Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday October 21, 2020 at 5:30 PM EDT

Location

Northwood Academy Charter School (Remote Meeting)

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.

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.

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 has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link
https://us02web.zoom.us/j/83387709498?pwd=Nk55YlZTdTE2UkFUTTVLelh2OW8wdz09
Passcode: 072886

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.	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.			
D.	Resolution 102120.001: Approval of Agenda	Vote	Jacqueline Williams	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the October 21, 2020 Agenda.			
E.	Resolution 102120.002: Approval of September 16, 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 September 16, 2020 meeting of the Northwood Academy Charter School Board of Trustees.			
F.	Community Comment			30 m
II.	**Finance**			**6:13 PM**
A.	Resolution 102102.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the September 2020 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.			
III.	**Committee Reports**			**6:18 PM**
A.	Academic Excellence Committee	Discuss	Katrina Maddox	3 m
B.	CEO Support and Evaluation	Discuss	Paul Kleschick	5 m

		Purpose	Presenter	Time
C.	Finance Committee	Discuss	Jim Marshall	5 m
D.	Governance Committee	Discuss	Michael Bly	3 m
E.	Human Resource Committee	Discuss	Jacqueline Williams	3 m
F.	Strategic Planning Committee	Discuss	Amy Hollister	3 m

IV. Staff Reports — 6:40 PM

A.	CEO	Discuss	Amy Hollister	3 m
B.	Principal	Discuss	Cindy Carey	3 m
C.	Operations	Discuss	Kristie Dugan	3 m
D.	Special Education & Student Support	Discuss	Kate Crossett	3 m
E.	Human Resources	Discuss	Tracee Hunt	3 m

V. Unfinished Business — 6:55 PM

A. Resolution 102120.004: Job Description (Community Coordinator) — Amy Hollister — 5 m

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

VI. New Business — 7:00 PM

A. Resolution 102120.005: 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 102120.006: New Position (Chief Operating Officer) — Vote — Amy Hollister — 5 m

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

		Purpose	Presenter	Time
C.	Resolution 102120.007: Salary Grade Change (Behavior Specialist)	Vote	Amy Hollister	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Salary Grade Change for Behavior Specialist position from 7NI to 8NI and accepts all supporting documents, as presented.

D.	Resolution 102120.008: Talent Acquisition/Recruitment Proposal	Vote	Amy Hollister	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts and ratifies the Talent Acquisition Proposal submitted by Total HR Solutions, LLC to provide recruitment serives for a period of one (1) year beginning October 15, 2020 at a cost of $39,600;

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 102120.009:Amended Bylaws	Vote	Michael Bly	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School ratifies the Amended Bylaws with the proposed changes, as presented.

F.	Resolution 1021020.010: Permanent Committees	Vote	Michael Bly	5 m

WHEREAS, Section 3.9.1 of the By-Laws of Northwood Academy Charter School directs the Board to establish a number of Permanent Committees in accordance with the By-Laws;

RESOLVED, in accordance with the By-Laws, the Board of Trustees of Northwood Academy Charter School hereby establishes the following Permanent Committees, as presented;

FURTHER RESOLVED, in accordance with the By-Laws, the President of Northwood Academy Charter School appoints the following individuals to the Permanent Committees, as presented.

		Purpose	Presenter	Time

FURTHER RESOLVED, the Board of Northwood Academy Charter School ratifies and accepts the President's appointment of the following individuals to the Permanent Committees, as presented.

Academic Excellence Committee
Chair - Katrina Maddox
Member - Devon Madison
Member - Dr. Paul Kleshick

CEO Support & Evaluation Committee
Chair - Dr. Paul Kleschick
Member - Jim Marshall
Member - Jacqueline Williams

Finance Committee
Chair - Jim Marshall
Member - Kristine Spraga

Governance Committee
Chair - Michael Bly
Member - Tara Caldwell
Member - Katrina Maddox

Strategic Planning Committee
Chair - Amy Hollister
Member - Kristine Spraga
Member - Jacqueline Williams

VII.	**EXECUTIVE SESSION**			**7:30 PM**
A.	Personnel	Discuss	Jacqueline Williams	15 m
B.	Legal	Discuss	Jacqueline Williams	15 m
VIII.	**Closing Items**			**8:00 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m

NEXT BOARD MEETING: November 18, 2020 (5:30pm) Remotely via Zoom.