Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday December 18, 2019 at 5:30 PM EST

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 121819.001: Approval of Agenda	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the December 18, 2019 Agenda.			
D.	Resolution 121819.002: 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 November 20, 2019 meeting of the Northwood Academy Charter School Board of Trustees.			

		Purpose	Presenter	Time
E.	Community Comment Uniform Policy (Middle School)		Sommer Sigler	3 m
II.	**Finance**			**5:44 PM**
A.	Resolution 121819.003: Annual Audit Report RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the annual audit report as presented by Barbacane, Thornton & Company, LLC.	Vote		10 m
B.	Resolution 121819.004: Approval of Financials RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Financial Report and all supporting documents submitted by the Business Controller, which shall be incorporated in the record of this meeting.	Vote		10 m
III.	**Committee Reports**			**6:04 PM**
A.	Finance Committee	Discuss	Jim Marshall	1 m
B.	Governance Committee	Discuss	Michael Bly	1 m
C.	Human Resource Committee	Discuss	Jacqueline Williams	1 m
D.	Strategic Planning Committee	Discuss	Amy Hollister	1 m
E.	Student Achievement Committee	Discuss	Katrina Maddox	1 m
IV.	**Staff Reports**			**6:09 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	10 m
V.	**Unfinished Business**			**6:44 PM**
A.	Resolution 121819.005: Job Descriptions	Vote	Tracee Hunt	10 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School adopts the Community Coordinator Job Description and Community Coordinator Plan as presented.

B.	Resolution 121819.006: Independent Consultant Proposal	Vote	Amy Hollister	10 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts and ratifies the proposal of Lauren Iannucilli as an Indepedent Consultant to include statement of work, stakeholder engagement, dashboard development and finalized action plan developement at a rate of $120/hr not to exceed $10,000 with the following timeline:
February 19, 2020: Part 1: Stakeholder Engagement, list of stakeholders and questions presented to Board.
March 18, 2020: Part 2: Goals and Dashboard presented to Board.
April 15, 2020: Part 3: Final Action Plan presented to Board;

FURTHER RESOLVED, that the prior acts of Executive Administration in furtherance of this resolution are hereby ratified; 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.

VI. New Business — 7:04 PM

A.	Resolution 121819.007: 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 121819.008: Strategic Talent Review Proposal	Vote	Amy Hollister	10 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts and ratifies the Strategic Talent Review Proposal submitted by Total HR Solutions, LLC to develop a formal talent review process at a cost of $14.080;

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

		Purpose	Presenter	Time

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.

VII.	**EXECUTIVE SESSION**			**7:19 PM**
A.	Legal	Discuss	Amy Hollister	15 m
VIII.	**Closing Items**			**7:34 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m