Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday June 17, 2020 at 5:30 PM EDT

Location

Northwood Academy Charter School (Remote via Zoom)

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board will adjust the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Because this is a rapidly evolving situation, the Board of Trustees may have to change the format of the meeting to comply with the latest public health guidelines regarding the COVID-19 pandemic. The public will be notified of any changes to the meeting.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Jacqueline Williams	1 m
B.	Record Attendance and Guests		Kristie Dugan	1 m
C.	Resolution 061720.001: Approval of Agenda	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the June 17, 2020 Agenda.			
D.	Reading of Mission Statement			1 m
	Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.			
E.	Resolution 061720.002: Approval of May 20, 2020 Board Meeting Minutes	Approve Minutes	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the May 20, 2020 meeting of the Northwood Academy Charter School Board of Trustees.			
F.	Community Comment			30 m
II.	**Finance**			**6:13 PM**
A.	Resolution 061720.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.			
B.	Resolution 061720.004: 2020-2021 Budget	Vote	Tom Taylor	5 m
	RESOLVED, the Board of Trustees of Northwood Academy Charter School adopts the 2020-2021 budget and accepts the supporting documents, as presented.			
III.	**Committee Reports**			**6:23 PM**

		Purpose	Presenter	Time
A.	CEO Support and Evaluation	Discuss	Jacqueline Williams	5 m
B.	Finance Committee	Discuss	Jim Marshall	5 m
C.	Governance Committee	Discuss	Michael Bly	3 m
D.	Human Resource Committee	Discuss	Jacqueline Williams	3 m
E.	Recruitment Committee	Discuss	Devon Madison	3 m
F.	Strategic Planning Committee	Discuss	Amy Hollister	3 m
G.	Student Achievement Committee	Discuss	Katrina Maddox	3 m

IV. Staff Reports — 6:48 PM

A.	CEO	Discuss	Amy Hollister	3 m
B.	Principal	Discuss	Cindy Carey	3 m
C.	Student Services	Discuss	Amy Hollister	3 m
D.	Operations	Discuss	Kristie Dugan	3 m
E.	Human Resources	Discuss	Tracee Hunt	3 m

V. Unfinished Business — 7:03 PM

A.	Board Retreat 2020	Discuss	Jacqueline Williams	15 m

Pre-Work: Board Assessment

The 6-Step BoardSavvy Approach to Setting and Achieving Your Board's Goals

VI. New Business — 7:18 PM

A.	Resolution 061720.005: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m

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

B.	Resolution 061720.006: Employment Agreement - Amy Hollister	Vote	Jacqueline Williams	5 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the three year employment agreement with Amy Hollister, CEO begining July 1, 2020 and ending June 30, 2023.

FURTHER RESOLVED, that Jacqueline Williams, President and any officer of this Board is directed and authorized to negotiate the terms and conditions of and to execute the employment agreement with Amy Hollister, CEO and any other documents necessary or delegate any task necesssary to effect this resolution in consultation with General Counsel and Business Manager.

C.	Resolution 061720.007: New Position (Behavior Specialist)	Vote	Amy Hollister	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the new position of Behavior Specialist, adopts the associated job description and accepts all other supporting documents, as presented.

D.	Resolution 061720.008: Strategic Talent Review (Phase II) Proposal	Vote	Amy Hollister	5 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 Phase II of the formal talent review process at a cost of $11,110;

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.

E.	Resolution 061720.009: Compensation Market Study Proposal	Vote	Amy Hollister	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts and ratifies the Compensation Market Study Proposal submitted by Total HR Solutions, LLC to conduct a follow up compensation market study at a cost of $11,500;

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.			
F.	Resolution 061720.010: Appointment of Valarie Jefferson, Trustee RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby reappoints Valarie Jefferson as a Trustee, who shall serve a two-year term, beginning July 24, 2020 and ending July 31, 2022.	Vote	Jacqueline Williams	5 m
G.	Resolution 061720.011: Appointment of Kristine Spraga, Trustee RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby reappoints Kristine Spraga as a Trustee, who shall serve a two-year term, beginning July 24, 2020 and ending July 31, 2022.	Vote	Jacqueline Williams	5 m
H.	Resolution 061720.012: Appointment of Tara Caldwell, Parent Trustee RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby appoints Tara Caldwell as a Parent Trustee, who shall serve a two year term, beginning August 19, 2020 and ending August 31, 2022.	Vote	Jacqueline Williams	5 m
VII.	**EXECUTIVE SESSION**			**7:58 PM**
A.	Legal	Discuss	Amy Hollister	15 m
VIII.	**Closing Items**			**8:13 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m

NEXT BOARD MEETING: August 19, 2020 (5:30pm) Remotely via Zoom.