

## **NOVA ACADEMY**

Board of Directors Meeting Minutes – December 6, 2018, 6 PM  
500 W. Santa Ana Blvd., Santa Ana CA 92701

### **CALL MEETING TO ORDER: 6:00 PM**

The meeting was called to order by Board Chairman, Dr. Sanford Otsuji.

#### **Members Present:**

Dr. Sanford Otsuji, Chairman  
Dr. Susan Garrett, Co-Chair  
Norm Lester, Secretary  
Karen Lester, Treasurer  
Gloria Grana, Member  
Brenda Gonzalez, Member

#### **Members Not Present**

None

#### **Staff Present**

Renee Lancaster, CEO/Founder  
Denise Pascoe, Chief Business Officer  
Dr. Andrea Brumbaugh, Principal  
Angie Dillon, Executive Assistant

#### **Members Present via Conference Line:**

None

#### **Staff Present via Conference Line:**

Lisa Hernandez, Principal

### **CONSENT CALENDAR**

The Consent Calendar was presented for approval. The Consent Calendar contained the following matters:

- Minutes from the October 25, 2018, Board Meeting
- Minutes from the October 26, 2018, Board Study Session
- Minutes from the November 5, 2018, Special Board Meeting
- English Learner Policy, Rehabilitation Act 504 Policy for NOVA Academy-Coachella, and Rehabilitation Act 504 Policy for NOVA Academy-Santa Ana

Motion to approve the Minutes from the October 25, 2018, Board Meeting, Minutes from the October 26, 2018, Board Study Session, Minutes from the November 5, 2018, Special Board Meeting, English

Learner Policy, Rehabilitation Act 504 Policy for Coachella, and Rehabilitation Act 504 Policy for Santa Ana.

**Motion:** Norm Lester

**Second:** Susan Garrett

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

### **NOVA ACADEMY CHILDREN’S FOUNDATION DIRECTOR OF DEVELOPMENT UPDATE**

Tristen Seagondollar, Director of Development for the NOVA Academy Children’s Foundation (“the Foundation”), introduced herself to the Board. She shared her experience working in the non-profit industry and her passion for education. One of her roles is to elevate awareness of NOVA Academy in the local community. So far this school year, Ms. Seagondollar helped raise \$8,000 for Santa Ana’s dance team. Her goal is to raise an additional \$10,000 for dance competitions and dance camps. Recently Ms. Seagondollar led a campaign to help the Santa Ana campus meet a \$10,000 matching goal for #GivingTuesday. She successfully helped raise over \$10,000 in donations. Kylie Schuyler, Board Chair of the Foundation, matched the donations received and brought the total amount to \$22,900.

In 2019, Tristen Seagondollar aims to raise funds for STEAM, afterschool programs, and career-related club interests. She is working with NOVA teachers to gather their interests and requests for supplies, such as equipment to display student artwork. Ms. Seagondollar also plans to raise funds for student bereavement support.

The Board welcomed Tristen Seagondollar and commended her efforts. Dr. Sanford Otsuji, Board Chair, requested that Ms. Seagondollar provide the Board with a summary sheet of her current activities.

### **MID-CYCLE WASC REPORT**

Dr. Andrea Brumbaugh, Principal, shared to the Board the Mid-Cycle WASC Report for NOVA Academy-Santa Ana. In preparing the report, Dr. Brumbaugh collaborated with Marilyn Carmody, a teacher at NOVA Academy who served as WASC Coordinator. Dr. Brumbaugh said NOVA Academy was last observed three years ago and it was approved for six years with a three-year Mid-Cycle visit. For the upcoming visit, the WASC committee is seeking a snapshot of the past three years and how the school stands currently. The Mid-Cycle WASC report showed an increase in graduation rate to 97.3% and positive progress in Advanced Placement (AP) and Honors course enrollment. Honors course enrollment increased 194% over the past three years and AP course enrollment increased 179%. CAASPP results showed that NOVA students outperformed Santa Ana Unified School District schools in English Language Arts (ELA) and Math. In ELA, NOVA scored higher than the State average. Dr. Brumbaugh shared that the WASC report includes strategies to decrease suspensions, increase attendance, and improve support for ELD and SPED students. Schoolwide action plan refinements

include the use of Rosetta Stone software to help ELD students improve their English skills, new techniques by math teachers to help students improve math performance, Positive Behavioral Interventions & Support (PBIS) training for teachers to reduce suspensions, and a new initiative to improve vocabulary. Dr. Andrea Brumbaugh said they will submit the WASC report at the end of December, which is six weeks prior to when the WASC committee will visit the school.

The Board reviewed the report and asked what strategies are in place for improving the AP test pass rate. Dr. Andrea Brumbaugh said several AP test review sessions are available. Teachers are offering sessions during lunch, afterschool, and on Saturdays. Dr. Susan Garrett, Board Co-Chair, commented on the importance of peer learning.

Motion to approve the Mid-Cycle WASC Report for NOVA Academy-Santa Ana.

**Motion:** Susan Garrett

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

**2018-2019 STUDENT HANDBOOK**

Renee Lancaster, CEO, presented a proposed change to the grading scale in the 2018-2019 Student Handbook. The change would add a + or – option to the grading scale. This would help increase eligibility for the Golden State Seal of Merit Diploma, which requires that students receive a minimum of a B+ grade for two semesters in several classes. With the current grading scale, only students receiving two A grades would qualify.

Motion to approve Grading Scale Change in 2018-2019 Student Handbook.

**Motion:** Karen Lester

**Second:** Gloria Grana

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

**LOW-PERFORMING STUDENTS BLOCK GRANT**

Denise Pascoe, Chief Business Officer, presented the Low-Performing Students Block Grant spending plan for Board approval. The Santa Ana campus had two students who qualify for the grant; the Coachella campus had zero students. Ms. Pascoe explained that the grant is based on students who did



Motion to move Board Agenda item #11, 2017-2018 Annual Audit Reports, to item #10 and move item #10, Comprehensive School Safety Plan, to item #11.

**Motion:** Karen Lester

**Second:** Brenda Gonzalez

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

**2017-2018 ANNUAL AUDIT REPORTS**

Renee Lancaster presented the 2017-2018 Annual Audit Reports for Coachella and Santa Ana. She said both campuses are audited three times per year. Auditors review expenditures, revenue, attendance, PERS/STRS, and contributions that come in. She shared that the audit reports had no findings. Karl Yoder said the audit reports are clean. For Santa Ana, there were observations regarding ASB. Denise Pascoe said she will work with Karin Schaefer, Business Services Advisor, and the ASB advisor to discuss the observations.

Motion to approve 2017-2018 Annual Audit Reports for NOVA Academy-Coachella.

**Motion:** Susan Garrett

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

Motion to approve 2017-2018 Annual Audit Reports for NOVA Academy-Santa Ana.

**Motion:** Susan Garrett

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

**COMPREHENSIVE SCHOOL SAFETY PLAN**

Denise Pascoe presented the Comprehensive School Safety Plan for the Coachella campus. She explained that it is a standard plan followed by the California Department of Education.

Motion to approve the Comprehensive School Safety Plan for NOVA Academy-Coachella.

**Motion:** Karen Lester

**Second:** Gloria Grana

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

**EXECUTIVE REPORT**

Renee Lancaster presented the Executive Report where she shared enrollment updates for Coachella and Santa Ana, local environmental trends, and upcoming events. Regarding the OC Streetcar in Santa Ana, Ms. Lancaster is working with Dr. Sanford Otsuji and NOVA Academy Children’s Foundation Chair, Kylie Schuyler. Recently teachers and staff at both campuses received a pay increase and the response was positive. Both campuses will have Professional Boundaries training later this month. There is new data on the California School Dashboard website and NOVA Academy’s scores are higher than surrounding schools. Ms. Lancaster announced that Santa Ana will have Senior Exit Interviews on April 26 and Coachella will have theirs on May 1.

**EXECUTIVE COMPENSATION STUDY**

Dr. Sanford Otsuji shared that Young, Minney & Corr, LLP (YM&C), conducted an independent compensation and benefits study that compared the salaries of charter school executives. With recent data from 2017-2018, YM&C examined seven charter high schools similar to NOVA Academy in number of students. They narrowed their focus to schools with Chief Executive Officers who are compensated at a medium level versus high level. They found that the average total compensation package is \$204,570 and the average base salary is \$175,662.

All Board Members were asked to complete a Performance Evaluation for Renee Lancaster that is due within one week. The Performance Evaluations will be submitted to John Bowen, Director of Human Resources & Operations.

**CLOSED SESSION**

Public Employee

Title: Chief Executive Officer

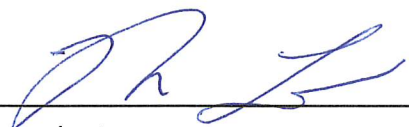
**RECONVENE TO OPEN SESSION**

Dr. Sanford Otsuji reported that there was a motion. Based on maintaining an ADA of 205 in Coachella and 404 in Santa Ana, the Board unanimously approved to keep Renee Lancaster on the administrative schedule where she will receive a 4% pay increase and 3% incentive-based pay increase. Ms. Lancaster will receive a \$15,000/year CEO Stipend beginning January 1, 2019. She will receive \$7,500 for 2018-2019 since there are six months remaining in the school year. Ms. Lancaster will receive a Performance Bonus of \$10,000 based on maintaining both schools' current ADA. The Performance Bonus will be paid all at once on June 15, 2019. Ms. Lancaster will receive a Health and Welfare benefit of \$5,000 beginning January 1, 2019. She will receive \$2,500 for the current school year and \$5,000 annually thereafter.

Karen Lester, Board Treasurer, will work with Chastin Pierman, attorney from YM&C, on updating Renee Lancaster's Employee Agreement. Ms. Lester will also work with Carla Skaggs, Business Consultant.

**Adjournment**

The meeting was adjourned at 9:16 PM.

  
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Norm Lester