Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday October 20, 2021 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 to join the webinar:
https://us02web.zoom.us/j/86478354906

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		Jacqueline Williams	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 102021.001: Approval of Agenda	Vote	Jacqueline Williams	1 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the October 20, 2021 Agenda.			
E.	Resolution 102021.002: Approval September 15, 2021 Board Meeting Minutes	Approve Minutes	Jacqueline Williams	1 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the September 15, 2021 meeting of the Northwood Academy Charter School Board of Trustees.			
F.	Community Comment		Jacqueline Williams	1 m
II.	**Finance**			**5:36 PM**
A.	Resolution 102021.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the September 2021 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.			
III.	**Discussion**			**5:41 PM**
A.	Renaming of Wing	Discuss	Jacqueline Williams	5 m
B.	Board of Trustees Award Update	Discuss	Amy Hollister	5 m

		Purpose	Presenter	Time
IV.	**Committee Reports**			**5:51 PM**
A.	Academic Excellence Committee	Discuss	Katrina Maddox	3 m
B.	CEO Support and Evaluation Committee	Discuss	Jacqueline Williams	3 m
C.	Finance Committee	Discuss	Jim Marshall	3 m
D.	Governance Committee	Discuss	Tara Caldwell	3 m
E.	Human Resource Committee (Ad Hoc)	Discuss	Jacqueline Williams	3 m
F.	Strategic Planning Committee (Ad Hoc)	Discuss	Amy Hollister	3 m
V.	**Staff Reports**			**6:09 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
VI.	**New Business**			**6:24 PM**
A.	Resolution 102021.004: Personnel (Key Performance Indicator) 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).	Vote	Tracee Hunt	1 m
B.	Resolution 102021.005: Purchase of 60 IPADS RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the purchase of 60 Ipads for kindergarten students. The amount should not to exceed $22,000 .	Vote	Kristie Dugan	5 m
C.	Resolution 102021.006 New Position: Operations Administrative Assistant	Vote		5 m

		Purpose	Presenter	Time
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the new position of Operations Administrative Assistant.			
D.	Resolution 102021.007 New Position Specialized Services Case Manager	Vote	Kate Crossett	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the new position of Specialized Services Case Manager			
E.	Resolution 102021.008 Water Fountain Conversion	Vote		5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Supply and Install (11) Elkay Bottle Filling Stations in Existing Water Fountain Locations. The amount should not to exceed $30,000 .			
F.	Resolution 102021.009 Increase to the Mills contract	Vote		5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the following amendment to The Mills contract. An additional $5,000 per month from October 2021 through June 2022. The total amount will not exceed $45,000			
G.	Resolution 102021.010 Approval of funds to purchase property	Vote		5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the funds for the purchase of the lot on the corner of Adams Ave and Orthodox Street in an amount not to exceed $300,000 for future strategic planning and expansion projects.			
H.	Resolution 102021.011 3rd and 4th SAVVAS Interactive Science Curriculum	Vote		5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the purchase of science curriculum materials for 3rd and 4th grade. The amount should not to exceed $15,000 .			

		Purpose	Presenter	Time
I.	Resolution 102021.012 Appointment Of Trustee, Jacqueline Williams	Vote	Katrina Maddox	2 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby reappoints Jacqueline Williams as a Trustee, who shall serve a 1-year term, effective October 20, 2020 and ending October 30, 2022.

J.	Resolution 102021.013 NACS Establishing A Position Policy	Vote		5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the revision of the Establishing a Position Policy as presented.

K.	Resolution 102021.014 NACS Procurement of Contract Staffing Policy	Vote		5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the new Procurement of Contract Staffing Policy as presented.

L.	Resolution 102021.015 Total HR Contract Renewal - 36 months	Vote		5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the 36-month contract with Total HR Solutions, LLC to provide Human Resource Consulting and part-time on-site Human Resource services at a cost of $130,000 effective December 26, 2021;
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 the 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**			**7:17 PM**
A.	Legal	Discuss	Kate Crossett	10 m
B.	Educating board members about an issue.	Discuss	Amy Hollister	5 m
VIII.	**Closing Items**			**7:32 PM**
A.	Adjourn Meeting	Vote	Jacqueline Williams	1 m

NEXT BOARD MEETING: November 17, 2021 (5:30pm)