

NOVA ACADEMY

Board of Directors Meeting Minutes – April 25, 2019, 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 Co-Chair, Dr. Susan Garrett.

Members Present:

Dr. Susan Garrett, Co-Chair
Norm Lester, Secretary
Karen Lester, Treasurer
Rick Weir, Member

Members Not Present

Brenda Gonzalez, Member
Gloria Grana, Member

Staff Present

Renee Lancaster, CEO/Founder
John Bowen, Director of Human Resources & Operations
Karin Schaefer, Business Services Advisor
Mark Cruickshank, Assistant Principal
Angie Dillon, Executive Assistant

Members Present via Conference Line:

Dr. Sanford Otsuji, Chairman

Staff Present via Conference Line:

Adrienne Haggerty, Teacher

CONSENT CALENDAR

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

- Minutes from the 3-7-2019 Board Meeting
- Minutes from the 3-28-2019 Special Board Meeting
- NOVA Academy-Coachella field trips to Universal Technical Institute (Rancho Cucamonga), Niland Power Plant (Niland), and Disneyland California Adventure (Anaheim).

Motion: Karen Lester

Second: Norm Lester

| Vote | Yes | No | Abstain | Conference Line |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji | | | | X |
| S. Garrett | X | | | |
| N. Lester | X | | | |
| K. Lester | X | | | |
| R. Weir | X | | | |

SANTA ANA CAMPUS PUBLIC INPUT AND LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

Mark Cruickshank, Assistant Principal, presented the Local Control Accountability Plan (LCAP) for the Santa Ana campus. He updated the Board on the California School Dashboard. There was an improvement in the suspension rate and the school is now in the Green category for all student groups. The school took several actions to improve CAASPP scores, including offering more AP and Honors courses, Rosetta Stone software for ELD classes, professional development on instructional strategies, and the implementation of a new reading program called Reading Plus. Additionally, NOVA sponsors the PSAT for 9th, 10th, and 11th graders. Parental involvement increased substantially from the previous year. The overall satisfaction rate is 83%, with 88% of respondents reporting they are satisfied with campus safety.

COACHELLA CAMPUS PUBLIC INPUT AND LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

Adrienne Haggerty, Teacher, presented the Local Control Accountability Plan (LCAP) for the Coachella campus. To improve CAASPP scores, the school implemented several academic campaigns and provided workshops on test taking strategies on three separate Saturdays. The school also received support from Riverside County for ELD students. To improve school satisfaction, the Coachella campus will host a student focus group and a parent LCAP meeting to discuss parent feedback. The overall school satisfaction rate is 91% with 90% of parents and students reporting they are satisfied with campus safety. The school exceeded its goal to increase dual eligibility with 50.5% of all students eligible to participate in college courses in 2018-2019. The school also exceeded its goal of meeting most parents' satisfaction on parent events. Ninety percent of parents who attended parent events reported they found the information to be useful.

FINANCIAL UPDATE

Karen Lester, Board Treasurer, presented the financial update for the Coachella and Santa Ana campuses. Coachella is in a good, stable position with enrollment and revenue closely aligned with the Second Interim Budget. For Santa Ana, enrollment and revenue are also closely aligned with the Second Interim Budget. Santa Ana's budget is on track and the school is meeting the bond ratio covenant.

SCHOOL FOOD PROGRAM CONTRACTS

John Bowen, Director of Human Resources & Operations, presented the Preferred Meals food program contract for NOVA Academy-Santa Ana. He reported that the school is in its second year with Preferred Meals and there have been very few issues. There is good participation in the food program. For 2019-

2020, there will be a cost reduction from last year’s contract. The food program contract for the Coachella campus will be presented at the next Board Meeting on May 23, 2019.

Motion to approve and extend the Preferred Meals school food program contract for NOVA Academy-Santa Ana.

Motion: Norm Lester

Second: Karen Lester

| Vote | Yes | No | Abstain | Conference Line |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji | | | | X |
| S. Garrett | X | | | |
| N. Lester | X | | | |
| K. Lester | X | | | |
| R. Weir | X | | | |

BOARD RESOLUTION

Renee Lancaster, CEO, presented the Board Resolution to update the Authorized Individuals on NOVA Academy Bank Accounts, with Renee Lancaster and John Bowen as authorized check signers.

Motion to approve Board Resolution to update Authorized Individuals on NOVA Academy Bank Accounts.

Motion: Karen Lester

Second: Rick Weir

| Vote | Yes | No | Abstain | Conference Line |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji | | | | X |
| S. Garrett | X | | | |
| N. Lester | X | | | |
| K. Lester | X | | | |
| R. Weir | X | | | |

BACK OFFICE BUSINESS SERVICE PROVIDERS

Karen Lester and Renee Lancaster presented the vendor contracts for Delta Managed Solutions (DMS), Charter Impact, and ICON School Management. The Board discussed the benefits of selecting Charter Impact over the other vendors. Charter Impact has good references, a local office in California, and they can provide software that will accommodate business office functions.

Motion to approve contract for Charter Impact as the new Back Office Business Service Provider.

Motion: Karen Lester

Second: Norm Lester

| Vote | Yes | No | Abstain | Conference Line |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji | | | | X |
| S. Garrett | X | | | |
| N. Lester | X | | | |
| K. Lester | X | | | |
| R. Weir | X | | | |

EXECUTIVE REPORT

Renee Lancaster updated the Board on current events. The Santa Ana campus will have its Senior Exit Interviews on Friday, April 26. Several professionals in the local community will attend. Dr. Jim Doti, Chapman University President Emeritus, will be speaking. The Coachella campus will have its Senior Exit Interviews on Wednesday, May 1. Teacher and Staff appreciation week is coming up, which is an important time to honor NOVA Academy's teachers and staff members. The Coachella campus will provide a luncheon for its teachers and staff on May 1 and Santa Ana will have its luncheon on May 10. Ms. Lancaster also updated the Board on pending legislation in California.

Adjournment

The meeting was adjourned at 8:21 PM.

A handwritten signature in black ink, appearing to read 'Norm Lester', is written over a horizontal line.

Norm Lester