

## **NOVA ACADEMY**

Board of Directors Meeting Minutes – May 9, 2018, 7 PM  
500 W. Santa Ana Blvd., Santa Ana CA 92701

### **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  
Gloria Grana, Member  
Brenda Gonzalez, Member

#### **Members Not Present**

None

#### **Staff Present**

Renee Lancaster, CEO/Founder  
Angie Dillon, Executive Assistant  
Dr. Andrea Brumbaugh, Principal

#### **Staff Present via Conference Line:**

John Bowen, Director of Operations

### **CONSENT CALENDAR**

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

- Minutes from March 8, 2018, Board of Directors Meeting
- Minutes from April 3, 2018, Board of Directors Special Meeting
- Coachella Field Trips
- 2017-2018 Annual Board Calendar

Motion to approve the Minutes from the March 8, 2018, Board Meeting, the Minutes from the April 3, 2018, Special Board Meeting, the field trips for Coachella, and the 2017-2018 Annual Board Calendar.

**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		
G. Grana	X		
B. Gonzalez	X		

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

NOVA Academy-Santa Ana

Dr. Andrea Brumbaugh, Principal, shared the Local Control Accountability Plan (LCAP) review for the Santa Ana campus. She updated the Board on the California Dashboard and reviewed the LCAP goals and survey results from parents and students. The school is working on decreasing the suspension rate. Some of the steps to address the suspension rate are increased parent communication, off-campus incentives, and “Love and Logic” training for staff, which are positive teaching techniques for the classroom. Next, Dr. Brumbaugh reviewed the LCAP goals, which are improved CAASPP scores, increased parental involvement, 90% school satisfaction, and increased eligibility for dual enrollment. Parent and student survey results showed that the school met its goal of maintaining a 90% overall satisfaction rate. School safety satisfaction rate was 83% and the nutrition program satisfaction rate was 50.6%. Some actions the school implemented this past spring and wanted to continue in the 2018-2019 school year was offering additional meal options, establishing a school safety committee, establishing a school discipline committee, adding a security guard, and personalized calls to parents for F grades on progress reports. The Board discussed the importance of Family Class and counseling support for all students (academic and non-academic). The LCAP for Santa Ana will be approved at the next Board Meeting.

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

NOVA Academy-Coachella

Lisa Hernandez, Principal, shared the Local Control Accountability Plan (LCAP) review for the Coachella campus. She updated the Board on the California Dashboard and reviewed the LCAP goals and survey results from parents and students. To decrease suspension rates, the Coachella campus is working on a consistent discipline policy, enhanced parent/teacher communication, positive behavioral interventions, alternatives to suspensions, and “Restorative Justice Implementation” for the upcoming school year. The LCAP goals are increased CAASPP scores, 80% parent satisfaction for parent events, 85% overall satisfaction rate, and 35% dual eligibility. Survey results showed 83% satisfaction with the school culture and 81% satisfaction with school safety. The school will address student/parent satisfaction by having student focus groups, a safety committee, lunch vendor evaluation, food program incentives, and Visible Learning focus through teacher professional development. To meet their LCAP goals, the school is working on improving math foundation skills, getting a new book curriculum, and improving efficiency in placing ELD students in ELD courses. The Board discussed the findings and gave their feedback on goals. The LCAP for Coachella will be approved at the next Board Meeting.

Renee Lancaster, CEO/Founder, shared that the school conducted a Teacher and Staff Survey among Coachella and Santa Ana employees. The purpose of the survey was to collect opinions on priorities, such as Special Education, and compare the concerns of both campuses. Ms. Lancaster worked with Dr. Susan Garrett, Board Co-Chair, in developing the survey questions. The Board discussed the findings.

#### **BACK OFFICE BUSINESS SERVICE PROVIDERS**

Renee Lancaster and Karen Lester, Board Treasurer, presented the vendor contract for Delta Managed Solutions (DMS). The contract is for one year (versus two years) and it will include a compliance calendar with a list of due dates. Next Ms. Lancaster and Ms. Lester presented the vendor contract for Charter Impact.

Motion to Approve DMS as Back Office Business Service Provider

**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		
G. Grana	X		
B. Gonzalez	X		

#### **HEALTH BENEFITS PROVIDER PROPOSAL**

John Bowen, Director of Operations, presented the CharterShield proposal for health benefits for NOVA Academy employees. Mr. Bowen shared that the new plan has improved benefits.

Motion to Approve CharterShield Health Benefits Proposal

**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		
G. Grana	X		
B. Gonzalez	X		

#### **POSSIBLE APPROVAL OF STIPENDS FOR HIGH NEED POSITIONS AND LOCATION**

Renee Lancaster presented the agenda item for possible approval of stipends for high need positions and location. The Board discussed the challenge of hiring teachers in Coachella. If approved, the school will give a stipend of \$1,000 for teachers hired to work in Coachella and a \$1,000 stipend for teachers hired to teach in high need positions, such as Science and Math. The stipend for high need positions will be available for both Coachella and Santa Ana. Ms. Lancaster added that the stipends are contingent on enrollment and the availability of funding.

**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		
G. Grana	X		
B. Gonzalez	X		

### **EXECUTIVE COMPENSATION STUDY**

Dr. Sandy Otsuji, Board Chairman, presented an Executive Compensation Study that compared the salaries of charter school executives in Orange County, Los Angeles, and San Diego. The study included positions similar to the Chief Executive Officer of NOVA Academy.

Motion to move agenda item #16, Executive Report, to agenda item #10.

**Motion:** Karen Lester

**Second:** Brenda Gonzalez

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

Motion to move agenda item #14, Review Form 990, after the Executive Report.

**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		
G. Grana	X		
B. Gonzalez	X		

### **EXECUTIVE REPORT**

For the Executive Report, Renee Lancaster provided an update on the Coachella and Santa Ana campuses. So far both campuses are meeting their enrollment goals. Ms. Lancaster presented a list of upcoming events in the Santa Ana community. Elizabeth Rojas, the new Director of Family Engagement & Community Involvement, will attend the events to promote NOVA Academy-Santa Ana. Coachella held its Senior Exit Interviews earlier that day. Ms. Lancaster reported that the event went well. Santa Ana will hold its Senior Exit Interviews this upcoming Friday, May 11. Ms. Lancaster reminded the Board of the upcoming graduation dates

for Coachella and Santa Ana. Dr. Sandy Otsuji will be the graduation speaker for Coachella's graduation ceremony.

**FORM 990**

Renee Lancaster presented NOVA Academy's annual IRS Form 990, which is a tax filing for non-profit organizations. The accounting firm, Vavrinek, Trine, Day & Co., LLP, prepared the form.

**CLOSED SESSION**

Public Employee

Title: Chief Executive Officer

**RECONVENE TO OPEN SESSION**

Dr. Sandy Otsuji reported that the Board discussed the need for NOVA Academy to actively look to hire a Chief Business Officer.

Motion to Look to Hire a Chief Business Officer for NOVA Academy

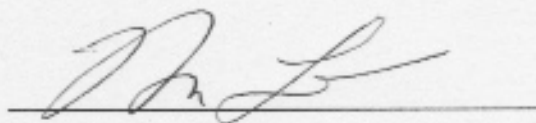
**Motion:** Karen Lester

**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		
G. Grana	X		
B. Gonzalez	X		

**Adjournment**

The meeting was adjourned at 10:25 PM.



Norm Lester