



Meeting Location:
500 W Santa Ana Blvd
Santa Ana, CA 92701

Instructions for Presentations to the Board by Citizens

NOVA Academy Early College High School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Copies of the agenda are available to audience members.
2. Any person may address the Board concerning any item on the agenda. “Request to Address the Board on AGENDA ITEMS” forms are available for those who wish to speak on agenda items. You shall specify that agenda item on your form and give the form to the Recording Secretary to the Board.
3. At the discretion of the Board, audience members may be granted five (5) minutes to make a presentation to the Board at the time the specific agenda item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.
4. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.
5. “Request to Address the Board on NON-AGENDA ITEMS” forms are available to audience members who wish to raise issues that are not specifically on the agenda. You shall complete the form and give it to the Recording Secretary to the Board.
6. Presentations on non-agenda items are limited to three (3) minutes each and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.
7. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.

ITEMS	LEADER	TIME	ACTION REQUESTED
1. CALL MEETING TO ORDER Welcome & Introduction	Sandy Otsuji	1 min	
2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA	Sandy Otsuji	5 min	
3. PUBLIC COMMENT ON ITEMS ON THE AGENDA Members of the public wishing to address the Board of Directors on any agenda item may do so by commenting during this agenda item or during the item in question.	Sandy Otsuji	5 min	
4. CONSENT CALENDAR A. Board Policies <ul style="list-style-type: none"> • School Access Restriction Policy (Revised) • Uniform Complaint Policy (Revised) 	Sandy Otsuji	5 min	Approve Consent Calendar
5. EXECUTIVE REPORT	Renee Lancaster	15 min	

6. NEW BOARD POLICIES <ul style="list-style-type: none"> • Educational Records and Student Information Policy • Student Transportation Policy 	John Bowen	10 min	<i>Approve Educational Records and Student Information Policy</i> <i>Approve Student Transportation Policy</i>
7. MARKETING PROPOSAL <ul style="list-style-type: none"> • Carrie Cornwall 	Renee Lancaster	20 min	<i>Approve a Monthly Marketing Service</i>
8. IT VENDOR CONTRACT <ul style="list-style-type: none"> • Orange Crew 	John Bowen	10 min	<i>Approve Orange Crew Contract</i>
9. 2018-2019 EMPLOYEE HANDBOOK	John Bowen	15 min	<i>Approve 2018-2019 Employee Handbook</i>
10. 2018-2019 STUDENT HANDBOOK	Renee Lancaster	15 min	<i>Approve 2018-2019 Student Handbook</i>
11. BOARD RESOLUTION <ul style="list-style-type: none"> • Authorized Individuals on NOVA Academy Bank Accounts 	Renee Lancaster	5 min	<i>Approve Authorized Individuals on Bank Accounts</i>
ADJOURN	Sandy Otsuji	1 min	
Posted at NOVA Academy-Santa Ana Campus, NOVA Academy-Coachella Campus, and NOVA Academy Business Office. Posted on NOVA Academy Website.			

Teleconference Location:

Call in number: 1 (800) 511-8018 - Pass Code: 4980567

NOVA Academy-Santa Ana Meeting Site: Board Room (2nd Floor), 500 W. Santa Ana Blvd., Santa Ana, CA 92701

NOVA Academy-Coachella Conference Site: 52780 Frederick St, Coachella, CA 92236