

NOVA ACADEMY

Board of Directors Special Meeting Minutes – January 28, 2021, 7:30 PM

Meeting Conducted via Teleconference

CALL MEETING TO ORDER: 7:30 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

John Bowen, Director of Human Resources & Operations

Trevor Garrett, Proposal Coordinator/Data Impact Analyst

Angie Dillon, Executive Assistant

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

PUBLIC COMMENT ON ITEMS ON THE AGENDA

None

2019-2020 ANNUAL AUDIT REPORT

Bobby Patel from Eide Bailly LLP presented the 2019-2020 Annual Audit Report for Board approval. From Charter Impact, Geetha Huma, Director of Client Finance, and Spencer Styles, President and CEO, were also present in case there were questions from the Board. Mr. Patel explained that the document is one consolidated report for the Coachella and Santa Ana campuses, the NOVA Academy Children's Foundation, and NOVA Academy Facilities, LLC. In previous years, there were two separate audit reports for Santa Ana and Coachella. This year, the report is consolidated since NOVA Academy is one corporation, and the Coachella and Santa Ana campuses are its entities. Mr. Patel said there were no audit findings or compliance issues.

Dr. Susan Garrett, Board Co-Chair, motioned to approve the 2019-2020 Annual Audit Report. Norm Lester, Board Secretary, 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		

CALIFORNIA'S SAFE SCHOOLS FOR ALL PLAN

Trevor Garrett, Proposal Coordinator/Data Impact Analyst, presented California's Safe Schools for all Plan for NOVA Academy-Coachella and NOVA Academy-Santa Ana. Mr. Garrett said Governor Newsom unveiled the Safe Schools for all Plan a month ago as a statewide initiative to improve campus safety procedures and incentivize schools to reopen. It will open grant funding for in-person instruction to be used towards COVID-19 testing, personal protective equipment (PPE), site safety upgrades, employee salaries, and social mental health services. The COVID-19 safety plan package documents are separate for each campus. They include a new COVID-19 school guidance checklist, a document confirming the school has met operational requirements per new guidelines, and a COVID-19 Prevention Program (CPP) document. The COVID-19 Prevention Program (CPP) must be approved by the Board. When approved, the Safe Schools for All Plan must be posted on the school's website and submitted to the California Safe Schools team and local health departments. Mr. Garrett said the deadline to submit the Plan is February 1, 2021.

Dr. Susan Garrett motioned to approve the COVID-19 Prevention Program (CPP) for NOVA Academy-Coachella. 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		

Norm Lester motioned to approve the COVID-19 Prevention Program (CPP) for NOVA Academy-Santa Ana. 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		
O. Duarte	X		

2020-2021 EMPLOYEE HANDBOOK

John Bowen, Director of Human Resources & Operations, informed the Board that the current Response to the Families First Coronavirus Response Act (FFCRA) Addendum to the 2020-2021 Employee Handbook was set to expire on December 31, 2020. The FFCRA was a law passed last year to provide job protection guidelines on sick leave for employees affected by COVID-19, have COVID-19, or have children out of school due to the COVID-19 pandemic. The federal legislature decided to allow an additional three months for businesses and organizations, extending the expiration date to March 31, 2021. Mr. Bowen said the FFCRA Addendum to the Employee Handbook must be updated with the new expiration date and approved by the Board.

Dr. Susan Garrett motioned to approve the Families First Coronavirus Response Act (FFCRA) Addendum to the 2020-2021 Employee Handbook. Olga Duarte 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		

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.

Adjournment

The meeting was adjourned at 8:26 PM.

Norm Lester

