

NOVA ACADEMY

Board of Directors Meeting Minutes – September 7, 2017, 6:00 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 Chairman, Dr. Sanford Otsuji.

Members Present

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

Members Not Present

Gloria Grana, Member

Staff Present

Renee Lancaster, CEO/Founder
John Bowen, Director of Operations
Dr. Andrea Brumbaugh, Principal
Angie Dillon, Executive Assistant

Staff Present via Conference Line:

None

Motion to Move Item 9, Executive Report, after Public Comment on Items on the Agenda.

Motion: Susan Garrett

Second: Norm Lester

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

EXECUTIVE REPORT

Renee Lancaster, CEO/Founder, provided an update on NOVA Academy-Coachella for Principal Lisa Hernandez who was not present at the Board Meeting. She shared that new restrooms were built at the Coachella campus. There was a recent drop in attendance after it was announced that the federal program DACA will be rescinded. In response to the announcement, the school sent a Loop message to parents informing them that their students are safe.

Renee reported that Coachella's 2017 SBAC scores in ELA and math decreased. The school will have goals and action plans for the upcoming school year to improve ELA and math skills. The focus will be on campus wide campaigns, benchmark assessments, classroom observations, and data directed instruction. Renee added that teachers received professional development to improve learning in the classroom through Dennis Parker's presentation at the recent Professional Development Meeting in August. There is a new IO Assessment Program where students complete both online assessments and paper exams. This program will help create benchmarks. Also, teachers will have the opportunity to do "Treasure Walks" where they visit various classrooms and gather instructional ideas they can utilize in their own classroom.

Renee reported that the school will also focus on attendance this school year. Loop communication to parents, Attendance Awareness Counseling, and attendance competitions will be utilized to help improve attendance. Also, the school will issue SARB (Student Attendance Review Board) letters for students with excessive tardies and/or unexcused absences.

The Coachella campus will focus on increasing parent connection through Loop communication, parent surveys on desired topics, two Parent/Teacher Conferences per year (one in the Fall and one in the Spring), and personal phone calls. The school will also start having parent invitations to campus instead of campus suspensions.

Last, Renee shared that Coachella is offering more college courses and AP courses. Coachella received a \$30,000 grant from the Anderson Foundation. With the grant, the campus is now offering more college courses from Concordia University and one semester of a UCI course. With the added college courses and AP courses, the school has set up opportunities for students to receive support through office hours and Tutorial study hall.

Dr. Andrea Brumbaugh, Principal, presented an update on NOVA Academy-Santa Ana. She reported that SBAC scores increased the previous year (2016), but dropped this past year in both math and English. There will be improvements in Seminar classes to help students in math and English. Freshman Seminar classes will be taught by math and English teachers; the focus will be on developing writing skills and math skills. Junior Seminar classes will have students take one semester with a math teacher and one semester with an English teacher. The focus of the Junior seminar classes will be on SAT, ACT, and CAASPP preparation. Andrea reported that the Santa Ana campus has ongoing professional development for teachers based on John Hattie's research on teaching strategies from his book Visible Learning.

Andrea shared that the Santa Ana campus is working on improving attendance through Loop communication to parents, an Attendance Counseling Program, attendance competitions, SARB letters, and teacher behaviors in the classroom to encourage student attendance. The school will be increasing parent connection through such activities as Parent University, Coffee with the Counselor, personal phone calls, and many others.

The school has a new meal program vendor, Preferred Meals. Students have reported that they like the food. Staff is continuously monitoring the food for taste, temperature, and quantity to ensure student satisfaction.

Last, Andrea reported that Santa Ana provides dual enrollment for college classes at Concordia University, UCI (one semester), and Santa Ana College. NOVA Academy-Santa Ana now offers a Physics class. It increased its AP course offerings to 10 AP courses. This year, there are strategies in place to increase student success in AP courses, such as AP review sessions. Brenda Gonzalez, Board Member, commented to Andrea Brumbaugh that it would be helpful if the school had interns available after school to tutor students.

Dr. Sanford Otsuji, Board Chairman, said it is great to see more kids taking AP courses and he commended Principals Lisa Hernandez and Dr. Andrea Brumbaugh and the teachers for everything they are doing for NOVA Academy.

CONSENT CALENDAR

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

- Minutes from August 17, 2017, Board of Directors Meeting
- 2017-2018 Annual Board Calendar
- Independent Study Policy

It is recommended that the Board approve the Minutes from the August 17, 2017, Board Meeting, the 2017-2018 Annual Board Policy, and the Independent Study Policy.

Motion: Susan Garrett

Second: Karen Lester

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

DONATION POLICY

Dr. Sanford Otsuji and Renee Lancaster presented the new Donation Policy for approval. With the new policy, the Governing Board will approve all donations and will authorize the Chief Executive Officer of NOVA Academy to accept and receive donations within the guidelines of the policy.

Approve Donation Policy

Motion: Karen Lester

Second: Susan Garrett

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

UNAUDITED ACTUALS

NOVA Academy-Coachella

Mark Hendrie from Delta Managed Solutions and Karen Lester, Board Treasurer, presented the 2016-2017 Unaudited Actuals for NOVA Academy-Coachella.

Approve 2016-2017 Unaudited Actuals for NOVA Academy-Coachella

Motion: Susan Garrett

Second: Brenda Gonzalez

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

UNAUDITED ACTUALS

NOVA Academy-Santa Ana

Mark Hendrie and Karen Lester presented the 2016-2017 Unaudited Actuals for NOVA Academy-Santa Ana.

Approve 2016-2017 Unaudited Actuals for NOVA Academy-Santa Ana

Motion: Susan Garrett

Second: Norm Lester

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

ANNUAL ELECTION OF OFFICERS

Approve retaining the current officers of the Board of Directors for 2017-2018: Dr. Sanford Otsuji as Chairman, Dr. Susan Garrett as Co-Chair, Norm Lester as Secretary, Karen Lester as Treasurer, Brenda Gonzalez as Board Member, and Gloria Grana as Board Member.

Motion: Karen Lester

Second: Brenda Gonzalez

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

DECLARATION OF NEED FOR A FULLY QUALIFIED EDUCATOR

John Bowen, Director of Operations, informed the Board that NOVA Academy-Coachella has a science teacher, Dyana Gatica, who is working on completing her Chemistry credential for the state of California. She will need to extend her limited assignment permit (PL) in order to continue teaching Chemistry. Dyana has passed two out of three subtests that she has taken and qualifies for an extension. John noted that there is a hardship of finding Chemistry teachers in the Coachella area.

Approve Declaration of Need for a Fully Qualified Educator


Motion: Susan Garrett

Second: Brenda Gonzalez

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

Adjournment

The meeting was adjourned at 8:14 PM.



Norm Lester