

NOVA ACADEMY

Board of Directors Special Meeting Minutes – May 26, 2021, 7:00 PM

Meeting Conducted via Teleconference

CALL MEETING TO ORDER: 7:00 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

Members Not Present

Olga Duarte, Member

Staff Present

Renee Lancaster, Chief Executive Officer/Founder

John Bowen, Director of Human Resources & Operations

Alicia Lewis, Business Services Manager

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 4-27-2021 Regular Board Meeting

Dr. Susan Garrett, Board Co-Chair, motioned to approve the Consent Calendar containing the Minutes from the April 27, 2021, Regular Board Meeting. 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		

CLOSED SESSION

Conference with Legal Counsel, Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:
1 potential case

RECONVENE TO OPEN SESSION

There was no action reported.

2021-2022 SCHOOL INSTRUCTIONAL CALENDAR

For Board approval, Renee Lancaster, Chief Executive Officer, presented the 2021-2022 School Instructional Calendar. The calendar has the first day of school on August 11, 2021, and it includes summer school to help students with credit recovery. Ms. Lancaster said she and her team aimed to put a calendar together that works well for teachers and staff and maximizes student attendance.

Dr. Susan Garrett motioned to approve the 2021-2022 School Instructional Calendar for NOVA Academy-Coachella. 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		

Dr. Susan Garrett motioned to approve the 2021-2022 School Instructional Calendar 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		

2021-2022 SALARY SCHEDULES – MINIMUM WAGE INCREASE

Alicia Lewis, Business Services Manager, presented the 2021-2022 Salary Schedules – Minimum Wage Increase for Board approval. Effective January 1, 2022, the minimum wage in California for employers with twenty-six employees or more will go up to \$15 per hour. Ms. Lewis said they eliminated a couple

of ranges at or below minimum wage to meet compliance. There are slight increases in the earliest steps or classes with the updated salary schedules, but there is not much of a change for payroll. There are no employees on the ranges that were eliminated.

Dr. Susan Garrett motioned to approve the 2021-2022 Salary Schedules with the Minimum Wage Increase for NOVA Academy-Coachella. 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		

Dr. Susan Garrett motioned to approve the 2021-2022 Salary Schedules - Minimum Wage Increase for NOVA Academy-Santa Ana. Karen Lester 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		

2021-2022 SALARY SCHEDULES – PROPOSED 3% SALARY SCHEDULE INCREASE

Next, Alicia Lewis presented the 2021-2022 Salary Schedules – Proposed 3% Salary Schedule Increase for Board approval. If approved, the proposed salary schedules will supersede the salary schedules with the minimum wage increase the Board just approved. The salary schedules with the salary increase are the same as the schedules with the minimum wage increase, but with a 3% salary increase. Alicia Lewis said the administrative team reviewed the budget to ensure the school can sustain the wage increase. Carla Skaggs, Business Consultant, added that they made a five-year budget projection, which is two years beyond the state's requirement. She said five years is a long time, but they did it to make sure they could sustain the increase.

Board Members agreed with the school's decision to increase salaries. They shared that it is important for retaining good teachers and being competitive. The Board asked if they have the actual numbers on what it would cost the school. Alicia Lewis said the impact is \$79,000 per year for Santa Ana and \$54,000 per year for Coachella.

Dr. Susan Garrett motioned to approve the 3% Salary Schedule Increase for NOVA Academy-Coachella. Rick Weir 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		

Norm Lester motioned to approve the 3% Salary Schedule Increase for NOVA Academy-Santa Ana. Karen Lester seconded the motion.

Motion: Norm Lester **Second:** Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
R. Weir	X		

EXPANDED LEARNING OPPORTUNITIES (ELO) PLAN

Renee Lancaster and Alicia Lewis presented the Expanded Learning Opportunities (ELO) Plan for the Coachella and Santa Ana campuses. If approved by the Board, the school can apply for a grant opportunity as part of California's AB 86. Schools can use the funds to help close the learning gap students suffered from not receiving in-person instruction this past school year. The requirement is that 10 percent of funding goes toward hiring and maintaining full-time paraprofessionals. Renee Lancaster said she and her team met with different stakeholders, including administrators and parents. As part of the plan, for example, the school has extended summer school from three weeks to five weeks, and there will be twice the amount of teachers teaching summer school.

Dr. Susan Garrett motioned to approve the Expanded Learning Opportunities (ELO) Plan for NOVA Academy-Coachella. 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		

Dr. Susan Garrett motioned to approve the Expanded Learning Opportunities (ELO) Plan 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		

2020-2021 COMMUNITY SERVICE HOURS

Renee Lancaster asked that the Board ratify and adopt waiving the school’s requirement for community service hours for the 2020-2021 school year. Currently, students must volunteer twenty hours at a non-profit organization every year as a graduation requirement. Due to the COVID-19 pandemic, students had difficulty completing their volunteer hours in 2020-2021. Ms. Lancaster asked that the school waive ten hours for the Fall semester and ten hours for Spring. Board Members agreed that waiving the community service hours makes sense given the struggles students endured during the pandemic.

Dr. Susan Garrett motioned to ratify waiving the 2020-2021 Community Service Hours for NOVA Academy-Coachella. Rick Weir 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		

Dr. Susan Garrett motioned to ratify waiving the 2020-2021 Community Service Hours for NOVA Academy-Santa Ana. Rick Weir 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		

BACK OFFICE BUSINESS SERVICE PROVIDER CONTRACT

John Bowen, Director of Human Resources & Operations, presented the Back Office Business Service Provider Contract for Charter Impact. Charter Impact has served the school for two years, and they are an improvement over the previous vendor. Mr. Bowen said there is a lot of competition among vendors, and Charter Impact has frozen their rates.

Dr. Susan Garrett motioned to approve the Charter Impact contract for Back Office Business Service Provider. 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		

SECURITY VENDOR PROPOSAL

Next, John Bowen presented the Security Vendor Proposal from Allied Universal Security Services, the school's current vendor for the Coachella and Santa Ana campuses. Mr. Bowen said the school is happy with their services, and they would like to continue having them as their vendor for Coachella and Santa Ana. For the second year in a row, the company has frozen its rates.

Norm Lester motioned to approve the Allied Universal Security Services agreement for Security Vendor for NOVA Academy-Coachella. 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		

Dr. Susan Garrett motioned to approve the Allied Universal Security Services agreement for Security Vendor for NOVA Academy-Santa Ana. Rick Weir 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		

BID PROPOSALS FOR PARKING LOT GRADING AND PAVING FOR NOVA ACADEMY-COACHELLA

For the Coachella campus, John Bowen presented two bid proposals for parking lot grading and paving. This project will create a place for teachers to park that is not gravel and rocks. It will involve clearing out dirt gravel and putting in an asphalt parking lot with striping. Mr. Bowen presented a bid proposal from Bergstrom Construction, which does not specialize in parking lot grading and paving. Their cost is high, and it will take them two weeks to complete the project. The second vendor, Granite, specializes in parking lot grading and paving, they cost less, and they can complete the project in one week, which would be less disruptive for the school. Mr. Bowen asked that the Board approve the proposal from Granite.

Dr. Susan Garrett motioned to approve the Granite proposal for parking lot grading and paving for NOVA Academy-Coachella. 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		

Adjournment

The meeting was adjourned at 8:09 PM.



Norm Lester

5-26-2021