

NOVA ACADEMY

Board of Directors Meeting Minutes – June 21, 2018, 6 PM
500 W. Santa Ana Blvd., Santa Ana CA 92701

CALL MEETING TO ORDER: 6:00 PM

The meeting was called to order by Board Chairman, Dr. Sanford Otsuji.

Members Present:

Dr. Sanford Otsuji, Chairman
Karen Lester, Treasurer
Gloria Grana, Member
Brenda Gonzalez, Member

Members Not Present

Dr. Susan Garrett, Co-Chair
Norm Lester, Secretary

Staff Present

Renee Lancaster, CEO/Founder
Dr. Andrea Brumbaugh, Principal
John Bowen, Director of Operations
Carla Skaggs, Business Consultant
Angie Dillon, Executive Assistant

Members Present via Conference Line:

None

Staff Present via Conference Line:

Lisa Hernandez, Principal

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Ben Bahner introduced himself as a math teacher at NOVA Academy. He said he loves working at the school and he enjoys Family Class and the essence of NOVA. He is thankful for the one-time off-schedule salary increase the staff recently received. However, he is concerned about his future, his family, and the cost of living. He would like to work at NOVA Academy as long as possible. For teacher retention, he proposed that the school consider changing the salary schedule to increase teacher salaries.

Conrad Maag introduced himself as a former art teacher at NOVA Academy. He said he wanted to express his concern for the school. He said he loved his time working for NOVA Academy. He loved the kids. However, he said no one asked for his opinion when making decisions. For example, he had only one sink in his art classroom and no one asked him if he wanted another sink. He said the pay at NOVA Academy is not competitive and it puts an onus on the teachers. He said the salary schedule does not compare to other

schools and there is a major pay disparity. He said the salary schedules of other schools are within 3 percent, but NOVA is far outside 3 percent. Last, Mr. Maag expressed disappointment over a fellow teacher being released.

CONSENT CALENDAR

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

- Minutes from May 9, 2018, Board of Directors Meeting
- Minutes from May 30, 2018, Board of Directors Special Meeting
- Textbooks purchase for Coachella
- School Sponsored – Non-Sponsored Field Trips Policy

Motion to approve the Minutes from the May 9, 2018, Board Meeting, the Minutes from the May 30, 2018, Special Board Meeting, the textbooks purchase for Coachella, and the School Sponsored – Non-Sponsored Field Trips Policy.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

Motion to remove agenda item #7, 2018-2019 Employee Handbook, from the Board Agenda and move it to the Board Agenda for the July 19, 2018, Board Meeting.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

Motion to amend agenda item #9 to change “Position” to “Location” so the item is “Stipend for High Need Location.”

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

Motion to amend agenda item #15 to remove approving a security contract for NOVA Academy-Coachella.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

GRANT STRATEGY PRESENTATION

Trevor Garrett introduced himself as a volunteer who has been helping NOVA Academy submit grant applications since March 2018. He presented a grant strategy for the school. Currently, the school does not have a grant writer. The Board commended Mr. Garrett's presentation.

2018-2019 BUDGET PROPOSED YEAR END AND PROJECTED MULTI-YEAR

NOVA Academy-Santa Ana

Karl Yoder, Chief Financial Officer of Delta Managed Solutions (DMS), and Karen Lester, Board Treasurer, presented the budget for NOVA Academy-Santa Ana. Karl Yoder shared that it is expected that the school will have student growth of 25 students per year. Santa Ana's budget is in good shape with a sufficient surplus to maintain the bond ratio.

Motion to approve 2018-2019 Budget Proposed Year End and Projected Multi-Year for NOVA Academy-Santa Ana.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

2018-2019 BUDGET PROPOSED YEAR END AND PROJECTED MULTI-YEAR

NOVA Academy-Coachella

Karl Yoder and Karen Lester presented the budget for NOVA Academy-Coachella. Similar to the Santa Ana campus, Coachella will have a budget surplus this year and next year.

The Board discussed the impact of the Governor's budget. CalPERS and CalSTRS will increase. Karl Yoder said decisions from the California government should not negatively affect the budget.

Motion to approve 2018-2019 Budget Proposed Year End and Projected Multi-Year for NOVA Academy-Coachella.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

APPROVE ONE-TIME OFF-SCHEDULE SALARY INCREASE FOR INCREASED CAASPP SCORES

Renee Lancaster, CEO, presented the agenda item to approve changing the one-time off-schedule salary increase that was approved at the April 3, 2018, Board of Directors Meeting. The change is that the salary increase for CAASPP scores will be separated by type of scores, Math or English. If there is an increase in English CAASPP scores, staff will receive a \$1,000 one-time salary increase. If there is an increase in Math CAASPP scores, staff will receive a \$1,000 one-time salary increase.

Motion to approve a one-time off-schedule salary increase based on type of scores: \$1,000 increase for English and \$1,000 increase for Math.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

STIPEND FOR HIGH NEED LOCATION

Renee Lancaster presented the agenda item to approve changing the stipend for high need location for Coachella, increasing the stipend from \$1,000 to \$2,000.

Motion to approve a \$2,000 stipend for high need location for the Coachella campus.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

NOVA Academy-Coachella

Renee Lancaster and Carla Skaggs, Business Consultant, presented the Local Control Accountability Plan (LCAP) for the Coachella campus. Lisa Hernandez, Principal, shared the goals of increasing CAASPP scores, increasing

parent engagement, and increasing concurrent enrollment. In the action plan for Coachella, the school will hire a part-time academic intervention specialist, hire a part-time English language development teacher, upgrade campus security gates and security monitoring system, and hire a security guard. Additionally, the school will provide Family Classes five times per week and additional academic mentoring and support.

Motion to approve the Local Control Accountability Plan (LCAP) for Coachella.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

NOVA Academy-Santa Ana

Renee Lancaster and Carla Skaggs presented the Local Control Accountability Plan (LCAP) for the Santa Ana campus. In the action plan for Santa Ana, the school increased AP classes and made efforts to increase parental involvement. Student satisfaction rate for school food increased from 33.7 percent to 50.6 percent. There is a goal to increase dual enrollment eligibility. Dual enrollment eligibility in 2017-18 dropped due to greater enrollment in AP courses. Students earned lower grades from pushing themselves to take more AP courses. Dr. Andrea Brumbaugh, Principal, shared that students will have a greater opportunity next year to raise their grade by the end of the semester and attend college courses. Dr. Brumbaugh added that grades in AP courses are weighted so that a “B” grade is equivalent to an “A.”

Motion to approve the Local Control Accountability Plan (LCAP) for Santa Ana.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

2018-2019 ANNUAL BOARD CALENDAR

Renee Lancaster presented the 2018-2019 Annual Board Calendar for approval.

Motion to approve the 2018-2019 Annual Board Calendar.

Motion: Karen Lester

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

SCHOOL FOOD PROGRAM CONTRACT

John Bowen, Director of Operations, presented the Revolution Foods contract for the Coachella campus for 2018-2019. The cost increased seven cents for breakfast and eleven cents for lunch. The total increase amounts to 3.8 percent. The Board reviewed the contract and agreed that the increase is reasonable.

Motion to approve the Revolution Foods contract for Coachella.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

BUSINESS INSURANCE CONTRACT

John Bowen presented the CharterSafe contract for NOVA Academy's business insurance for the 2018-2019 school year. He reported that the school was previously with CharterSafe. There will be no change in coverage and the rate is the same. Renee Lancaster added that the coverage is within the requirements of the charter.

Motion to approve CharterSafe contract for business insurance.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

JANITORIAL CONTRACT

For the Santa Ana campus, John Bowen presented the janitorial contract for ABM and the contract for Empire Facility Services. John Bowen recommended the school approve the contract for ABM, which is the current janitorial vendor. The monthly rate for ABM will dip slightly, decreasing from \$5,243 to \$5,180 in 2018-2019. This is due to the contract being based on the school's work calendar. John Bowen added that he is happy with ABM's service. The other vendor being considered, Empire Facility Services, is a lot more expensive at \$8,200 per month and they were unwilling to consider the school's work calendar.

Motion to approve ABM janitorial contract for Santa Ana.

Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

SECURITY CONTRACT

For the Santa Ana campus, John Bowen presented the security contract for Allied Universal Security Services and the contract for Patrol One. John Bowen recommended the school approve the contract for Allied Universal Services, which is the current security vendor. He said the security guards from Allied Universal Security are highly qualified and have done a good job. John Bowen asked the Board to review two security options – one for 8 hours per day, five days per week, and one for 10 hours per day, five days per week. Teachers and staff have expressed being happy and feeling safer with the security coverage. Sandy Otsuji asked if the school is prepared for an active shooter situation. Renee Lancaster said the Santa Ana campus has active shooter training scheduled for the upcoming Professional Development meeting in August. They are currently working on getting the training scheduled for Coachella.

Motion to approve security contract from Allied Universal Security Services for a 10-hour security guard.

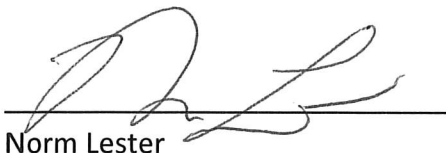
Motion: Karen Lester

Second: Brenda Gonzalez

Vote	Yes	No	Abstain
S. Otsuji	X		
K. Lester	X		
G. Grana	X		
B. Gonzalez	X		

Adjournment

The meeting was adjourned at 8:00 PM.


Norm Lester