

## NOVA ACADEMY

Board of Directors Meeting Minutes – June 13, 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  
Norm Lester, Secretary  
Karen Lester, Treasurer  
Gloria Grana, Member  
Brenda Gonzalez, Member

#### Members Not Present

Dr. Susan Garrett, Co-Chair

#### Staff Present

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

#### Staff Present via Conference Line:

None

Motion to approve that Item 11 on the Board Agenda, Local Control Accountability Plan, be taken off the agenda and put on the agenda for a Board of Directors Special Meeting to be scheduled on June 27, 2017.

**Motion:** Norm Lester

**Second:** Brenda Gonzalez

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

Motion to approve that the 2017-2018 Student Handbook from the Consent Calendar be taken off the agenda and put on the agenda for a Board of Directors Special Meeting to be scheduled on June 27, 2017.

**Motion:** Karen Lester

**Second:** Norm Lester

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

### **CONSENT CALENDAR**

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

- Minutes from April 27, 2017, Board of Directors Meeting
- Harassment, Intimidation, Discrimination and Anti-Bullying Policy, Search and Seizure Policy, Suicide Prevention Policy, Uniform Complaint Policy, and Unlawful Harassment, Discrimination and Retaliation Policy
- The Frank M. and Gertrude R. Doyle Foundation Grant application
- Revised Lease Agreement for NOVA Academy-Coachella

It is recommended that the Board approve the Minutes from the April 27, 2017, Board Meeting, the Board Policies, the Frank M. and Gertrude R. Doyle Foundation grant application, and the Revised Lease Agreement for Coachella.

**Motion:** Karen Lester

**Second:** Gloria Grana

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

### **CLOSED SESSION**

Conference with Real Property Negotiator

Property – 500 W. Santa Ana Blvd., Santa Ana, CA 92701

Government Code Section: 54956.8

### **RECONVENE TO OPEN SESSION**

No action to report.

### **2017-2018 BUDGET PROPOSED YEAR END AND PROJECTED MULTI-YEAR**

NOVA Academy-Coachella

Mark Hendrie from Delta Managed Solutions and Karen Lester, Board Treasurer, presented the Budget for NOVA Academy-Coachella. At a projected ADA of 200 for the 2017-2018 school year, there is a net surplus of \$165,000. A marker of \$100,000 is being set aside to build restrooms.

Mark Hendrie went on to present Coachella's Education Protection Account Spending Summary for 2017-2018. It is separate piece of state funding for school instruction that the state pays quarterly. It is required for the school to have an Education Protection Account spending plan that is approved by the Board.

Approve 2017-2018 Budget Proposed Year End and Projected Multi-Year for NOVA Academy-Coachella

**Motion:** Karen Lester

**Second:** Brenda Gonzalez

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

**2017-2018 BUDGET PROPOSED YEAR END AND PROJECTED MULTI-YEAR**

NOVA Academy-Santa Ana

Mark Hendrie and Karen Lester presented the Budget for NOVA Academy-Santa Ana. Mark also presented Santa Ana's Education Protection Account Spending Summary for 2017-2018. An ADA of 370 is projected for the 2017-2018 school year. Mark pointed out that 370 ADA is a conservative estimate. With this budget, there is a net \$21,000 in the positive. Renee Lancaster and Karen Hendrie had previously met with Mark Hendrie and reviewed the budget items line by line. Karen Lester and Renee Lancaster reported to the Board that they removed one-time expenditures related to moving into the building and one-time expenses for construction. Expenditures were increased in some areas like: student programs, AP course curriculum, college classes, books, college visits and tours. Expenditures were also increased for legal representation during charter renewal. Carla Skaggs shared that the budget is realistic and balanced.

Approve 2017-2018 Budget Proposed Year End and Projected Multi-Year for NOVA Academy-Santa Ana

**Motion:** Norm Lester

**Second:** Karen Lester

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

### **PROP 39 CLEAN ENERGY JOBS ACT PROJECT FOR NOVA ACADEMY-COACHELLA**

Karl Yoder, Chief Financial Officer from Delta Managed Solutions (DMS), presented the Prop 39 Clean Energy Jobs Act Project for Coachella. The CDE will pay a five-year grant for energy efficient projects and equipment while the utility savings flow to the school. The Board discussed the installation of more energy efficient air conditioning equipment and thermostats, which would not change the mobile modulars. DMS will coordinate a site inspection and energy audit for Coachella. Karl recommended Alliance Building Solutions as the auditor. After a site inspection and audit, DMS will present a project recommendation to the Board at the next Board Meeting. The school will be required to report to CDE for compliance for the next five years, which will be coordinated by DMS.

### **POSSIBLE APPROVAL OF ONE-TIME/OFF-SCHEDULE SALARY INCREASE FOR COACHELLA CAMPUS**

John Bowen, Director of Operations, and Mark Hendrie presented the One-Time/Off-Schedule Salary Increase for Coachella. Mark explained that the expenditures for the salary increase are included in the budget for Coachella. It amounts to 2% of base salaries, not including stipends, for regular employees. It is a one-time salary increase that will not push up the salary schedule. It is contingent upon enrollment performance of 225 students or more by CBEDS reporting in October.

Approve One-Time/Off-Schedule Salary Increase for Coachella

**Motion:** Karen Lester

**Second:** Gloria Grana

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

### **REVIEW FORM 990**

Renee Lancaster, CEO/Founder, presented NOVA Academy's annual IRS Form 990, which is a tax filing for non-profit organizations. The accounting firm, Vavrinek, Trine, Day & Co., LLP, prepared the form. Carla Skaggs commented that it is a public document that legally must be accessible at any time. The Board reviewed the Form 990 and there was no discussion.

### **2017-2018 EMPLOYEE HANDBOOK**

John Bowen summarized to the Board the revisions to the Employee Handbook for 2017-2018. The Board reviewed the updates and suggested additional changes in the wording. For Scheduled Work Day, the Board asked that "may be required" be changed to "will be required" for required participation in additional events or activities as part of the regular workday. For the section on Sick Leave, the Board asked that "without approval" be updated to "without prior approval" for sick days used for personal reasons before or after holidays or scheduled non-work days. For Business Office hours, the Board asked that "business office" be updated to "business office staff" for the sentence that describes staggered hours of operation between 7:30 and 5:00.

## Approve Changes to 2017-2018 Employee Handbook

**Motion:** Norm Lester

**Second:** Karen Lester

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

## **2017-2018 ANNUAL BOARD CALENDAR**

Renee Lancaster presented to the Board the Annual Board Calendar for 2017-2018. She noted that the October 2017 and March 2018 Board Meetings will be held in Coachella. The Board reviewed the Board Meeting date of June 21, 2018, and remarked that it is too late in the month for approval of the annual budget in time for submittal to the Santa Ana and Coachella school districts. The Board decided to move the June Board Meeting date to Tuesday, June 12, 2018.

Approve 2017-2018 Annual Board Calendar with June Board Meeting date changed to June 12, 2018

**Motion:** Gloria Grana

**Second:** Norm Lester

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

## **SCHOOL FOOD PROGRAM VENDOR SELECTION**

NOVA Academy-Coachella

John Bowen presented Revolution Foods as the selected food vendor for Coachella for 2017-2018. It is the current food vendor. The Board reviewed the annual contract agreement. There is a slight price increase of 6 cents on breakfast and 9 cents on lunch. Sanford Otsuji, Board Chairman, asked how the students like the food. John responded that the students reported liking the food. He added that Revolution Foods deliver food to the school every day and their food is fresher than their competitors. Carla Skaggs commented that their price is also more reasonable.

Approve Revolution Foods as the School Food Program Vendor for Coachella for 2017-2018

**Motion:** Karen Lester

**Second:** Brenda Gonzalez

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

### **SCHOOL FOOD PROGRAM VENDOR SELECTION**

NOVA Academy-Santa Ana

John Bowen recommended Preferred Meals as the new food vendor for Santa Ana for 2017-2018. He showed the Board an Evaluation Matrix that compared services and prices among several different vendors, including the current food vendor, School Nutrition Plus. The matrix included a Taste Test rating. The rating came from a taste test with staff and students where they judged the flavor of the food from the different vendors.

Preferred Meals is recommended because it provides more services for the price while having a high taste test rating. Also, Preferred Meals will provide POS workers. Currently the school uses its own staff to operate the POS system. Preferred Meals will hold two campus barbecue events each year and will do marketing events that help educate parents. Brenda Gonzalez, Board Member, commented that the quality of school food tends to be good at the beginning of the school year, but decreases toward the middle or the end of the year. John responded that the school had a similar issue with School Nutrition Plus in the middle of the school year. He pointed out that the contract with Preferred Meals is annual.

Approve Preferred Meals as the School Food Program Vendor for Santa Ana for 2017-2018

**Motion:** Norm Lester

**Second:** Karen Lester

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

### **INFORMATION TECHNOLOGY VENDOR SELECTION**

John Bowen presented to the Board an Evaluation Matrix that compared NOVA Academy's current IT vendor, Orange Crew (formerly called Acompuco), with Swifttech and Sharp. The contract with Orange Crew is up for renewal. Orange Crew is recommended as the IT vendor for their price and services. John noted that Sharp is the least expensive, but they may end up costing more because they provide less services.

Approve Orange Crew as Information Technology Vendor

**Motion:** Karen Lester

**Second:** Norm Lester

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

**APPROVE NEW NOVA ACADEMY CHILDREN’S FOUNDATION BOARD OF DIRECTORS**

Renee Lancaster recommended to the Board the new Board of Directors for the NOVA Academy Children’s Foundation: Natalie Battersbee, Zack Nassir, and Jill Muckenthaler.

Approve New NOVA Academy Children’s Foundation Board of Directors

**Motion:** Norm Lester

**Second:** Karen Lester

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

**APPROVE RESIGNATION OF NOVA ACADEMY BOARD OF DIRECTOR**

Sanford Otsuji presented Board Member Dave Shea’s resignation. He recommended that the Board write Dave Shea a letter of appreciation for his years of service.

Approve Resignation of Dave Shea from NOVA Academy Board of Directors

**Motion:** Karen Lester

**Second:** Brenda Gonzalez

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

**CLOSED SESSION**

Public Employee

Title: President

### **RECONVENE TO OPEN SESSION**

Sanford Otsuji reported that the Board agreed to compensate Doctor Donald Verleur as a consultant for the benefit of NOVA Academy at \$615/week. Doctor Donald Verleur will report back to the Board and Norm Lester, Board Secretary, will approve. Doctor Donald Verleur will serve NOVA Academy as Ambassador. Carla Skaggs will assist Sanford Otsuji in putting a letter together for Doctor Donald Verleur.

### **EXECUTIVE REPORT**

Renee Lancaster reported current events for the Coachella and Santa Ana campuses. Coachella and Santa Ana recently had their graduation ceremonies and she thanked the Board Members for their involvement. The Seniors celebrated Gradnite at Disneyland. Karen Lester is kickstarting an Alumni Project to help NOVA Academy keep in touch with students after they graduate. Renee reminded the Board that Charter renewal is coming up.

### **Adjournment**

The meeting was adjourned at 9:59 PM.

  
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Norm Lester