

## NOVA ACADEMY

Board of Directors Meeting Minutes – March 8, 2018, 7:00 PM  
36999 Cook Street, Palm Desert, CA 92211

### 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  
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  
Lisa Hernandez, Principal  
Angie Dillon, Executive Assistant

#### Staff Present via Conference Line:

John Bowen, Director of Operations  
Karin Schaefer, Business Services Advisor

Motion to move Governor's Proposed Budget on the Board Agenda to item #8.

**Motion:** Norm Lester

**Second:** Susan Garrett

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

#### CONSENT CALENDAR

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

- Minutes from the January 18, 2018, Board of Directors Meeting
- NOVA Academy-Coachella field trip to Cal State Fullerton and NOVA Academy-Santa Ana field trips to Museum of Tolerance (Los Angeles) and Aquarium of the Pacific (Long Beach)
- Conflict of Interest Code Board Policy
- Ratification of Lumeo Contract for Prop 39 for Coachella and Santa Ana campuses

Motion to approve the Minutes from the January 18, 2018, Board Meeting, the field trips for Coachella and Santa Ana, the Conflict of Interest Code Board Policy, and the Ratification of the Lumeo Contract for Prop 39 for Coachella and Santa Ana.

**Motion:** Susan Garrett

**Second:** Karen Lester

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

### **MARKETING UPDATE**

Carrie Cornwall, Marketing Consultant, presented a marketing update to the Board. She provided a recap of the school year's marketing efforts so far and the focus for the remainder of the year. Open enrollment in Santa Ana began on February 23. For Coachella, open enrollment will begin on March 19. The school is reaching out to more communities, such as Garden Grove. NOVA Academy flyers are available in Vietnamese as well as Spanish. The NOVA Academy website has a toggle to translate content into Vietnamese, Korean, Spanish, and other languages. Ms. Cornwall shared that the current focus is on the "customer experience" with the help of NOVA Academy's new Director of Family Engagement & Community Involvement. The Board of Directors suggested that the school send out a stronger message about the benefits of taking college courses in high school and the financial savings for families. Ms. Cornwall reported that NOVA students completed over 120 college courses this past year. The Board also discussed the value of NOVA students helping to spread the word about the benefits of attending NOVA Academy, such as in video testimonials.

### **EXECUTIVE REPORT**

Renee Lancaster, CEO/Founder, presented the campus updates for the Santa Ana campus. She reported that Santa Ana's enrollment is currently at 405. Recently the school held a dance called "Morp," (prom spelled backwards). There is increased security presence with a new security guard patrolling the campus and parking structure. Regarding academics, 230 students are currently on the honor roll. Santa Ana has an intense math action plan in place to improve math performance. There will be an incentive for 11<sup>th</sup> graders to perform better on the CAASPP than last year's 11<sup>th</sup> graders. Ms. Lancaster went on to report that the number of AP test takers this year is the largest in NOVA Academy's history. The school will spend \$13,000 to pay for the tests. Teacher and Staff Appreciation week and Senior Exit Interviews is coming up. The Santa Ana campus's graduation is scheduled for May 31<sup>st</sup>, while Coachella's graduation is scheduled for May 30<sup>th</sup>.

Lisa Hernandez, Principal, presented the campus updates for the Coachella campus. Thirty-six students enrolled in advanced math courses took a field trip to a local festival and spent the day solving math problems while enjoying the events. The campus had a recent basketball tournament involving students and staff members. Coachella had their annual parent/teacher conferences and 60 parents attended. National Breakfast Week is coming up and students will be encouraged to eat breakfast. Also coming up is a lunch competition with a raffle for Beats headphones. Currently, students are practicing for SBAC testing. There is an

incentive for good attendance. If the campus meets their attendance goal, a taco truck will come to the school and serve tacos.

Lisa Hernandez went on to report that the Coachella campus's suspension rate has decreased. They are working on increasing their English and math scores. They are doing benchmark testing during Summer Advantage, working on foundation skills, conducting weekly assessments, and having more office hours available for students.

## **2ND INTERIM MULTI-YEAR BUDGET**

Karen Lester, Board Treasurer, and Karl Yoder, CFO of Delta Managed Solutions, presented the 2<sup>nd</sup> Interim Multi-Year Budget for NOVA Academy-Coachella. There is a budget surplus as a result of higher ADA and increased funding for programs. The Board discussed using surplus funds to hire tutors for students to help increase test scores.

Karl Yoder provided an update on Prop 39 funding. Lumeo conducted a site audit and they identified \$262,757 in new lighting and solar panel improvements from Prop 39 funding. The improvements will save \$19,000 per year in utilities costs. The project for the energy plan is contingent upon approval from Olive Crest and Mobile Modular.

Motion to approve 2nd Interim Multi-Year Budget for NOVA Academy-Coachella

**Motion:** Karen Lester

**Second:** Susan Garrett

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

Karen Lester and Karl Yoder presented the 2<sup>nd</sup> Interim Multi-Year Budget for NOVA Academy-Santa Ana. ADA is 10 higher than what was projected in December and there is a substantial improvement in revenue due to one-time funds that were recently received.

Karl Yoder provided to the Board an update on Prop 39 funding and the Bond for Santa Ana. He reported that the school is in compliance with Prop 39 grant requirements. For the Bond, the Santa Ana campus must maintain a surplus and meet the Bond Coverage Ratio Test.

Karen Lester requested that DMS submit monthly reports with details for expenditures. Karl Yoder will submit the reports to Ms. Lester and Karin Schaefer, Business Services Advisor.

Motion to approve 2nd Interim Multi-Year Budget for NOVA Academy-Coachella

**Motion:** Susan Garrett

**Second:** Norm Lester

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

### **2018-2019 SCHOOL INSTRUCTIONAL CALENDAR**

Renee Lancaster presented two options for the 2018-2019 School Instructional Calendar for Board approval for NOVA Academy-Coachella and NOVA Academy-Santa Ana. For Option One, the school year will begin on August 8, 2018. For Option Two, the school year will begin on August 6<sup>th</sup>. Staff and teachers from both campuses indicated to Principals that they prefer Option One.

Motion to approve Option One of the 2018-2019 School Instructional Calendar for NOVA Academy-Coachella

**Motion:** Susan Garrett

**Second:** Norm Lester

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

Motion to approve Option One of the 2018-2019 School Instructional Calendar for NOVA Academy-Santa Ana

**Motion:** Susan Garrett

**Second:** Karen Lester

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

### **ONE-TIME OFF-SCHEDULE SALARY INCREASE**

For Board discussion, Renee Lancaster presented the agenda item One-Time Off-Schedule Salary Increase for Coachella and Santa Ana. They discussed having the salary increase be contingent upon enrollment goals and increased CAASPP scores. Since there are two different goals, there will be two separate pay increases - one for each goal. The Board considered having the salary increase be a percentage of salary but ultimately agreed that it should be a flat dollar amount that is equal for all staff. Ms. Lancaster will work with Karl Yoder and Principals on developing a plan. This item will be presented at the next Board Meeting for approval.

**EMERGENCY UNPAID LEAVE OF ABSENCE BOARD POLICY**

John Bowen, Director of Operations, and Renee Lancaster presented the Emergency Unpaid Leave of Absence Board Policy. Mr. Bowen said the school wants to recognize that employees need to be able to take time off for an emergency.

Motion to approve the Emergency Unpaid Leave of Absence Board Policy and make the policy retroactive to be effective February 22, 2018.

**Motion:** Susan Garrett

**Second:** Karen Lester

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

**APPROVE REVISED BYLAWS OF NOVA ACADEMY**

Renee Lancaster presented the agenda item to approve Revised Bylaws of NOVA Academy. The Bylaws were revised to provide that the NOVA Academy Board will have no less than five and no more than twenty-one directors, and that NOVA Academy shall endeavor to maintain an odd number of directors. Also, the Bylaws were revised to specify that the corporation shall have no members, whether voting or nonvoting.

Motion to approve Revised Bylaws of NOVA Academy

**Motion:** Susan Garrett

**Second:** Karen Lester

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

**NOVA ACADEMY 2018-2023 CHARTER RENEWAL PETITION**

Renee Lancaster presented NOVA Academy-Santa Ana's 2018-2023 Charter Renewal Petition for approval. She reported that Santa Ana Unified School District's Board of Directors had unanimously voted to approve the charter.

**Motion:** Susan Garrett

**Second:** Karen Lester

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

**Adjournment**

The meeting was adjourned at 9:57 PM.

  
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Norm Lester