

NOVA ACADEMY

Board of Directors Special Meeting Minutes – March 11, 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

Angie Dillon, Executive Assistant

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

PUBLIC COMMENT ON ITEMS ON THE AGENDA

None

POSSIBLE APPROVAL OF ONE-TIME/OFF-SCHEDULE SALARY INCREASE

The Board of Directors discussed approving a One-Time/Off-Schedule Salary Increase for Coachella and Santa Ana teachers and staff members and Business Personnel. The salary increase will be incentive-based, with specific, measurable performance goals for each department. The maximum salary increase for achieving all performance goals will be 10% of the eligible employee's annual salary. Some of the goals are in recruitment, equipment inventory, and CAASPP performance. Business Personnel will have goals in such areas as staffing, infrastructure, and maintenance projects. The awarding of incentive payments for successfully met goals will be made on either June 25, 2021, or October 25, 2021, as outlined for each item. Employees must be continuously employed by the school from the time of Board approval of the salary increase until the date of the second incentive payment on October 25, 2021, to be eligible for all possible incentive payments.

Dr. Susan Garrett motioned to approve a One-Time/Off-Schedule Salary Increase for NOVA Academy-Coachella and Business Personnel. 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		
O. Duarte	X		

Dr. Susan Garrett, Board Co-Chair, motioned to approved a One-Time/Off-Schedule Salary Increase for NOVA Academy-Santa Ana and Business Personnel. 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		

COVID-19 EMPLOYEE VACCINATION POLICY

John Bowen, Director of Human Resources & Operations, presented the COVID-19 Employee Vaccination Policy for Board approval. Under the policy, the school strongly encourages all employees to get vaccinated for COVID-19 to protect the safety, health, and well-being of students, staff members, and stakeholders. Board Members shared that the policy is thorough and well-worded, and they agreed that employees should be encouraged to receive the vaccine to protect the school community.

Dr. Susan Garrett motioned to approve the COVID-19 Employee Vaccination Policy. 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		

Adjournment

The meeting was adjourned at 6:23 PM.



Norm Lester

3-11-2021