

## NOVA ACADEMY

Board of Directors Regular Meeting Minutes – October 22, 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

Angie Dillon, Executive Assistant

Dr. Susan Garrett, Board Co-Chair, motioned to remove from the agenda item #8, Ratify COVID-19 Control Plan/Modified Health & Safety Policy 2020-2021, and move it to the next Special Board Meeting for Board approval. Rick Weir, Board Member, seconded the motion.

**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		

#### **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 8-25-2020 Special Board Meeting
- Minutes from the 9-15-2020 Special Board Meeting
- Minutes from the 9-21-2020 Special Board Meeting

Dr. Susan Garrett motioned to approve the Consent Calendar containing the Minutes from the August 25, 2020, September 15, 2020, and September 21, 2020, Special Board Meetings. Rick Weir seconded the motion.

**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		

## **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 a Financial Update for NOVA Academy-Coachella. She said the prior year P2 is "held harmless" at 215.29 and would determine the revenue for 2020-2021. Actual attendance and ADA will not impact revenue for the current year. The unduplicated rate is 94.5%. Revenue is greater than budgeted due to reinstated LCFF funding from the funding cut and additional revenue from Learning Loss Mitigation Funding. Expenses are greater than budgeted due to COVID-19, such as spending for technology, personal protective equipment (PPE), and janitorial services. Ms. Huma said the Learning Loss Mitigation Funds would offset the COVID-related expenses. There are also increases in college expenses, student incentives, special education costs, and professional services. Payroll increased due to payroll changes, hiring a custodian, extra duty stipends, and winter intersession costs. There are no cash flow concerns; cash flow is expected to remain consistent for the remainder of the fiscal year. Ms. Huma said they are expecting a deferral of state funding payments from February 2021 to June 2021. Financing to offset the deferral is not recommended since cash flow is good, although they will continue to monitor finances and reassess as need.

Next, Geetha Huma presented a Financial Update for NOVA Academy-Santa Ana. Last year's P2 of 386.73 will be "held harmless" for 2020-2021. Current attendance and ADA will not determine revenue for this school year. The unduplicated rate is at 86.31%. Like Coachella, Santa Ana's revenue is higher than budgeted due to reinstated LCFF funding and Learning Loss Mitigation Funding. Expenses increased due to payroll changes, learning loss and COVID-19 expenses funded by federal relief funds, SPED expenses, professional services, and operational expenses. As with Coachella, there are added costs for hiring a custodian, extra duty stipends, and winter intersession. There were increased technology purchases due to COVID, such as Chromebooks and software. Cash flow is healthy and will continue to be at the same level for the rest of the fiscal year. As there are no cash flow concerns, financing for funding deferrals will not be needed. They will continue to monitor cash flow and reassess as needed.

Renee Lancaster, CEO, shared that next week she will announce to all Coachella and Santa Ana staff that the school is lifting the temporary salary schedule freeze imposed for 2020-2021. It will be retroactive from July 1, 2020. Ms. Lancaster and her team aim to complete the payroll adjustments for all employees to receive their retroactive pay as early as December 2020.

Board Members expressed concern for when state funding is deferred in 2021 and asked how it will affect cash flow. Renee Lancaster said they know it is coming, as it occurred in 2008, and they are prepared. The deferral can take one or two years. It will be essential to watch the spending of unrestricted funds. Geetha Huma added that there are different program options they can look into down the road. However, she does not expect there to be a need for financing since cash flow is good for both campuses.

#### **EL DORADO CHARTER SELPA LOCAL PLAN SECTION B & PARTICIPATION AGREEMENT (REVISED 10/07/2020)**

For Board approval, Renee Lancaster presented the El Dorado Charter SELPA Local Plan Section B & Participation Agreement revision. There are not many changes since the previous version the Board approved last year. The updated agreement affirms that the school will fulfill special education requirements and responsibilities, such as identifying special education students, state reporting, and ensuring parents know their rights.

Norm Lester, Board Secretary, motioned to approve the revised El Dorado Charter SELPA Local Plan Section B & Participation Agreement for NOVA Academy-Coachella. Karen Lester, Board Treasurer, seconded the motion.

**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		

Dr. Susan Garrett motioned to approve the revised El Dorado Charter SELPA Local Plan Section B & Participation Agreement for NOVA Academy-Santa Ana. Olga Duarte, Board Member, seconded the motion.

**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		

### **EXECUTIVE REPORT**

Renee Lancaster updated the Board on recent actions in preparation for campus reopening. The Santa Ana campus has a new safety video posted on YouTube and social media for students, families, and staff. It shows all of the health and safety measures they have undertaken, such as rearranged classrooms and offices, state-of-the-art safety equipment for temperature screening, separate entrances and exits, regular cleaning of classrooms, and the hiring of a full-time nurse. The Santa Ana campus also completed the Orange County Public Health Agency's Checklist and Attestation for reopening. The checklist includes having a written worksite plan, providing training for employees and students, planning for individual control measures and screening, implementing thorough cleaning and disinfecting protocols, and promoting physical distancing guidelines. Ms. Lancaster said they checked off all of the items on the list, and they submitted the documentation to the Orange County Public Health Agency for review.

Renee Lancaster presented an update on the Tier statuses for Orange County and Riverside County on California's Blueprint for a Safer Economy. Orange County schools were included in the first wave of reopening. As of October 20, Orange County is in the Substantial (Red) Tier, while Riverside was moved down from Red to the most restrictive Widespread (Purple) Tier. Schools located in the Purple Tier counties may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. However, schools in the Purple Tier can reopen for a limited set of students in small cohorts.

This past Monday, the faculty at the Santa Ana campus transitioned to being back on campus. Coachella will have their teachers return to campus next Monday, October 26. Teachers, counselors, and office staff are continuing to make outreach calls to students to ensure those struggling in distance learning get help. Renee Lancaster said everyone is doing a great job trying to connect with students.

There are some new additions to the Santa Ana campus. They will implement a new Virtual Hall Pass system to prevent students from congregating in the hallways when going to the restroom. They also installed new water filling stations on each floor of the building. Connected to the existing water fountains, the filling stations have a touchless dispenser that will allow students to fill their reusable water bottles with water.

Both campuses have a new COVID-19 Symptom Self-Screening survey for all staff members to complete before coming to school each day. If staff members indicate that they have symptoms of COVID-19 or were exposed, they must not come to campus.

Finally, Renee Lancaster shared that she recently met with Standard & Poor's for the Santa Ana campus's annual rating review. She feels confident that they will do well.

#### **APPROVAL OF UPDATE TO DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR STATEMENT OF ECONOMIC INTEREST FILING**

For approval, Renee Lancaster presented the Update to Designated Positions and Disclosure Categories for Statement of Economic Interest Filing, with the following positions deleted: Chief Financial Officer, Chief Business Officer, and Secretary.

Olga Duarte motioned to approve the Update to Designated Positions and Disclosure Categories for Statement of Economic Interest Filing. Dr. Susan Garrett seconded the motion.

**Motion:** Olga Duarte

**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		

#### **Adjournment**

The meeting was adjourned at 7:20 PM.

10-22-2020

