

## **NOVA ACADEMY**

Board of Directors Meeting Minutes – August 23, 2019, 11:00 AM  
500 W Santa Ana Blvd, Santa Ana, CA 92701

### **CALL MEETING TO ORDER: 11:00 AM**

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  
Rick Weir, Member  
Olga Duarte, Member

#### **Members Not Present**

Gloria Grana, Member

#### **Staff Present**

Renee Lancaster, CEO/Founder  
John Bowen, Director of Human Resources & Operations  
Lisa Hernandez, Principal  
Karin Schaefer, Business Services Advisor  
Angie Dillon, Executive Assistant

#### **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 matters:

- Minutes from the 6-20-2019 Board Meeting
- Coachella field trip to University of Redlands
- Santa Ana field trip to Betty Reckas Cultural Center
- Education for Homeless Children and Youth Policy

Motion to approve the Minutes from the June 20, 2019 Board Meeting, the Coachella field trip to the University of Redlands, the Santa Ana field trip to the Betty Reckas Cultural Center, and the Education for Homeless Children and Youth Policy.

**Motion:** Susan Garrett

**Second:** Karen Lester

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</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**

No action to report.

### **UNAUDITED ACTUALS**

Karl Yoder, CFO of Delta Managed Solutions, presented the 2018-2019 Unaudited Actuals for NOVA Academy-Coachella. Mr. Yoder explained that the Unaudited Actuals report summarizes the fiscal year that just ended. As a requirement, the Unaudited Actuals report is submitted to the district; it is the basis for the auditors for auditing the school's financial statements. Mr. Yoder said the Coachella campus was budgeted conservatively and the year-end is better than predicted.

Motion to approve the Unaudited Actuals for NOVA Academy-Coachella

**Motion:** Susan Garret

**Second:** Rick Weir

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

Karl Yoder went on to present the 2018-2019 Unaudited Actuals for NOVA Academy-Santa Ana. Like Coachella, Santa Ana was budgeted conservatively. He said the budgeting was on track and Santa Ana ended well.

Motion to approve the Unaudited Actuals for NOVA Academy-Santa Ana

**Motion:** Karen Lester

**Second:** Susan Garrett

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

**RATIFY 2019-2020 ANNUAL BUDGET**

Karl Yoder informed the Board that there was a change in the 2019-2020 Annual Budget for NOVA Academy-Santa Ana at the insistence of Santa Ana Unified School District. The California School Finance Authority requires a letter of good standing from the district in order for NOVA Academy to be eligible for a facility grant. The district will not issue a letter of good standing unless \$642,000 is budgeted for special education services. At the district's request, the \$642,000 was shown in the budget to be paid in three installments during the year. Mr. Yoder said he expects the update will be acceptable to the district.

Motion to Ratify 2019-2020 Annual Budget for NOVA Academy-Santa Ana

**Motion:** Karen Lester

**Second:** Susan Garrett

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

**RATIFY EDUCATION PROTECTION ACCOUNT (EPA) PLAN**

For Board ratification, Karl Yoder presented the Education Protection Account (EPA) Plans for Santa and Coachella. He explained that an EPA Plan is required to show the public that EPA funds are being used towards instructional costs only. The EPA Plan needs to be updated every year and posted on the school's website.

## Motion to Ratify Education Protection Account (EPA) Plan for NOVA Academy-Coachella

**Motion:** Susan Garret

**Second:** Karen Lester

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

## Motion to Ratify Education Protection Account (EPA) Plan for NOVA Academy-Santa Ana

**Motion:** Susan Garret

**Second:** Norm Lester

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

### **EXECUTIVE REPORT**

Renee Lancaster presented campus updates for Coachella and Santa Ana. Both campuses received professional development training prior to the first day of school. All staff attended a sexual harassment workshop to comply with new labor laws. Coachella recently celebrated its ten-year anniversary and Santa Ana celebrated fifteen years. Ms. Lancaster provided a PowerPoint presentation on both campuses' achievements, the benefits of charter schools, the importance of academic rigor, and social-emotional learning.

Renee Lancaster shared that the Coachella campus received two grants this year - \$18,730 from the Anderson Children's Foundation and \$12,000 from the Kenneth A. Lester Family Foundation. The Santa Ana campus received a grant for \$25,000 from the Waltmar Foundation.

The Principal of the Santa Ana campus recently resigned. Renee Lancaster shared that Assistant Principal Mark Cruickshank and Counselor Melissa Mier are currently serving as administrators at the Santa Ana campus. Ms. Lancaster and John Bowen, Director of Human Resources and Operations, are interviewing for the Principal position and they have a strong candidate. Ms. Lancaster asked members of the Board to join the interview panel in the next stage of interviewing.

Renee Lancaster, Lisa Hernandez, and Adrienne Haggerty are finalizing the charter renewal petition for NOVA Academy-Coachella. They will be submitting the document to Coachella Valley Unified School District in a few weeks. Ms. Lancaster had been working on establishing a Conditional Use Permit for the Coachella campus and it is now permanent. She announced that Adrienne Haggerty is now the Assistant Principal of the Coachella campus. Coachella also has two new English teachers and a history teacher.

Recently both campuses had Club Rush. The Santa Ana campus has two new Engineering programs, Cyberpatriot and Digital Drafters. The Coachella campus had Back to School Night last night – Lisa Hernandez said there was a good turnout. The Santa Ana campus will have its Back to School Night next week.

### **2019-2020 VENDOR CONTRACT**

John Bowen presented the educational staffing contract from Kelly Services for 2019-2020. Kelly Services is the vendor the school uses to hire substitute teachers when teachers are absent. Mr. Bowen said this vendor is doing a good job and he has received good feedback from the Principals. Kelly Services has a 98% fill rate. For 2019-2020, the bill rate increased to \$33.11 per hour, which is a 10% increase.

Rick Weir, Board Member, asked how often the school requests a substitute teacher. Mr. Bowen said almost every day. Dr. Susan Garrett, Board Co-Chair, suggested that the school have an incentive program for not taking sick days.

Motion to approve Kelly Services educational staffing contract for 2019-2020

**Motion:** Susan Garret

**Second:** Norm Lester

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

**COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT WITH THE DESERT  
COMMUNITY COLLEGE DISTRICT**

Renee Lancaster and Lisa Hernandez presented the Desert Community College District agreement for Coachella students to attend their community college courses. The agreement is on the Board agenda for review at the present Board Meeting. At the next scheduled Board Meeting on October 24, 2019, the Board will vote to approve the agreement. Lisa Hernandez announced they are implementing a first-year seminar course at College of the Desert for first semester 10<sup>th</sup> graders. In Spring semester, 9<sup>th</sup> graders will be able to take the course. Currently they have 16 students enrolled in the class.

**ANNUAL ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS FOR 2019-2020**

Motion to approve the current officers of the Board of Directors for 2019-2020: Dr. Sanford Otsuji as Chairman, Dr. Susan Garrett as Co-Chair, Norm Lester as Secretary, Karen Lester as Treasurer, Gloria Grana as Board Member, Rick Weir as Board Member, and Olga Duarte as Board Member.

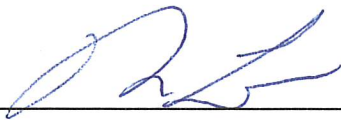
**Motion:** Karen Lester

**Second:** Norm Lester

| <b>Vote</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Conference Line</b> |
|-------------|------------|-----------|----------------|------------------------|
| S. Otsuji   | X          |           |                |                        |
| S. Garrett  | X          |           |                |                        |
| N. Lester   | X          |           |                |                        |
| K. Lester   | X          |           |                |                        |
| R. Weir     | X          |           |                |                        |
| O. Duarte   | X          |           |                |                        |

**Adjournment**

The meeting was adjourned at 1:14 PM.



Norm Lester