

## **NOVA ACADEMY**

Board of Directors Special Meeting Minutes – April 3, 2020, 11:00 AM

Meeting Conducted via Teleconference

### **CALL MEETING TO ORDER: 11:00 AM**

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

#### **Members Not Present**

Gloria Grana, Member

Olga Duarte, Member

#### **Staff Present**

Renee Lancaster, Chief Executive Officer/Founder

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 3-5-2020 Board Meeting
- Minutes from the 3-11-2020 Special Board Meeting

Motion to approve the Minutes from the March 5, 2020, Board Meeting and March 11, 2020, Special Board Meeting.

**Motion:** Karen 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		

#### **TEMPORARY TELEWORK POLICY TO ADDRESS COVID-19 REMOTE WORKING CONDITIONS**

Renee Lancaster, Chief Executive Officer, presented the Temporary Telework Policy to Address COVID-19 Remote Working Conditions. Due to campus closures over the Coronavirus, NOVA teachers and staff members are now working remotely. Ms. Lancaster shared that developing the policy was a team effort. Trevor Garret, Proposal Coordinator/Data Impact Analyst, and Alicia Lewis, Business Services Manager, helped provide input.

Motion to approve the Temporary Telework Policy to Address COVID-19 Remote Working Conditions.

**Motion:** Norm Lester

**Second:** Rick Weir

<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		

#### **DISTANCE LEARNING EXPECTATIONS POLICY**

For the current school closure due to the Coronavirus, Renee Lancaster introduced the Distance Learning Expectations Policy. She said it sets forth expectations for students, parents, and guardians for the new online learning environment. It outlines many essential aspects, such as instructor/student interaction, protocols, boundaries, grading, and student supervision. Ms. Lancaster said it meets legal compliance for providing a high quality, distance learning education for students.

Motion to approve the Distance Learning Expectations Policy.

**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		

Item #7 on the agenda was the Futures Education of California Proposal to Provide Comprehensive Special Education Services for NOVA Academy's Coachella and Santa Ana campuses. Trevor Garrett informed the Board that the proposal does not include distance learning alternatives should the campus closures continue. Since the proposal is still a work in progress, it is not yet ready for Board approval.

Dr. Susan Garrett, Board Co-Chair, motioned to move agenda item #7, the Futures Education of California Proposal to Provide Comprehensive Special Education Services, to the agenda for the next Board Meeting on April 16, 2020.

**Motion:** Dr. Susan Garrett                      **Second:** Rick Weir

<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		

#### **2019-2020 EMPLOYEE HANDBOOK**

Alicia Lewis presented the Families First Coronavirus Response Act Addendum to be added to the 2019-2020 Employee Handbook. It corresponds with the recently passed government act for providing employees with emergency paid sick leave in response to the Coronavirus. Ms. Lewis also shared an easy-to-follow diagram she created for staff distribution.

Motion to approve the Families First Coronavirus Response Act Addendum to the 2019-2020 Employee Handbook.

**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		

#### **EXECUTIVE REPORT**

Renee Lancaster said she is staying ahead of all legal compliance regarding the Coronavirus and school closures. She reported that the California governor mandated extending school closures until the end of the school year. Both NOVA campuses are closed. NOVA Academy-Coachella is officially closed for the remainder of the school year to align with Coachella Valley Unified School District. Ms. Lancaster is still waiting for an official announcement from Santa Ana Unified School District that they will extend school closures until the end of the school year.

During this time, students are getting daily support from teachers, office staff, and counselors. The school issued Chromebooks to all students. Santa Ana staff laid out art supplies and guitars in front of the building for students to pick up. The school is regularly communicating with families via Loop messages. As of April 13, there will be a new bell schedule for distance learning. The school is not only providing meals to students but also resource information to families on local food banks. They are working hard to create a consistent learning environment that delivers normalcy.

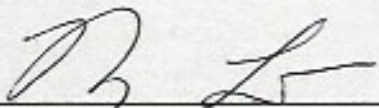
Renee Lancaster shared that the current situation is especially difficult for seniors. Grad Nite, Prom, and Senior Breakfast are now canceled. There is more time in Family Class in the new bell schedule for social-emotional support. The school is working on changes to graduation; Ms. Lancaster hopes they will have the ceremonies in June.

Renee Lancaster said the current situation is also a difficult transition for teachers. Dr. Sanford Otsuji asked to send a note to teachers thanking them for all their hard work. Board Members agreed, sharing that they do not want teachers to feel alone. Renee Lancaster said she is meeting with staff regularly and will convey the Board's sentiments.

Board Members also expressed gratitude to Trevor Garrett and Alicia Lewis for their hard work.

#### **Adjournment**

The meeting was adjourned at 11:25 PM.

  
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Norm Lester