

**NOVA ACADEMY**

Board of Directors Meeting Minutes – June 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

Alicia Lewis, Business Services Manager

Trevor Garrett, Proposal Coordinator/Data Impact Analyst

Angie Dillon, Executive Assistant

Karen Lester, Board Treasurer, motioned to remove item #7, 2020-2021 Budget - Proposed Year-End and Projected Multi-Year, from the Board agenda.

**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		
O. Duarte	X		

**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 matter:

- Minutes from the 4-16-2020 Board Meeting

Motion to approve the Minutes from the April 16, 2020 Board Meeting.

**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		

## **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.

## **FUTURES EDUCATION OF CALIFORNIA REVISED PROPOSAL TO PROVIDE RELATED SERVICES IN SPECIAL EDUCATION**

Trevor Garrett, Proposal Coordinator/Data Impact Analyst, informed the Board that the school needs to approve an updated proposal from Futures Education of California ("Futures"). There is a regulation on the spending of state and federal funds for contracting special education service providers. The school will no longer outsource a special education teacher and paraprofessional through Futures. In the updated proposal, Futures will provide services related to special education while the school hires and manages a special education teacher and paraprofessional staff member internally.

Motion to approve Futures Education of California Revised Proposal to Provide Related Services in Special Education for NOVA Academy-Coachella

**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		
O. Duarte	X		

Motion to approve Futures Education of California Revised Proposal to Provide Related Services in Special Education for NOVA Academy-Santa Ana

**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 informed the Board on recent updates for NOVA Academy-Coachella and NOVA Academy-Santa Ana. Ms. Lancaster announced that Regina Flores-Dunda is the new Principal for Santa Ana, starting July 1. The Coachella campus recently held a drive-by graduation event for their seniors. Santa will hold its ceremony on July 31. Ms. Lancaster and her team are currently preparing for Summer InNOVation and a hybrid instruction program for reopening school in the fall. There are infrastructure and safety equipment projects planned for the summer. Ms. Lancaster updated the Board on local and statewide challenges to K-12 education funding. Due to the impact of the pandemic, the school will have a tight budget for 2020-2021. All annual-step movement increases within the salary schedule are suspended with a reduction in scheduled workdays for both certificated and classified positions. Ms. Lancaster is continuing to monitor updates on the California State budget, which will be adopted by July 1, 2020.

**NOVA ACADEMY PHASE III BOARD OF DIRECTORS PRESENTATION**

Trevor Garrett presented on the school's COVID-19 pandemic response plan for Phase III reopening. It includes a hybrid instructional model of classroom and online instruction. He explained that the school will limit class size to reduce the risk of virus exposure. Classrooms will be safer with transparent partitions separating students. There will be a new bell schedule with divided cohorts of students attending campus at different times. The physical education program will be redesigned for an online format. Renee Lancaster, Chief Executive Officer, added that they would finalize the plan with input from teachers and administrators while continuing to heed the guidance of local officials.

**LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) COVID-19 OPERATIONS WRITTEN REPORT**

Motion to approve the Local Control Accountability Plan (LCAP) COVID-19 Operations Written Report 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 Local Control Accountability Plan (LCAP) COVID-19 Operations Written Report 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		

#### **DONATION FROM THE NOVA ACADEMY CHILDREN’S FOUNDATION**

The NOVA Academy Children’s Foundation (“the Foundation”) donated \$95,000 to NOVA Academy-Santa Ana for purchasing 231 Chromebooks. The donation will enable the school to provide each student with their individually assigned Chromebook, which has become necessary due to COVID-19.

Motion to accept the donation from the NOVA Academy Children’s Foundation for \$95,000 to purchase Chromebooks for NOVA Academy-Santa Ana

**Motion:** Dr. Susan Garrett

**Second:** Olga Duarte

<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		

### **2020-2021 SCHOOL INSTRUCTIONAL CALENDAR**

The 2020-2021 School Instructional Calendar was updated in response to the COVID-19 pandemic. The days off for winter break are increased. During this time, students will have the opportunity to complete college courses during winter intersession and make up courses for credit recovery.

Motion to approve the 2020-2021 School Instructional Calendar 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 2020-2021 School Instructional Calendar 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		

### **2020-2021 ANNUAL BOARD CALENDAR**

Norm Lester, Board Secretary, presented the 2020-2021 Annual Board Calendar for Board approval. He noted there would be a Special Board of Directors Meeting coming up in July.

Motion to approve the 2020-2021 Annual Board Calendar

**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 INSURANCE PROPOSAL**

Alicia Lewis presented the business insurance proposal from CharterSafe. There will be an overall cost increase of 14.5%. Liability insurance increased in California due to the recent wildfires and litigation. Ms. Lewis said many insurance carriers are pulling out of California, not renewing, or increasing their rates.

Motion to approve the CharterSafe proposal for business insurance

**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		

### **JANITORIAL VENDOR CONTRACT FOR NOVA ACADEMY-SANTA ANA**

Next on the Board agenda was the vendor contract from Paragon for the Santa Ana campus. The current vendor, ABM, increased its cost by 12%. Alicia Lewis said Paragon is offering the same services and same hours with a 26% decrease in price.

Motion to approve the Paragon janitorial 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		

### **LEASE AGREEMENT FOR NOVA ACADEMY-COACHELLA**

Alicia Lewis presented the Coachella lease agreement from Olive Crest. It will be the fourth amendment to the lease, and it will be a two-year term. There will be a 10% cost increase over 2019-2020 and a 12% increase for 2020-2021. Ms. Lewis said the increase is due to costs from Mobile Modular and repairs to the campus. Dr. Sanford Otsuji and Norm Lester recently met with Olive Crest to discuss Coachella's property issues. Dr. Otsuji and Mr. Lester agreed the cost increase is fair.

Motion to approve the Lease Agreement for NOVA Academy-Coachella

**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		

### **REVIEW FORM 990**

Board members reviewed NOVA Academy's annual Form 990. The document does not need to be approved by the Board. There was no discussion.

### **REPEAL OF PREVIOUSLY APPROVED ONE-TIME OFF-SCHEDULE SALARY INCREASE DUE TO STATEWIDE CANCELLATION OF METRIC CRITERIA**

Due to the COVID-19 pandemic, there will no longer be metrics for awarding the performance incentive for Coachella teachers. The incentive must be repealed since it is not possible to show individual contributions to the metrics. Board members agreed that it is unfortunate for the teachers, but it is due to the situation.

Motion to approve repealing the previously approved one-time off-schedule salary increase due to statewide cancellation of metric criteria.

**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		

### **CLOSED SESSION**

Public Employee

Title: Chief Executive Officer

### **RECONVENE TO OPEN SESSION**

Dr. Sanford Otsuji reported there was an action taken during closed session. Board members approved the following: Regarding compensation for Renee Lancaster, the employee will receive a \$15,000

annual Chief Executive Officer stipend beginning July 1, 2020, for performing administrative duties beyond those of other administrators. The employee will receive a performance bonus of \$10,000 based on maintaining both schools' current ADA for the school year. The bonus will be paid on October 15, 2020, and the remaining balance on June 15, 2021. The employee will receive a \$7,000 annual contribution towards health and welfare benefits for the 2020-2021 school year. Dr. Otsuji reported that this action was approved unanimously by the Board.

**Adjournment**

The meeting was adjourned at 8:23 PM. 6-16-2020

  
Norm Lester