

## **NOVA ACADEMY**

Board of Directors Meeting Minutes – June 20, 2019, 6 PM  
500 W Santa Ana Blvd, Santa Ana, CA 92701

### **CALL MEETING TO ORDER: 6:00 PM**

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

#### **Members Present:**

Dr. Sanford Otsuji, Chairman  
Norm Lester, Secretary  
Karen Lester, Treasurer  
Rick Weir, Member

#### **Members Not Present**

Dr. Susan Garrett, Co-Chair  
Gloria Grana, Member

#### **Staff Present**

Renee Lancaster, CEO/Founder  
John Bowen, Director of Human Resources & Operations  
Karin Schaefer, Business Services Advisor  
Angie Dillon, Executive Assistant  
Carla Skaggs, Business Consultant

#### **Members Present via Conference Line:**

None

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

None

### **CONSENT CALENDAR**

The Consent Calendar was presented for approval. The Consent Calendar contained the following matter:

- Minutes from the 5-23-2019 Board Meeting

Motion to approve the Minutes from the May 23, 2019 Board Meeting.

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	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**

No action to report.

**2019-2020 BUDGET – PROPOSED YEAR END AND PROJECTED MULTI-YEAR**

Karl Yoder, CFO of Delta Managed Solutions, presented the 2019-2020 budget for NOVA Academy-Coachella. He reported that the school ended the year very well and the budget is in good shape.

Motion to approve 2019-2020 Budget – Proposed Year End and Projected Multi-Year for NOVA Academy-Coachella.

**Motion:** Karen Lester

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

Mr. Yoder went on to present the 2019-2020 budget for NOVA Academy-Santa Ana. He reported that the Santa Ana campus is also in good shape. Santa Ana will meet the required bond ratio in the year just ending and in the projected year.

Motion to approve 2019-2020 Budget – Proposed Year End and Projected Multi-Year for NOVA Academy-Santa Ana.

**Motion:** Rick Weir

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

The Board of Directors thanked Karl Yoder for his contribution to NOVA Academy. Starting in July 2019, NOVA Academy will transition from Delta Managed Solutions to a new back office provider, Charter Impact. Spencer Styles, CEO of Charter Impact, introduced himself to the Board. He said Charter Impact has worked with several charter schools and they have many clients with bonds. He said his colleague, Geetha Hume, CFO of Charter Impact, will also serve a role.

The Board welcomed Mr. Styles. Dr. Sanford Otsuji, Board Chair, encouraged him to connect with Karen Lester, Board Treasurer.

### **EXECUTIVE REPORT**

Renee Lancaster informed the Board of current events at the Coachella and Santa Ana campuses. She presented a video on Santa Ana's recent graduation for the class of 2019. Members of the Board suggested writing a letter to the graduation orchestra, Praise Symphony Orchestra, thanking them.

### **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Renee Lancaster and Carla Skaggs, Business Consultant, presented the Local Control Accountability Plan (LCAP) for NOVA Academy-Coachella and NOVA Academy-Santa Ana. Carla Skaggs explained that the LCAP is a list of goals with corresponding budgeted expenditures with all funding sources included. Ms. Skaggs pointed out that there is a new parent budget component of the LCAP for clarity. Also new this year is the LCAP's Federal Addendum.

Motion to approve Local Control Accountability Plan (LCAP) for NOVA Academy-Coachella

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

Motion to approve Local Control Accountability Plan (LCAP) for NOVA Academy-Santa Ana

**Motion:** Karen Lester

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **2019-2020 ANNUAL BOARD CALENDAR**

Renee Lancaster presented the 2019-2020 Annual Board Calendar for Board approval. Members of the Board recommended changing the August 22 Board meeting date to August 23.

Motion to approve 2019-2020 Annual Board Calendar with August 22 date changed to August 23.

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **2019-2020 EMPLOYEE HANDBOOK**

John Bowen, Director of Director of Human Resources & Operations, presented the 2019-2020 Employee Handbook for Board approval. He said some of the changes include updated language to comply with new laws, information on lactation accommodation, and clarification of pregnancy leave. There is also updated information on stipends and sick leave accrual.

Motion to approve 2019-2020 Employee Handbook

**Motion:** Karen Lester

**Second:** Rick Weir

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **2019-2020 STUDENT HANDBOOK**

Renee Lancaster summarized the updates to the 2019-2020 Student Handbook. The table of contents were reorganized to improve ease of searching for topics. There is an added requirement that electives must include ten semester credits of a college prep elective in order for all students to meet A-G requirements. Outdated sections were updated, such as the Chromebook and Computer Use section. New and updated policies were added.

Motion to approve 2019-2020 Student Handbook

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **2019-2020 VENDOR CONTRACTS**

John Bowen presented to the Board the vendor contracts for 2019-2020: CharterSafe business insurance, ABM Janitorial for janitorial services in Santa Ana, and Allied University Security Systems for a security officer in Santa Ana.

CharterSafe's cost increased due to the rise of sexual harassment and abuse claims in schools. Recent claims for fires and flooding in California also had an impact on cost.

Motion to approve CharterSafe business insurance contract

**Motion:** Rick Weir

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

ABM Janitorial's cost increased although their rates are still competitive in the industry. John Bowen sought other quotes and found that ABM is the least expensive. ABM has been the Santa Ana campus's janitorial provider for two years. Mr. Bowen has been working with them to ensure they continue to do a good job and he said their workers will come in on Saturdays to do detailing. Dr. Sanford Otsuji recommended that the school implement a checklist.

Motion to approve ABM janitorial contract with the condition that they work off a list

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

John Bowen said there is no rate increase in the contract for Allied Universal Security Systems. He added that the company is very accommodating and they provide the same rate for regular time and overtime.

Motion to approve Allied Universal Security Systems contact for Santa Ana campus.

**Motion:** Karen Lester

**Second:** Rick Weir

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **SCHOOLS FIRST 403(b) PLAN DOCUMENT RESTATEMENT**

There was an update to the language in the Schools First 403(b) plan to match language from the IRS, although nothing in the plan itself changed. The provider requires that the Board approve the new plan documents.

Motion to approve Schools First 403(b) Plan Document Restatement

**Motion:** Rick Weir

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **NOMINATION OF CANDIDATE FOR BOARD OF DIRECTORS**

Renee Lancaster presented a new candidate for the NOVA Academy Board of Directors. Olga Duarte has been a NOVA parent for the past eight years. Ms. Duarte is highly committed to the school.

Motion to approve Olga Duarte as a new Board Member

**Motion:** Norm Lester

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **CONSTRUCTION FOR P.E. FITNESS ZONE**

Renee Lancaster shared that she is reviewing contracts for a P.E. Fitness Zone for the Santa Ana campus. She expects the cost to be over \$40,000 due to the P.E. equipment.

Motion to approve to have Norm Lester and Renee Lancaster review contracts and make a decision for a P.E. Fitness Zone for the Santa Ana campus.

**Motion:** Rick Weir

**Second:** Karen Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **STIPEND FOR HIGH NEED LOCATION**

John Bowen proposed that the school give an additional \$3,000 high need location stipend for all 2019-2020 returning teachers who worked at the Coachella campus in 2018-2019. Teachers who worked in 2018-2019 will be paid \$3,000 on October 15, 2019. The amount will be adjusted for any teachers who worked less than a full school year.

Additionally, for the upcoming 2019-2020 school year, John Bowen proposed that all current teachers and new teachers receive a \$5,000 high need location stipend. The stipend will be adjusted for any teachers who work less than a full school year.

Motion to approve an additional \$3,000 high need location stipend for Coachella teachers who worked in 2018-2019 to be paid on October 15, 2019.

**Motion:** Karen Lester

**Second:** Rick Weir

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

Motion to approve a \$5,000 high need location stipend for all current and new Coachella teachers for 2019-2020.

**Motion:** Rick Weir

**Second:** Norm Lester

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Conference Line</b>
S. Otsuji	X			
N. Lester	X			
K. Lester	X			
R. Weir	X			

### **CLOSED SESSION**

Public Employee

Title: Chief Executive Officer

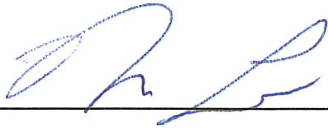
### **RECONVENE TO OPEN SESSION**

Dr. Sanford Otsuji reported that there was a motion. The compensation package for Renee Lancaster will remain the same. Ms. Lancaster will receive a \$15,000 annual Chief Executive Officer stipend beginning July 1, 2019, for performing administrative duties beyond those of other administrators in 24 pay periods. The employee will receive a Performance Bonus of \$10,000 based on maintaining both schools' current ADA for the 2019-2020 school year. The Performance Bonus will be paid in a lump sum on June 15, 2020.

Regarding benefits, Ms. Lancaster will receive a \$10,000 annual contribution towards her health and welfare benefits beginning July 1, 2019, in 24 pay periods.

**Adjournment**

The meeting was adjourned at 9:15 PM.



---

Norm Lester