

NOVA ACADEMY

Board of Directors Special Meeting Minutes – November 5, 2018, 9:30 AM

500 W. Santa Ana Blvd., Santa Ana CA 92701

CALL MEETING TO ORDER: 9:30 AM

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

Gloria Grana, Member

Members Not Present

Brenda Gonzalez, Member

Staff Present

Renee Lancaster, CEO/Founder

Denise Pascoe, Chief Business Officer

John Bowen, Director of Human Resources & Operations

Angie Dillon, Executive Assistant

Members Present via Conference Line:

None

Staff Present via Conference Line:

Lisa Hernandez, Principal

INCREASE CERTIFICATED AND NON-CERTIFICATED SALARY SCHEDULE

Renee Lancaster, CEO/Founder, presented the agenda item to increase the certificated and non-certificated salary schedule for NOVA Academy-Coachella and NOVA Academy-Santa Ana. On October 26, 2018, the school held a Board Study Session where the Board reviewed the school's long-term sustainability with five-year financial projections. At the meeting, the Board had agreed that both campus budgets would allow a 7% pay increase for certificated and non-certificated staff and a 4% pay increase for administrators. The budget included all costs with conservative enrollment projections. The school will still meet the required bond ratio.

Staff will receive the pay increase in December 2018, retroactive from July 1, 2018.

Motion to approve increasing the certificated and non-certificated salary schedule (excluding administration) for NOVA Academy-Coachella.

Motion: Karen Lester

Second: Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

Motion to approve increasing the certificated and non-certificated salary schedule (excluding administration) for NOVA Academy-Santa Ana.

Motion: Norm Lester

Second: Karen Lester

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

INCREASE ADMINISTRATION SALARY SCHEDULE

The Board discussed the pay increase for administrators and agreed that it should be incentive-based. Administrators include the Chief Business Officer, Director of Human Resources & Operations, Principals, Assistant Principal, and one administrative counselor. The Board requested that administrators receive a 4% pay increase in December 2018 and get up to a 3% performance-incentive pay increase in October 2019. Incentives can be goals in retention, enrollment, CAASSP performance, and college enrollment. The Board asked the CEO to determine the criteria for meeting the goals and report the requirements to the Board at a future Board Meeting. The pay increase will exclude the Director of Family Engagement & Community Involvement since this position has its own salary schedule based on performance goals.

Motion to approve 4% increase to administration salary schedule for Coachella, retroactive to July 1, 2018, and up to a 3% increase in October 2019 based on performance incentive that the CEO will determine.

Motion: Susan Garrett

Second: Gloria Grana

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

Motion to approve 4% increase to administration salary schedule for Santa Ana, retroactive to July 1, 2018, and up to a 3% increase in October 2019 based on performance incentive that the CEO will determine. Excludes Director of Family Engagement & Community Involvement.

Motion: Karen Lester

Second: Susan Garrett

Vote	Yes	No	Abstain
S. Otsuji	X		
S. Garrett	X		
N. Lester	X		
K. Lester	X		
G. Grana	X		

Adjournment

The meeting was adjourned at 10:00 AM.



Norm Lester