



**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.
8. Any individual who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting 714-569-0948. Please call prior to the meeting to allow for reasonable arrangements to ensure accessibility to the meeting.

ITEMS	LEADER	TIME	ACTION REQUESTED
1. <b>CALL MEETING TO ORDER</b> Welcome & Introduction	Dr. Sanford Otsuji	1 min	
2. <b>PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA</b>	Dr. Sanford Otsuji	5 min	
3. <b>PUBLIC COMMENT ON ITEMS ON THE AGENDA</b> 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.	Dr. Sanford Otsuji	5 min	
4. <b>CONSENT CALENDAR</b> A. Approve Minutes from 10-24-2019 Board Meeting B. Approve Minutes from 10-24-2019 Special Board Meeting C. Approve Minutes from 11-7-2019 Annual Board Training	Dr. Sanford Otsuji	5 min	<i>Approve Consent Calendar</i>

D. NOVA Academy-Coachella Field Trip <ul style="list-style-type: none"> <li>Coachella to University of La Verne</li> </ul>			
<b>5. BOARD UPDATE ON SPECIAL EDUCATION FOR 2020-2021</b>	Renee Lancaster/ Trevor Garrett	15 min	
<b>6. COMPREHENSIVE SCHOOL-WIDE CAASPP SCHOOL IMPROVEMENT PROGRAM PRESENTATION</b>	Mark Cruickshank	15 min	
<b>7. CLOSED SESSION PUBLIC EMPLOYEE TITLE: ASSISTANT PRINCIPAL</b>	Dr. Sanford Otsuji	10 min	
<b>8. RECONVENE TO OPEN SESSION REPORT ACTION TAKEN IN CLOSED SESSION IF ANY</b>	Dr. Sanford Otsuji	5 min	
<b>9. CLOSED SESSION PUBLIC EMPLOYEE TITLE: COUNSELOR</b>	Dr. Sanford Otsuji	10 min	
<b>10. RECONVENE TO OPEN SESSION REPORT ACTION TAKEN IN CLOSED SESSION IF ANY</b>	Dr. Sanford Otsuji	5 min	
<b>11. 2019-2020 STUDENT HANDBOOK</b> <ul style="list-style-type: none"> <li>Updated Dual Enrollment Procedures at Santa Ana College</li> </ul>	Renee Lancaster	5 min	<i>Approve Updated Dual Enrollment Procedures at Santa Ana College in 2019-2020 Student Handbook</i>
<b>12. EXECUTIVE REPORT</b>	Renee Lancaster	15 min	
<b>13. FIRST INTERIM MULTI-YEAR BUDGET</b> <ul style="list-style-type: none"> <li>NOVA Academy-Coachella</li> <li>NOVA Academy-Santa Ana</li> </ul>	Geetha Huma/ Karen Lester	20 min	<i>Approve First Interim Multi-Year Budget for NOVA Academy-Coachella</i>  <i>Approve First Interim Multi-Year Budget for NOVA Academy-Santa Ana</i>
<b>14. 2018-2019 ANNUAL AUDIT REPORTS</b> <ul style="list-style-type: none"> <li>NOVA Academy-Coachella</li> <li>NOVA Academy-Santa Ana</li> </ul>	Renee Lancaster	15 min	<i>Approve Annual Audit Report for NOVA Academy-Coachella</i>  <i>Approve Annual Audit Report for NOVA Academy-Santa Ana</i>

<b>15. BOARD RESOLUTION</b> <ul style="list-style-type: none"> <li>Authorized Individuals on NOVA Academy Bank Accounts</li> </ul>	Renee Lancaster	5 min	<i>Approve Authorized Individuals on Bank Accounts</i>
<b>ADJOURN</b>	Dr. Sanford Otsuji	1 min	
<b>Posted at NOVA Academy-Santa Ana Campus, NOVA Academy-Coachella Campus, and NOVA Academy Business Office.  Posted on NOVA Academy Website.</b>			

**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**