

NOVA ACADEMY

Board of Directors Regular Meeting Minutes – December 7, 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

Regina Flores-Dunda, Principal, NOVA Academy-Santa Ana

Adrienne Haggerty, Assistant Principal, NOVA Academy-Coachella

Alicia Lewis, Business Services Manager

Carla Skaggs, Business Consultant

Angie Dillon, Executive Assistant

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

PUBLIC COMMENT ON ITEMS ON THE AGENDA

None

Dr. Susan Garrett, Board Co-Chair, motioned to move item #9 on the agenda, Board of Director Term Renewal, to item #4, and move the Consent Calendar to item #5. The remaining agenda items will move down to the next spot. The Executive Report will move back to item #7, following the Local Control Accountability Plan (LCAP) as item #6. Rick Weir, Board Member, seconded the motion.

Motion: Dr. Susan Garrett

Second: Rick Weir

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

R. Weir	X		
O. Duarte	X		

BOARD OF DIRECTOR TERM RENEWAL

The Board of Director Term Renewal for Norm Lester, Board Secretary, expired in November 2020. Upon renewal, Mr. Lester will serve for another three-year term ending in November 2023.

Dr. Susan Garrett motioned to approve the Board of Director Term Renewal for Norm Lester, Board Secretary. Rick Weir seconded the motion.

Motion: Dr. Susan Garrett **Second:** Rick Weir

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

CONSENT CALENDAR

The Consent Calendar contained the following matters:

- Minutes from the 10-22-2020 Regular Board Meeting
- Minutes from the 10-22-2020 Special Board Meeting
- Minutes from the 11-19-2020 Special Board Meeting

Dr. Susan Garrett motioned to approve the Consent Calendar containing the Minutes from the October 22, 2020, Regular and Special Board Meetings, and the November 19, 2020, Special Board Meeting. 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		
O. Duarte	X		

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) 2019-2020 ANNUAL UPDATE AND LCFF BUDGET OVERVIEW FOR PARENTS

For NOVA Academy-Coachella, Adrienne Haggerty, Assistant Principal, presented the Local Control and Accountability Plan (LCAP) 2019-2020 Annual Update, and Regina Flores-Dunda, Principal, presented the LCAP 2019-2020 Annual Update for NOVA Academy-Santa Ana. Carla Skaggs, Business Consultant,

gave the LCFF Budget Overview for Parents for the Coachella and Santa Ana campuses. Adrienne Haggerty explained that the LCAP Annual Update is an extension of the previous 2019-2020 LCAP with updated goals and actions due to the COVID-19 pandemic and school closure, and a revised budget. She said the next LCAP would be for the next three years, beginning July 2021.

Board Members reviewed the LCAP documents and commended Ms. Haggerty and Ms. Flores-Dunda for their hard work and Alicia Lewis, Business Services Manager, for her role in updating the budget portion.

For NOVA Academy-Coachella, Dr. Susan Garrett motioned to approve the Local Control and Accountability Plan (LCAP) 2019-2020 Annual Update and LCFF Budget Overview for Parents. 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		
O. Duarte	X		

For NOVA Academy-Santa Ana, Dr. Susan Garrett motioned to approve the Local Control and Accountability Plan (LCAP) 2019-2020 Annual Update and LCFF Budget Overview for Parents. Olga Duarte, Board Member, seconded the motion.

Motion: Dr. Susan Garrett **Second:** Olga Duarte

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

EXECUTIVE REPORT

Adrienne Haggerty and Regina Flores-Dunda presented the Coachella and Santa Ana campus updates to the Board, including an update on the upcoming Winter Intersession. They both shared that optimism and hope are in the air again. There seems to be a strong desire among students to refocus their identity as NOVA, with the core value of Family. Ms. Haggerty said the Coachella campus would have small cohorts of students coming to campus for Winter Intersession, and they will stay with the same teacher. She said they have parents who feel confident in sending their children to campus.

Regina Flores-Dunda shared that Winter Intersession is beneficial because it is an opportunity for students to bring their grades up and earn their diploma in time. In addition, some students are struggling with depression, living day-to-day through the pandemic, and forgetting their future plans. At the Santa Ana campus, students in Winter Intersession will be asked to come in two to three times per week to check-in with their teachers for a personal connection.

FIRST INTERIM MULTI-YEAR BUDGET AND FINANCIAL UPDATE

Geetha Huma, Director of Client Finance at Charter Impact, presented the First Interim Multi-Year Budget and Financial Update for the Coachella and Santa Ana campuses. For NOVA Academy-Coachella, P2 ADA is held harmless at 215.29. There were no significant changes in the Financial Update as far as revenue projections. There were increases in books and supplies and some decreases in payroll. For Coachella, there are no cash flow needs and no deferral financing forecasted. For NOVA Academy-Santa Ana, P2 ADA is held harmless at 386.73. Ms. Huma noted that the CDE requires daily and weekly tracking for student engagement purposes. Expenses in Santa Ana increased compared to the previous month due to operations, supplies, and professional expenses. Revenue is higher due to the SOAR grant, reinstated state funding, and federal relief funding. Ms. Huma said there are no cash flow concerns, and deferral financing is not forecasted.

Dr. Susan Garrett motioned to approve the First Interim Multi-Year Budget for NOVA Academy-Coachella. Karen Lester, Board Treasurer, seconded the motion.

Motion: Dr. Susan Garrett **Second:** Karen Lester

Vote	Yes	No	Abstain
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 First Interim Multi-Year Budget for NOVA Academy-Santa Ana. Rick Weir 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		
O. Duarte	X		

2020-2021 EMPLOYEE HANDBOOK UPDATE

The 2020-2021 Employee Handbook was updated to reflect new California law changes as of January 1, 2021, for companies with five or more employees. Employees can now take time off to care for a grandparent, grandchild, or sibling. Also, the prior restriction, which limited both parents who were employees of the same organization from taking more than 12 weeks of baby-bonding collectively, was removed so that each parent is now entitled to 12 weeks.

Dr. Susan Garrett motioned to approve the 2020-2021 Employee Handbook. 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		
O. Duarte	X		

Adjournment

The meeting was adjourned at 7:25 PM.



Norm Lester

12-7-2020