

NOVA ACADEMY

Board of Directors Meeting Minutes – January 23, 2020, 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
Olga Duarte, Member

Members Not Present

Gloria Grana, Member
Rick Weir, Member

Staff Present

Renee Lancaster, CEO/Founder
Angie Dillon, Executive Assistant

Members Present via Conference Line:

None

Staff Present via Conference Line:

Lisa Hernandez, Principal

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

PUBLIC COMMENT ON ITEMS ON THE AGENDA

None

CONSENT CALENDAR

The Consent Calendar contained the following matters:

- Minutes from the 12-5-2019 Board Meeting
- Minutes from the 12-5-2019 Special Board Meeting
- Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy ("Cell Phone Policy")
- Parent and Family Engagement Policy (Title I)
- Student Wellness Policy (Federal Nutrition Program)

Renee Lancaster, Chief Executive Officer, requested the Board to remove the Cell Phone Policy and the Parent and Family Engagement Policy from the Consent Calendar. She would like to discuss the policies with the school's stakeholders, parents, and school site councils.

Dr. Susan Garrett, Board Co-Chair, motioned to approve the Minutes from the December 5, 2019 Board Meeting, the Minutes from the December 5, 2020, Special Board Meeting, and the Student Wellness Policy (Federal Nutrition Program), but not approve the Cell Phone Policy and the Parent and Family Engagement Policy.

Motion: Susan Garrett

Second: Norm Lester

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
S. Garrett	X			
N. Lester	X			
K. Lester	X			
O. Duarte	X			

CLOSED SESSION

Conference with Legal Counsel, Anticipated Litigation (§ 54956.9)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 potential case

RECONVENE TO OPEN SESSION

Dr. Sanford Otsuji reported that the Board voted to give counsel direction.

CLOSED SESSION

Conference with Legal Counsel, Anticipated Litigation (§ 54956.9)

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:
1 potential case

RECONVENE TO OPEN SESSION

Dr. Sanford Otsuji reported that the Board voted to give counsel direction.

Dr. Susan Garrett motioned to move Item #9 on the Board Agenda, Financial Update, to Item #10 and move Item #10, High Need Position Stipend, to Item #9.

Motion: Susan Garrett

Second: Norm Lester

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
S. Garrett	X			
N. Lester	X			
K. Lester	X			
O. Duarte	X			

HIGH NEED POSITION STIPEND

The Board-approved Teacher Salary Schedule states that Santa Ana and Coachella teachers in high need positions such as science and math may receive a \$1,000 stipend contingent on enrollment and the availability of funding. The Santa Ana campus is not currently meeting enrollment and has a negative budget deficit. Renee Lancaster asked the Board to consider allowing Santa Ana teachers in high need positions to receive the stipend despite the campus not meeting enrollment. Not meeting enrollment may be correlated with not having a Principal this school year. Board Members agreed that Santa Ana's enrollment might be affected by not having a Principal, which is out of the teachers' control. However, Ms. Lancaster and Board Members agreed that teachers help enrollment through retention.

Motion to approve high need position stipend for NOVA Academy-Santa despite not meeting enrollment.

Motion: Susan Garrett

Second: Olga Duarte

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
S. Garrett	X			
N. Lester	X			
K. Lester	X			
O. Duarte	X			

Dr. Susan Garrett motioned to change Item #11 on the Board Agenda, Approve One-Time Off-Schedule Salary Increase, to Item #10 and change Item #10 to Item #11.

Motion: Susan Garrett

Second: Karen Lester

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
S. Garrett	X			
N. Lester	X			
K. Lester	X			
O. Duarte	X			

APPROVE ONE-TIME OFF-SCHEDULE SALARY INCREASE FOR INCREASED SCORES ON THE CALIFORNIA SCHOOL DASHBOARD

Renee Lancaster requested to offer a conditional one-time off-schedule salary increase for the NOVA Academy-Coachella staff. The pay increase will be contingent upon the successful completion of individual goals related to the California School Dashboard performance indicators on the 2020 public release. It will apply to all full-time instructional faculty and administrative support/business office staff who are employed by NOVA Academy at least 50 percent of the 2019-2020 fiscal year and have signed employee agreements for the 2020-2021 fiscal year. Individual compensation under the one-time off-schedule salary increase will be calculated based on each staff member's base salary for the 2019-2020 fiscal year. The proposed salary increase will be an incentive reward for Coachella teachers and office staff for achieving high-level performance outcomes as reflected on the 2020 California School

Dashboard. The inclusion of office staff in the incentive is intended to encourage greater campus solidarity and inspire non-instructional faculty to help facilitate the achievement of these goals.

The goals for each indicator and their corresponding incentive compensation is as follows: (1) Mathematics (currently in *green*) - there will be a one-time pay increase of 2% if indicator level increases to *blue* or 1.5% increase if indicator maintains at *green*, 2) English Language Arts (currently in *blue*) - there will be a one-time pay increase of 1.5% if indicator level maintains at *blue* or 1% increase if indicator decreases to *green*, 3) Suspension Rate (currently in *orange*) - there will be a one-time pay increase of 1.5% if indicator level increases to *blue* or 1% increase if indicator level increases to *green*, 4) College and Career Indicator (currently in *green*) - there will be a one-time pay increase of 1% if indicator level increases to *blue* or 0.5% increase if indicator maintains at *green*, and 5) Graduation Rate (currently in *blue*) - there will be a one-time pay increase of 1% if indicator level maintains at *blue* or 0.5% increase if indicator level decreases to *green*.

The final percentage will be the aggregate of each separate indicator's corresponding incentive reward resulting in a final one-time off-schedule salary increase of up to 7%.

Funds will come from the accrued surplus from Coachella's budget.

Renee Lancaster clarified that the current Dashboard is from the December 2019 public release. The new Dashboard, to be published in December 2020 for public view, will be based on 11th graders' testing this upcoming April.

Motion to approve One-Time Off-Schedule Salary Increase for increased scores on the California School Dashboard for NOVA Academy-Coachella as stated by Renee Lancaster.

Motion: Susan Garrett

Second: Karen Lester

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
S. Garrett	X			
N. Lester	X			
K. Lester	X			
O. Duarte	X			

FINANCIAL UPDATE

Geetha Huma, CFO of Charter Impact, presented a Financial Update for NOVA Academy-Santa Ana. The Santa Ana campus had a recent enrollment increase in December, from 404 to 405; attendance is at 95.2%, which is higher than the forecast of 95%. P-1 ADA is at 386.98, which is higher than expected. Overall revenue is lower than budgeted due to under-enrollment although the school should be able to close the gap with a higher attendance rate. Expenses are higher than budgeted due to the SAUSD encroachment. Without the encroachment, expenses are lower than budgeted. Karen Lester, Board Treasurer, shared that the expenses are on target for the year. The budget meets the bond ratio covenant, but only without the encroachment expense. Funds are being set aside for capital

improvements. Renee Lancaster clarified that the funds are for a possible PE zone and anticipated maintenance projects, which will be brought to the Board at the next Board meeting.

Geetha Huma presented a Financial Update for the Coachella campus. The average ADA is 216, which is significantly higher than the forecast of 211. The attendance rate is 95.3% (93% was forecasted). Expenses are less than budgeted. Ms. Huma said funds are being set aside for a possible multi-purpose facility. Renee Lancaster noticed that the fund amounts for capital improvements for Santa Ana and Coachella were switched in the Board packets. Ms. Huma will update the Financial Update with the corrected amounts for capital improvements and will resend the packets to the Board.

EXECUTIVE REPORT

Renee Lancaster shared updates for the Coachella and Santa Ana campuses. The Coachella Valley Unified School District voted to approve Coachella's charter renewal petition. The charter is renewed for five years. Ms. Lancaster said there was an unexpected issue. The District's Board Minutes reported that the motion failed. The school's attorney, Young, Minney & Corr, contacted the District and the issue was fixed. Coachella's charter renewal petition was automatically renewed. Ms. Lancaster cautioned that it is important to check the Minutes after a vote.

Recently, the school interviewed with El Dorado Charter, a Special Education Local Plan Area (SELPA), for special education services. On January 29, a representative from El Dorado will let the school know if the Santa Ana and Coachella campuses have been accepted into their program. Ms. Lancaster said the meeting was encouraging and she is optimistic the school will be accepted.

The College of the Desert added more courses, which increases college opportunity for Coachella students.

The Coachella campus provides a Principal's Lunch event every semester. Students who earned a 4.0 GPA or achieved perfect attendance are eligible to participate in the event. Renee Lancaster said it is something very special for students who earn this honor.

Renee Lancaster informed the Board that the California Science Test (CAST) will be included on the California School Dashboard in 2020. Coachella students will be working on practice tests in preparation.

At the Santa Ana campus, enrollment is currently at 404. The school has three enrollment information sessions scheduled (one is going on this evening). There will be a Food Truck Fiesta event coming up on February 1st. The event will be a great opportunity for teachers and staff to connect with students' parents and families with food, activities, and an opportunity drawing. Club Rush is going on this week.

The Santa Ana campus has an academic campaign to improve test scores. Students are placed in targeted classes for Tutorial. There are incentives for general attendance and attendance during

CAASPP testing. Students who have perfect attendance during CAASPP testing will be rewarded with an In-N-Out truck. Renee added that the Coachella campus has attendance incentives as well.

The next Board Meeting is on March 5, 2020.

Adjournment

The meeting was adjourned at 7:39 PM.

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

Norm Lester