



**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. <b>CALL MEETING TO ORDER</b> Welcome & Introduction	Sandy Otsuji	1 min	
2. <b>PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA</b>	Sandy 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.	Sandy Otsuji	5 min	
4. <b>CONSENT CALENDAR</b> A. Approve Minutes from 12-7-2017 Board Meeting B. Approve Minutes from 12-14-17 Special Board Meeting	Sandy Otsuji	5 min	Approve Consent Calendar

<p>C. NOVA Academy-Santa Ana Field Trips</p> <ul style="list-style-type: none"> <li>• Santa Ana to Cal State Dominguez Hills and Cal State Long Beach</li> <li>• Santa Ana to La Mirada Performing Arts Center</li> <li>• Santa Ana to Cal Poly Pomona, Azusa Pacific, or Cal Baptist University</li> </ul>			
<p><b>5. 2017-2018 SINGLE PLAN FOR STUDENT ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>• NOVA Academy-Coachella</li> <li>• NOVA Academy-Santa Ana</li> </ul>	Renee Lancaster	15 min	<p><i>Approve Single Plan for Student Achievement for Coachella</i></p> <p><i>Approve Single Plan for Student Achievement for Santa Ana</i></p>
<p><b>6. FINANCIAL UPDATE</b></p> <ul style="list-style-type: none"> <li>• NOVA Academy-Coachella</li> <li>• NOVA Academy-Santa Ana</li> </ul>	Andy Silvert/ Karen Lester	15 min	
<p><b>7. 2016-2017 ANNUAL AUDIT REPORTS</b></p> <ul style="list-style-type: none"> <li>• NOVA Academy-Coachella</li> <li>• NOVA Academy-Santa Ana</li> </ul>	Renee Lancaster	15 min	<p><i>Approve Annual Audit Report for Coachella</i></p> <p><i>Approve Annual Audit Report for Santa Ana</i></p>
<p><b>8. EXECUTIVE REPORT</b></p>	Renee Lancaster/ John Bowen	15 min	
<p><b>ADJOURN</b></p>	Sandy Otsuji	1 min	
<p><b>Posted at NOVA Academy-Santa Ana Campus, NOVA Academy-Coachella Campus, and NOVA Academy Business Office. Posted on NOVA Academy Website.</b></p>			

**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**