Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday October 16, 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.	Resolution 101619.001: Approval of Agenda	Vote	Jacqueline Williams	1 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the October 16, 2019 Agenda.			
D.	Resolution 101619.002: 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 September 18, 2019 meeting of the Northwood Academy Charter School Board of Trustees.			

		Purpose	Presenter	Time
E.	Community Comment		Kristie Dugan	3 m
II.	**Finance**			**5:40 PM**
A.	Resolution 101619.003: Approval of Financials	Vote	Tom Taylor	10 m

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.	**Committee Reports**			**5:50 PM**
A.	Human Resource Committee	Discuss	Kristine Spraga	5 m
IV.	**Staff Reports**			**5:55 PM**
A.	CEO	Discuss	Amy Hollister	10 m
B.	Principal	Discuss	Cindy Carey	5 m
C.	Student Services	Discuss	Amy Hollister	5 m
D.	Operations	Discuss	Kristie Dugan	5 m
E.	Human Resources	Discuss	Tracee Hunt	5 m
V.	**Unfinished Business**			**6:25 PM**
A.	Resolution 101619.004: Total HR Solutions, LLC Contract	Vote	Jacqueline Williams	10 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the 14-month contract with Total HR Solutions, LLC to provide Human Resource Consulting and On-Site services at a cost of $105,700;

FURTHER RESOLVED, that the prior acts of the Human Resource Committee and Executive Administration in furtherance of this resolution are hereby ratified;

FURTHER RESOLVED, that Amy Hollister, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to affect this resolution; and

		Purpose	Presenter	Time

FURTHER RESOLVED, that the executed contract shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the Business Manager.

B.	Resolution 101619.005: Job Descriptions	Vote	Jacqueline Williams	10 m

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

C.	Committee Assignments	Discuss	Jacqueline Williams	5 m
D.	Meet and Greet	Discuss	Jacqueline Williams	5 m

Date: November 20, 2019
Time: TBD

VI. New Business — 6:55 PM

A.	Resolution 101619.006: Personnel	Vote	Tracee Hunt	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).

B.	Resolution 101619.007: Uncertified Teacher Pay Scale	Vote	Tracee Hunt	10 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves and adopts the Uncertified Teacher Pay Scale and Philosophy as presented and;

FURTHER RESOLVED, that current incumbent employees in an uncertified Teacher position as of October 16, 2019 will be grandfathered related to the minimum educational requirements and future employees must meet the minimum educational requirements and;

FURTHER RESOLVED, that the Uncertified Teacher Pay Scale will be implemented retroactively to the start of SY19-20.

C.	Resolution 101619.008: 2019-2020 Academic Calendar Modifications	Vote	Amy Hollister	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School ratifies the following modifications to 2019-2020 Academic Calendar:
November 5, 2019: Early Dismissal for Students and 1/2 Day Professional Development for Staff

		Purpose	Presenter	Time
	December 23, 2019: School Closed for Staff and Students			
D.	Resolution 101619.009: Independent Consultant Proposal	Vote	Amy Hollister	10 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts and ratifies part 1 of the proposal of Lauren Iannucilli as an Indepedent Consultant to provide analysis of data sources with written summary of strengths and challenges to encompass all data and recommended deliverables for further engagementat a rate of $120/hr not to exceed $3,000.			
E.	Resolution 101619.010: Jay B. Comly Building & Office Maintenance, LLC Contract	Vote	Kristie Dugan	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the proposal of Jay B. Comly Building & Office Maintenance, LLC to provide snow removal services in amount up to $15,000 and; FURTHER RESOLVED, that the Board of Trustees of Northwood Academy Charter School must approve additional services in excess of $15,000 and; FURTHER RESOLVED, that Amy Hollister, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to affect this resolution; and FURTHER RESOLVED, that the executed contract shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the Business Manager.			
VII.	**Executive Session**			**7:30 PM**
A.	Personnel	Discuss	Jacqueline Williams	30 m
VIII.	**Closing Items**			**8:00 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m