

## NOVA ACADEMY

Board of Directors Special Meeting Minutes – May 19, 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

Alicia Lewis, Business Services Manager

Trevor Garrett, Proposal Coordinator/Data Impact Analyst

Angie Dillon, Executive Assistant

Dr. Susan Garret, Board Co-Chair, motioned to delete item #7, Board Resolution for the Paycheck Protection Program, from the Board agenda.

**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		

#### **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

#### **PUBLIC COMMENT ON ITEMS ON THE AGENDA**

None

### **CLOSED SESSION**

Conference with Legal Counsel, Anticipated Litigation (§ 54956.9)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 potential case

### **RECONVENE TO OPEN SESSION**

There was no action taken.

### **FINANCIAL UPDATE**

Geetha Huma, Director of Client Finance at Charter Impact, presented the April Financial Update for NOVA Academy-Santa Ana. She said P2 ADA is 386.73, which is locked for the rest of the school year. Fluctuations in attendance during school closures will not affect revenue. The attendance rate was 95%, which is higher than the forecast of 94.8%. There was no significant change in revenue compared to last month. Regarding expenses, Ms. Huma said there were savings in payroll, books and supplies, and operational costs. She noted that the deadline to file Form 990 was extended to July 15 due to the pandemic. There will be an LCAP COVID-19 Operations Written Report due by June 30.

Next, Geetha Huma presented the April Financial Update for the Coachella campus. P2 ADA is 215.29. The attendance rate is 94.7%, which is higher than the forecast of 93.6%. Again, she said fluctuations in attendance during school closures would not affect revenue. She explained there was an increase in revenue from the National School Lunch Program Equipment Assistance grant (also for the Santa Ana campus) and prior year state aid funds. Expenses decreased due to savings in payroll and books and supplies.

### **EL DORADO CHARTER SELPA LOCAL PLAN FOR SPECIAL EDUCATION**

Trevor Garrett, Proposal Coordinator/Data Impact Analyst, presented the El Dorado Charter SELPA Local Plan for Special Education. Beginning in 2020-2021, the Santa Ana and Coachella campuses will be departing from their current SELPAs with Santa Ana Unified and Coachella Valley Unified School districts, respectively. They will now serve as an LEA for purposes of special education under the El Dorado Charter SELPA. As a formality, the Board will need to approve the agreement to abide by the new SELPA's local plan for Coachella and Santa Ana.

Motion to approve adopting the El Dorado Charter SELPA Local Plan for NOVA Academy-Coachella

**Motion:** Norm Lester

**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 adopting the El Dorado Charter SELPA Local Plan for NOVA Academy-Santa Ana

**Motion:** Rick Weir

**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		

#### **HEALTH BENEFITS PLANS FOR 2020-2021**

Alicia Lewis, Business Services Manager, presented the Health Benefits Plans for 2020-2021, which covers both the Santa Ana and Coachella campuses. Having reviewed pricing from different health providers, Ms. Lewis recommended that the school switch to United Healthcare, which has more plan options. For medical, there is more flexibility for lower-cost plans while keeping costs to a minimum. There will be a change from Blue Shield to Blue Cross. For dental, vision, and life insurance, there is a price decrease, with additional options for dental. With the new health plan, Ms. Lewis does not expect that anyone will lose their medical provider.

Motion to approve the Health Benefits Plans for 2020-2021

**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		

#### **IT VENDOR CONTRACT**

Alicia Lewis presented the IT vendor contract from Orange Crew, which covers both the Coachella and Santa Ana campuses. Ms. Lewis said the contract pricing for the 2020-2021 school year is the same as the current one for 2019-2020. It is a three-year contract that can be extended for another twelve months. There is a clause that will allow the school to be released if they are dissatisfied with the service.

Motion to approve the IT vendor contract for Orange Crew

**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		

### **SECURITY VENDOR PROPOSAL**

Alicia Lewis presented the Allied Security vendor proposal for NOVA Academy-Coachella. Allied Security is the current vendor, and the school is satisfied with their service. Ms. Lewis noted that she and her team are still working on a security plan for the Santa Ana campus.

Motion to approve Allied Security vendor proposal 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		

### **BUSINESS CONSULTANT CONTRACT**

Next on the agenda for Board approval was the business consultant contract for Skaggs Charter School Consulting. The vendor will keep the same consulting rate in 2020-2021 as in 2019-2020.

Motion to approve Skaggs Charter School Consulting contract 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		

Motion to approve Skaggs Charter School Consulting contract for NOVA Academy-Coachella

**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		

**BACK OFFICE BUSINESS SERVICE PROVIDER CONTRACT**

For Board approval, Alicia Lewis presented the back office business service provider contract for Charter Impact. It covers both Coachella and Santa Ana. Charter Impact is the current vendor, and Ms. Lewis proposed that the school continue with them.

Motion to approve the back office business service provider contract from Charter Impact for NOVA Academy-Santa Ana

**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		
O. Duarte	X		

Motion to approve the back office business service provider contract from Charter Impact 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		

### **MARKETING CONSULTANT PROPOSAL**

Alicia Lewis presented the marketing consultant proposal from Carrie Cornwall, who is the current consultant. Ms. Lewis said the contract is for two years, and the rate will continue to be the same.

Motion to approve the marketing consultant contract for Carrie Cornwall for both NOVA Academy-Santa Ana and 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		

### **EXECUTIVE REPORT**

Renee Lancaster, Chief Executive Officer, presented the campus updates for Coachella and Santa Ana. Recently, the NOVA Academy Children's Foundation ("the Foundation") purchased shirts with the message "NOVA Strong" to give out to all students and staff members, and they gave \$25 gift cards to all families. For Teacher Appreciation Week, the Foundation made large goodie baskets and helped distribute them to all staff members. The Coachella campus had virtual senior exit interviews, and panelists reported they were impressed with the students. The Santa Ana campus will have their virtual senior exit interviews this week. Ms. Lancaster said the school is reaching out to families who are struggling and purchasing groceries for them. They made congratulatory Class of 2020 signs for seniors to hang or post in their yards.

Renee Lancaster said she and Trevor Garrett are working on a plan for the Phase 3 reopening of the school in the fall. She is also working with staff members and teachers to get their input. Alicia Lewis purchased sneeze guards, disinfectants, face masks, and signs asking people to keep a distance of six feet apart. Ms. Lancaster is continuing to monitor guidance from the California Department of Education (CDE) and the Superintendent of Education. She is concerned about the loss of learning students are experiencing from not being physically at school every day with their teachers. Some students have not been able to attend because they are working to help their families. Ms. Lancaster said the school has resource information posted on the website to help families.

### **CHROMEBOOKS PURCHASE**

Alicia Lewis presented the agenda item to purchase Chromebooks for the Coachella and Santa Ana campuses. Coachella currently has 157 Chromebooks that are old and expiring. Orange Crew provided a quote of \$65,562.77 to replace them.

Motion to approve Chromebooks purchase for NOVA Academy-Coachella

**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		

Alicia Lewis reported that the Santa Ana campus needs to purchase 231 Chromebooks; Orange Crew quoted a little over \$96,000 to replace them. Currently, there are not enough funds in the budget to buy them.

Dr. Susan Garrett suggested the school hold off on purchasing Chromebooks for Santa Ana, and the Board vote on it next month.

Motion to postpone the approval of the Chromebooks purchase for NOVA Academy-Santa Ana to a Board meeting next month.

**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		

There was further discussion, and Board Members agreed that the school needs to order the Chromebooks soon. If the school waits to order them, they may not be available in time for the next school year.

Norm Lester, Board Secretary, motioned to amend the motion for item #16 in delaying the approval of purchasing Chromebooks for NOVA Academy-Santa Ana and approve purchasing them with funds set aside for capital improvements, not with the current budget.

**Motion:** Norm Lester

**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		

### **INFRASTRUCTURE PROJECTS**

For Coachella, the school received quotes from Orange Crew to build IT cabling for a section of the campus, purchase twelve laptop computers for teachers to use for distance learning, and replace two old desktop computers for student use in the student hub. The total amount quoted is \$17,354.25.

Motion to approve infrastructure projects for NOVA Academy-Coachella.

**Motion:** Dr. Susan Garrett

**Second:** Karen Lester

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

### **Adjournment**

The meeting was adjourned at 7:55 PM.

5-19-2020

  
 \_\_\_\_\_  
 Norm Lester