

NOVA ACADEMY

Board of Directors Regular Meeting Minutes – January 21, 2021, 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

Members Not Present

Olga Duarte, Member

Staff Present

Renee Lancaster, Chief Executive Officer/Founder

John Bowen, Director of Human Resources & Operations

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 12-07-2020 Regular Board Meeting

Norm Lester, Board Secretary, motioned to approve the Consent Calendar containing the Minutes from the December 7, 2020, Regular Board Meeting. Dr. Susan Garrett, Board Co-Chair, seconded the motion.

Motion: Norm Lester

Second: Dr. Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		

R. Weir	X		
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Norm Lester motioned to move item #6 on the Board agenda, Injury & Illness Prevention Plan - COVID-19 Addendum, to item #5 and move the Financial Update from item #5 to item #6. Dr. Susan Garrett seconded the motion.

Motion: Norm Lester

Second: Dr. Susan Garrett

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

INJURY & ILLNESS PREVENTION PLAN - COVID-19 ADDENDUM (UPDATED)

For Board approval, John Bowen, Director of Human Resources & Operations, presented the updated COVID-19 Addendum to the Injury & Illness Prevention Plan to comply with a new law, AB 685, which went into effect on January 1, 2021. The updated Addendum has added verbiage that NOVA Academy will provide specific kinds of notifications to employees and students in response to potential exposure to COVID-19. There are also outlined protocols in response to confirmed and suspected cases of COVID-19 on campus, following guidelines from the California Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC).

Dr. Susan Garrett motioned to approve the updated Injury & Illness Prevention Plan – COVID-19 Addendum. Rick Weir, Board Member, seconded the motion.

Motion: Dr. Susan Garrett

Second: Rick Weir

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

Norm Lester motioned to move item #7 on the Board agenda, Public Use of School Facilities Policy, to item #6, and move the Financial Update from item #6 to item #7. Dr. Susan Garrett seconded the motion.

Motion: Norm Lester

Second: Dr. Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		

N. Lester	X		
K. Lester	X		
R. Weir	X		

PUBLIC USE OF SCHOOL FACILITIES BOARD POLICY

John Bowen presented the Public Use of School Facilities Policy for Board approval. The Policy will enable NOVA Academy and the Chief Executive Officer, Renee Lancaster, to rent out portions of the school facilities and grounds to citizens or organizations, such as church groups and community groups. It will include indoor and outdoor areas, such as the parking garage. Mr. Bowen presented accompanying forms to the Policy: the permit application, rules and regulations for facility use, and license agreement. Groups that use the school's facilities must follow the rules. For example, no groups can have minors without adult supervision, and drug and alcohol use is prohibited. Mr. Bowen said the Policy would not affect the school's liability insurance since it requires that groups have insurance and furnish a certificate of liability insurance. Board Members reviewed the Public Use of School Facilities Policy and accompanying forms and agreed that groups must also follow the school's COVID-19 Control Plan/Modified Health and Safety Policy 2020-2021 ("COVID-19 Policy"). Mr. Bowen said they would update the rules and regulations form to ensure all groups using the school's facilities follow the COVID-19 Policy.

Dr. Susan Garrett motioned to approve the Public Use of School Facilities Board Policy. Norm Lester seconded the motion.

Motion: Dr. Susan Garrett

Second: Norm Lester

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

FINANCIAL UPDATE

Geetha Huma, Director of Client Finance at Charter Impact, presented a Financial Update for the Santa Ana campus. The average ADA is 339, and the attendance rate is 91.8%. Ms. Huma noted that ADA is recorded for tracking purposes and will not affect revenue. The prior year's P2 ADA is held harmless at 386.73. Ms. Huma said there was a good amount of government revenue in December, including COVID-19 relief funding. The governor's proposed budget for 2020-2021 has revisions that will bring in more revenue. For one, COLA for 2020-2021 is being restored to 2.31%, and there will be additional funding for in-person instruction to support safe reopening. Ms. Huma said there was an increase in the school's expenses in December for professional fees related to COVID-19 testing for staff members, legal expenses, advertising, and facilities maintenance for the water bottle filling stations, HVAC, and a window replacement. There was a decrease in payroll related to the removal of a part-time open position. Overall, there are no cash flow concerns.

Geetha Huma presented a Financial Update for NOVA Academy-Coachella. The average ADA is 228, and the attendance rate is 95.3%. As required by the California Department of Education (CDE), the current ADA is tracked for reporting purposes; it does not affect revenue. The prior year's P2 ADA of 215.29 is held harmless for 2020-2021. There was no significant change to revenue in December since the previous month. There was a decrease in payroll and books and supplies, but there was an increase in professional fees for legal and advertising to increase enrollment. There are no overall cash flow concerns. Ms. Huma summarized what is due next for compliance reporting for the Santa Ana and Coachella campuses. The school must prepare the annual Consolidated Applications (ConApp) for Santa Ana and Coachella and present them at the next Board Meeting.

EXECUTIVE REPORT

Renee Lancaster presented updates for NOVA Academy-Santa Ana and NOVA Academy-Coachella. Both campuses had moved from hybrid instruction to a cohort system for special education students, English language learners, and other targeted groups struggling with distance learning. Ms. Lancaster said the cohort system is going well, as long as everyone stays in the same group and there is no intermingling. Both campuses are currently in Winter Intersession, which will end this week. Participation for Winter Intersession was good, especially in Santa Ana, with 98 students enrolled. Ms. Lancaster reported that the Coachella campus had to move quickly from cohorts on-campus to online instruction after a student got COVID-19. She said the campuses are continuing to follow locally mandated regulations and safety protocols. Students who are coming into school have their temperature checked in the morning. Staff members complete a COVID screening questionnaire every morning before arriving on campus.

Renee Lancaster is monitoring updates from the California Department of Public Health (CDPH) and local health departments on the public vaccine allocation for COVID-19. Vaccine distribution was just opened up to people aged 65 and older. In the next phase, Phase 1B, teachers will be able to receive the vaccine.

Renee Lancaster informed the Board that there would be a Board of Directors Special Meeting to approve the 2019-2020 annual audit report. She said the annual audit report usually is due by December, but the deadline was extended due to the COVID-19 pandemic. The Special Board Meeting agenda will also include a plan for grant funding for California's Safe Schools for All Plan.

Adjournment

The meeting was adjourned at 6:44 PM.


Norm Lester