

NOVA ACADEMY

Board of Directors Meeting Minutes – March 9, 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
Gloria Grana, Member
Dave Shea, Member
Brenda Gonzalez, Member

Members Not Present

None

Staff Present

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

Staff Present via Conference Line:

Lisa Hernandez, Principal
Doctor Donald Verleur, President/Co-Founder

CONSENT CALENDAR

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

- Minutes from January 26, 2017, Board of Directors Meeting
- NOVA Academy-Coachella Field Trips
 - Coachella to San Diego (San Diego State University)
 - Coachella to Burbank (Woodbury University)
- Ratification of Chromebooks Purchase

Sanford Otsuji, Chairman, requested to discuss the Ratification of Chromebooks Purchase. He noted that Chromebooks are expensive and the cost to purchase additional Chromebooks was higher than budgeted, yet Chromebooks are a learning tool for the students and they are important to have.

John Bowen, Director of Operations, presented to the Board one of the new Chromebooks purchased. He showed that it has a flip-down touch screen, which is helpful for students doing math work. The new

Chromebooks will be etched with a bar code. After having purchased 128 additional Chromebooks, the school has exactly what it needs for this school year.

It is recommended that the Board approve the Minutes from the January 26, 2017, Board Meeting, NOVA Academy-Coachella Field Trips, and the Ratification of Chromebooks Purchase.

Motion: Susan Garrett

Second: Dave Shea

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

MARKETING UPDATE

Carrie Cornwall, Marketing Consultant, provided a marketing update for NOVA Academy. She reported on enrollment numbers, website refinement and development, the new NOVA Academy seal, and current marketing activities, such as Google and Facebook advertising. She also shared information about upcoming events and activities: Teacher Appreciation campaign, Open House, Welcome Wednesdays, and future work on a video for the Coachella campus.

Sanford Otsuji requested for Carrie to share how often the website is updated and how often Carrie is posting on social media. Carrie said the website is updated several times a month on such matters as staff changes, Board Meetings and the posting of the Board Agenda, and new school policies. Carrie is posting on social media several times per week.

Sanford Otsuji recommended that NOVA Academy consistently stay on top of marketing, even when enrollment is full and there is a wait list.

2ND INTERIM MULTI-YEAR BUDGET

NOVA Academy-Coachella

Mark Hendrie from Delta Managed Solutions presented the 2nd Interim Multi-Year Budget for NOVA Academy-Coachella for approval. He reported that ADA is up to 200. Coachella is \$200,000 better off than where it was previously due to increased ADA and having no virtualization expenses.

Approve 2nd Interim Multi-Year Budget for NOVA Academy-Coachella

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		
D. Shea	X		
B. Gonzalez	X		

2ND INTERIM MULTI-YEAR BUDGET

NOVA Academy-Santa Ana

Mark Hendrie presented the 2nd Interim Multi-Year Budget for NOVA Academy-Santa Ana for approval. He reported that revenue is expected to increase by \$126,000 based on an ADA of 412 while projected expenses will decrease, mostly due to the building rent being less than what was expected for the year.

Approve 2nd Interim Multi-Year Budget for NOVA Academy-Santa Ana

Motion: Norm Lester

Second: Gloria Grana

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

UPDATE TO DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR STATEMENT OF ECONOMIC INTEREST FILING

For approval, Renee Lancaster, CEO/Co-Founder, presented the Update to Designated Positions and Disclosure Categories for Statement of Economic Interest Filing. The updates were the position change from Executive Director to Chief Executive Officer/Founder and the position change from Director of Charter Schools to Director of Operations.

Approve Update to Designated Positions and Disclosure Categories for Statement of Economic Interest Filing

Motion: Karen Lester

Second: Norm Lester

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

RISK MANAGEMENT VENDOR ESTIMATES

John Bowen, Director of Operations, presented the Risk Management Vendor Estimates from the companies Charter Safe and Hanover. The school's current vendor is Charter Safe, which is up for renewal on March 30th for a July 1st start date. John reported that Charter Safe provides good service, but its pricing is high and it will increase its price by 5 percent. Additionally, Charter Safe is not technically an insurance company – it is a risk pool. John researched the company Hanover and found that it has a division that specializes in charter schools and it has an office local to Santa Ana. Hanover has competitive rates and it has been in business since 1852. John noted that he is still waiting to receive the final estimate for property coverage. John requested permission from the Board to select Hanover as the new vendor provided that he present Hanover to the Board for Ratification at the April 27th Board Meeting and send an update of costs to Board Members via email.

Approve Risk Management Vendor Hanover with the condition of building coverage being comparable to Charter Safe

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		
D. Shea	X		
B. Gonzalez	X		

Sanford Otsuji requested that John Bowen present Hanover's coverage information to the Board at the April 27th Board Meeting.

EXECUTIVE REPORT

Renee Lancaster presented the Executive Report for NOVA Academy. She discussed the new California School Dashboard website, the Dashboards for Coachella and Santa Ana, and campus updates at Santa Ana and Coachella. The Board reviewed both NOVA Academy-Santa Ana and NOVA Academy-Coachella campus

academic scores. Renee reminded the Board about the annual Form 700 filing requirement, which is due on April 3rd.


For campus updates, Renee listed the graduation dates for Santa Ana and Coachella. She noted that Santa Ana's graduation ceremony will be held at Calvary Church in Tustin. The school has a 30-day SBAC campaign. SBAC t-shirts were produced to be worn by staff at both campuses to remind 11th grade students to get ready for the upcoming SBAC testing. The Santa Ana campus will have Senior Exit Interviews on May 5th, from 8 AM to 11 AM.

John Bowen presented the Director of Operations Update. He reported that he attended job recruitment fairs at California Baptist University and California State University, Fullerton. Also, John arranged for a retirement advisor to visit Coachella and Santa Ana to assist staff on planning for retirement.

For the Santa Ana campus, Board Member Norm Lester is helping John meet with a contractor to solve the issue of drainage in the emergency stairwell exit in the parking garage. The contractor has provided a quote on building a drain in the stairwell. There is an alternative approach of installing a canopy over the stairwell. Norm and John will continue to receive updates from the contractor as they work towards a solution.

Adjournment

The meeting was adjourned at 9:38 PM.

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

Norm Lester