

NOVA ACADEMY

Board of Directors Regular Meeting Minutes – May 13, 2021, 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

John Bowen, Director of Human Resources & Operations

Alicia Lewis, Business Services Manager

Adrienne Haggerty, Assistant Principal, NOVA Academy-Coachella

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

CONSENT CALENDAR

The Consent Calendar contained the following matters:

- Minutes from the 3-11-2021 Special Board Meeting

Norm Lester, Board Secretary, motioned to approve the Consent Calendar containing the Minutes from the March 11, 2021, Special Board Meeting. Dr. Susan Garrett, Board Co-Chair, seconded the motion.

Motion: Norm Lester

Second: Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		

S. Garrett	X		
N. Lester	X		
K. Lester	X		
R. Weir	X		
O. Duarte	X		

FINANCIAL UPDATE

Geetha Huma, Director of Client Finance at Charter Impact, presented a March Financial Update for the Santa Ana campus. She said the school's average ADA is 339, with an attendance rate of 91.8%. There is no revenue impact since ADA is held harmless at 386.73. There is no change in Santa Ana's forecasted revenue in comparison to the prior month. Revenue for March includes funds from LLMF Cycle 3 and the state lottery. There were expense increases in facilities, such as the cooling tower replacement, textbooks and core curriculum, and advertising. Santa Ana's fund balance includes committed funds earmarked for economic uncertainty and capital improvements, 7% of the total expenses. Ms. Huma said there are no cash flow concerns, and deferral financing is not needed at this time.

Next, Geetha Huma gave a March Financial Update for the Coachella campus. She said ADA is 228, and the attendance rate is 95.3%, although there is no impact on revenue. ADA is held harmless at 215.29. There is no significant change in income projected. The Coachella campus increased expenses for college and AP testing, Chromebooks, and advertising/marketing. Revenue for March includes ESSER I Cycle 3 funding and the first apportionment of SB740. Coachella's fund balance has committed funds for capital improvements and economic uncertainty, 7% of the total expenses. There are no cash flow concerns, and deferral financing is not needed at this time.

EXECUTIVE REPORT

Renee Lancaster, Chief Executive Officer, shared updates on the Coachella and Santa Ana campuses. She informed the Board of the graduation dates coming up. Santa Ana will have their graduation event at Mariners Church on Monday, June 14, and the Coachella campus will have its ceremony at the Empire Polo Club on Tuesday, June 8. The graduation events will have COVID-19 safety protocols in place with adequate spacing. She shared that the Santa Ana campus had Senior Exit Interviews on Friday, May 7, and it was a great experience for the students.

The NOVA Academy Children's Foundation provided a staff appreciation lunch for Santa Ana's teachers and staff on Monday, May 10. On May 17, they will contribute to the Coachella campus's staff appreciation lunch. On May 7, Santa Ana hosted a drive-by Welcome Ceremony for incoming families. Stephanie Cuevas, the Family Engagement Coordinator, worked hard to organize the event. Renee Lancaster said it was a neat experience with a large red carpet to welcome families.

The Santa Ana campus will have Summer InNOVation for incoming 8th graders over the summer. It will be an opportunity for new students to get to know one another, go on a college tour, and take care of assessments in English and Math. Renee Lancaster shared that both the Coachella and Santa Ana campuses are preparing for Summer Intersession, a structured program consisting of five weeks. The

leaders at both campuses are working together on a plan how to help students get back on track and decrease the learning gap experienced during the COVID-19 pandemic. Adrienne Haggerty, Assistant Principal, shared their goal is to create Summer Intersession to help solidify learning and prepare students for future classes in addition to credit recovery. Renee Lancaster said a large number of students suffered during the COVID-19 pandemic, especially freshmen.

Last, Renee Lancaster shared an update on the NOVA Academy Children's Foundation. She said their Director of Development, Milton Davis, is working hard for the Santa Ana campus; he is helping to develop extracurricular activities and raise funds for a new PE field at Eddie West Field in Santa Ana.

HEALTH BENEFITS PLANS FOR 2021-2022

John Bowen, Director of Human Resources & Operations, and Alicia Lewis, Business Services Manager, presented the Health Benefits Plans for 2021-2022. Mr. Bowen said the plans are up for renewal, and the rates are based on age and location. He said the insurance premiums are the same regardless of the broker. He recommends staying with the school's current provider, CaliforniaChoice ("CalChoice"). With CalChoice, employees have a variety of plans from which to choose. Mr. Bowen said the rates went up 8% for medical. The rates are the same for dental and vision since the school had signed up for a two-year guarantee. He said employees could buy up if they want and add dependents. The vision plan is a PPO, and NOVA pays for the employee only. Overall, John Bowen feels that the benefits package gives employees the most choice, with NOVA contributing a generous part. Board Members asked about the 8% rate increase and how employees are affected. John Bowen said the employee cost on average decreased while the employer's contribution went up. He said a few plans have rates that went up, some plans are staying the same, and some plans have a price decrease.

Dr. Susan Garrett motioned to approve the Health Benefits Plans for 2021-2022. 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		

JANITORIAL VENDOR PROPOSAL

John Bowen and Alicia Lewis presented the janitorial vendor proposal from Paragon Services, the current vendor for the Santa Ana campus. Last year, the school changed to Paragon Services, and the feedback is that they are an improvement over the previous cleaning company. In January, Paragon Services will raise the price by \$300 due to the minimum wage increase. Board Members agreed that the school should stay with the current vendor instead of shopping around. Other vendors are likely to be increasing their prices due to the minimum wage increase.

Dr. Susan Garrett motioned to approve the Paragon Service Janitorial Vendor Proposal for NOVA Academy-Santa Ana. 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		

EDUCATIONAL STAFFING CONTRACT

John Bowen presented the 2021-2022 contract for Kelly Services, the school's current educational staffing vendor. He said they utilize the agency for securing substitute teachers for the Santa Ana and Coachella campuses. Sensitive to clients' needs during the COVID-19 pandemic, Kelly Services froze their rate for NOVA Academy, and there will be no rate increase next school year. John Bowen recommends that the school continue with Kelly Services at the current rate.

Dr. Susan Garrett motioned to approve the Kelly Services contract 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 Kelly Services contract for NOVA Academy-Santa Ana. Rick Weir, Board Member, 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		

BOARD RESOLUTION FOR BUS DONATION

Alicia Lewis said a Thomas Bus was donated to NOVA Academy in 2013. Back then, the bus had a declared value of \$6,000. Since the school took ownership of the bus, it was not in operational status. In 2017, the cost to get the bus working was \$20-30,000. In 2017, the NOVA Academy Board of Directors approved donating the bus. NOVA continued to own the bus, and last year, the school was unable to renew registration with the Department of Motor Vehicles (DMV) due to new clean air standards. Recently the school found a company, Tesoro Club in Coachella, which accepted the donation of the bus, effective May 11, 2021. In the donation process, the school did not declare the value of the bus since the cost of repairs is more than the declared value back in 2013.

Dr. Susan Garrett motioned to ratify the Board Resolution for Bus Donation for NOVA Academy-Coachella. 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		

PURCHASE OF FOOSBALL TABLES

Alicia Lewis informed the Board that a teacher at the Santa Ana campus will be moving out of the state and will no longer teach at the school after this school year. He owns two foosball tables in his classroom, and he has offered to sell them to the school. The estimated cost is \$600 each for a total of \$1,200 to purchase the foosball tables new. The teacher generously offered to sell them to the school for \$175 each, \$350 total. Ms. Lewis asked the Board to approve purchasing the foosball tables.

Dr. Susan Garrett motioned to approve the Purchase of Foosball Tables for NOVA Academy-Santa Ana. 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		

REVISED ONE-TIME/OFF-SCHEDULE SALARY INCREASES

Renee Lancaster and Alicia Lewis presented a revision to the One-Time/Off-Schedule Salary Increases performance goals for Coachella and Santa Ana. On March 11, 2021, the Board approved the One-Time/Off-Schedule Salary Increases with specific, measurable goals for each department. In the revision for Board approval, there is added language and updated dates to performance goals in Equipment Inventory, Summer InNOVation, Summer School, Recruitment, and CAASPP Performance. Board Members asked if there is an added financial impact with the revision, and Alicia Lewis confirmed that the only changes are in verbiage and dates.

Dr. Susan Garrett motioned to approve the Revised One-Time/Off-Schedule Salary Increases for NOVA Academy-Coachella. 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		

Dr. Susan Garrett motioned to approve the Revised One-Time/Off-Schedule Salary Increases for NOVA Academy-Santa Ana. 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		

Adjournment

The meeting was adjourned at 7:11 PM.



Norm Lester 5-13-2021