

## **NOVA ACADEMY**

Board of Directors Special Meeting Minutes – April 3, 2018, 1:30 PM  
500 W. Santa Ana Blvd., Santa Ana CA 92701

### **CALL MEETING TO ORDER: 1:30 PM**

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

#### **Members Present:**

Dr. Sanford Otsuji, Chairman  
Dr. Susan Garrett, Co-Chair  
Norm Lester, Secretary  
Karen Lester, Treasurer  
Gloria Grana, Member

#### **Members Not Present**

Brenda Gonzalez, Member

#### **Staff Present**

Renee Lancaster, CEO/Founder  
Angie Dillon, Executive Assistant

#### **Staff Present via Conference Line:**

John Bowen, Director of Operations

### **ONE-TIME OFF-SCHEDULE SALARY INCREASE**

Karl Yoder, Chief Financial Officer of Delta Managed Solutions (DMS), and Karen Lester, Board Treasurer, presented the One-Time Off-Schedule Salary Increase for the Coachella and Santa Ana campuses. Mr. Yoder and Ms. Lester explained that each campus has an enrollment goal it must meet by June 1, 2018, for the current fiscal year. By June 1<sup>st</sup>, Santa Ana must increase enrollment to 419 students. Coachella must increase enrollment to 190 students by June 1<sup>st</sup> and 230 students by August 8<sup>th</sup>. All teachers and staff members must write measurable goals. All teachers and staff members will receive a one-time off-schedule salary payment of \$3,000 if the goals are met. Business Office employees will receive a payment based on both campuses meeting their goal, split 67% for Santa Ana and 33% for Coachella.

Each campus has a second enrollment goal it must meet by October 15, 2018, for the 2018-2019 fiscal year. By October 15<sup>th</sup>, Santa Ana must retain student enrollment of 419 students while Coachella must retain enrollment of 230. All teachers and staff members will receive a one-time off-schedule salary payment in the amount of \$1,000 if this goal is met. Business Office employees will receive a payment based on both campuses meeting their goal, split 67/33.

Third, each campus has a goal to increase CAASSP scores in English and Math by October 15, 2018, for the 2018-2019 fiscal year. All teachers and staff members will receive a payment in the amount of \$2,000 if this

goal is met. Business Office employees will receive a payment based on both campuses meeting their goal, split 67/33.

Renee Lancaster, CEO/Founder, added that each department, including the Business Office, must meet and develop a plan to meet their campus goals and show deliverables.

Motion to Approve One-Time Off-Schedule Salary Increase for NOVA Academy-Coachella for 2017-2018

**Motion:** Norm Lester

**Second:** 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		
G. Grana	X		

Motion to Approve One-Time Off-Schedule Salary Increase for NOVA Academy-Santa Ana for 2017-2018

**Motion:** Karen Lester

**Second:** 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		
G. Grana	X		

Motion to Approve One-Time Off-Schedule Salary Increase for NOVA Academy-Coachella for 2018-2019

**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		
G. Grana	X		

Motion to Approve One-Time Off-Schedule Salary Increase for NOVA Academy-Santa Ana for 2018-2019

**Motion:** 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		
G. Grana	X		

### **APPROVE NEW NOVA ACADEMY CHILDREN'S FOUNDATION BOARD OF DIRECTOR**

Renee Lancaster shared that Doug Hodge will resign from the NOVA Academy Children's Foundation (NACF) Board of Directors. Kylie Schuyler would like to join NACF's Board and replace Doug Hodge. Ms. Lancaster provided the Board with a brief background on Kylie Schuyler. Ms. Schuyler has a great deal of fundraising and non-profit experience. Renee informed the Board that all Board of Directors for NACF need to be approved by NOVA Academy's Board of Directors.

Motion to Approve Kylie Schuyler as New NOVA Academy Children's Foundation Board of Director

**Motion:** Norm Lester

**Second:** Gloria Grana

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

### **RATIFICATION OF PREFERRED MEALS CONTRACT RENEWAL FOR 2018-2019**

John Bowen, Director of Operations, presented the Ratification of Preferred Meals Contract Renewal for Santa Ana for 2018-2019. Participation in the food program increased and students reported in a recent survey that they are happier with the food. Mr. Bowen said the overall goal is for more students to eat at school. Renee Lancaster added that it is important to see how the school is feeding students who otherwise would not eat. With the contract renewal for 2018-2019, there will be a small price increase. Mr. Bowen spoke with a nutrition consultant and determined that the price increase is reasonable. Other food competitors are increasing their prices as well. Karen Lester added that she reviewed the price for the contract renewal and compared it to the price for 2017-2018. She said the price went up by a few cents per meal and the increase is not much.

Motion to Ratify Preferred Meals Contract Renewal for 2018-2019 for Santa Ana

**Motion:** Karen Lester

**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		
G. Grana	X		

### **Adjournment**

The meeting was adjourned at 2:12 PM.

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Norm Lester

### **APPROVE NEW NOVA ACADEMY CHILDREN'S FOUNDATION BOARD OF DIRECTOR**

Renee Lancaster shared that Doug Hodge will resign from the NOVA Academy Children's Foundation (NACF) Board of Directors. Kylie Schuyler would like to join NACF's Board and replace Doug Hodge. Ms. Lancaster provided the Board with a brief background on Kylie Schuyler. Ms. Schuyler has a great deal of fundraising and non-profit experience. Renee informed the Board that all Board of Directors for NACF need to be approved by NOVA Academy's Board of Directors.

Motion to Approve Kylie Schuyler as New NOVA Academy Children's Foundation Board of Director

Motion: Norm Lester

Second: Gloria Grana

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

### **RATIFICATION OF PREFERRED MEALS CONTRACT RENEWAL FOR 2018-2019**

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Motion to Ratify Preferred Meals Contract Renewal for 2018-2019 for Santa Ana

Motion: Karen Lester

Second: Norm Lester

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

### **Adjournment**

The meeting was adjourned at 2:12 PM.

  
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Norm Lester