Northwood Academy Charter School

Board of Trustees Special Meeting

Date and Time

Wednesday July 20, 2022 at 5:30 PM EDT

Location

Northwood Academy Charter School (Remote Meeting)

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		Michael Bly	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 072022.001: Approval of Agenda	Vote	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the July 20, 2022 Agenda.			

		Purpose	Presenter	Time
E.	Resolution 072022.002: Approval June 15, 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 June 15, 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 072022.003: Approval of Financials (May 2022)	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the May 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.			
B.	Resolution 072022.004: Approval of Financials (June 2022)	Vote	Tom Taylor	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the June 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.			
III.	**Discussion**			**5:58 PM**
A.	Technology Inventory Report	Discuss	Theodore Boler	10 m
IV.	**Staff Reports**			**6:08 PM**
A.	CEO	Discuss	Theodore Boler	5 m
B.	Human Resources	Discuss	Tracee Hunt	3 m
V.	**New Business**			**6:16 PM**
A.	Resolution 072022.005: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m

		Purpose	Presenter	Time

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 072022.006: New Hire - Chief of Staff	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the hire of Dr. Lisa Knox-Brown, Chief of Staff, effective July 25, 2022.

C.	Resolution 072022.007: New Hires - Instructional Leadership Team	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the hire of the Instructional Leadership Team, effective July 25, 2022.

Anatasia Riley - Principal
Diana Abellard - Assistant Principal (Lower School)
Dr. Faye Lewis - Assistant Principal (Upper School)

D.	Resolution 072022.008: Salary Adjustments	Vote	Kristine Spraga	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves salary adjustments for the new administrative hires, in an amount not to exceed $43,000.

Chief of Staff
Principal
Assistant Principal (Lower School)
Assistant Principal (Upper School)

E.	Resolution 072022.009: Relocation Cost Recommendation (CEO)	Vote	Kristine Spraga	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves relocation costs for the Chief Executive Officer, in an amount not to exceed $17,500.

F.	Resolution 072022.010: Student/Parent Handbook SY2022-23	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the 2022-2023 Student/Parent Handbook, as presented.

		Purpose	Presenter	Time
G.	Resolution 072022.011: Benefits Opt-Out Payments	Vote	Kristine Spraga	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the increased Benefits Opt-Out Payments, in an amount not to exceed $33,600.

H.	Resolution 072022.012: Legal Fees	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves payment for past due legal fees, in an amount not to exceed $62,182.62.

I.	Resolution 072022.013: Curriculum Order - 3rd Grade Fundations	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves purchase of the 3rd Grade Fundations curriculum, at a cost not to exceed $8,467.20.

J.	Resolution 072022.014: Accelerating Organization Performance/Team Building Proposal	Vote	Theodore Boler	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby ratifies the Accelerating Organization Performance/Team Building Proposal submitted by Total HR Solutions, LLC, at a cost not to exceed $16,400;

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

FURTHER RESOLVED, that Theodore Boler, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to affect this resolution.

K.	Resolution 072022.015: Board Team Building and Retreat	Vote	Paul Kleschick	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Board Team Building and Retreat, and accepts all supporting documentation submitted by Total HR Solutions, LLC, at a cost not to exceed $34,480.45;

		Purpose	Presenter	Time

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

FURTHER RESOLVED, that Theodore Boler, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to affect this resolution.

L.	Resolution 072022.016: Appointment of Valarie Cofield, Trustee	Vote	Paul Kleschick	5 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby appoints Valarie Cofield as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.

M.	Resolution 072022.017: Appointment of Amanda Hill-Hennie, Trustee	Vote	Paul Kleschick	5 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby appoints Amanda Hill-Hennie as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.

N.	Resolution 072022.018: Appointment of Charles Holmes, Trustee	Vote	Paul Kleschick	5 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby appoints Charles Holmes as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.

O.	Resolution 072022.019: Appointment of Eric Williams, Trustee	Vote	Paul Kleschick	5 m

RESOLVED that, in accordance with the Bylaws, the Board of Trustees of Northwood Academy Charter School hereby appoints Eric Williams as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.

VI.	**Closing Items**			**7:31 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

NEXT BOARD MEETING: August 17, 2022 at 5:30pm