Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday April 20, 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 042022.001: Approval of Agenda	Vote	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the April 20, 2022 Agenda.			
E.	Resolution 042022.002: Approval March 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 March 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 042022.003: Approval of Financials	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the March 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.			
III.	**Discussion**			**5:53 PM**
A.	SY 2022/23 Budget	Discuss	Kristine Spraga	15 m

		Purpose	Presenter	Time
IV.	**Committee Reports**			**6:08 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**			**6:26 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**			**6:38 PM**
A.	Resolution 042022.004: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts and ratifies the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).

B.	Resolution 042022.005: New Position - Chief of Staff to CEO	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the new position request for Chief of Staff to CEO, as presented.

C.	Resolution 042022.006: Disciplinary Exclusions and Hearings Policy	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the Disciplinary Exclusions and Hearings Policy, as presented.

		Purpose	Presenter	Time
D.	Resolution 042022.007: Hearing Officer Policy	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the Hearing Officer Policy, as presented.

E.	Resolution 042022.008: Revised Academic Calendar 2021-22 School Year	Vote	Kathryn Henry	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the revised Academic Calendar for the 2021-22 school year, as presented.

F.	Resolution 042022.009: Academic Calendar 2022-23 School Year	Vote	Kathryn Henry	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby adopts the Academic Calendar for the 2022-23 school year, as presented.

G.	Resolution 042022.010: Board Development Proposal	Vote	Tara Caldwell	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts all supporting documentation and ratifies the Board Development Proposal submitted by Total HR Solutions, LLC to provide consultation and recruitment of four (4) Board members, at a cost not to exceed $18,000;

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.

H.	Resolution 042022.011: New Door Installation and Office Carpeting	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the New Door Installation and Office Carpeting project, at a cost not to exceed $14,755.00 and accepts all supporting documentation, as presented.

I.	Resolution 042022.012: Floor Replacement (2nd Floor)	Vote	Kristie Dugan	5 m

		Purpose	Presenter	Time

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Floor Replacement (2nd floor) project, at a cost not to exceed $66,754.00 and accepts all supporting documentation, as presented.

J.	Resolution 042022.013: Automatic Gate Installation (Parking Lot - Orthodox & Adams)	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Automatic Gate Installation project for the Orthodox & Adams Parking Lot, at a cost not to exceed $25,200.00 and accepts all supporting documentation, as presented.

K.	Resolution 042022.014: Roof Coating	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Roof Coating project, at a cost not to exceed $19,500.00 and accepts all supporting documentation, as presented.

L.	Resolution 042022.015: Interior Painting	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Interior Painting project, at a cost not to exceed $18,000.00 and accepts all supporting documentation, as presented.

M.	Resolution 042022.016: HVAC Roof Unit Replacements	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the HVAC Roof Unit Replacements project for 13 units, at a cost not to exceed $296,396.00 and accepts all supporting documentation, as presented.

N.	Resolution 042022.017: Appointment of Katrina Maddox, Trustee	Vote	Paul Kleschick	5 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby reappoints Katrina Maddox as a Trustee, who shall serve a one-year term, beginning May 1, 2022 and ending April 30, 2023.

O.	Resolution 042022.018: Chester County Intermediate Unit Scope of Work	Vote	Kristie Dugan	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves Chester County Intermediate Units Scope of Work for Special

		Purpose	Presenter	Time
	Education Audit Services, at a cost not to exceed $20,250.00 and accepts all supporting documentation, as presented.			
VII.	**Executive Session**			**7:53 PM**
A.	Legal, Personnel	Discuss	Paul Kleschick	40 m
VIII.	**Closing Items**			**8:33 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

NEXT BOARD MEETING: May 18, 2022 at 5:30pm (Remote Meeting)