

NOVA ACADEMY

Board of Directors Meeting Minutes – December 5, 2019, 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
Karen Lester, Treasurer
Rick Weir, Member
Olga Duarte, Member

Members Not Present

Norm Lester, Secretary
Gloria Grana, Member

Staff Present

Renee Lancaster, CEO/Founder
Mark Cruickshank, Assistant Principal
Angie Dillon, Executive Assistant
Trevor Garrett, Proposal Coordinator/Data Impact Analyst

Members Present via Conference Line:

None

Staff Present via Conference Line:

Lisa Hernandez, Principal

CONSENT CALENDAR

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

- Minutes from the 10-24-2019 Board Meeting
- Minutes from the 10-24-2019 Special Board Meeting
- Minutes from the 11-7-2019 Annual Board Training
- Coachella field trip to the University of La Verne

Motion to approve the Minutes from the October 24, 2019 Board Meeting, the Minutes from the October 24, 2019 Special Board Meeting, the Minutes from the November 7, 2019 Annual Board Training, and the Coachella field trip to the University of La Verne.

Motion: Susan Garrett

Second: Karen Lester

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

BOARD UPDATE ON SPECIAL EDUCATION FOR 2020-2021

Renee Lancaster, Chief Executive Officer, and Trevor Garrett, Proposal Coordinator/Data Impact Analyst, presented to the Board an update on special education for 2020-2021. Currently, NOVA Academy-Santa Ana receives special education (SPED) services through Santa Ana Unified School District's single-district Special Education Local Plan Area (SELPA); NOVA Academy-Coachella receives services through its member district, Coachella Valley Unified School District, which is a local education agency (LEA) within the Riverside County SELPA. Both the Santa Ana and Coachella campuses are officially withdrawing from their current SELPAs. Beginning in 2020-2021, NOVA Academy will be 100 percent responsible for all special education needs. Renee Lancaster and Trevor Garrett met with three potential SELPAs: El Dorado County, Los Angeles County Office of Education (LACOE), and Riverside County. Board Members discussed the information in the presentation and agreed there are benefits to NOVA serving as its own LEA for purposes of SPED.

COMPREHENSIVE SCHOOL-WIDE CAASPP SCHOOL IMPROVEMENT PROGRAM PRESENTATION

Mark Cruickshank, Assistant Principal, presented a program to improve CAASPP scores at the Santa Ana campus. He said 11th graders are taking interim assessments for ELA and Math. At the next professional development meeting, teachers will discuss the interim assessment reports and strategize on how to help students. Mr. Cruickshank is currently meeting with teachers twice per month to monitor student progress and adjust practices. A committee of six teachers oversees the program.

For Junior Seminar, students are strategically placed in classes where they will receive help in ELA or Math. The school has added with the help of the NOVA Academy Children's Foundation some fun student incentives for our attendance and positive incentive programs. Juniors will be rewarded with an In-N-Out truck at the end of the year if there is 100 percent attendance during CAASPP testing. There will also be incentives for highest performing and most improved.

Mark Cruickshank said teachers are reaching out to parents to communicate results. Teachers make positive phone calls every month. Olga Duarte, Board Member, said a personal, positive phone call is a great way to engage with parents.

Board Members discussed the program and commented that there should be incentives for teachers as well. Mr. Cruickshank said the school received a donation of gift cards that were being given to thank and incentivize teachers who make the most positive phone calls. Mark Cruickshank said the staff is doing a great job and they are very motivated.

Board Members asked Lisa Hernandez, Principal, to discuss what the Coachella campus is doing to improve CAASPP scores. Ms. Hernandez shared that they provided test-taking workshops and a writing campaign last year. Students attended workshops on a Saturday at a nearby college. Ms. Hernandez also shared that teachers were motivated - they enjoyed participating in the workshops. This year, the Coachella campus will provide testing workshops on Saturdays again and will also provide workshops afterschool. The Board of Directors recommended that Lisa Hernandez and Mark Cruickshank work together to share strategies.

CLOSED SESSION

Public Employee

Title: Assistant Principal

RECONVENE TO OPEN SESSION

No action to report.

CLOSED SESSION

Public Employee

Title: Counselor

RECONVENE TO OPEN SESSION

No action to report.

2019-2020 STUDENT HANDBOOK

Renee Lancaster shared that the 2019-2020 Student Handbook was updated to increase college opportunity for students. The change was made to the dual enrollment procedures for attending Santa Ana College. The student handbook update gives NOVA students an opportunity to attend career education pathways at Santa Ana College with a 2.0 GPA.

Motion to approve 2019-2020 Student Handbook with Updated Dual Enrollment Procedures at Santa Ana College.

Motion: Susan Garrett

Second: Rick Weir

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

EXECUTIVE REPORT

Renee Lancaster shared campus updates for Coachella and Santa Ana. The Coachella campus is currently in charter renewal. On December 12, 2019, Coachella Valley Unified School District will vote to approve NOVA Academy-Coachella's charter renewal petition.

There are holiday staff events coming up. The Coachella campus will have their holiday event on December 13th and Santa Ana will have theirs on December 17th. Board Members are invited to attend.

Renee Lancaster announced that on Saturday, February 1, 2020, the Santa Ana campus will have a 15th Anniversary Celebration with “Fiesta” food tucks, entertainment, and prizes. The event is open to all NOVA students, parents, families, alumni, teachers and staff, and the Board of Directors. The NOVA Academy Children’s Foundation is funding the event.

FIRST INTERIM MULTI-YEAR BUDGET

Geetha Huma, CFO of Charter Impact, reported to the Board the First Interim Multi-Year Budget for NOVA Academy-Santa Ana. Average enrollment increased to 404 from 402 last month. The average ADA is 387, which is in line with the forecasted ADA.

Motion to approve the First Interim Multi-Year Budget for NOVA Academy-Santa Ana.

Motion: Susan Garrett

Second: Karen Lester

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

Geetha Huma reported the First Interim Multi-Year Budget for NOVA Academy-Coachella. The average attendance is 217, which is over the budgeted 201. The attendance rate percentage is 95.8 (93% was budgeted). Attendance dipped in October due to the recent fire in Coachella.

Susan Garrett left the meeting at 8:30 PM.

Motion to approve the First Interim Multi-Year Budget for NOVA Academy-Coachella.

Motion: Karen Lester

Second: Olga Duarte

Vote	Yes	No	Abstain	Conference Line
S. Otsuji	X			
K. Lester	X			
R. Weir	X			
O. Duarte	X			

Susan Garrett returned to the meeting at 8:35 PM.

2018-2019 ANNUAL AUDIT REPORTS

Renee Lancaster presented the 2018-2019 Annual Audit report for the Coachella campus. The report had no findings.

Motion to approve the 2018-2019 Annual Audit Report for NOVA Academy-Coachella.

Motion: Susan Garrett

Second: Karen Lester

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

Renee Lancaster presented the 2018-2019 Annual Audit Report for the Santa Ana campus. The report had no findings.

Motion to approve the 2018-2019 Annual Audit Report for NOVA Academy-Santa Ana.

Motion: Rick Weir

Second: Susan Garrett

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

BOARD RESOLUTION

For Board approval, Renee Lancaster presented the Board Resolution for Authorized Individuals on NOVA Academy Bank Accounts. Karen Lester, Board Treasurer, and Alicia Lewis, Business Services Manager, are designated as authorized signers. Angela Dillon, Executive Administrative Assistant, is designated as an authorized signer on Associated Student Body (ASB) accounts only.

Motion to approve Board Resolution for Authorized Individuals on NOVA Academy Bank Accounts.

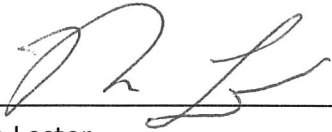
Motion: Susan Garrett

Second: Rick Weir

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

Adjournment

The meeting was adjourned at 8:47 PM.

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

Norm Lester