



# Northwood Academy Charter School

## Board of Trustees Monthly Meeting

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### Date and Time

Wednesday December 15, 2021 at 5:30 PM EST

### Location

Northwood Academy Charter School (Remote Meeting)

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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](mailto: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/81874992838>

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Paul Kleschick	1 m
<b>B.</b> Record Attendance and Guests		Kristie Dugan	1 m

	Purpose	Presenter	Time
<b>C. Reading of Mission Statement</b>		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.

<b>D. Resolution 121521.001: Approval of Agenda</b>	Vote	Paul Kleschick	1 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the December 15, 2021 Agenda.

<b>E. Resolution 121521.002: Approval November 17, 2021 Board Meeting Minutes</b>	Approve Minutes	Paul Kleschick	1 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the November 17, 2021 Meeting of the Northwood Academy Charter School Board of Trustees.

<b>F. Community Comment</b>		Paul Kleschick	1 m
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## **II. Finance 5:36 PM**

<b>A. Resolution 121521.003: Approval of Financials</b>	Vote	Tom Taylor	5 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the November 2021 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.

<b>B. Resolution 121521.004: Annual Financial Audit (2020-2021)</b>	Vote	Tom Taylor	10 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the draft Annual Financial Audit for 2020-2021, as presented by Barbacane, Thornton & Company, LLC.

## **III. Discussion 5:51 PM**

<b>A. Strategic Planning Committee</b>	Discuss	Kristine Spraga	10 m
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- Meeting Schedule
- Committee Members

## **IV. Committee Reports 6:01 PM**

<b>A. Academic Excellence Committee</b>	Discuss	Katrina Maddox	3 m
<b>B. CEO Support and Evaluation Committee</b>	Discuss	Paul Kleschick	3 m
<b>C. Finance Committee</b>	Discuss	Kristine Spraga	3 m

	Purpose	Presenter	Time
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
<b>V. Staff Reports</b>			<b>6:19 PM</b>
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
<b>VI. New Business</b>			<b>6:34 PM</b>
A. Resolution 121521.005: 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 121521.006: Annual Budget Process	Vote	Kristine Spraga	5 m
RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the annual budget process, as presented.			
C. Resolution 121521.007:Fountas & Pinnell	Vote	Cindy Carey	5 m
RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the purchase of Fountas & Pinnell Guided Reading Books and Online Data Management System, at a cost not to exceed \$13,453.			
D. Resolution 121521.008: Student Safety Supports	Vote	Kate Crossett	5 m
RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the hire of nine (9) Personal Care Assistants or Registered Behavior Technicians for student support, at a cost not to exceed \$300,000.			
E. Resolution 121521.009: Occupational Therapy Services	Vote	Kate Crossett	5 m
RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the increase of Occupational Therapy Services through June 2022, at a cost not to exceed \$15,000.			
F. Resolution 121521.010: Snow Removal Contract (Lovin Contractors)	Vote	Kristie Dugan	5 m
RESOLVED, that the Board of Trustees of Northwood Academy Charter School approves the contract of Lovin Contractors to provide snow removal services in amount up to \$10,000 and;			

	Purpose	Presenter	Time
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FURTHER RESOLVED, that the Board of Trustees of Northwood Academy Charter School must approve additional services in excess of \$15,000 and;

FURTHER RESOLVED, that Kristie Dugan, Interim 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.

<b>G. Resolution 121521.011: Climate &amp; Culture Support</b>	Vote	Kristie Dugan	5 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the hire of six (6) Hall Monitors to support student transitions, at a cost not to exceed \$105,330.

<b>H. Resolution 121521.012: Senior Administration Stipends</b>	Vote	Kristine Spraga	5 m
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RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves stipends for the COO and Principal to compensate for assumed CEO responsibilities through June 2022, at a cost not to exceed \$40,000.

**VII. EXECUTIVE SESSION**

**7:10 PM**

<b>A. Legal</b>	Discuss	Kate Crossett	10 m
<b>B. Personnel</b>	Discuss	Paul Kleschick	10 m
<b>C. Public Safety Plan</b>	Discuss	Paul Kleschick	10 m
<b>D. Property Purchase</b>	Discuss	Kristie Dugan	10 m
<b>E. Agency Information Gathering</b>	Discuss	Kristine Spraga	10 m

**VIII. Closing Items**

**8:00 PM**

<b>A. Adjourn Meeting</b>	Vote	Paul Kleschick	1 m
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**NEXT BOARD MEETING:** January 19, 2022 at 5:30pm (Remote Meeting)