

## NOVA ACADEMY

Board of Directors Meeting Minutes – January 26, 2017, 7:00 PM  
500 W. Santa Ana Blvd., Santa Ana, CA 92701

### CALL MEETING TO ORDER: 7:00 PM

#### Members Present

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

#### Members Not Present

Gloria Grana, Member

#### Staff Present

Renee Lancaster, CEO/Co-Founder  
Angie Dillon, Executive Assistant  
John Bowen, Director of Operations

#### 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 December 1, 2016, Board of Directors Meeting

It is recommended that the Board approve the Minutes from the December 1, 2016, Board Meeting.

**Motion:** Susan Garrett

**Second:** Norm Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
D. Shea	X		
B. Gonzalez	X		

### **2016-2017 SINGLE PLAN FOR STUDENT ACHIEVEMENT**

Renee Lancaster, CEO/Co-Founder, presented the Single Plan for Student Achievement for NOVA Academy-Coachella and NOVA Academy-Santa Ana. It is a plan for spending federal funds in meeting goals on student achievement and it is legally required that the plan be approved each year. The plans were discussed by the School Sites Councils at each school site.

Approve Single Plan for Student Achievement for NOVA Academy-Coachella.

**Motion:** Dave Shea

**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		
D. Shea	X		
B. Gonzalez	X		

Approve Single Plan for Student Achievement 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		
D. Shea	X		
B. Gonzalez	X		

Motion to skip Item 6 on the Board Agenda, Financial Update, to go to Item 7, 2015-2016 Annual Audit Reports, then go back to Item 6.

**Motion:** Brenda Gonzalez

**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		
D. Shea	X		
B. Gonzalez	X		

### **2015-2016 ANNUAL AUDIT REPORTS**

Renee Lancaster presented the 2015-2016 Annual Audit Reports for NOVA Academy-Coachella and NOVA Academy-Santa Ana.

Approve 2015-2016 Annual Audit Report for NOVA Academy-Coachella.

**Motion:** Karen Lester

**Second:** Dave Shea

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

Approve 2015-2016 Annual Audit Report for NOVA Academy-Santa Ana.

**Motion:** Susan Garrett

**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		
D. Shea	X		
B. Gonzalez	X		

### **FINANCIAL UPDATE**

Karen Lester, Board Treasurer, presented the Financial Update for NOVA Academy-Coachella and NOVA Academy-Santa Ana campuses. She noted that Coachella has greater cash flow and the projections got better.

### **AUDITOR VENDOR CONTRACT**

Renee Lancaster presented the auditor vendor contracts from Vavrinek, Trine, Day & Co., LLP, for the next three years for Coachella and Santa Ana. The company is the same auditor that NOVA Academy hired for the previous three years and it specializes in auditing schools. Renee Lancaster noted that the contracts are separate for each campus and the cost will be the same for each.

Approve Auditor Vendor Contract for NOVA Academy-Coachella.

**Motion:** Karen 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		
D. Shea	X		
B. Gonzalez	X		

Approve Auditor Vendor Contract for NOVA Academy-Santa Ana.

**Motion:** Dave Shea

**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		
D. Shea	X		
B. Gonzalez	X		

### **EXECUTIVE REPORT**

Renee Lancaster presented the Executive Report for NOVA Academy. She discussed charter school funding and the Governor's Budget, SoCal Charter Schools, an academic update, and updates on the Santa Ana and Coachella campuses.

The Governor's Budget in January reported that California state revenues have decreased while expenses will increase. CalPERS had lower earnings and is underfunded. Overall, the governor's budget stated that there was lower than expected tax revenues. CalSTRS and CalPERS costs are also increasing.

Susan Garrett, Board Co-Chair, requested to discuss whether NOVA Academy can give performance-based bonuses. Sanford Otsuji, Board Chairman, suggested that NOVA Academy meet with Young, Minney & Corr to discuss the possibility of performance bonuses.

Renee Lancaster went on to report that NOVA Academy-Santa Ana recently hosted the 2nd Annual School of Choice Fair. The event was another avenue in bringing people in and building awareness about NOVA Academy. Next year, Santa Ana will bring CIF and offer soccer, track, cross country and possibly basketball, and volleyball. The school is currently writing grants and has received \$70,000 in grant revenue for Santa Ana and \$8,000 for Coachella. Regarding marketing, mailers were sent out in the past two months to Santa Ana, Tustin, and Garden Grove and 70,000 door hangers were delivered. The website has been updated. The school has produced videos, and put out print ads and Google ads. Carrie Cornwall, Marketing Consultant, is managing the school's Facebook page. The school has published ads in the Santa Ana community blog. NOVA Santa Ana has scheduled two Parent Information evenings. There are upcoming Shadow Days for new students. Enrollment closes on March 6. If there are more than 180 students, they will do a lottery.

John Bowen presented the Director of Operations Update, which included a building update for NOVA Academy-Santa Ana. In Santa Ana, a stage was built in the Multipurpose Room (MPR) and a changing room was added. There is a new sound booth in the MPR, new chemistry shelves in the chemistry classroom, and the ASB room was renovated with new tiles and storage lockers. Classrooms and hallways received painted touch-ups. The stairwells were power-washed and gum was removed. NOVA Academy-Santa Ana is currently investigating how to serve food in a covered food cart on the second-floor patio. John also reported that Santa Ana has had rain problems, especially in the parking structure. Water from the rain was pooling in the parking

structure's stairwells. The copiers at Santa Ana were upgraded over the winter break. The upgrade will produce \$500 in cost savings due to the new equipment being more efficient. The IT Department did software updates on all the computers. Regarding Human Resources, John Bowen is expecting to attend job fairs later in the year.

John Bowen said he would like to meet with Board Members for a Compensation Committee. The committee will examine faculty and staff pay and benefits to be compared with other schools. John clarified that the purpose of the committee is to put together information and not make a decision. Karen Lester commented that it is good to have a Compensation Committee because it opens communication with teachers and shows that the Board cares and is listening.

Dave Shea, Board Member, recommended that Santa Ana have a Board Day like the Coachella campus has. Renee Lancaster added that it would be good for Board Members to attend an assembly or dance. Brenda Gonzalez, Board Member, said she would like to know when to come to campus so she can help the school, such as during lunchtime.

**Adjournment**

The meeting was adjourned at 9:26 PM.

  
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Norm Lester