Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday September 18, 2019 at 5:30 PM EDT

Location

Northwood Academy Charter School (4621 Castor Avenue)

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
	A. Call the Meeting to Order		Jacqueline Williams	
	B. Record Attendance and Guests		Kristie Dugan	1 m
	C. Approval of Agenda	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the September 18, 2019 Agenda.			
	D. Approval of Minutes	Approve Minutes	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the August 21, 2019 meeting of the Northwood Academy Charter School Board of Trustees.			
	Approve minutes for Board of Trustees Monthly Meeting on August 21, 2019			
	E. Community Comment		Kristie Dugan	3 m
II.	**Finance**			**5:44 PM**
	A. Approval of Financials	Vote	Jacqueline Williams	10 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Financial Report and all douments submitted by the Business Controller, which shall be incorporated in the record of this meeting.

III. Reports — 5:54 PM

A.	CEO	Discuss	Amy Hollister	10 m
B.	Principal	Discuss	Cindy Carey	5 m
C.	Student Services	Discuss		5 m
D.	Operations	Discuss	Kristie Dugan	5 m
E.	Human Resources	Discuss		5 m

IV. Unfinished Business — 6:24 PM

A.	Total HR Solutions Contract	Discuss	Jacqueline Williams	5 m
B.	Resolution 091819.001 - Adoption of Job Descriptions	Vote	Jacqueline Williams	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School adopts the Job Descriptions as presented.

V. New Business — 6:34 PM

A.	Resolution 091819.002: Approval of New Position (Lunch Aide)	Vote	Jacqueline Williams	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the new position of Lunch Aide.

B.	Resolution 091819.003: Approval of New Position (Primary School Counselor)	Vote	Jacqueline Williams	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the new position Primary School Counselor.

C.	Resolution 091819.004: Acceptance of Personnel Changes	Vote	Jacqueline Williams	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts the personnel changes, modifications and additions as presented in the attached Key Performance Indicator (KPI).

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D.	Resolution 091819.005: Approval of Revised Mission Statement	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the revised Mission Statement as presented.			
E.	Resolution 091819.006: Approval of 2019-2020 Employee Handbook	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the 2019-2020 Employee Handbook as presented.			
F.	Resolution 091819.007: Approval of Corporate Authorization Resolution NACS	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Corporate Authorization Resolution of NACS.			
G.	Resolution 091819.008: Approval of Corporate Authorization Resolution NW CDC LLC	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Corporate Authorization Resolution of NW CDC LLC.			
H.	Resolution 091819.009: Approval of Sole Member Operating Agreemnt of NW CDC LLC	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School ratifies the Sole Member Operating Agreement of NW CDC LLC as presented. FURTHER RESOLVED, that the Board of Trustees of Northwood Academy Charter School certifies Northwood Academy Charter School as the sole member of NW CDC, LLC.			
I.	Resolution 091819.010: Approval of Purchase of Convection Oven	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the purchase of covection oven based on douments presented.			
J.	Resolution 091919.011: Acknowledgment of Employee Theft Policy	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School acknowledges the purchase of an Emplyoee Theft Policy with The Hanover Insurance Group that includes Bond coverage for Board Secretary And Treasurer in the amount of $200K as presented.			

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K.	Board On Track Training	Discuss	Jacqueline Williams	5 m
L.	2019 Meet and Greet	Discuss	Jacqueline Williams	5 m
VI.	**Executive Session**			**7:34 PM**
A.	Personnel Matter: CEO Evaluation	Discuss	Jacqueline Williams	30 m
VII.	**Closing Items**			**8:04 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m