Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday March 16, 2022 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/s/81874992838

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 031622.001: Approval of Agenda	Vote	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the March 16, 2022 Agenda.			
E.	Resolution 031622.002: Approval February 16, 2022 Board Meeting Minutes	Approve Minutes	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the February 16, 2022 Meeting of the Northwood Academy Charter School Board of Trustees.			
F.	Community Comment		Paul Kleschick	5 m
II.	**Finance**			**5:48 PM**
A.	Resolution 031622.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the February 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.			
III.	**Discussion**			**5:53 PM**
A.	SY 2022/23 Budget	Discuss	Kristine Spraga	15 m
B.	Sub-Committee Reporting	Discuss	Kristine Spraga	5 m

		Purpose	Presenter	Time
IV.	**Committee Reports**			**6:13 PM**
A.	Academic Excellence Committee	Discuss	Katrina Maddox	3 m
B.	CEO Search Committee	Discuss	Paul Kleschick	3 m
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	Discuss	Kristie Dugan	3 m
V.	**Staff Reports**			**6:31 PM**
A.	Interim CEO / COO	Discuss	Kristie Dugan	3 m
B.	Interim Principal	Discuss	Kathryn Henry	3 m
C.	Special Education & Student Support	Discuss	Kate Crossett	3 m
D.	Human Resources	Discuss	Tracee Hunt	3 m
VI.	**New Business**			**6:43 PM**
A.	Resolution 031622.004: 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 031622.005: Lottery and Enrollment Policies & Procedures (REVISED)	Vote	Kristie Dugan	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the revised Lottery And Enrollment Policies and Procedures, as presented.			
C.	Resolution 031622.006: Playground Resurfacing Project	Vote	Kristie Dugan	5 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts all supporting documentation and approves the Playground Resurfacing Project to enhance student safety, at a cost not to exceed $105,212.

D.	Resolution 031622.007: Compensation Market Study Proposal	Vote	Kristine Spraga	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts all supporting documentation and ratifies the Compensation Market Study Proposal submitted by Total HR Solutions, LLC to conduct a follow-up compensation market study, at a cost not to exceed $13,860;

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

E.	Resolution 031622.008: Human Resource Consultation 90 Day Contract Extension	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts and ratifies the Human Resource Consultation Contract Extension submitted by Total HR Solutions, LLC to provide additional executive level HR consultation and support for a period of 90 days, at a cost not to exceed $27,000;

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

F.	Resolution 031622.009: Strategic Planning Session Proposal	Vote	Kristine Spraga	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts all supporting documentation and ratifies the Strategic Planning Session Proposal submitted by Total HR Solutions, LLC to provide consultation and

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support for initial discovery and the strategic planing process, at a cost not to exceed $21,780; and

FURTHER RESOLVED, the initial payment of $11,780 to be paid in the 21/22 Budget year, with final payment of $10,000 to be paid in the 22/23 Budget year; and

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

G.	Resolution 031622.010: Summer Operational Projects	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the following Summer Operational Projects and accepts all supporting documentation, as presented; and

FURTHER RESOLVED, that all project costs are accounted for in the 22/23 Budget year; and

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

-New Door Installation and Office Carpeting
-Floor Replacement (2nd Floor)
-Parking Lot Automatic Gate Installation (Orthodox & Adams)
-Roof Coating
-Interior Painting

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H.	Resolution 031622.011: Appointment of Paul Kleschick, Trustee RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby reappoints Paul Kleschick as a Trustee, who shall serve a two-year term, beginning April 1, 2022 and ending March 31, 2024.	Vote	Katrina Maddox	5 m
VII.	**Executive Session**			**7:23 PM**
A.	Legal, Personnel	Discuss	Paul Kleschick	40 m
VIII.	**Closing Items**			**8:03 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

NEXT BOARD MEETING: April 20, 2022 at 5:30pm (Remote Meeting)