

New Academy Charter Schools

Board Minutes

Date and Time

Wednesday, February 24, 2021 at 5:00 PM PDT

Public Comment Notice:

Individuals and representatives of organizations are invited to address the Board on any subject that falls within the Board's purview. If the item will be acted on at the Board Meeting, speakers are called on to speak prior to Board action on the item and in the first section of the public comment period. If the speaker's topic will not be voted on at the Board Meeting, their presentation is also made during the Comment portion of the meeting, but after comment on actionable items. Each speaker is limited to a three-minute presentation. The time is doubled if an interpreter is required.

NOTE: If you would like to participate, you may gain access to the meeting by entering the zoom link (URL) in your browser or meeting code below. Phone access is available using the DIAL IN PHONE NUMBER below:

Dial in information:

1-669-900-6833

School Locations for Meetings:

NASA: 379 Loma Dr, Los Angeles, CA 90017

213-413-9183: **Please call for access at the School**

NACP: 21425 Cohasset St, Canoga Park, CA 91303 818-710-2640

Zoom Meeting ID:

Join Zoom Meeting by clicking the link below

<https://lmula.zoom.us/j/6894541581>

Attendees:

Board:

Victor Gil, President

Martha Arias, Vice President

Bea Stotzer, Member

Brent Bradley, Treasurer

Patricia DiDonato, Secretary

School Administrators:

Dr. Clara Guerrero, Principal, NACP

Heather De Revere, Assistant Principal, NACP

Cristina Meyer, Office Operations, NACP

Dr. Eric Todd, Principal, NASA
David Martinez, Assistant Principal, NASA
Eddie Castro, Director of Operations

Dr. Marta Sanchez, Chief Academic Specialist

Guests:

Jazmine Espinoza, EdTec
Amita Parikh, EdTec

Purpose Presenter

1. Opening Items
 - a. Record Attendance & Guests – P. DiDonato
 - b. Call the Meeting to Order V Gil
 - c. Public Comment – None

2. Consent Calendar

Vote P. DiDonato

- a. Approve Retreat Minutes: January 20, 2021-Action Item

Motion & made by: B. Bradley to accept the minutes as amended for January 20, 2021.

B. Stotzer seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

Motion passes.

3. Finance

- b. EdTec Financial Report Discuss

(See Feb 2021 Financial Statements for both NASA and NACP)

Amita Parikh, is acting on behalf of Cindy Frantz while she is on maternity leave. She briefed the board on the current financial information on February 22, 2021, during the Finance Committee meeting with B. Bradley and P. DiDonato. No major issues found. Provided an overview of the Fiscal Report

- c. Approve Check Registers November & December 2020 & January 2021-Action Item

B. Bradley indicated that there were many expenses related to COVID tied to the additional federal funding. No discrepancies noted.

Motion & made by: B. Bradley made the motion to accept the check registers for both NASA and NACP.

Victor Gil seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

The motion passes.

d. Approve Vendor Contracts: Action Item

- So Cal Heating and Cooling, Inc for NASA. This was presented as a proposal in prior meetings. Roberto Lara created a contract for the vendor. Part of it is maintenance and part is replacement to have the correct air circulation system to meet the filtered air requirements to minimize/prevent the COVID spread.

Motion & made by: V.Gil to accept the So Cal Heating and Cooling, Inc for NASA.

P.Didonator seconded the motion.

The board VOTED to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer (**Abstain**); P. DiDonato, Aye

The motion passes.

- Painting Contract for NACP The painting contract was also put into a standard maintenance and repair contract, as is required, to cover liability, and to include all contract details.
B. Bradley commended the schools for their efforts to find vendors that will do this large job before the children return to the school.

Motion made by: V. Gil to accept the painting contract.

B.Bradley seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

The motion passes.

3. **Action/Discussion Items**

- a. Approve School Accountability Report Card (SARC)
(This is the school accountability report card)
- b. NASA SARC (see attached report)
Report covers Data for 2019-2020.-M.Martinez compiled this report, which covers information about the staff, facilities the demographics of the school, our school administrators, staff, and enrollment, parent involvement activities, etc. Not much difference from last ye to this year. The main difference from last year to this year is that the school has to post the CASP scores for this year (not for last year). NASA uses the data that obtained from a state website. NASA SARC: [NASA SARC LINK](#)
- c. NACP SARC (see attached report)
Report includes enrollment, credentials quality of textbooks, curriculum, facility conditions and planned improvements, good repair status, and overall facility rate. It includes pupil achievement and CAASPP testing results, which did not apply in FY 19-20. It also includes parental involvement and opportunities for this involvement, student engagement, dropout rates, suspension and expulsions for the school and comparisons to the district. NACP has not had any. NACP SARC: [NACP SARC LINK](#)

Motion & made by: V. Gil to approve the School Accountability Report Card (SARC) for both NASA and NACP

M. Arias seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

The motion passes.

4. Academic Excellence – Information Only

a. School Site Administrator Highlights Dr. Todd/Dr. Guerrero(See Written Reports)

Dr. Todd overview for NASA:

- He attended a LA County Town Hall which covered COVID and opening up of the schools. NASA will not bring back students until all things are considered and approved by various local State and Federal Agencies.
- M. Sanchez, confirmed that a written plan must be developed before the schools can return. The schools each have a COVID Reopening Task Force that will meet and determine the plans and explore different models.
- Dr. Todd and Dr. Martinez reviewed the students academics for Fall2019-Winter 2020. This includes the RIT Growth.
- Growth for this year – Fall 2020/Winter 2021 is being monitored to ensure that we meet our enrollment goals.
- Both school reviewed the performance data. They discussed the Language Arts, Math and the testing that is being conducted since the State Standardized Testing has been suspended.
- They discussed Running Records as a tool along with grade level efforts. They mentioned that the same measure cannot be used due to the suspension of the CAASP.
- Dr. Todd addressed the learning loss mitigation and stated that these conversations are taking place among the teachers who will need to look at the grades that are not performing up to standard.
- K, TK, 1, 2, and 3 are not tested the same way so the schools will talk about other means to measure progress aside from standardized test.
- With NASA/NACP LAUSD school site visits were conducted and LAUSD expressed what they saw as “WOW” at both campuses. The full reports will be available for the next board meeting.
- Luminarias – counseling org that provides emotional support to the staff students and parents. Eddie Castro – have 24 families receiving services.

Dr. Guerrero Overview for NACP:

- 417 students enrolled. Having the enrollment lotter on 2/26 at 3 pm.
- The teachers and students are doing well, saw growth compared to last year.
- Shared the data with the LAUSD school site visiting team.
- School meals and school nutrition plus: parents come in and pick up 5 meals on Monday for each of their children regardless if they attend NACP or not.
- Even though the schools are not meeting with Dr. Jones, we have seen that having that level 3 focus is taking us in the direction of becoming a level 3 school.
- Dr. Guerrero shared this with the teacher how impressed LAUSD was with the hard work by the teachers, the caring environment that the students learn in. Commented on the teacher enthusiasm.
- Project to Inspire graduation on Friday at 10 a.m. invite was sent to board to attend
- Del Sol provided voice training to parents to help them give a testimonial on NACP. Alma Marquez asked parents to dream about their children.

b. Student Performance Data Review (NACP/NASA) Heather DeRevere/David Martinez

- Ms. DeRevere – presented student data – for NACP which included internal tracking, running records, MAP results and highlighted best practices
- Are being diligent about monitoring EL and Special Education students. Ms. Molina is also assisting with testing for English Learners(see report)

- c. New Academy Partnership Report/updates Dr. Todd/Dr. Guerrero
 - NEW Family Source Center and NEW Learning Center-(see school site reports)

5. Governance:

- a. Fiscal Policy Proposed Changes-Information Only/Discussion M.Sanchez
 - M Sanchez spoke with Roberto Lara about the security issues that took place at NACP.
 - Roberto is revising the policies to include emergency expenditures, gift policies, etc. This will be presented at the next meeting with a redlined copy. rd being engaged in case a quick decision must be made.
- b. Final Audit Report B. Bradley/Martha Arias
 - Audit Committee: Given authority to review and approve
 - B. Bradley indicated that the audit committee has a preliminary draft from the auditors. They made some minor changes. He and M. Arias reviewed it. No issues found on the audit report. It is accepted, it is a clean audit. Vote is not needed. The Audit Committee has the authority to approve it.
- c. EdTec Additional Services (to replace Measured Ed)-Information Only
 - M.Sanchez Dr. Sanchez: The schools have “Measured Ed” now. They are not renewing the contract with NACP. EdTec will take over the same additional services (Calpads, attendance records, etc.)
 - Both schools will use Edtec for the sake of continuity and streamlining the process the services will be provided at a lower cost than current vendor.
- d. Communication Expert: Alma Marquez-Del Sol Group(see written report)
 - M. Sanchez and A. Marquez provided the update on the activity report. The report includes the measures taken to help support NACP with the student lottery that will take place on 2/26/21, which is a challenging process for all schools.
 - Del Sol is working with Dr. Guerrero to develop videos and scripts to cross post on the different channels and geographic targets within two miles. Del Sol will have a student recruitment toolkit to help the school.
 - Alma Marquez provided an update on the parent and student response to meetings held with them. They had two sessions, in English and Spanish. They may need to do multiple Spanish sessions.
 - Twelve (12) parents participated in the training. Some ideas shared are parent blogs, videos, and strategies to improve student recruitment. The parents indicated they are happy with the quality of education despite the current COVID situation. The parents feel like they are partners with the school.
- e. LAUSD Oversight Visit: Preliminary Discussion
 - Some highlights were covered in the school site reports but will review the final report for the next board meeting.
 - i. NACP-1/29/21
 - ii. NASA-2/5/21
- f. Chief Academic Specialist: Contract change with additional work addendum-M. Sanchez’s contract included an added scope of work due to the required as a result of the COVID pandemic and remote learning protocols.

Motion & made by: V. Gil to accept the additional items on the scope of work to the contract
Pat DiDonato seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye
Motion passes.

- g. Shipping of items to personal addresses. M. Sanchez discussed.
- School changed the delivery address for supplies to C. Mayer's, P. McBride's and H. De ReVere's home addresses. This is necessary when there are emergency shipments and the vendors attempt to deliver to the school address during school closures. Supplies will be returned, thereby delaying receipt of needed supplies and teaching materials.
 - The staff maintains the procurement procedures. Packages are not opened if received at home. Two people will open and confirm shipment contents, compare with the invoice and purchase order (has included backpacks for the Chromebooks, teaching materials, and office supplies).

Motion made by: B. Stotzer. Motion made to remain in compliance with our fiscal policies, but due to COVID, allow for delivery of office supplies to administration staff through the end of the fiscal year (June 30, 2021) in case of an emergency.

B. Bradley seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

Motion is approved.

7. **Closing Items**

8. **Closed Session**

Teacher Retention

Report Out: There is concern by both of the school principals that they may lose teachers due to high competition of securing competent teachers. The Board will review and make recommendations and review strategies.

9. **Adjourn Meeting: V. Gil**

Motion: P. DiDonato made the motion to adjourn the meeting.

M. Arias seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call: V. Gil, Aye; M. Arias, Aye; B. Bradley, Aye; B. Stotzer, Aye; P. DiDonato, Aye

Motion Passes.

Adjourned at 8:17 p.m. PST