Northwood Academy Charter School

Finance Committee September Meeting

Date and Time

Wednesday September 30, 2020 at 6:00 PM EDT

Location

https://us02web.zoom.us/j/89321124785?pwd=N05nYk9kSFFxMUV1dHBaeUgwRXR0QT09

This is a public meeting of the Finance Committee 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.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**
	A. Record Attendance		Jim Marshall	1 m
	B. Call the Meeting to Order		Jim Marshall	1 m
II.	**Finance**			**6:02 PM**
	A. Discuss CBAs 2020.33 - Family ID Service 2020.35 - Swivl Robot (Testing Unit) 2020.36 - Swivl Robot (60 Unit order)	Discuss		30 m

	Purpose	Presenter	Time

2020.41 - iPADS for SWIVL (61 Units)
2020.37 - Smart Sheets
2020.38 - Water Coolers
2020.39 - HVAC Filter Change
2020.40 - PHL ConnectED
2020.41 - Personnel Protective Equipment
2020.42 - Recruitment Contract
2020.4X - Desk Shields (Not yet available)

III. New Business — 6:32 PM

A. CBA Process — Discuss — 5 m

Goal to streamline CBA process, i.e. develop guidelines and/or protocols

IV. Closing Items — 6:37 PM

A. Adjourn Meeting — Vote

Coversheet

Discuss CBAs

Section: II. Finance
Item: A. Discuss CBAs
Purpose: Discuss
Submitted by:
Related Material: CBA Tab 2020.33.pdf
CBA 2020.42.pdf
CBA Tab 2020.34 - 42.pdf

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NORTHWOOD ACADEMY CHARTER SCHOOL

COST / BENEFIT ANAYLSIS

Date:	9/21/2020			**CBA #:**	**2020.33**
Request:	**Family ID**				
Prepared by:	Cindy Carey				

Overview of the Project

Family ID is an online tracking system to streamline sign-ups for sports, activities, clubs, and electives. Northwood needs an effective and efficient method to track the number of students who partake in the school's activities. This platform would allow us to track and access the effectiveness of the activities aligned to the mission, those that provide enrichment opportunities, and real-world learning experiences. This program would support Strategy 4: Real-World Learning(NACS Schoolwide Goal and Action Plan document- document attached).

This year would serve as baseline data. We recognize the data may be skewed due to the remote setting.

Program Components include the following:
Invite participants directly to any program registration form. We would be able to track who has and has not signed up for a program.

Eliminate paperwork with custom forms:
Any form can be created in the system. We would be able to collect the information we need securely. Data collection would be seamless. Parents would be able to enter information directly into the system. We would only receive the paperwork once it is 100% complete. Forms such as waivers, health assessments, permission slips, and physicals would be housed in one location.

Access life saving data with report sharing:
Give staff instant access to health and emergency contact information for all participants.

Stay informed of data updates with activity log;
The log will show the complete log of changes made to a registration. This includes changes made by the families and the school.

Projected Cost

$2,650 per year.

Benefits

A system to track the effectiveness of programs and streamline process for all stakeholders
Simple registration method for clubs, sports, and activities
Eliminate paper forms and multiple binders in the front office
Advanced Administration: Data visualization of program statistics
We would be able to send bulk emails in multiple languages. This can also feed through the Remind communication platform as well.
Seamless data collection

Revenue generating / cost savings

The company takes care of the servers, security, and support.
Our IT department does not have to spend time learning a new system or taking care of the system.
Unlimited program listings and registration forms that can be customized in minutes.
Unlimited 7-day/week technical support for your school staff and your program participants via phone and email
Unlimited access to live and recorded webinars
Unlimited access to the FamilyID online Help Center with hundreds of knowledge-base articles and how-to videos
The link to FamilyID will be on our website for easy access
Communication as to how to access the link will be shared via our weekly Bulldog Blast and Remind platform.

Reviews / Approvals

HR:	
Committee:	
Date Submitted:	9/21/2020
CEO:	
Date Approved:	
Completed:	

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/24/2020 **CBA #: 2020.42**

Request: **Recruitment Contract**

Prepared by: Amy Hollister

Overview of the Project

We are looking for professional guidance and streamlined process as staffing needs occur. We need someone who can provide us with a professional, qualified, and diverse candidate pool. With HR Solutions being our current HR provider, I requested that they submit a proposal for the additional service. In addition, I did research on other companies to ensure fiscal responsibility and consider the options.

Projected Cost

$39,600 to be paid over 12 months for up to 5 positions.

Benefits

Utilizing a firm to spearhead this initiative, gives us access to a multitude of diverse professional pipelines. This will also free up the time of the administrative staff from vetting an overwhelming number of resumes that may or may not meet our needs.

Revenue generating / cost savings

This will be in revenue generating in two ways. The first is in the time saved on the administrative end. The second will be in student achievement and community growth. Having the opportunity to interview a great candidate pool allows us to get the right individual in place. This, in turn, lends itself to instructional continuity. HR Solutions was able to offer the service as an additional fee to the monthly retainer whereas other offerings were in the 20-25% fee of awarded contracts.

Reviews / Approvals

HR: ☐

Committee: ☐

Date Submitted:

CEO:

Date Approved:

Completed:

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.35**

Request: **1 SWIVL Units**

Prepared by: Kristie Dugan

Overview of the Project

The Swivl robot is a stationary device that rotates to follow the teacher automatically. It connects to multiple Markers for recording audio throughout the room and uses the tethered iPad (or mobile device) for recording video. It's easy for teachers to set up, start/stop recording, and upload to their Swivl account. While connected to Zoom, students at home are able to follow the teacher without the teacher needing to be concerned with whether or not the camera is in the correct range.

Projected Cost

$1,062

Benefits

This unit will be used as a test to see how well the SWIVL works and to discover all the functionality it has to offer. Although this is being submitted by operations, the decision to move forward with additional purchases will be made in conjunction with the principals.

Revenue generating / cost savings

This is a testing unit. Please see CBA 2020.36 for additional information.

Reviews / Approvals

HR:

Committee:

Date Submitted:

CEO:

Date Approved:

Completed:

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.36**

Request: **60 SWIVL Units**

Prepared by: Kristie Dugan

Overview of the Project

The Swivl robot is a stationary device that rotates to follow the teacher automatically. It connects to multiple Markers for recording audio throughout the room and uses the tethered iPad (or mobile device) for recording video. It's easy for teachers to set up, start/stop recording, and upload to their Swivl account. While connected to Zoom, students at home are able to follow the teacher without the teacher needing to be concerned with whether or not the camera is in the correct range. Please feel free to click here for additional information regarding the SWIVL.

Projected Cost

Total Cost: $69,660.00

Benefits

We will see the benefit through continuity of instruction. A teacher being able to focus on instruction, rather than the constant distraction of worrying if students at home can see and hear what is being taught, is a huge win for our community. The SWIVL will be set up in the middle of the classroom facing the teacher. The teacher will have a mic hookup and the volume from the ipad will come through the smartboard ensuring everyone is connected.

Revenue generating / cost savings

This will be reflected as revenue generating in the form of student achievement. By allowing our teachers the enhanced tools for live teaching, it provides enhanced learning for our students.

Reviews / Approvals

HR:

Committee:

Date Submitted:

CEO:

Date Approved:

Completed:

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #: 2020.37**

Request: **SmartSheets Training for Executive Assistant**

Prepared by: Kristie Dugan

Overview of the Project

SmartSheets is becoming an executive level tool that the administrative team is moving to enhance workflow, continuity and efficiency. The Director of Operations is currently trained on the backend development and operations of the tool. We will be training the executive assistant so that she can assist with the development of additional tools, timelines and processes that will assist the admin team.

Projected Cost

Total Cost: $2,500

Benefits

Enhance the workflow and communication with the administrative team. SmartSheets is more that just a program to develop spreadsheets and reports. It also allows for automatic notifications of updates, comments, questions and collaboration at a more streamlined level. It is also good business practice to have more than one person at an organization trained on a particular platform.

Revenue generating / cost savings

This will be reflected as revenue generating in the form of time management. A platform like this allows us to streamline process and eliminate the need for redundant meetings. It also will provide us with cross functionality across reports that the executive assistant will be able to facilitate.

Reviews / Approvals

HR: ☐

Committee: ☐

Date Submitted: _____

CEO: _____

Date Approved: _____

Completed: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.38**

Request: **Water Coolers provided by Crystal Springs**

Prepared by: Kristie Dugan

Overview of the Project

Due to CDC guidelines, water fountains can not be used in the building during this time of COVID. Therefore, we must bring water coolers in to provide water to staff and students. The water distribution, as reflected in my operational hybrid plan, has the staff giving out the water. With this in mind and consulting with the water company, we were able to approximate how much water would be needed. This number is speculative and may change.

Projected Cost

Total Cost: approximately $1,415.88 per month

Renting water coolers: $5.99 per billing cycle (monthly) ~ 12 water coolers is $71.88 per month

5 Gallon bottles $7.00 per bottle ~ 48 bottles per week is $336 per week

Benefits

Choosing water coolers over bottled water allows for less waste in plastic. This also helps safety with not having bottles of water, with the potential of spills and slipping, all over the classroom. This also keeps us in compliance with CDC guidelines.

Revenue generating / cost savings

Unfortunately this will not be revenue generating or cost saving. It may however qualified for one of the grants we have been awarded.

Reviews / Approvals

HR: ☐

Committee: ☐

Date Submitted: _____

CEO: _____

Date Approved: _____

Completed: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #: 2020.39**

Request: **HVAC filter upgrade**

Prepared by: Kristie Dugan

Overview of the Project

Most recent reports from the CDC and WHO have stated that COVID 19 is airborne. Particles 0.5 microns and smaller can hang in the air for up to 41 hours. With finer filtration, fewer airborne contaminants & dust particles are allowed to pass through the filter lowering the risk for cross contamination.

Projected Cost

Total Cost: $6,600 annually

Benefits

Increasing the quality of our filters, we are lowering the risk of the spread of COVID-19. This, in turn, maximizing quality of health and safety for our students and staff and minimizes absences due to illness.

Revenue generating / cost savings

This may be in the form of revenue generating. Minimizing staff illness minimizes the need to pay for substitute teachers. This will also lend to student achievement. Minimizing the staff and student illness improves the continuity of education for all.

Reviews / Approvals

HR:

Committee:

Date Submitted:

CEO:

Date Approved:

Completed:

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.40**

Request: **PHLConnectED**

Prepared by: Kristie Dugan

Overview of the Project

PHLConnectED is a citywide program that allows parents to enroll with Comcast Internet Essentials program or recieve a home hotspot with little to no cost to them for a period of two years. In order to participate, there is a per student cost of $15 that is to be paid by the school. This fee can be paid in two payments over two years if necessary.

Projected Cost

Total Cost: $11,880 (can be paid over two years)

Benefits

Providing our students with reliable, high speed internet, ensures that they have the tools they need to be successful.Reliable internet also stabilizes their ability to connect with classmates for the social and emotional need they may be experiencing.

Revenue generating / cost savings

This will be revenue generating in the form of student achievement. Student being able to connect with their teachers and class is paramount right now, not only for the academic growth but to meet the social and emotional needs of our students. This is also revenue generating in time for our staff. Fewer disconnections of students means less time trying to troubleshoot the issue as well as bring students up to speed on instruction they may have missed.

Reviews / Approvals

HR:

Committee:

Date Submitted:

CEO:

Date Approved:

Completed:

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.41**

Request: **iPADS for SWIVL use**

Prepared by: Kristie Dugan

Overview of the Project

If we go ahead with ordering the SWIVL technology, we will need to order and additional 60 iPads to work with the device. Although we currently have ipads in house, a number of them were distributed to students and any others are deemed for student use while in the building.

Projected Cost

Total Cost: $24,400 (61 ipads at $400 each

Benefits

We will see the benefit through continuity of instruction. A teacher being able to focus on instruction, rather than the constant distraction of worrying if students at home can see and hear what is being taught, is a huge win for our community. The SWIVL will be set up in the middle of the classroom facing the teacher. The teacher will have a mic hookup and the volume from the ipad will come through the smartboard ensuring everyone is connected.

Revenue generating / cost savings

This will be reflected as revenue generating in the form of student achievement. By allowing our teachers the enhanced tools for live teaching, it provides enhanced learning for our students.

Reviews / Approvals

HR: ☐

Committee: ☐

Date Submitted: _____

CEO: _____

Date Approved: _____

Completed: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 9/22/2020 **CBA #:** **2020.42**

Request: **PPE**

Prepared by: Kristie Dugan

Overview of the Project

We will need to purchase PPE due to COVID 19. In addition to gloves, we will also need to have enough masks on hand in the event students or staff arrive to school without one. The first month I have accounted for every person coming to the building without a mask to err on the side of caution. As we move month to month, I will have a better handle on mask needs based on our trends and adjust from there. SO although the cost for the first month may seem high, subsequent months may see an adjustment.

Projected Cost

Total Cost: $5,000 per month (to be adjusted based on trends)

Benefits

To comply with CDC guidelines, Northwood can't open unless all attendees wear a mask. HAving masks on hand ensures that all students and staff arriving are not turned away because they forgot their mask.

Revenue generating / cost savings

This will come at a cost for Northwood. However, eliminating staff being turned away minimizes the need to pay for substitute teachers. This will also lend to student achievement. Maximizing the staff and student attendance improves the continuity of education for all.

Reviews / Approvals

HR: ☐

Committee: ☐

Date Submitted:

CEO:

Date Approved:

Completed: