

## NOVA ACADEMY

Board of Directors Meeting Minutes – October 19, 2017, 7:00 PM  
50777 Santa Rosa Plaza, La Quinta, CA 92253

### **CALL MEETING TO ORDER: 7:00 PM**

The meeting was called to order by Board Chairman, Dr. Sanford Otsuji.

### **Members Present**

Dr. Sanford Otsuji, Chairman  
Norm Lester, Secretary  
Karen Lester, Treasurer  
Gloria Grana, Member

### **Members Not Present**

Brenda Gonzalez, Member

### **Members Present via Conference Line:**

Dr. Susan Garrett, Co-Chair

### **Staff Present**

Renee Lancaster, CEO/Founder  
Lisa Hernandez, Principal  
Angie Dillon, Executive Assistant

### **Staff Present via Conference Line:**

John Bowen, Director of Operations

Motion to approve that Item 6 on the Board Agenda, One-Time/Off-Schedule Salary Increase for 2018-2019, be taken off the agenda.

**Motion:** Gloria Grana

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
S. Garrett				X
N. Lester	X			
K. Lester	X			
G. Grana	X			

### **CONSENT CALENDAR**

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

- Minutes from the September 7, 2017, Board of Directors Meeting
- Professional Boundaries Policy

It is recommended that the Board approve the Minutes from the September 7, 2017, Board Meeting and the Professional Boundaries Policy.

**Motion:** Karen Lester

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
S. Garrett				X
N. Lester	X			
K. Lester	X			
G. Grana	X			

#### **YEAR-TO-DATE EXPENDITURE ACTIVITY**

Andy Silvert and Karl Yoder from Delta Managed Solutions presented the Year-Date Expenditure Activity for the Coachella campus. ADA increased from 200 to 226. On November 30, 2017, Coachella employees will receive a one-time/off-schedule salary increase. The total amount of the one-time salary increase is \$30,000. Mr. Silvert and Mr. Yoder added that the one-time salary increase was not included in the July budget, but an adjustment will be made in the 1<sup>st</sup> Interim Budget.

Andy Silvert and Karl Yoder presented the Year-Date Expenditure Activity for the Santa Ana campus. They budgeted for an ADA of 370 although the ADA is currently at 382. They noted that Santa Ana will receive additional funding for SB740. Regarding Prop 39 funding, Santa Ana received funds for August, but not yet for September. In November, Santa Ana should receive the last 1/3 of Prop 39 funds, amounting to approximately \$50,000.

Karl Yoder provided a Prop 39 Update for the Santa Ana campus. He said Delta Managed Solutions submitted an energy plan and it was approved. Next, they need to revise the expenditure plan to show what has been completed. Dr. Sanford Otsuji, Board Chairman, asked Karl Yoder if the required documents have been submitted for Prop 39 for Santa Ana. Mr. Yoder confirmed that they have. Dr. Otsuji asked that Delta Managed Solutions provide an ongoing update on Prop 39. Andy Silvert stated that he will provide monthly reports and a calendar of due dates. The monthly reports will also include updates on the Bond.

Karl Yoder provided a Prop 39 Update for the Coachella campus. He clarified that Coachella and Santa Ana are completely separate. Coachella has until the end of February to submit its energy plan. Delta Managed Solutions will return to the Board to present Coachella's Prop 39 plan for approval.

Karl Yoder noted that the plan for the Santa Ana campus involves more work than the plan for Coachella. He recommended that they get Santa Ana's Prop 39 plan resolved before moving forward with Coachella's plan. Dr. Sanford Otsuji said he agreed. Mr. Yoder said he will send NOVA Academy a Prop 39 plan for Santa Ana the next morning. He clarified that the subcontractor for Santa Ana will be ABS. Karl Yoder stated that the cost for ABS will be removed from the DMS contract.

## **EXECUTIVE REPORT**

Lisa Hernandez, Principal, provided an update on the Coachella campus. She reported that enrollment is currently at 226, having decreased from 232 at the beginning of the school year. Attendance dipped slightly and is currently at 96%. The campus currently has an attendance campaign to promote increased attendance. Ms. Hernandez noted that attendance will change at certain times of the year when students tend to get sick.

The Coachella campus has a new positive behavioral program called Attendance Focus Group. It is a four-week intervention program for students who are chronically absent. Dr. Otsuji commented that he liked the positive encouragement of Coachella's program. Dr. Susan Garrett, Board Co-Chair, recommended that the Coachella campus look at the student population and see what they want. Lisa said the students like gift cards and they like having a choice of gift card.

Lisa Hernandez went on to report that Coachella has academic campaigns to improve student learning. At staff meetings, teachers are reading John Hattie's book Visible Learning. The school has a "Say It" campaign where students all repeat the right answer, which helps with engagement and repetition. She said 20% of their students are EL (English Language) learners and they are struggling. Dr. Otsuji asked how Coachella is measuring deficiencies. Ms. Hernandez said they do benchmark testing in Math classes. They collect data all four years and build correlations. They try to evaluate areas that need focus.

Lisa Hernandez reported that they recently had Parent University and there was a large turnout of parents. She said their new Loop communication system is helping with communicating messages to parents. They are starting a new Senior Series with parents where they inform parents of important dates, such as the FAFSA deadline. At the next Parent University in November, the Coachella campus will go over A-G requirements with parents. Ms. Hernandez said the school is looking forward to Family Feast on November 17. She said the event is all student-run and students love it. The spirit is to be thankful and everyone stops to write down what they are thankful for. Currently, the Coachella campus is working on organizing a field trip to the local windmills for Physics class.

Mid-year WASC is coming up at Coachella. The WASC committee will want to know what has been accomplished based on their goals.

John Bowen, Director of Operations, provided a facilities and HR update for the Coachella campus. He said the old modular restrooms were removed and new restrooms were installed, adding two additional restrooms to the campus. The new restrooms are designed differently and are more efficient. Lisa Hernandez added that teachers love having the additional restrooms.

John Bowen went on to report that painting was done to the Coachella campus. The total cost was \$18,500 and it was less than half the cost of the first quote they received to perform the job.

Regarding HR, John Bowen reported that Coachella filled an English teacher position over the summer. They recently filled a counselor position and the new counselor will begin the following Monday.

John Bowen informed the Board that Coachella has a new security system with cameras and motion detectors. Lisa Hernandez has an app on her phone that will allow her to view camera footage in real time.

Renee Lancaster, CEO/Founder, provided an update on the Santa Ana campus. She reported that the NOVA Academy Children's Foundation Director of Development recently resigned from her position. Enrollment is currently at 402. It is expected that 10-15 students will leave after Christmas. Santa Ana is increasing their campaign to talk to parents. Teachers are being asked to communicate with parents and document their activity. Attendance is currently at 94%. Ms. Lancaster noted that a lot of students are absent on Fridays.

Renee Lancaster reported that they recently applied for Chapman University's ePrize grant. It will be a collaboration grant with SAUSD (Santa Ana Unified School District) and Santa Ana College. NOVA Academy, SAUSD, and Santa Ana College, made a presentation to Chapman University for the grant this week. Next week, the school will find out if they will receive the grant.


Renee Lancaster provided the Board with an update on OCTA's OC Street Car trolley that will be built in front of the school. She is sending emails and letters regarding her concerns to the mayor of Santa Ana and the OCTA Board of Directors. She is documenting her efforts to reach out and the lack of response. She pointed out that there is real safety concern. Dr. Sanford Otsuji recommended that the school encourage parents to get involved.

Renee Lancaster presented a marketing and recruitment update. She said the school will be hiring a director of recruitment. The Santa Ana campus has a new flyer that differentiates the school from other charter schools. The flyer shows how many college courses NOVA Academy students are taking. The school is preparing for a Destination College event to be held on November 30.

John Bowen provided the Board with a facility update for the Santa Ana campus. He reported that the school is installing additional lockers in the boys' and girls' locker rooms for PE. The total cost for the lockers is \$9,400. The lockers should arrive the next day. Mr. Bowen said the campus needs two new drainage pipes in the parking garage so water can be pumped into the street. He is currently working on obtaining quotes. So far, he received a quote for \$3,200. Norm Lester, Board Secretary, remarked that \$3,200 seems high. Mr. Lester will visit the campus to look at the drainage issue. Mr. Bowen went on to report that there is a leak in the boys' locker room. He is currently working with River Rock to get the leak issue resolved since it should be covered under the warranty. Mr. Bowen is also researching modifications to the school's handrails outside the building so they will not be used by skateboarders. He received a quote for \$800 for bumps to be welded onto the handrails. With the modification, the handrails can still be used for safety while skateboarders will no longer be able to ride their skateboards down them. The Board agreed that the quote for \$800 is reasonable. Last, Mr. Bowen reported that he is getting quotes to repair an issue with the garage gate.

#### **Adjournment**

The meeting was adjourned at 9:08 PM.

  
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Norm Lester