

NOVA ACADEMY

Board of Directors Meeting Minutes – July 19, 2018, 6 PM
500 W. Santa Ana Blvd., Santa Ana CA 92701

CALL MEETING TO ORDER: 6:08 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

Members Not Present

Brenda Gonzalez, Member

Staff Present

Renee Lancaster, CEO/Founder
Denise Pascoe, Chief Business Officer
John Bowen, Director of Human Resources & Operations
Angie Dillon, Executive Assistant
Trevor Garrett, Grant Writer

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:

- School Access Restriction Policy (Revised)
- Uniform Complaint Policy (Revised)

Motion to approve the School Access Restriction Policy (Revised) and the Uniform Complain Policy (Revised).

Motion: Susan Garrett

Second: Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

EXECUTIVE REPORT

Renee Lancaster, CEO, introduced Denise Pascoe, NOVA Academy's new Chief Business Officer. She shared that Ms. Pascoe has twenty-seven years of experience in education, has a degree in Mathematics, and she holds an administrative credential. Ms. Lancaster shared how excited she is that Denise Pascoe is part of the NOVA Academy team.

Renee Lancaster reported on legislative updates and shared an article on the fiscal challenges that California school districts face.

The NOVA Academy Children's Foundation hired a new Director of Development, Tristen Seagondollar, who will start on August 1st.

Student enrollment in Santa Ana is currently at 470; enrollment was at 442 at the same time last year.

Renee Lancaster shared that the school is continuing to research and work on a draft of salary schedules to present to the Board. Carla Skaggs will be working with Denise Pascoe and they will present their findings to the Board. The Board discussed the challenge of hiring teachers when surrounding school districts are offering competitive pay.

Renee Lancaster reported on the facilities improvements to the Santa Ana campus in preparation for the new school year. Walls were painted, new gates were installed to keep out the homeless, a new basketball court was painted in the second floor patio, the existing skateboard racks were moved indoors, the garage was power-washed, new security cameras were installed, and a new mascot was painted on the patio wall.

Renee Lancaster shared that the school hired a part-time grant writer, Trevor Garrett. Susan Garrett, Board Co-Chair, informed the Board that Mr. Garrett is her son. Ms. Garrett said she will excuse herself from decisions on matters involving finances regarding Mr. Garrett. Ms. Lancaster said the school consulted with an attorney before Mr. Garret was hired to ensure there is no conflict of interest. For Santa Ana, the school recently hired a science teacher, English teacher, and social studies teacher. The school is working on hiring an art teacher.

Renee Lancaster shared that the Los Angeles Angels of Anaheim donated four hundred tickets to NOVA Academy for students and families to attend the July 24th Angels baseball game in Anaheim.

Renee Lancaster provided the Board with an update on the Coachella campus. Student enrollment is at 235. Regarding facility updates, the campus is changing rooms around to increase space, the PA system was upgraded, phones will be added to all classrooms, gates will be upgraded, and a new security guard will be brought on. Currently, the Coachella campus is working on hiring a science teacher and Spanish teacher.

Members of the Board discussed continuing to visit teachers on both campuses so they could get to know the Board better and build positive relationships. Lisa Hernandez, Principal, said she agreed it would be good for teachers to get to know members of the Board and it would help build trust. The Board agreed that they would like to be present on the first day of school in Santa Ana to greet students and teachers. Board Members expressed wanting to do a special event for the Coachella campus

NEW BOARD POLICIES

John Bowen, Director of Human Resources & Operations, presented the Educational Records and Student Information Policy. The new policy provides rules and guidelines for handling student information.

Motion to approve the Educational Records and Student Information Policy.

Motion: Karen Lester

Second: Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

John Bowen presented the Student Transportation Policy. The new policy provides guidelines on screening school drivers in order to protect students and the school.

Motion to approve the Student Transportation Policy.

Motion: Karen Lester

Second: Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

MARKETING PROPOSAL

Renee Lancaster presented a proposal from Carrie Cornwall to continue serving as the school's Marketing Consultant. Board Members expressed that they are impressed with the work Ms. Cornwall has done for the school. Dr. Sanford Otsuji, Board Chairman, said Ms. Cornwall has passion and shows pride in working with NOVA Academy. Renee Lancaster asked that the Board approve a monthly marketing service agreement.

Motion to approve a monthly marketing service for Carrie Cornwall.

Motion: Susan Garrett

Second: Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

IT VENDOR CONTRACT

John Bowen presented the IT Vendor Contract from Orange Crew. He reported that in 2017 the school vetted out IT services and the Board approved Orange Crew. Orange Crew offered to add two additional years to the contract and lock in the same monthly rate. Either party can terminate the contract with a 60-day notice. Renee Lancaster said the school is satisfied with Orange Crew's performance. Denise Pascoe, Chief Business Officer, said she and John recently had a productive meeting with Orange Crew and they provided them with a detailed satisfaction report. Following the Board Meeting, Ms. Pascoe will share a copy of Orange Crew's report to the Board.

Motion to approve IT Vendor Contract from Orange Crew.

Motion: Susan Garrett

Second: Norm Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

2018-2019 EMPLOYEE HANDBOOK

John Bowen presented the 2018-2019 Employee Handbook. The handbook was reviewed by the school's attorney and it was updated to include new policies. Employees will be required to sign and submit a form to Human Resources when they receive their Employee Handbook.

Motion to approve the 2018-2019 Employee Handbook.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

2018-2019 STUDENT HANDBOOK

Renee Lancaster presented the 2018-2019 Student Handbook. Like the Employee Handbook, the Student Handbook was reviewed by the school’s attorney. It was updated to include information about increased college eligibility, AP testing, early release, parent visitors, attendance, and field trips.

Motion to approve the 2018-2019 Student Handbook.

Motion: Susan Garrett **Second:** Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

BOARD RESOLUTION

Renee Lancaster presented the Board Resolution, Authorized Individuals on NOVA Academy Bank Accounts. The new resolution adds Denise Pascoe to the bank account. This ensures that there will always be a second check signer.

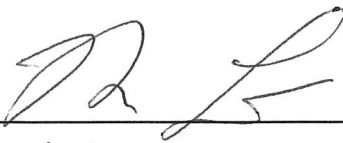
Motion to approve Board Resolution, Authorized Individuals on NOVA Academy Bank Accounts.

Motion: Susan Garrett **Second:** Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

Adjournment

The meeting was adjourned at 7:46 PM.



Norm Lester