

**NOVA ACADEMY**

Board of Directors Special Meeting Minutes – April 16, 2020, 6:00 PM

Meeting Conducted via Teleconference

**CALL MEETING TO ORDER: 6:00 PM**

Board Chairman, Dr. Sanford Otsuji, called the meeting to order.

**Members Present:**

Dr. Sanford Otsuji, Chairman

Dr. Susan Garrett, Co-Chair

Norm Lester, Secretary

Karen Lester, Treasurer

Rick Weir, Member

Olga Duarte, Member

**Members Not Present**

None

**Staff Present**

Renee Lancaster, Chief Executive Officer/Founder

Lisa Hernandez, Principal

Adrienne Haggerty, Assistant Principal

Mark Cruickshank, Assistance Principal

Alicia Lewis, Business Services Manager

Trevor Garrett, Proposal Coordinator/Data Impact Analyst

Angie Dillon, Executive Assistant

**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 4-3-2020 Special Board Meeting

Motion to approve the Minutes from the Special Board Meeting on April 3, 2020.

**Motion:** Dr. 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		
R. Weir	X		
O. Duarte	X		

Olga Duarte entered the meeting at 6:15 PM.

#### **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Adrienne Haggerty, Assistant Principal, delivered a presentation on the Local Control Accountability Plan (LCAP) for the Coachella campus. She updated the Board on the California School Dashboard, discussed Coachella's LCAP goals, and shared student survey results. She said students rated the school 81.9% on the climate of support for academic learning. Results also showed that most students feel safe on campus, with an average positive rating of 78.37%. In the future, Ms. Haggerty would like to have student focus groups to gather qualitative data for the LCAP.

The Coachella campus is still collecting parent surveys. Adrienne Haggerty said getting parents to complete the survey has been a challenge due to the recent campus closure. The office staff made several phone calls and helped build their email list from 20 to over 150 email addresses for sending out the survey. Ms. Haggerty said they plan to connect with parents in a future Zoom meeting.

As shown on the California School Dashboard, Coachella's graduation rate last year was 97.5%. For College and Career Readiness, the school improved by 8.5%. There will be no CAASPP testing this year due to the COVID-19 pandemic. Under the direction of the Riverside County Office of Education, Ms. Haggerty and her team will use last year's test score data in developing their LCAP.

Mark Cruickshank, Assistant Principal, presented on the LCAP for the Santa Ana campus. He shared that feedback from student surveys showed a rating of 76.8% on the climate of support for academic learning. The average positive rating for safety was 72.5%.

Like the Coachella campus, the school is struggling to collect surveys from parents due to the school closure. They are sending Loop message reminders and asking students to help encourage their parents to complete the survey.

Mark Cruickshank went over the Local Priorities for the California School Dashboard, the school's LCAP goals, and metrics on student test scores from last year. The school is in the Green category on the California School Dashboard for suspensions; since the previous year, the number of suspensions has

decreased by 1.8%. The graduation rate last year increased to 98.9%, and the school is in the Blue category.

State provisions for the LCAP may change in response to COVID-19. Both campuses are awaiting further guidance from the California Department of Education (CDE).

#### **FINANCIAL UPDATE**

Geetha Huma, Director of Client Finance at Charter Impact, shared a Financial Update for NOVA Academy-Santa Ana. State funding will continue during the COVID-19 school closure. Ms. Huma said the P2 Attendance cut-off shifted from mid-April to the end of February. P2 ADA was 386.73, and attendance was 95.1%. Expenses are lower than budgeted, and there are no cash flow concerns. The cash balance is expected to remain steady until the end of the fiscal year. Ms. Huma confirmed that the school continues to meet the bond ratio covenant.

Next, Geetha Huma presented a Financial Update for the Coachella campus. She reported that P2 ADA was 215.29. Expenses are lower than forecasted, mostly from savings in books, supplies, and small equipment purchases. The attendance rate is 94.9%, higher than the forecast of 93.6%. Overall, there are no cash flow concerns, and the cash balance will remain steady for the rest of the school year.

#### **FUTURES EDUCATION OF CALIFORNIA PROPOSAL TO PROVIDE COMPREHENSIVE SPECIAL EDUCATION SERVICES**

Trevor Garrett, Proposal Coordinator/Data Impact Analyst, presented the Futures Education of California Proposal to Provide Comprehensive Special Education Services for the Coachella and Santa Ana campuses. He said it is an exclusive agreement for the 2020-2021 school year. It includes an addendum for providing distance learning services should the school closure continue into the next school year.

Motion to approve the Futures Education of California Proposal for NOVA Academy-Coachella.

**Motion:** Dr. 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		
R. Weir	X		
O. Duarte	X		

Motion to approve the Futures Education of California Proposal for NOVA Academy-Santa Ana.

**Motion:** Norm Lester

**Second:** Dr. 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		
R. Weir	X		
O. Duarte	X		

**2018-2019 SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

For Board approval, Renee Lancaster presented the 2018-2019 School Accountability Report Card (SARC) for the Coachella and Santa Ana campuses. Due annually by the end of February, the SARC outlines the school's data in several categories, including facilities, credentialed teachers, teacher salaries, books and supplies, and pupil achievement. The SARCs for Coachella and Santa Ana are posted on the school's website every year.

Motion to approve the 2018-2019 School Accountability Report Card (SARC) for NOVA Academy-Coachella.

**Motion:** Dr. 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		
R. Weir	X		
O. Duarte	X		

Motion to approve the 2018-2019 School Accountability Report Card (SARC) for NOVA Academy-Santa Ana.

**Motion:** Dr. 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		
R. Weir	X		
O. Duarte	X		

## **RESIGNATION OF NOVA ACADEMY BOARD OF DIRECTOR**

For Board approval, Dr. Sanford Otsuji presented Gloria Grana's resignation from the NOVA Academy Board of Directors.

Motion to approve the resignation of Gloria Grana from the Board of Directors.

**Motion:** Dr. 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		
R. Weir	X		
O. Duarte	X		

## **EXECUTIVE REPORT**

Renee Lancaster shared with the Board how the COVID-19 situation is impacting the Coachella and Santa Ana campuses. On April 13, for Phase 2, the school implemented a modified bell schedule for distance learning. So far, Ms. Lancaster has received a great response from students and parents; there is a lot of participation from both campuses. Ms. Lancaster and her team are developing a plan for the next school year, Phase 3, which will involve a staggered environment for six-feet physical distancing. She expects there will be a lot fewer students attending school at different times of the day. For example, students may attend school on-campus Mondays, Wednesdays, and Fridays, and have distance learning on Tuesdays and Thursdays. Ms. Lancaster is researching best practices while heeding the guidance of the CDE and local officials. The school will continue to keep its early college model. Ms. Lancaster shared that all of their students currently enrolled in college courses are still attending, but they are attending online.

Staff at both campuses have been working hard during the transition. They are giving free meals to families weekly. They distributed art supplies and guitars, and have delivered Chromebooks to students' homes. The school has also provided hot spots for students without internet access. Last week, the staff made contact with 311 families in Santa Ana and 175 families in Coachella.

The Board of Directors of the NOVA Academy Children's Foundation are developing ways to help NOVA families during this challenging time. They purchased NOVA t-shirts for all current and newly enrolled students and \$25 grocery gift cards for their families. They bought gift baskets and NOVA polo shirts for all teachers and staff for Staff Appreciation.

Renee Lancaster shared that they have a small team of staff members working on-site during the day. They have a janitorial crew that is thoroughly cleaning and disinfecting the building, a maintenance team working on current building needs and projects usually scheduled for the summer, and central

staff members serving free "Grab and Go" meals to families. For health and safety, all staff working on-site are wearing face masks. She said the city of Santa Ana now requires that all essential workers wear face masks. They found a supplier for face masks and will be purchasing them for all on-site employees.

Board Members commended Renee Lancaster and her team for their hard work during the transition, especially in developing a distance learning program. They recommended the school help teachers receive additional training in using technology for online education.

**CLOSED SESSION**

PUBLIC EMPLOYEE

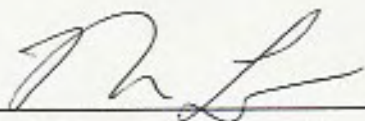
TITLE: CHIEF EXECUTIVE OFFICER

**RECONVENE TO OPEN SESSION**

Dr. Sanford Otsuji reported that the Board unanimously approved an amendment to the employment agreement between NOVA Academy Early College High School and Renee Lancaster regarding compensation. There will be new language added to the agreement stating that the employee will receive a performance bonus of \$10,000 based on designing and implementing both school's new distance learning program during the COVID-19 school closure. The performance bonus will be paid in a lump sum on June 15, 2020.

**Adjournment**

The meeting was adjourned at 8:30 PM.

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

Norm Lester