Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday November 17, 2021 at 5:30 PM EST

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		Paul Kleschick	1 m
B.	Record Attendance and Guests		Kristie Dugan	1 m
C.	Reading of Mission Statement		Paul Kleschick	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 111721.001: Approval of Agenda	Vote	Paul Kleschick	1 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the November 17, 2021 Agenda.			
E.	Resolution 111721.002: Approval November 15, 2021 Special Board Meeting Minutes	Approve Minutes	Paul Kleschick	1 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the November 15, 2021 Special Meeting of the Northwood Academy Charter School Board of Trustees.			
F.	Community Comment		Paul Kleschick	1 m
II.	**Finance**			**5:36 PM**
A.	Resolution 111721.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the October 2021 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.			
III.	**Committee Reports**			**5:41 PM**
A.	Academic Excellence Committee	Discuss	Katrina Maddox	3 m
B.	CEO Support and Evaluation Committee	Discuss	Paul Kleschick	3 m

		Purpose	Presenter	Time
C.	Finance Committee	Discuss	Kristine Spraga	3 m
D.	Governance Committee	Discuss	Tara Caldwell	3 m
E.	Human Resource Committee (Ad Hoc)	Discuss	Paul Kleschick	3 m
F.	Strategic Planning Committee (Ad Hoc)	Discuss	Kristie Dugan	3 m

IV. Staff Reports — 5:59 PM

A.	Interim CEO	Discuss	Kristie Dugan	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

- COVID Vaccination PTO Days

V. New Business — 6:14 PM

A.	Resolution 111721.004: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	1 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 111721.005: 2021-22 Academic Calendar Modification	Vote	Cindy Carey	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the following modification to the 2021-22 Academic Calendar,

- Wednesday, December 22nd - Half Day
- Thursday, December 23rd - Virtual Half Day

C.	Resolution 111721.006 Certified Nursing Assistant Support	Vote	Kristie Dugan	5 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves engagement with a Nursing Agency to provide a Certified Nursing Assistant to support the school-based Health Center, at a cost not exceed $60 hr.

D.	Resolution 111721.007 Classroom Assistants (3rd Grade)	Vote	Cindy Carey	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the following grant funded positions, as presented.

- Classroom Assistants (3rd Grade)

E.	Resolution 111721.008 Staff Winter Bonus	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the net worth Winter Bonus of $200 per employee, not to exceed a total cost of $20,000.

F.	Resolution 111721.009 Bus Duty Compensation Increase	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the compensation increase for Bus Duty to $30 hr.

G.	Resolution 111721.010 Compliance Coordinator Compensation Increase	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the compensation increase for the Compliance Coordinator in an amount of $3,500 to the base salary.

H.	Resolution 111721.011 Independent Contractor Consultation	Vote	Kate Crossett	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the engagement with three (3) Independent Contractors to provide consultation and document review support, at a cost not to exceed $30,000;

		Purpose	Presenter	Time

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

FURTHER RESOLVED, that the Board President and Interim Chief Executive Officer, are authorized to execute any document and delegate any task necessary to effectuate this resolution;

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

I.	Resolution 111721.012 Total HR Solutions Engagement Letter	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School ratifies the 36-month Engagement Letter with Total HR Solutions, LLC to provide Human Resource Consulting and full-time on-site Human Resource services beginning November 20, 2021 and ending November 19, 2024;

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 Board President and Interim Chief Executive Officer, are authorized to execute any document and delegate any task necessary to effectuate this resolution;

FURTHER RESOLVED, that the Board President, Interim Chief Executive Officer and Business Manager, are authorized to negotiate any terms, conditions and financial considerations of any document necessary to effectuate this resolution.

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

J.	Resolution 111721.013 Total HR Solutions, LLC Executive Search Proposal and Agreement	Vote	Paul Kleschick	5 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the Executive Search Proposal and Agreement, as presented by Total HR Solutions;

FURTHER RESOLVED, that the Interim Chief Executive Officer, is authorized to execute any document and delegate any task necessary to effectuate this resolution;

and FURTHER RESOLVED, that the Board President, Interim Chief Executive Officer and Business Manager, are authorized to negotiate any terms, conditions and financial considerations of any document necessary to effectuate this resolution.

K.	Resolution 111721.014 Total HR Solutions, LLC Consultation Proposal	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the 3 month Consultation Proposal presented by Total HR Solutions, LLC to provide additional Executive Level Human Resource Consulting at a cost not to exceed, $9,000 per month;

FURTHER RESOLVED, that the Board President and Interim Chief Executive Officer, are authorized to execute any document and delegate any task necessary to effectuate this resolution.

L.	Resolution 111721.015 McKenna Snyder, LLC Engagement Agreement	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School ratifies the Engagement Agreement with McKenna Snyder, LLC to serve as General Counsel for legal services as outlined the agreement; effective November 15, 2021;

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

FURTHER RESOLVED, that the Board President and Interim Chief Executive Officer, are authorized to execute any document and delegate any task necessary to effectuate this resolution;

FURTHER RESOLVED, that the Board President, Interim Chief Executive Officer and Business Manager, are authorized to negotiate any terms, conditions and financial considerations of any document necessary to effectuate this resolution.

		Purpose	Presenter	Time
	and FURTHER RESOLVED, that the executed agreement shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the Business Manager.			
VI.	**EXECUTIVE SESSION**			**7:10 PM**
A.	Legal	Discuss	Kate Crossett	10 m
B.	Public Safety Concern	Discuss	Kristie Dugan	10 m
C.	Agency Information Gathering	Discuss	Kristine Spraga	10 m
VII.	**Closing Items**			**7:40 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

NEXT BOARD MEETING: December 15, 2021 (5:30pm)