324	66,365	66,518	56,032	59,826	60,046	61,770	59,170	59,170	18,579	767,655	719,703	(47,952)
Depreciation																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		**435,696**	**485,785**	**498,464**	**592,054**	**586,387**	**586,556**	**582,766**	**633,216**	**622,074**	**622,120**	**619,520**	**617,035**	**18,579**	**6,900,251**	**7,287,167**	**386,916**
Monthly Surplus (Deficit)		**(200,038)**	**(252,003)**	**(59,446)**	**172,699**	**(53,854)**	**33,056**	**204,313**	**(100,683)**	**14,658**	**171,786**	**(80,160)**	**(78,226)**	**880,895**	**652,997**	**258,902**	**394,095**
															8.6%		
Cash Flow Adjustments																	
Monthly Surplus (Deficit)		(200,038)	(252,003)	(59,446)	172,699	(53,854)	33,056	204,313	(100,683)	14,658	171,786	(80,160)	(78,226)	880,895	652,997		
Cash flows from operating activities																	
	Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Public Funding Receivables	632,314	-	272,452	161,134	-	-	373,888	-	-	-	-	-	(899,474)	540,314		
	Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Prepaid Expenses	164,743	(43,586)	26,705	-	-	-	-	-	-	-	-	-	-	147,862		
	Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Accounts Payable	(91,039)	113	(132)	-	-	-	-	-	-	-	-	-	18,579	(72,479)		
	Accrued Expenses	(284,341)	35,280	3,350	-	-	-	-	-	-	-	-	-	-	(245,711)		
	Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Deferred Revenue	4,641	4,641	54,214	-	-	-	-	-	-	-	-	-	-	63,496		
Cash flows from investing activities																	
	Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																	
	Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash		226,280	(255,555)	297,143	333,833	(53,854)	33,056	578,201	(100,683)	14,658	171,786	(80,160)	(78,226)				
Cash, Beginning of Month		2,372,639	2,598,919	2,343,364	2,640,507	2,974,340	2,920,486	2,953,542	3,531,743	3,431,060	3,445,718	3,617,504	3,537,344				
Cash, End of Month		**2,598,919**	**2,343,364**	**2,640,507**	**2,974,340**	**2,920,486**	**2,953,542**	**3,531,743**	**3,431,060**	**3,445,718**	**3,617,504**	**3,537,344**	**3,459,118**				

Cert.	Instr.
56.5%	74.7%
1,245,516	(401,721)

Pupil:Teacher Ratio		
17.30	:	1

# Days Cash	as of 9/30/26
124	

Motivated Youth Academy

Budget vs Actual

For the period ended September 30, 2026

CHARTER IMPACT

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenue							
State Aid - Revenue Limit							
8011 - LCFF Revenue	$ 416,742	$ 239,245	$ 416,742	$ 879,788	$ 478,491	$ 401,297	$ 5,047,005
8012 - Economic Protection Account Funding	15,828	16,695	15,828	15,828	16,695	(867)	66,780
8019 - State Aid - Prior Year	1,786	0	1,786	1,786	0	1,787	0
8096 - In Lieu of Property Taxes	0	88,714	0	0	133,070	(133,071)	779,778
Total State Aid - Revenue Limit	434,356	344,654	434,356	897,402	628,256	269,146	5,893,563
Federal Revenue							
8181 - Federal Special Education - IDEA	0	0	0	0	0	0	45,640
8290 - Title I, Part A - Basic Low Income	0	15,488	0	0	15,488	(15,488)	61,951
8291 - Title II, Part A - Teacher Quality	2,162	1,945	2,162	2,162	1,945	217	7,780
8296 - Other Federal Revenue	2,500	0	2,500	2,500	0	2,500	764,028
Total Federal Revenue	4,662	17,433	4,662	4,662	17,433	(12,771)	879,399
Other State Revenue							
8311 - State Special Education - AB602	0	21,209	0	0	42,419	(42,419)	447,426
8520 - State - Child Nutrition	0	0	0	0	0	0	20,012
8550 - State - Mandated Cost Reimbursement	0	0	0	0	0	0	18,085
8560 - State - State Lottery	0	0	0	0	0	0	90,821
8599 - State - Other State Revenue	0	1,086	0	0	2,171	(2,170)	189,754
Total Other State Revenue	0	22,295	0	0	44,590	(44,589)	766,098
Other Local Revenue							
8660 - Interest Revenue	0	166	0	6,394	500	5,893	2,000
8699 - School Fundraising	0	251	0	0	500	(500)	5,008
Total Other Local Revenue	0	417	0	6,394	1,000	5,393	7,008
Total Revenue	**439,018**	**384,799**	**439,018**	**908,458**	**691,279**	**217,179**	**7,546,068**
Expenses							
Certificated Salaries							
1100 - Certificated Teachers' Salaries	159,423	191,742	159,423	391,094	474,107	(83,013)	2,199,782
1175 - Certificated Teachers' Extra Duties/Stipends	2,116	4,644	2,116	5,054	10,704	(5,650)	50,500
1200 - Certificated Pupil Support Salaries	28,122	46,831	28,122	83,789	140,495	(56,706)	561,979
1300 - Certificated Supervisors' and Administrators' Salaries	26,684	26,670	26,684	80,386	80,011	375	320,042
Total Certificated Salaries	216,345	269,887	216,345	560,323	705,317	(144,994)	3,132,303
Classified Salaries							
2100 - Classified Instructional Salaries	27,294	41,252	27,294	68,742	113,489	(44,747)	484,750
2200 - Classified Support Salaries	23,856	36,177	23,856	55,143	108,534	(53,391)	434,134
2400 - Clerical, Technical, and Office Staff Salaries	32,070	4,999	32,070	70,204	14,994	55,209	59,978
2900 - Other Classified Salaries	6,190	0	6,190	11,569	0	11,569	0
Total Classified Salaries	89,410	82,428	89,410	205,658	237,017	(31,360)	978,862
Benefits							
3101 - State Teachers' Retirement System, certificated positions	40,769	51,548	40,769	106,075	134,716	(28,640)	598,270
3301 - OASDI/Medicare/Alternative, certificated positions	5,541	5,111	5,541	12,746	14,695	(1,949)	60,690
3311 - Medicare certificated positions	4,345	5,108	4,345	10,930	13,664	(2,734)	59,612
3401 - Health and Welfare Benefits, certificated positions	37,354	42,075	37,354	101,926	126,225	(24,299)	504,900
3501 - State Unemployment Insurance, certificated positions	128	1,678	128	880	5,034	(4,154)	33,562
3601 - Workers' Compensation Insurance, certificated positions	804	4,933	804	4,898	13,193	(8,295)	57,556
3901 - Other Benefits, certificated positions	2,788	4,194	2,788	6,714	11,218	(4,504)	48,943
Total Benefits	91,729	114,647	91,729	244,169	318,745	(74,575)	1,363,533
Books & Supplies							
4100 - Textbooks and Core Curricula Materials	0	500	0	0	1,500	(1,500)	6,000
4302 - School Supplies	0	287	0	0	307	(306)	26,231
4305 - Software	7,791	17,200	7,791	121,951	51,600	70,351	206,400
4310 - Office Expense	1,488	4,125	1,488	15,201	12,375	2,826	49,500
4311 - Business Meals	1,468	792	1,468	1,975	2,375	(401)	9,500
4400 - Noncapitalized Equipment	400	256	400	400	273	127	23,390
4700 - Food Services	0	1,667	0	0	5,003	(5,003)	20,012
Total Books & Supplies	11,147	24,827	11,147	139,527	73,433	66,094	341,033
Subagreement Services							
5102 - Special Education	0	5,042	0	0	15,125	(15,125)	60,500
5104 - Transportation	0	458	0	0	1,375	(1,375)	5,500
5106 - Other Educational Consultants	0	1,797	0	985	1,916	(930)	446,131
5107 - Instructional Services	0	375	0	0	1,125	(1,125)	4,500
Total Subagreement Services	0	7,672	0	985	19,541	(18,555)	516,631
Professional/Consulting Services							
5801 - IT	7,195	9,108	7,195	30,475	27,325	3,150	109,300
5802 - Audit and Tax	0	0	0	0	0	0	38,800
5803 - Legal	16,506	2,592	16,506	19,629	7,775	11,854	31,100
5804 - Professional Development	21,967	1,616	21,967	42,930	4,850	38,079	19,400
5805 - General Consulting	12,050	18,975	12,050	47,702	56,925	(9,223)	227,700
5806 - Special Activities	0	308	0	0	328	(328)	28,096
5807 - Bank Charges	221	66	221	373	200	173	800
5808 - Printing	0	459	0	0	1,375	(1,375)	5,500
5809 - Other Taxes and Fees	126	250	126	239	750	(511)	3,000
5810 - Payroll Service Fee	0	258	0	0	775	(775)	3,100
5811 - Management Fee	15,721	13,551	15,721	47,163	40,652	6,511	162,608
5812 - District Oversight Fee	0	3,102	0	0	5,654	(5,654)	53,042
5813 - LACOE Fees	0	0	0	2,343	0	2,344	10,400
5814 - SELPA Fees	0	742	0	0	1,484	(1,485)	17,257
5815 - Public Relations	0	800	0	0	2,400	(2,400)	9,600
Total Professional/Consulting Services	73,786	51,827	73,786	190,854	150,493	40,360	719,703
Facilities, Repairs & Other Leases							
5601 - Rent	2,762	2,883	2,762	7,882	8,650	(768)	34,600
5602 - Additional Rent	(15)	167	(15)	0	500	(500)	2,000
5604 - Other Leases	335	350	335	655	1,050	(395)	4,200
Total Facilities, Repairs & Other Leases	3,082	3,400	3,082	8,537	10,200	(1,663)	40,800
Operations & Housekeeping							
5201 - Auto and Travel Expense	2,067	1,900	2,067	2,711	5,700	(2,990)	22,800
5300 - Dues & Memberships	1,290	1,367	1,290	17,281	4,100	13,181	16,400
5400 - Insurance	30	3,566	30	22,913	10,700	12,213	42,800
5516 - Miscellaneous Expense	0	292	0	0	875	(875)	3,500
5900 - Communications	8,868	8,450	8,868	25,833	25,350	484	101,400
5901 - Postage and Shipping	710	617	710	1,153	1,850	(697)	7,399
Total Operations & Housekeeping	12,965	16,192	12,965	69,891	48,575	21,316	194,299
Total Expenses	**498,464**	**570,880**	**498,464**	**1,419,944**	**1,563,321**	**(143,377)**	**7,287,164**
Change in Net Assets	**(59,446)**			**(511,486)**			
Net Assets, Beginning of Period	**2,210,393**			**2,662,434**			
Net Assets, End of Period	**$ 2,150,948**			**$ 2,150,948**			

Motivated Youth Academy

Statement of Financial Position

For the period ended September 30, 2026

	Current Balance	Beginning Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	$ 2,640,507	$ 2,372,639	$ 267,868	11 %
Accounts Receivable	851	851	0	0 %
Public Funding Receivables	361,322	1,266,087	(904,766)	(71) %
Prepaid Expenses	19,916	167,778	(147,861)	(88) %
Total Current Assets	3,022,596	3,807,355	(784,759)	(21) %
Total Assets	**$ 3,022,596**	**$ 3,807,355**	**$ (784,759)**	**(21) %**
Liabilities				
Current Liabilities				
Accounts Payable	$ (309)	$ 90,749	$ (91,058)	(100) %
Accrued Liabilities	191,172	436,883	(245,711)	(56) %
Deferred Revenue	680,785	617,288	63,497	10 %
Total Current Liabilities	871,648	1,144,920	(273,272)	(24) %
Total Liabilities	**871,648**	**1,144,920**	**(273,272)**	**(24) %**
Net Asset	**2,150,948**	**2,662,434**	**(511,486)**	**(19) %**
Liabilities & Net Assets	**$3,022,596**	**$3,807,355**	**$ (784,759)**	**(21) %**

Motivated Youth Academy

Statement of Cash Flows

For the period ended September 30, 2026

	Month Ending 09/30/2026	Year To Date 09/30/2026
Cash Flows from Operating Activites		
Change in Net Assets	$ (59,446)	$ (511,486)
(Increase) Decrease in Operating Assets		
Public Funding Receivables	272,452	904,765
Prepaid Expenses	26,705	147,861
Increase (Decrease) in Operating Liabilities		
Accounts Payable	(132)	(91,058)
Accrued Expenses	3,350	(245,711)
Deferred Revenue	54,214	63,497
Total Cash Flows from Operating Activites	**297,143**	**267,868**
Change in Cash and Cash Equivalents	**(297,143)**	**(267,868)**
Cash & Cash Equivalents, Beginning of Period	**2,343,364**	**2,372,639**
Cash & Cash Equivalents, End of Period	**$ 2,640,507**	**$ 2,640,507**

Motivated Youth Academy

Check Register

For the period ended September 30, 2026

CHARTER IMPACT

Check Number	Vendor	Transaction Description	Check Date	Check Amount
21395	Acacia HR Solutions	Consulting Svcs - 09/26	09/10/2026	$ 1,275.00
21396	Law Office of Young, Minney & Corr. LLP	Legal Svcs - 08/26	09/10/2026	7,793.50
21397	MarshMcLennan Agency	Workers Comp. - 07/01/26 - 07/01/27 - (3/10)	09/10/2026	804.00
21398	San Diego County Office of Education	Fingerprint Svcs - 07/26	09/10/2026	126.00
21399	SchoolsFirst Plan Administration LLC	457b Contributions PR09/10/26	09/11/2026	1,746.96
21400	Gallagher Benefit Services, Inc	FSA - 09/26	09/17/2026	30.00
21401	State of California Department of Justice	Fingerprint Svcs - 07/26	09/17/2026	113.00
21402	Acacia HR Solutions	Consulting Svcs - 10/26	09/23/2026	6,375.00
21403	Charter Schools Development Center	2026 Human Resource Academy - 10/13/26 - 10/14/26	09/23/2026	3,150.00
21404	SchoolsFirst Plan Administration LLC	457b Contribution Payment PR09/25/26	09/24/2026	2,736.72
21405	SchoolsFirst Plan Administration LLC	403b Contribution Payment PR09/25/26	09/24/2026	850.00
21406	Accrediting Commission for Schools Western Assoc of Schools	Membership Fee - 2026-2027	09/30/2026	1,310.00
21407	eDynamic LP	Instructional Svcs - 09/26 - 09/27	09/30/2026	3,000.00
21408	MarshMcLennan Agency	Workers Comp. - 07/01/26 - 07/01/27 - 09/26	09/30/2026	804.00
21409	Securian Life Insurance Company	Life Ins - 10/26	09/30/2026	886.49
322271620000496	Amazon Capital Services	Office Supplies - Printer Toner	09/03/2026	814.58
322271620000497	Charter Impact LLC	Business Mgmt Svcs - 09/26	09/03/2026	15,721.00
322271620000498	R&B Communications	Communications Svcs - 06/01/26 - 06/30/26	09/10/2026	1,418.00
322271620000499	Michael P. Humphrey	Additional Board Evaluation Stipend -	09/10/2026	1,150.00
322271620000500	Larry Albert Alvarado	Stipend -	09/10/2026	700.00
322271620000501	William W. Hall	Stipend -	09/10/2026	1,150.00
322271620000502	Peter Matz	Stipend -	09/10/2026	700.00
322271620000503	Steve Fraire	Stipend	09/10/2026	700.00
322271620000504	Alpha Vision,Inc.	Backupify G-Suite - 09/26	09/10/2026	70.00
322271620000505	Keyn Group, LLC	Bitdefender (191) - 09/26	09/17/2026	7,824.50
322271620000506	JD Learning Partners	2026 Kick Off Meeting	09/23/2026	18,666.82
322271620000507	Alpha Vision,Inc.	Research Meeting - 09/17/26	09/23/2026	125.00
322271620000508	GHA Technologies, Inc.	Chromebook Recycling Fee	09/25/2026	400.00
322271620000509	Procopio General	Legal Svcs - 08/24/26 - 08/26/26	09/30/2026	8,167.50
322271620000510	Amazon Capital Services	Office Supplies	09/30/2026	14.13
322271620000511	Charter Impact LLC	Business Mgmt Svcs - 10/26	09/30/2026	15,721.00
ACH	AT&T	Communication Svcs	09/01/2026	263.25
ACH	Chase	Service Charges - 08/26	09/03/2026	25.90
ACH	Inova	Federal & State Tax Payments for Pay Date 091026	09/09/2026	10,836.22
ACH	Chase	Chase Ink CC# 0904 Payment	09/15/2026	12,925.33
ACH	Verizon Wireless	Communication Svcs - 08/12/26 - 09/11/26	09/17/2026	4,302.11
ACH	Verizon Wireless	Communication Svcs - 08/06/26 - 09/05/26	09/22/2026	231.12
ACH	Inova	Federal & State Tax Payments for Pay Date 092526	09/24/2026	50,173.41
ACH	AT&T	Communication Svcs	09/30/2026	263.25
		Total Disbursements in September		**$ 183,363.79**

Motivated Youth Academy

Accounts Payable Aging

For the period ended September 30, 2026

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1YVP-DVXT-4CMY	09/23/2026	$ (19)	$ -	$ -	$ -	$ -	$ (19)
NCS Pearson Inc	150099	10/30/2024	(290)	-	-	-	-	(290)
Total Outstanding Invoices			**$ (309)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (309)**

Coversheet

Consent - Business/Financial Services

Section: VIII. Consent
Item: A. Consent - Business/Financial Services
Purpose: Vote
Submitted by: Kierra Matchette
Related Material: Check Register - October 2026.pdf

BACKGROUND:

1. The **October 2026 Check Register** tracks the day-to-day cash flow and provides the necessary operational transparency required by state laws, authorizers, and public auditors.

RECOMMENDATION:

1. It is recommend the Board approve the October 2026 Check Register as submitted for Motivated Youth Academy (#1628).

Fiscal Impact: None

Motivated Youth Academy

Check Register

For the period ended October 31, 2026

CHARTER IMPACT

Check Number	Vendor	Transaction Description	Check Date	Check Amount
21410	California Schools VEBA	Insurance Svcs - Employee Benefits - 10/26	10/9/2026	$ 43,931.15
21411	Charter Schools Development Center	CSDC Annual Membership Fee - 11/24/26-11/23/27	10/9/2026	1,385.00
21412	Law Office of Young, Minney & Corr. LLP	Legal Svcs - 10/26	10/9/2026	659.50
21413	State of California Department of Justice	Fingerprint Svcs - 06/26	10/9/2026	32.00
21416	APLUS+	2026 Conf. Reg. (1)	10/15/2026	809.10
21417	MarshMcLennan Agency	Workers Comp. - 07/01/26 - 07/01/27 - 10/26	10/15/2026	804.00
21418	NCS Pearson Inc	2025-26 DALS Renewal	10/15/2026	1,975.00
21419	San Marcos Parks & Recreation	Professional Development	10/15/2026	853.50
21421	Secretary of State Business Programs Division	Business Entity Filling	10/19/2026	35.00
21422	San Diego County Office of Education	2026 CTE Career Pathways Conf	10/19/2026	225.00
21423	Gallagher Benefit Services, Inc	FSA - 10/26	10/22/2026	24.00
21424	School Pathways LLC	Subscription (1,446) - 07/01/26 - 06/30/27	10/22/2026	8,962.99
21425	Sonoma County Office of Education	2026-2027 Goalbook License Renewal - (2)	10/22/2026	925.00
21426	SchoolsFirst Plan Administration LLC	403b Contribution Payment PR100926	10/9/2026	300.00
21427	SchoolsFirst Plan Administration LLC	457B Contribution Payment PR100926	10/9/2026	1,178.79
21428	SchoolsFirst Plan Administration LLC		10/26/2026	950.00
21429	SchoolsFirst Plan Administration LLC	407b contribution payment PR102326	10/26/2026	2,583.85
21430	Campo Cafe	Meals - 09/26 - 10/26	10/29/2026	1,367.35
21431	Cook Center for Human Connection	2026-27 Parent/Staff Coaching	10/29/2026	3,208.33
21432	Headrush Learning Inc.	Subscription (3) - 10/26	10/29/2026	2,500.00
21433	Securian Life Insurance Company	Life Ins - 11/26	10/29/2026	886.49
21434	TSW Therapy, Inc.	SpEd Svcs - 09/26	10/29/2026	280.00
322271620000512	Specialized Therapy Services, Inc.	SpEd Svcs - 08/26	10/9/2026	858.75
322271620000513	Keyn Group, LLC	Office Supplies - 09/21/26	10/9/2026	1,307.29
322271620000514	Michael P. Humphrey	Stipend -	10/9/2026	1,150.00
322271620000515	Larry Albert Alvarado	Stipend -	10/9/2026	700.00
322271620000516	Peter Matz	Stipend -	10/9/2026	700.00
322271620000517	William W. Hall	Stipend -	10/9/2026	1,150.00
322271620000518	Steve Fraire	Stipend	10/9/2026	700.00
322271620000519	Alpha Vision,Inc.	Backupify G-Suite - 10/26	10/9/2026	70.00
322271620000520	Clifton Larson Allen LLP	Audit Svcs - 06/30/26	10/15/2026	8,889.30
322271620000521	Amazon Capital Services	Office Supplies	10/15/2026	30.26
322271620000522	Amazon Capital Services	Office Supplies	10/22/2026	166.60
322271620000523	Procopio General	Legal Svcs - 09/23/26 - 09/30/26	10/22/2026	416.22
322271620000524	R&B Communications	Communications Svcs - 09/01/26 - 09/30/26	10/22/2026	709.00
322271620000525	Liminex, Inc.	Consulting Svcs - 10/26 - 10/27	10/22/2026	3,280.00
322271620000526	Keyn Group, LLC	IT Svcs - 10/26	10/29/2026	629.50
ACH	Chase	Service Charges - 09/26	10/5/2026	25.90
ACH	Inova	Federal & State Tax Payments for Pay Date 100926	10/8/2026	11,580.73
ACH	Inova	Federal & State Tax Payments for Pay Date 102626	10/23/2026	50,261.12
Voided - 21414	VOID	VOID	VOID	VOID
Voided - 21415	VOID	VOID	VOID	VOID
Voided - 21420	VOID	VOID	VOID	VOID
			Total Disbursements in October	**$ 156,500.72**

Coversheet

Consent - Personnel Services

Section: VIII. Consent
Item: B. Consent - Personnel Services
Purpose: Vote
Submitted by: Kierra Matchette
Related Material: FSA Renewal for 2027 Plan Year - Gallagher Investment Group.pdf

BACKGROUND:

1. This is Motivated Youth Academy's **FSA Plan Information Summary for the 2027 plan year** (January 1 to December 31, 2027), administered by Gallagher HealthInvest, with open enrollment running October 26 to November 6, 2026. The school is offering both a Healthcare FSA, with elections up to the IRS maximum and a carryover option, and a Dependent Care FSA, with elections up to $7,500 and a 30-day grace period. Both are open to employees at 0.5 FTE and above starting the first of the month after hire, with 90-day runout periods. The plan is frontloaded, meaning the school funds employees' full annual elections up front via ACH pull.

RECOMMENDATION:

1. It is recommended that the Board approve the FSA Renewal for 2027 Plan Year - Gallagher Investment Group.

Fiscal Impact: None at this time.

FSA | Flexible Spending Account

Gallagher | HealthInvest

Plan Information Summary

Employer Information

Employer Legal Name: Motivated Youth Academy		Tax ID Number: 46-4505562
Address: 500 La Tarraza Blvd, Ste 150		Phone Number: (619) 393-9378
City: Escondido	State: CA	Zip Code: 92025
Subject to ERISA: ○ Yes ● No		
Form of Organization: 501c(3) Non-Profit ; Non- classroom based public charter school		
Organized in the State of: CA		
Employer Affiliates (if any): N/A		

Employer FSA Primary Contact

Name: Daniel Cabanero	Title: Sr. HR Generalist	
Phone Number: (619) 393-9378	Email: hr@myacademy.org	
Address Same as Above: ● Yes ○ No		
In "No," enter address below:		
Address:		
City:	State:	Zip Code:

Plan Service Manager Information

Gallagher HealthInvest ("HealthInvest")	
Support Phone Number and Hours:	**1-844-342-5505, Monday–Friday (6:00 a.m. – 5:00 p.m., Pacific Time)**
Website:	**goHealthInvest.com**
Claims Submissions	Claims can be submitted via the participant portal, the HRAgo® mobile app, as well as mailing a claim reimbursement form.

FSA | Flexible Spending Account
Plan Information Summary

Gallagher | HealthInvest

Adopted FSA Plans

☑ Healthcare FSA ☑ Dependent Care Assistance Program (DCAP)

Plan Dates

Plan Year	Plan Year Run Date		
2027	01/01/2027	to	12/31/2027
Plan Effective Date	**Open Enrollment Dates**		
01/01/2027	10/26/2026	to	11/06/2026

Each successive Plan Year will use the same run and enrollment dates, as well as all Plan Details listed below unless modified by written amendment.

Eligibility Requirements

The following employees are eligible to participate in the FSA Plan:

Eligible Employees must be eligible for the Employer's major medical coverage to participate in the Healthcare FSA; however, they're not required to elect such coverage.

☐ All ☐ Full-Time Employees Only ● Other(s): FTE & .5 FTE and above

The following employees are not eligible to participate in the FSA Plan:

☑ Part-Time Employees ☐ Seasonal/Temporary Employees ☐ Union (Collectively Bargained)

☑ Other(s): .475 FTE or below

What service period must employees complete before being eligible to participate in the Plan?

☐ As of the Date of Hire (DOH) ☐ Number of days after DOH: _____

☐ Number of months after DOH: _____ ☐ Other: 1st day of the month following DOH

When can eligible employees begin to participate in the Plan?

First day of
- ☐ Pay period following the date employee becomes eligible
- ☐ Month following the date employee becomes eligible
- ☐ Quarter following the date employee becomes eligible
- ☐ Other: _____

Does the plan include coverage for Domestic Partners? ○ Yes ● No

FSA | Flexible Spending Account
Plan Information Summary

Gallagher | HealthInvest

Healthcare FSA Plan Details[1]

IRS rules permit only a Carryover or Grace Period; you cannot select both.

Election Amounts

Allowed Maximum Election	Required Minimum Election
Max	$500

Grace Period

Grace Period Adopted	Grace Period Number of Days
○ Yes ● No	n/a

Carryover

Carryover Adopted	Carryover Maximum	Carryover Minimum	Enrollment Required in Next Plan Year	Carryover Limited to Next Plan year
● Yes ○ No	max	$10	● Yes ○ No	● Yes ○ No

Runout Period (End of Plan Year)

Runout Period Adopted	Runout Period Number of Days
● Yes ○ No	90

Include Runout as part of Grace Period? ○ Yes ● No

Runout Period (for Terminated Employees)

Terminated Runout Adopted	Runout Period Number of Days
● Yes ○ No	90

Runout Begins at Term Date: ● Yes ○ No

Runout Begins at: n/a

Qualified Reservist Distribution (QRD)

QRD Adopted ○ Yes ○ No

Eligible Expenses

The IRS Code 213 eligible and ineligible expense list will be used to determine expenses for reimbursement on Healthcare FSA accounts. See the most current version of IRS Publication 502.

1 – In order to remain eligible to make contributions to an HSA, employees may elect a Limited Purpose FSA when enrolling.

FSA | Flexible Spending Account
Plan Information Summary

Gallagher | HealthInvest

Dependent Care FSA Plan Details

Election Amounts

Allowed Maximum Election	Required Minimum Election
$7500	$500

Grace Period

Grace Period Adopted	Grace Period Number of Days
(●) Yes ( ) No	30

Runout Period (End of Plan Year)

Runout Period Adopted	Runout Period Number of Days
(●) Yes ( ) No	90

Include Runout as part of Grace Period? (●) Yes ( ) No

Runout Period (for Terminated Employees)

Terminated Runout Adopted	Runout Period Number of Days
(●) Yes ( ) No	90

Runout Begins at Term Date: (●) Yes ( ) No

Runout Begins at: n/a

Spend Down Option (for Terminated Employees)

Spend Down Option Adopted (●) Yes ( ) No

Dependent Care Expenses

All "work related" expenses defined by IRS Publication 503, Child and Dependent Care Expenses, will be used to determine eligible expenses for reimbursement on DCAP accounts.

HealthInvest Benefits Card*

All FSA participants will be automatically enrolled in the debit card program when electing to participate in the FSA program. If a participant has an existing HealthInvest Benefits Card for their HealthInvest administered HRA account, their FSA account funds will be automatically added to their existing card in accordance with the specific rules of the FSA benefit type.

For participants with a triple stacked debit card, reimbursements are processed in the following order: Limited FSA, Limited HRA, and then HSA. For more details, please refer to the HRA or FSA Plan documents.

* The OneBridge Visa® Benefits Card is issued by The Bancorp Bank, N.A., pursuant to a license from Visa U.S.A. Inc. and may be used for qualified expenses wherever Visa debit cards are accepted. See the Cardholder Agreement located on the participant portal under **Resources** for more details.

Other Pre-Tax (Qualified Benefit) Deductions

Listed below are all other pre-tax qualified benefit deductions available to employees under our Cafeteria plan

[■] Medical	[■] Prescription	[ ] HSA Contributions*
[■] Vision	[ ] Short-term Disability	[■] Voluntary Life Insurance
[■] Dental	[ ] Long-term Disability	[■] Voluntary Critical Illness

[ ] Others: _____

HSA Coordination

Does your organization offer a Health Savings Account (HSA) to participants? ( ) Yes (○) No

If yes, please note: If your HSA is administered outside of HealthInvest, you are responsible for notifying us of participants enrolled in the HSA so we can appropriately administer any applicable Limited Purpose FSA.

If your HSA is administered by HealthInvest, we will automatically convert general purpose Health FSAs to Limited Purpose FSA for appropriate HSA Coordination.

FSA | Flexible Spending Account
Plan Information Summary

Gallagher | HealthInvest

Healthcare FSA COBRA Administrator

Name: Motivated Youth Academy		
Address: 500 La Tarraza Blvd		
City: Escondido	State: CA	Zip Code: 92025
Phone 619-393-9378		

Payroll Information

Initial Payroll Withholding Date	Various - see Payroll calendars	**Withholding Payrolls per Year**	
Payroll Frequency	○ Weekly ○ Semi-Monthly ○ Biweekly ○ Monthly	**Payroll Exclusion Dates**	

The withholding deductions are calculated using the annual election amount divided by the number of payroll periods, which may cause some slight rounding differences in certain cases. If needed, an adjustment will be made to the last withholding amount to account for any minor balance differences caused by this rounding.

Will the employer be making contributions to the plan?

○ Yes ◯ No

Plan Funding and Frequency

Please select your preferred funding and frequency option from the list below.

● **Frontload.** Fully fund participants' annual elections prior to start of plan year.

○ **Claims-based** (choose frequency below). Provide funding for claim and debit card spend based on the frequency selected below. An initial reserve deposit is required. A Funding Notice will be provided to the Employer/Plan Sponsor approximately 15 days before the start of the Plan Year in accordance with the Advanced Deposit required below.

Frequency	Advance Deposit Required	ACH Debit Schedule
☐ Daily	5% of total elections	Daily for prior day's spend
☐ Weekly	10% of total elections	Every Friday for prior week's spend
☐ Bi-Weekly	15% of total elections	Every other Friday for prior two weeks' spend
☐ Monthly	20% of total elections	First business day of month for prior month's spend

Gallagher HealthInvest will pull required funding for claim and debit card spend and advance deposit, if applicable, by direct debit from the Employer/Plan Sponsor's bank account as designated on the Employer/Plan Sponsor's completed **ACH Debit/Deposit Authorization** form (provided separately).

Funding Method

■ ACH Pull (Preferred) ☐ Check

☐ ACH Push ☐ Other: _____

Coversheet

(Action) Approval of Motivated Youth Academy Board of Directors Manual Revisions

Section: IX. Board Governance
Item: A. (Action) Approval of Motivated Youth Academy Board of Directors Manual Revisions
Purpose: Vote
Submitted by: Kierra Matchette
Related Material:
Motivated Youth Academy Board of Directors Manual - Redlined.pdf
Motivated Youth Academy Board of Directors Manual - For Board Approval.pdf

BACKGROUND:

The **Motivated Youth Academy Board of Directors Manual Revisions** include the following:

- replacing the word, "teachers" with "learning facilitators" on page 2

- replacing the phrase, "advisory council members" with "Educational Partner Advisory Committee" on page 2

- removing the Steps for Filling a Board Vacancy on page 7 - removal of this section aligns with the bylaws and helps maintain flexibility in the recruitment process

RECOMMENDATION:

It is recommended the Board approve the revisions to the Board of Directors Manual as presented for Motivated Youth Academy (#1628).

Fiscal Impact: None

MOTIVATED YOUTH ACADEMY

Board of Directors Manual

Board of Directors Manual

Role of the Board

The Board of Directors (Board) is elected to provide leadership and oversight of the nonprofit corporation that operates charter school(s). The Board shall ensure that the nonprofit corporation is responsive to the values, beliefs, and priorities of the communities it serves.

The Board shall work with the Director/CEO to fulfill its major responsibilities, which include:

1. Setting the direction for the nonprofit corporation through a process that involves the counties, communities, educational rights holders, students, and staff and is focused on student learning and achievement

2. Establishing an effective and efficient organizational structure for the nonprofit corporation by:

    a. Employing the Director/CEO and setting policy for hiring other personnel
    b. Overseeing the development and adoption of policies
    c. Establishing academic expectations and adopting the curriculum and instructional materials
    d. Establishing budget priorities and adopting the budget
    e. Providing safe, adequate facilities that support the school's operations

3. Providing support to the Director/CEO and other staff as they carry out the Board's direction by:

    a. Establishing and adhering to standards of responsible governance
    b. Making decisions and providing resources that support the nonprofit corporation's priorities and goals
    c. Upholding Board policies
    d. Being knowledgeable about school programs and efforts to serve as effective spokespersons

4. Ensuring accountability to the public for the performance of the school and compliance with the charter(s) by:

    a. Establishing and approving all major educational and operational policies
    b. Approval of all major contracts
    c. Approving the charter school's annual budget and overseeing the charter school's fiscal affairs
    d. Hearing expulsion recommendations at scheduled Board of Directors meetings to

meet the required timeframe for expulsions

e. Evaluating the Director/CEO who oversees the day-to-day operations of the charter school and implementing the policy direction of the Board

f. Developing annual goals for the charter school and long-range plans with input from the Director/CEO, learning facilitators~~teachers~~, and educational rights holder Educational Partner Advisory Committee ~~advisory council members~~

g. Receiving reports from, and providing recommendations to the Director/CEO relative to long-term strategic planning

h. Assessing the charter school's goals, objectives, academic achievement/student progress, financial status, and any need for redirection

i. Evaluating charter school and student performance

5. Providing leadership and advocacy on behalf of students, the educational program, and public education to build support within the local counties and communities.

Governance Standards

The Board believes its primary responsibility is to act in the best interests of every student in the school. The Board is also committed to educational rights holders, counties, communities, employees, the State of California, the laws pertaining to public education, and established school policies.

To maximize Board effectiveness and public confidence in Board governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Director/CEO to ensure that a high-quality education is provided to each student. Each Board member shall:

1. Keep learning and achievement for all students as the primary focus

2. Value, support, and advocate for public education

3. Recognize and respect differences of perspective and style on the Board and among staff, students, educational rights holders, and the counties and communities it serves

4. Act with dignity and understand the implications of demeanor and behavior

5. Keep confidential matters confidential

6. Participate in professional development and commit the time and energy necessary to be

an informed and effective leader

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Director/CEO and other staff

8. Understand that authority rests with the Board as a whole and not with individuals

Board members shall also assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the nonprofit corporation focused on learning and achievement for all students

2. Communicate a common vision

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within Board-adopted policies and procedures

6. Take collective responsibility for the Board's performance

7. Annually evaluate its own effectiveness

8. Ensure opportunities for diverse views in the students, staff, counties, and communities it serves to inform Board deliberations.

Public Statements

The Board recognizes that its members may participate in public discourse on civic or community interest matters, including those involving the nonprofit corporation, and their right to express their personal views freely. However, to ensure consistent, unified communication regarding nonprofit corporation issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate their positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board President or, if appropriate, by the Director/CEO or other designated representative.

When speaking for the nonprofit corporation, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board, nor shall Board spokespersons express any support for (or opposition to) any candidate(s) for political office. The Board must ensure that any statements or informational materials concerning proposed legislation or political candidates are provided in a neutral, nonpartisan, and educational manner consistent with state and federal restrictions for 501(c)(3) nonprofits and public agencies.

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves respectfully, courteously, and professionally and to model good behavior for students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication. Furthermore, the Brown Act prohibits Board members from responding directly to any community on an internet-based social media platform regarding a matter that is within the subject-matter jurisdiction of the Board (e.g., charter school matters) that is made, posted, or shared by any other Board member.

Disclosure of Confidential/Privileged Information

The Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law and upon approval from the Board.

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information unless a majority of the Board has authorized its disclosure.

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a

public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

The Board may take action against any person for disclosing confidential information.

Disclosures excepted from this prohibition are those made to law enforcement officials when reporting on improper governmental activities.

Board Member Electronic Communications

The Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the nonprofit corporation and with members of the public. Board members shall exercise caution to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting nor to circumvent the public's right to access records regarding the nonprofit corporation.

A quorum of the Board shall not, outside of an authorized Board meeting, use a series of electronic communications of any kind, including emails, texts, or communications on an internet-based social media platform, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject-matter jurisdiction of the Board (e.g., charter school matters).

Examples of permissible electronic communications concerning the nonprofit corporation include, but are not limited to, the dissemination of Board meeting agendas and agenda packets, reports of activities from the Director/CEO sent to Board members, and reminders regarding meeting times, dates, and places. Board members must not "reply to all" to these communications.

In addition, Board members may use electronic communications to discuss matters that do not pertain to the nonprofit corporation, regardless of the number of Board members participating in the discussion. However, Board members must be clear that such communications regarding any candidates for political office or proposed legislation are their own personal viewpoints and do not represent the Board, the nonprofit corporation, or the school.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a community member and should make clear that their response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to

the Director/CEO in accordance with Board policies and procedures so that the issue may receive proper consideration and be handled through the appropriate nonprofit corporation process. As appropriate, communication received from the media shall be forwarded to the Director/CEO.

To the extent possible, electronic communications regarding any nonprofit corporation-related business shall be transmitted through a nonprofit corporation-provided account. Conversely, personal communications shall not be transmitted through a nonprofit corporation-provided device or account, nor shall communications regarding candidates for political office or proposed legislation without prior approval from the Board. Board members should keep in mind that such electronic communications (those transmitted through a provided device or account or those pertaining to charter school matters) may be subject to public disclosure under the Public Records Act.

Limits of Board Member Authority

The Board recognizes that the Board governs the nonprofit corporation and that a Board member has no individual authority. Board members shall hold the interests of the nonprofit corporation above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Director/CEO. Board members shall refer Board-related correspondence to the Director/CEO for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Director/CEO or designee so that the problem may be properly considered and handled through the appropriate nonprofit corporation process.

A Board member whose child is attending a nonprofit corporation school should be aware of their role as a Board member when interacting with nonprofit corporation employees about their child.

The Director/CEO designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

Oath or Affirmation

It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation.

The following oath may be administered and certified by the Director/CEO and/or the Board President:

> I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Guiding Principles for the Board of Directors

To preserve the collaborative and mission-driven culture of MY Academy, the Board of Directors embraces the following guiding principles in its members:

1. **Mission Alignment:** Demonstrates a strong commitment to MY Academy's mission, vision, and personalized learning model.
2. **Collaborative Leadership:** Engages respectfully with diverse perspectives, contributing to healthy dialogue and team cohesion.
3. **Ethical and Informed Governance:** Acts with integrity and adheres to high ethical and governance standards.
4. **Community and Organizational Awareness:** Understands the charter school landscape and the unique needs of the MY Academy community.
5. **Unity of Purpose:** Builds trust and shared vision, contributing to a positive, purpose-driven Board culture that supports effective decision-making.

~~**Steps for Filling a Board Vacancy**¶~~

~~1. **Recognize Vacancy:** The Board formally acknowledges the vacant position during a Regular or Special Board meeting.¶~~
~~2. **Ad Hoc Committee Formation:** The Board appoints an ad hoc committee. This action requires a Board vote during a Regular or Special Board meeting. ¶~~
~~3. **Candidate Search:** The advisory committee identifies qualified individuals through~~

outreach and discussion and provides the Board with a list of recommended candidates. Because shared vision and Board chemistry are important, the search may be informal and based on existing networks rather than a public recruitment.¶

4. **Observation and Engagement:** Candidate(s) may be invited to attend a Board meeting for a brief introduction and informal conversation or interview with the Board.¶
5. **Candidate Feedback:** The advisory committee may engage in follow-up conversations with candidates after the Board meeting to learn more about their impressions of the Board's operations and culture.¶
6. **Election:** Deliberation takes place in an open meeting, followed by a majority vote of the directors.¶

Orientation

The Board recognizes the importance of providing all newly elected Board members with support and information to become effective members of the Board. Incoming Board members are provided an orientation designed to build their knowledge of the nonprofit corporation and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election of Board members, one or more orientation sessions may be held during open meeting(s) of the Board or scheduled 1:1 meetings with the Director/CEO and other staff. The Board President and the Director/CEO or designee shall develop an agenda for the meeting(s) and identify resources useful for incoming Board members.

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Incoming Board members must also complete a Form 700 within 30 days of assuming office in accordance with the Political Reform Act. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with nonprofit corporation staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Director/CEO or designee shall provide incoming Board members with specific background information regarding the nonprofit corporation, including, but not limited to, the nonprofit corporation's vision and goals statements, local control, and accountability plan, and other comprehensive plans, student demographic data, student achievement data, nonprofit corporation policy manual, nonprofit corporation budget, and minutes of recent open Board

meetings.

The Director/CEO or designee may offer incoming Board members a tour of the nonprofit corporation's administrative offices and facilities and may introduce them to the nonprofit corporation and charter school site administrators and other staff.

Incoming members are encouraged, at the nonprofit corporation's expense and with the approval of the Board, to attend charter school organization workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the nonprofit corporation.

Board Training

The Board's ability to effectively and responsibly govern the nonprofit corporation is essential to promoting student achievement, building positive community relations, and protecting the public interest in the nonprofit corporation that operates the charter school. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Director/CEO or designee shall provide an orientation to newly elected or appointed Board members, which includes comprehensive information regarding Board roles, policies, procedures, the nonprofit corporation's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with the law.

Board members will be responsible for participating in required training programs, including but not limited to ethics training as set forth in AB 2158 (commencing on January 1, 2025). All Board members are encouraged to continuously participate in advanced training in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the nonprofit corporation on issues that involve the entire governance team.

Board members may attend a conference or similar public gathering with other Board members and/or with the Director/CEO or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program,

business of a specified nature that is within the nonprofit corporation's jurisdiction so as not to violate the Brown Act open meeting laws.

Board members shall report to the Board, orally or in writing, on the Board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and nonprofit corporation.

Remuneration, Reimbursement

Compensation

Each member of the Board of Directors (Board) may receive a monthly compensation of $700.

On an annual basis, the Board may adjust the compensation of Board members, in accordance with the Corporation's Bylaws, based on the services performed by the Board members and in consideration of comparable compensation that is paid to individuals holding similar positions at similarly-sized nonprofit organizations in the same geographic location. The Board shall adopt such compensation based on the comparable analysis, which may include a compensation study.

Board members are not required to accept payment for meetings attended.

A member may be compensated for meetings they missed when the Board finds that they were performing designated services for the nonprofit corporation that operates charter school at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board.

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses such as travel, telephone, business meals, or other authorized purposes incurred when performing authorized services for the nonprofit corporation.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board.

Authorized purposes may include, but are not limited to, attendance of educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the nonprofit corporation's interests; attendance at the nonprofit corporation or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include but are not limited to, the personal portion of any trip, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on the nonprofit

corporation-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while at the nonprofit corporation.

Any questions regarding the propriety of a particular type of expense should be resolved pursuant to the fiscal policy.

Board Policies

The Board shall adopt written policies to convey its expectations for actions that will be taken in the nonprofit corporation, clarify roles and responsibilities of the Board and Director/CEO, and communicate board philosophy and positions to students, staff, educational rights holders, and the community.

The nonprofit corporation's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

Board Bylaws
The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations.

Bylaws governing Board operations may be amended in accordance with the process set forth in the Bylaws.

Monitoring and Evaluation
At any time, the Board and Director/CEO or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Director/CEO or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies
The Director/CEO or designee shall provide public access to current Board-adopted policies, such as by posting policies to the website or making them available upon request.

As necessary, the Director/CEO or designee shall notify staff, educational rights holders, students, and other educational partners whenever a policy that affects them is adopted or revised. They may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the website when required by law.

Agenda, Meeting Materials

Any board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Director/CEO or designee with supporting documents and information.

The Board President and Director/CEO shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board President and Director/CEO shall determine if the item is merely a request for information or whether the issue is covered by an existing policy.

If the Board President and Director/CEO do not place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board President and Director/CEO shall also decide, in accordance with the Brown Act, whether an agenda item is appropriate for discussion in open or closed session and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Director/CEO recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

At least 72 hours before each regular meeting, each Board member shall be provided a digital copy of the agenda and other available documents pertinent to the meeting.

When special meetings are called, board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted.

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The Board shall adopt and enforce a policy for public participation at meetings, which shall include the requirements of the Charter Schools Act for establishing two-way conference locations and posting recordings of the meetings.

The Board believes that late-night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular board meetings shall be held between the hours of 8:00 a.m. to 4:00 p.m.; if any Special or Emergency Board Meetings are held, they shall be adjourned by 10:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

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The Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by nonprofit corporation staff and the public.

The Secretary shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

2. A list of the public comments made on agendized items and non-agendized topics

3. The specific language of each motion and the names of the Board members who made and seconded the motion

4. Any action taken by the Board, and the vote or abstention on that action of each Board member present

Upon request by a student's educational rights holder, or by the student if age 18 or older, the minutes shall not include the student's or educational rights holder's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary.

The Director/CEO or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda at a subsequent regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

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Board Self Evaluation

The Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that nonprofit corporation governance effectively supports student achievement and the attainment of the nonprofit corporation's vision and goals.

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Director/CEO, understanding of Board and Director/CEO roles and responsibilities, communication skills, or other governance or boardsmanship skills.

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

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Any discussion involving the Board's self-evaluation shall be conducted in an open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Director/CEO or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board may set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board may also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to additional training or mentorship.

Director/CEO Evaluation

The Board will vote annually on the approval of the evaluation timeline and plan, as well as the stipend amount for each Director/CEO evaluator for conducting a comprehensive 12-month evaluation of the Director/CEO.

The Board and Director/CEO shall annually develop and agree upon performance goals and objectives that shall serve as the basis for an annual evaluation. The evaluation process shall follow a timeline mutually agreed to by the Board and the Director/CEO.

The Board shall devote a portion of at least one meeting annually for discussion and evaluation of the performance and working relationship between the Director/CEO and the Board. Such meetings shall be conducted in closed session, unless mutually agreed otherwise, and allow the option to deliberate privately without the Director/CEO present when discussing the final conclusions of an evaluation.

Director/CEO Succession Planning

Short-Term Absence Procedures

The Board should follow the procedures listed below in the event the Director/CEO is temporarily unable to fulfill their duties.

1. **Immediate Notification:** The Director/CEO or the Director/CEO's designee will inform the Board President as soon as possible about the temporary incapacity or absence and will support the Board with communication, as directed by the Board President
2. **Special Board Meeting:** As needed, convene a Special Board meeting to discuss the situation and potential impact.
3. **Acting Director/CEO:** Consult with the Director/CEO's designee for the name of the Director's/CEO's recommended Acting Director/CEO.
4. **Review and Monitor:** The situation should be reviewed at regular intervals to decide if the Acting Director/CEO should continue in the role or if the regular Director/CEO can resume duties.

5. **Transition Back:** Once the Director/CEO resumes duties, a transition plan should be established to ensure a smooth return.

Vacancy Procedures
This section provides a guide for the Board of Directors in case the seat of the Director/CEO becomes vacant, either through planned or unplanned circumstances. This ensures the continuity of leadership and minimizes disruption in the organization.

1. **Initial Notice:** The Director/CEO should provide written notice of departure as stipulated in their contract, including a minimum notice period.
2. **Board Meeting:** Convene a Special Board Meeting to initiate a plan and timeline for the vacancy. Document minutes and ensure compliance with public meeting laws like the Brown Act.
3. **Search Committee:** Appoint an ad hoc Director/CEO Search Committee consisting of less than a quorum of the Board's Directors with the support of other staff as appropriate, such as the Director/CEO's designee. Define the committee's scope, authority, and limitations in writing. Consider and decide whether the Search Committee will conduct the search itself or employ a recruiter or search firm to help find candidates. If using a recruiter/search firm, the Search Committee will be its primary point of contact and will guide the search outside of full Board meetings.
4. **Interviews and Selections:** Establish unbiased, pre-defined criteria for candidate assessment. Conduct interviews and select a candidate based on these criteria. Keep detailed records for compliance with Equal Employment Opportunity laws.
5. **Contract Development:** Involve legal counsel to draft and review the employment contract. Ensure alignment with state and federal employment laws.
6. **Public Announcement:** In the open session of a Regular Board Meeting, the Board President or the Director/CEO's designee will verbally summarize the employment contract's salary and benefits provisions for the Board and the public before the Board votes to approve the contract.
7. **Transition Plan:** Develop a comprehensive transition plan for both outgoing and incoming Director/CEO.

MOTIVATED YOUTH ACADEMY

Board of Directors Manual

Board of Directors Manual

Role of the Board

The Board of Directors (Board) is elected to provide leadership and oversight of the nonprofit corporation that operates charter school(s). The Board shall ensure that the nonprofit corporation is responsive to the values, beliefs, and priorities of the communities it serves.

The Board shall work with the Director/CEO to fulfill its major responsibilities, which include:

1. Setting the direction for the nonprofit corporation through a process that involves the counties, communities, educational rights holders, students, and staff and is focused on student learning and achievement

2. Establishing an effective and efficient organizational structure for the nonprofit corporation by:

    a. Employing the Director/CEO and setting policy for hiring other personnel
    b. Overseeing the development and adoption of policies
    c. Establishing academic expectations and adopting the curriculum and instructional materials
    d. Establishing budget priorities and adopting the budget
    e. Providing safe, adequate facilities that support the school's operations

3. Providing support to the Director/CEO and other staff as they carry out the Board's direction by:

    a. Establishing and adhering to standards of responsible governance
    b. Making decisions and providing resources that support the nonprofit corporation's priorities and goals
    c. Upholding Board policies
    d. Being knowledgeable about school programs and efforts to serve as effective spokespersons

4. Ensuring accountability to the public for the performance of the school and compliance with the charter(s) by:

    a. Establishing and approving all major educational and operational policies
    b. Approval of all major contracts
    c. Approving the charter school's annual budget and overseeing the charter school's fiscal affairs
    d. Hearing expulsion recommendations at scheduled Board of Directors meetings to

meet the required timeframe for expulsions

e. Evaluating the Director/CEO who oversees the day-to-day operations of the charter school and implementing the policy direction of the Board

f. Developing annual goals for the charter school and long-range plans with input from the Director/CEO, learning facilitators, and educational rights holder Educational Partner Advisory Committee

g. Receiving reports from, and providing recommendations to the Director/CEO relative to long-term strategic planning

h. Assessing the charter school's goals, objectives, academic achievement/student progress, financial status, and any need for redirection

i. Evaluating charter school and student performance

5. Providing leadership and advocacy on behalf of students, the educational program, and public education to build support within the local counties and communities.

Governance Standards

The Board believes its primary responsibility is to act in the best interests of every student in the school. The Board is also committed to educational rights holders, counties, communities, employees, the State of California, the laws pertaining to public education, and established school policies.

To maximize Board effectiveness and public confidence in Board governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Director/CEO to ensure that a high-quality education is provided to each student. Each Board member shall:

1. Keep learning and achievement for all students as the primary focus

2. Value, support, and advocate for public education

3. Recognize and respect differences of perspective and style on the Board and among staff, students, educational rights holders, and the counties and communities it serves

4. Act with dignity and understand the implications of demeanor and behavior

5. Keep confidential matters confidential

6. Participate in professional development and commit the time and energy necessary to be

an informed and effective leader

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Director/CEO and other staff

8. Understand that authority rests with the Board as a whole and not with individuals

Board members shall also assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the nonprofit corporation focused on learning and achievement for all students

2. Communicate a common vision

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within Board-adopted policies and procedures

6. Take collective responsibility for the Board's performance

7. Annually evaluate its own effectiveness

8. Ensure opportunities for diverse views in the students, staff, counties, and communities it serves to inform Board deliberations.

Public Statements

The Board recognizes that its members may participate in public discourse on civic or community interest matters, including those involving the nonprofit corporation, and their right to express their personal views freely. However, to ensure consistent, unified communication regarding nonprofit corporation issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate their positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board President or, if appropriate, by the Director/CEO or other designated representative.

When speaking for the nonprofit corporation, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board, nor shall Board spokespersons express any support for (or opposition to) any candidate(s) for political office. The Board must ensure that any statements or informational materials concerning proposed legislation or political candidates are provided in a neutral, nonpartisan, and educational manner consistent with state and federal restrictions for 501(c)(3) nonprofits and public agencies.

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves respectfully, courteously, and professionally and to model good behavior for students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication. Furthermore, the Brown Act prohibits Board members from responding directly to any community on an internet-based social media platform regarding a matter that is within the subject-matter jurisdiction of the Board (e.g., charter school matters) that is made, posted, or shared by any other Board member.

Disclosure of Confidential/Privileged Information

The Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law and upon approval from the Board.

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information unless a majority of the Board has authorized its disclosure.

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a

public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

The Board may take action against any person for disclosing confidential information.

Disclosures excepted from this prohibition are those made to law enforcement officials when reporting on improper governmental activities.

Board Member Electronic Communications

The Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the nonprofit corporation and with members of the public. Board members shall exercise caution to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting nor to circumvent the public's right to access records regarding the nonprofit corporation.

A quorum of the Board shall not, outside of an authorized Board meeting, use a series of electronic communications of any kind, including emails, texts, or communications on an internet-based social media platform, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject-matter jurisdiction of the Board (e.g., charter school matters).

Examples of permissible electronic communications concerning the nonprofit corporation include, but are not limited to, the dissemination of Board meeting agendas and agenda packets, reports of activities from the Director/CEO sent to Board members, and reminders regarding meeting times, dates, and places. Board members must not "reply to all" to these communications.

In addition, Board members may use electronic communications to discuss matters that do not pertain to the nonprofit corporation, regardless of the number of Board members participating in the discussion. However, Board members must be clear that such communications regarding any candidates for political office or proposed legislation are their own personal viewpoints and do not represent the Board, the nonprofit corporation, or the school.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a community member and should make clear that their response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to

the Director/CEO in accordance with Board policies and procedures so that the issue may receive proper consideration and be handled through the appropriate nonprofit corporation process. As appropriate, communication received from the media shall be forwarded to the Director/CEO.

To the extent possible, electronic communications regarding any nonprofit corporation-related business shall be transmitted through a nonprofit corporation-provided account. Conversely, personal communications shall not be transmitted through a nonprofit corporation-provided device or account, nor shall communications regarding candidates for political office or proposed legislation without prior approval from the Board. Board members should keep in mind that such electronic communications (those transmitted through a provided device or account or those pertaining to charter school matters) may be subject to public disclosure under the Public Records Act.

Limits of Board Member Authority

The Board recognizes that the Board governs the nonprofit corporation and that a Board member has no individual authority. Board members shall hold the interests of the nonprofit corporation above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Director/CEO. Board members shall refer Board-related correspondence to the Director/CEO for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Director/CEO or designee so that the problem may be properly considered and handled through the appropriate nonprofit corporation process.

A Board member whose child is attending a nonprofit corporation school should be aware of their role as a Board member when interacting with nonprofit corporation employees about their child.

The Director/CEO designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

Oath or Affirmation

It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation.

The following oath may be administered and certified by the Director/CEO and/or the Board President:

> I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Guiding Principles for the Board of Directors

To preserve the collaborative and mission-driven culture of MY Academy, the Board of Directors embraces the following guiding principles in its members:

1. **Mission Alignment:** Demonstrates a strong commitment to MY Academy's mission, vision, and personalized learning model.
2. **Collaborative Leadership:** Engages respectfully with diverse perspectives, contributing to healthy dialogue and team cohesion.
3. **Ethical and Informed Governance:** Acts with integrity and adheres to high ethical and governance standards.
4. **Community and Organizational Awareness:** Understands the charter school landscape and the unique needs of the MY Academy community.
5. **Unity of Purpose:** Builds trust and shared vision, contributing to a positive, purpose-driven Board culture that supports effective decision-making.

Orientation

The Board recognizes the importance of providing all newly elected Board members with support and information to become effective members of the Board. Incoming Board members are provided an orientation designed to build their knowledge of the nonprofit corporation and an

understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election of Board members, one or more orientation sessions may be held during open meeting(s) of the Board or scheduled 1:1 meetings with the Director/CEO and other staff. The Board President and the Director/CEO or designee shall develop an agenda for the meeting(s) and identify resources useful for incoming Board members.

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Incoming Board members must also complete a Form 700 within 30 days of assuming office in accordance with the Political Reform Act. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with nonprofit corporation staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Director/CEO or designee shall provide incoming Board members with specific background information regarding the nonprofit corporation, including, but not limited to, the nonprofit corporation’s vision and goals statements, local control, and accountability plan, and other comprehensive plans, student demographic data, student achievement data, nonprofit corporation policy manual, nonprofit corporation budget, and minutes of recent open Board meetings.

The Director/CEO or designee may offer incoming Board members a tour of the nonprofit corporation’s administrative offices and facilities and may introduce them to the nonprofit corporation and charter school site administrators and other staff.

Incoming members are encouraged, at the nonprofit corporation’s expense and with the approval of the Board, to attend charter school organization workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the nonprofit corporation.

Board Training

The Board's ability to effectively and responsibly govern the nonprofit corporation is essential to promoting student achievement, building positive community relations, and protecting the public interest in the nonprofit corporation that operates the charter school. Board members shall be provided sufficient opportunities for professional development that helps them understand their

responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Director/CEO or designee shall provide an orientation to newly elected or appointed Board members, which includes comprehensive information regarding Board roles, policies, procedures, the nonprofit corporation's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with the law.

Board members will be responsible for participating in required training programs, including but not limited to ethics training as set forth in AB 2158 (commencing on January 1, 2025). All Board members are encouraged to continuously participate in advanced training in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the nonprofit corporation on issues that involve the entire governance team.

Board members may attend a conference or similar public gathering with other Board members and/or with the Director/CEO or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the nonprofit corporation's jurisdiction so as not to violate the Brown Act open meeting laws.

Board members shall report to the Board, orally or in writing, on the Board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and nonprofit corporation.

Remuneration, Reimbursement

Compensation

Each member of the Board of Directors (Board) may receive a monthly compensation of $700.

On an annual basis, the Board may adjust the compensation of Board members, in accordance with the Corporation's Bylaws, based on the services performed by the Board members and in consideration of comparable compensation that is paid to individuals holding similar positions at similarly-sized nonprofit organizations in the same geographic location. The Board shall adopt such compensation based on the comparable analysis, which may include a compensation study.

Board members are not required to accept payment for meetings attended.

A member may be compensated for meetings they missed when the Board finds that they were performing designated services for the nonprofit corporation that operates charter school at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board.

Reimbursement of Expenses
Board members shall be reimbursed for actual and necessary expenses such as travel, telephone, business meals, or other authorized purposes incurred when performing authorized services for the nonprofit corporation.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board.

Authorized purposes may include, but are not limited to, attendance of educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the nonprofit corporation's interests; attendance at the nonprofit corporation or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include but are not limited to, the personal portion of any trip, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on the nonprofit corporation-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while at the nonprofit corporation.

Any questions regarding the propriety of a particular type of expense should be resolved pursuant to the fiscal policy.

Board Policies

The Board shall adopt written policies to convey its expectations for actions that will be taken in the nonprofit corporation, clarify roles and responsibilities of the Board and Director/CEO, and communicate board philosophy and positions to students, staff, educational rights holders, and the community.

The nonprofit corporation's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

Board Bylaws
The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations.

Bylaws governing Board operations may be amended in accordance with the process set forth in the Bylaws.

Monitoring and Evaluation
At any time, the Board and Director/CEO or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Director/CEO or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies
The Director/CEO or designee shall provide public access to current Board-adopted policies, such as by posting policies to the website or making them available upon request.

As necessary, the Director/CEO or designee shall notify staff, educational rights holders, students, and other educational partners whenever a policy that affects them is adopted or revised. They may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the website when required by law.

Agenda, Meeting Materials

Any board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Director/CEO or designee with supporting documents and information.

The Board President and Director/CEO shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board President and Director/CEO shall determine if the item is merely a request for information or whether the issue is covered by an existing policy.

If the Board President and Director/CEO do not place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

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3. The specific language of each motion and the names of the Board members who made and seconded the motion

4. Any action taken by the Board, and the vote or abstention on that action of each Board member present

Upon request by a student's educational rights holder, or by the student if age 18 or older, the minutes shall not include the student's or educational rights holder's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary.

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Any discussion involving the Board's self-evaluation shall be conducted in an open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Director/CEO or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board may set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board may also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to additional training or mentorship.

Director/CEO Evaluation

The Board will vote annually on the approval of the evaluation timeline and plan, as well as the stipend amount for each Director/CEO evaluator for conducting a comprehensive 12-month evaluation of the Director/CEO.

The Board and Director/CEO shall annually develop and agree upon performance goals and

objectives that shall serve as the basis for an annual evaluation. The evaluation process shall follow a timeline mutually agreed to by the Board and the Director/CEO.

The Board shall devote a portion of at least one meeting annually for discussion and evaluation of the performance and working relationship between the Director/CEO and the Board. Such meetings shall be conducted in closed session, unless mutually agreed otherwise, and allow the option to deliberate privately without the Director/CEO present when discussing the final conclusions of an evaluation.

Director/CEO Succession Planning

Short-Term Absence Procedures

The Board should follow the procedures listed below in the event the Director/CEO is temporarily unable to fulfill their duties.

1. **Immediate Notification:** The Director/CEO or the Director/CEO's designee will inform the Board President as soon as possible about the temporary incapacity or absence and will support the Board with communication, as directed by the Board President
2. **Special Board Meeting:** As needed, convene a Special Board meeting to discuss the situation and potential impact.
3. **Acting Director/CEO:** Consult with the Director/CEO's designee for the name of the Director's/CEO's recommended Acting Director/CEO.
4. **Review and Monitor:** The situation should be reviewed at regular intervals to decide if the Acting Director/CEO should continue in the role or if the regular Director/CEO can resume duties.
5. **Transition Back:** Once the Director/CEO resumes duties, a transition plan should be established to ensure a smooth return.

Vacancy Procedures

This section provides a guide for the Board of Directors in case the seat of the Director/CEO becomes vacant, either through planned or unplanned circumstances. This ensures the continuity of leadership and minimizes disruption in the organization.

1. **Initial Notice:** The Director/CEO should provide written notice of departure as stipulated in their contract, including a minimum notice period.
2. **Board Meeting:** Convene a Special Board Meeting to initiate a plan and timeline for the vacancy. Document minutes and ensure compliance with public meeting laws like the Brown Act.
3. **Search Committee:** Appoint an ad hoc Director/CEO Search Committee consisting of less than a quorum of the Board's Directors with the support of other staff as appropriate, such as the Director/CEO's designee. Define the committee's scope, authority, and limitations in writing. Consider and decide whether the Search Committee will conduct

the search itself or employ a recruiter or search firm to help find candidates. If using a recruiter/search firm, the Search Committee will be its primary point of contact and will guide the search outside of full Board meetings.

4. **Interviews and Selections:** Establish unbiased, pre-defined criteria for candidate assessment. Conduct interviews and select a candidate based on these criteria. Keep detailed records for compliance with Equal Employment Opportunity laws.
5. **Contract Development:** Involve legal counsel to draft and review the employment contract. Ensure alignment with state and federal employment laws.
6. **Public Announcement:** In the open session of a Regular Board Meeting, the Board President or the Director/CEO's designee will verbally summarize the employment contract's salary and benefits provisions for the Board and the public before the Board votes to approve the contract.
7. **Transition Plan:** Develop a comprehensive transition plan for both outgoing and incoming Director/CEO.