

NOVA ACADEMY

Board of Directors Meeting Minutes – January 18, 2018, 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

Members Not Present

Gloria Grana, Member
Brenda Gonzalez, Member

Staff Present

Renee Lancaster, CEO/Founder
Carla Skaggs, Business Consultant
Angie Dillon, Executive Assistant

Staff Present via Conference Line:

John Bowen, Director of Operations

CONSENT CALENDAR

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

- Minutes from the December 7, 2017, Board of Directors Meeting
- Minutes from the December 14, 2017, Board of Directors Special Meeting
- NOVA Academy-Santa Ana field trips to Cal State Dominguez Hills, Cal State Long Beach, La Mirada Performing Arts Center, Cal Poly Pomona, Azusa Pacific, and Cal Baptist University.

It is recommended that the Board approve the Minutes from the December 7, 2017, regular scheduled Board Meeting and December 14, 2017, Special Board Meeting. In addition, it is recommended that the Board approve the NOVA Academy-Santa Ana field trips.

Motion: Susan Garrett

Second: Karen Lester

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

2017-2018 SINGLE PLAN FOR STUDENT ACHIEVEMENT

Renee Lancaster, CEO/Founder, presented the Single Plan for Student Achievement for the Coachella campus for Board approval. She explained that the Single Plan for Student Achievement is a federal document that is completed every year to show how Title I funding is used. The plan aligns with the school's LCAP goals.

Motion to approve 2017-2018 Single Plan for Student Achievement for NOVA Academy-Coachella.

Motion: Karen Lester

Second: Susan Garrett

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

Renee Lancaster presented the Single Plan for Student Achievement for the Santa Ana campus for Board approval.

Motion to approve 2017-2018 Single Plan for Student Achievement for NOVA Academy-Santa Ana.

Motion: Karen Lester

Second: Susan Garrett

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

Motion to move agenda item #7, 2016-2017 Annual Audit Reports, to #6 on the agenda and move agenda item #6, Financial Update, to #7.

Motion: Norm Lester

Second: Susan Garrett

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

2016-2017 ANNUAL AUDIT REPORTS

Renee Lancaster presented the 2016-2017 Annual Audit Report for the Coachella campus. The Board suggested that Karin Schaefer, Business Services Advisor, assist in overseeing the ASB process.

Motion to approve 2016-2017 Annual Audit Report 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		

Renee Lancaster presented the 2016-2017 Annual Audit Report for the Santa Ana campus. Carla Skaggs commented that it is a good audit. There were no findings or observations.

Motion to approve 2016-2017 Annual Audit Report for NOVA Academy-Santa Ana.

Motion: Karen Lester

Second: Susan Garrett

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

FINANCIAL UPDATE

Karl Yoder, Chief Financial Officer of Delta Managed Solutions (DMS), and Karen Lester, Board Treasurer, presented the Financial Update for the Santa Ana campus. Karen Lester said there were several one-time expenses for books and AP courses, which should calm down. Everything else looks good. Renee Lancaster added that enrollment is at 400.

Karl Yoder and Karen Lester presented the Financial Update for the Coachella campus. Karen Lester said the budget looked aligned with expectations. Karl Yoder and Karen Lester agreed that it looked good. The budget is based on a projected ADA of 200, although the ADA is higher this year. Carla Skaggs commented that P1 is always higher than P2. Funding is based on P2. Karl Yoder said Coachella is doing slightly better than projected at first interim.

Karl Yoder presented to the Board an update on the Bond for the Santa Ana campus. He reported that NOVA Academy is required to submit their school audit as well as the NOVA Facilities, LLC, audit to Standard & Poor's for their annual report. He asked that an audit of the LLC be completed and submitted to Standard & Poor's by next week.

Dr. Sanford Otsuji, Board Chairman, shared with Karl Yoder that he is concerned about timely Bond reports that could negatively impact the school's Standard & Poor's rating. He said he trusts working with Carla Skaggs and asked that Delta Managed Solutions work with Ms. Skaggs in meeting the school's deadlines. Karl Yoder will contact and connect with Ms. Skaggs and together they will work on making sure the school is on track. Karl Yoder confirmed that DMS would update the Board monthly on the Bond and Prop 39.

Karl Yoder presented to the Board an update on Prop 39. He recommended that NOVA Academy work with the company, Lumeo. Lumeo has experience working with charter schools. Karl Yoder obtained a draft contract from Lumeo for the Board to review. The contract will include amendments for the Santa Ana campus and for moving forward with a project for the Coachella campus.

The Board asked what the deadline is. Karl Yoder said there is no deadline for the correction for Santa Ana. There is a February 28th deadline to submit an expenditure plan for Coachella.

Motion to approve authorizing Renee Lancaster to enter into a contract with Lumeo for Prop 39 (consolidated for both Coachella and Santa Ana) after the Board reviews and verbally approves the contract by next week and will ratify at the March 8th Board of Directors Meeting.

Motion: Susan Garrett

Second: Norm Lester

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

EXECUTIVE REPORT

Renee Lancaster presented the Executive Report. She reported that Coachella's enrollment is staying strong at 224.

Renee Lancaster reported that enrollment is at 399 in Santa Ana as of today. Attendance is the highest it has been after a holiday break. The 2018-2019 enrollment goal is 200 new students in order to replace the senior class and meet the budget projection of 445 ADA.

For Santa Ana, the new Director of Family Engagement & Community Involvement just started in her position. She will work according to a timeline with measurable goals. Renee Lancaster said there are several events coming up and the new Director will be involved in helping.

Norm Lester, Board Secretary, suggested that the new Director of Family Engagement & Community Involvement train someone at the Coachella campus to do what she does, but for Coachella.

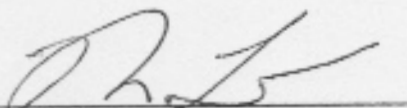
Renee Lancaster informed the Board that Santa Ana will have its Charter Renewal presentation before the Santa Ana Unified School District (SAUSD) Board on January 23. She said parents will be there and she would like as many people to attend as possible. Then on February 13, the SAUSD Board will vote on the 2018-2023 Charter Renewal Petition. She encouraged the Board to attend the SAUSD Board Meetings.

Regarding facilities, Renee Lancaster said the Santa Ana campus has a new security guard working from 1:30 to 5:30 PM to patrol the building and parking lot. The new security guard's role is for security, not to supervise

students. Dr. Sanford Otsuji asked if the school's maintenance employee is still doing security. Ms. Lancaster shared that the job description oversees both maintenance at times and security.

Adjournment

The meeting was adjourned at 7:21 PM.

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

Norm Lester