# Northwood Academy Charter School

## Board of Trustees Monthly Meeting

**Date and Time**

Wednesday December 21, 2022 at 5:30 PM EST

**Location**

Northwood Academy Charter School (Hybrid 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. The meetings will be accessible to the public in-person or remotely via Zoom and recorded.

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.

**Zoom Livestream:** https://us02web.zoom.us/j/81874992838

**Agenda**

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **I.** | **Opening Items** | | | **5:30 PM** |
| | Opening Items | | | |
| | **A.** Call the Meeting to Order | | Dr. Paul Kleschick | 1 m |

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Record Attendance and Guests | | Tara Caldwell | 1 m |
| **C.** | Reading of Mission Statement | | Dr. 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.

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| **D.** | Resolution 122122.001: Approval of Agenda | Vote | Dr. Paul Kleschick | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the December 21, 2022 Agenda.

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| **E.** | Resolution 101922.002: Approval October 19, 2022 Board Meeting Minutes | Approve Minutes | Dr. Paul Kleschick | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the October 19, 2022 Meeting of the Northwood Academy Charter School Board of Trustees.

## II. Finance — 5:43 PM

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| **A.** | Resolution 122122.003: Approval of Financials | Vote | Tom Taylor | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the December 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.

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| **B.** | Resolution 122122.04: Annual Financial Audit | Vote | Tom Taylor | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the draft Annual Financial
Audit for 2021-2022, as presented by Barbacane, Thornton & Company, LLC.

## III. Executive Session — 5:53 PM

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| **A.** | TBD | Discuss | | 20 m |

## IV. Committee Reports — 6:13 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Academic Excellence Committee | Discuss | Dr. Lisa Knox-Brown | 3 m |
| **B.** | Finance Committee | Discuss | Kristine Spraga | 3 m |
| **C.** | Governance Committee | Discuss | Tara Caldwell | 3 m |
| **D.** | Human Resource Committee (Ad Hoc) | Discuss | Dr. Paul Kleschick | 3 m |
| **V.** | **Staff Reports** | | | **6:25 PM** |
| **A.** | CEO | Discuss | Theodore Boler | 3 m |
| **B.** | Chief of Staff | Discuss | Dr. Lisa Knox-Brown | 3 m |
| **C.** | Principal Report | Discuss | Anastasia Riley | 5 m |
| **D.** | Special Education and Student Supports Report | Discuss | Kate Crossett | 5 m |
| **E.** | Human Resources | Discuss | Tracee Hunt | 3 m |
| **VI.** | **Discussion** | | | **6:44 PM** |
| **A.** | Community Comment | FYI | Dr. Paul Kleschick | 3 m |
| **VII.** | **New Business** | | | **6:47 PM** |
| **A.** | Resolution 122122.005: 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).

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| **B.** | Resolution 122122.006: Hire a Dean of Students | Vote | Theodore Boler | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts the proposal to hire a Dean of Students, as presented.

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| **C.** | Resolution 122122.007: Hire a School Social Worker | Vote | Theodore Boler | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts the proposal to hire a school social worker, as presented.

| | | Purpose | Presenter | Time |
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| **D.** | Resolution 122122.008: Staff Winter Bonus | Discuss | Theodore Boler | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts the proposal for a staff winter bonus, as presented.

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| **E.** | Resolution 122122.009: 90-Day Agreement for additional HR Consultation | Vote | Theodore Boler | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts the proposal for a 90-day contract extension for additional HR consultation through Total HR Solutions, as presented.

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| **F.** | Resolution 122122.010: Engagement with Susanin, Widman, & Brennan, PC | Vote | Theodore Boler | 5 m |

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts the proposal engagement with Susanin, Widman, & Brennan, PC for employee relations support, as presented.

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| **G.** | Resolution 122122.011: Settlement of Student Number 448-22 | Vote | Kate Crossett | 5 m |

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all claims made in the matter of Student Number 448-22 (“Student”) by the Student and Student’s Parent(s)/Guardian(s) without admission of liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows: The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively “Agreements”) in the matter of Student File No. 448-22.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Agreements on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School’s compliance with the terms of the Agreements.

## VIII. Closing Items — 7:22 PM

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| **A.** | Adjourn Meeting | Vote | Dr. Paul Kleschick | 1 m |

**NEXT BOARD MEETING:** Feburary 15, 2023 at 5:30pm