Northwood Academy Charter School

Ad Hoc Human Resources Meeting

Date and Time

Wednesday December 6, 2023 at 6:30 PM EST

This is a public meeting of the Human Resource 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.

Members of the public are welcome to attend and listen to the Human Resource Committee conduct its business tonight. All written comments submitted to the Committee via email (board@northwoodcs.org) will be acknowledged and incorporated into the official minutes. This meeting is accessible to the public via the remote platform Zoom and is being recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/85297780443

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:30 PM**
A.	Call the Meeting to Order		Paul Kleschick	1 m
B.	Record Attendance		Paul Kleschick	1 m
C.	Approval of Agenda	Vote	Paul Kleschick	1 m

		Purpose	Presenter	Time
D.	Community Comment	Discuss	Paul Kleschick	15 m
II.	**New Business**			**6:48 PM**
A.	Adoption of updated market summary, new salary structure, and adjustment to NACS compensation philosophy language	Vote	Tracee Hunt	5 m
B.	Timeline for NACS Strategic Talent Review Process	Discuss	Tracee Hunt	5 m
C.	Timeline for NACS Performance Evaluation Process	Discuss	Tracee Hunt	10 m
D.	Timeline for Employee Engagement Survey	Discuss	Tracee Hunt	10 m
E.	New Position Request for Lunch Aides (2)	Vote	Tracee Hunt	5 m
III.	**Closing Items**			**7:23 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

Coversheet

Adoption of updated market summary, new salary structure, and adjustment to NACS compensation philosophy language

Section: II. New Business
Item: A. Adoption of updated market summary, new salary structure, and adjustment to NACS compensation philosophy language
Purpose: Vote
Submitted by:
Related Material: Memorandum_NACS_Comp_Philosophy_11282023.pdf

Memorandum

To: **NACS Human Resources Committee for further Full Board Approval**

From: **Eric Langston, CEO**
Tracee Hunt, Human Resources

Date: **November 28, 2023**

Re: **Modification to NACS Compensation Philosophy**

Recently upon the request of the Board of Directors, Total HR Solutions updated the market compensation data for Northwood's non-bargaining unit administrative staff, as well as to adjust the salary grade structure for inflation. In response to the results, there is a recommendation to modify NACS' current compensation philosophy.

The current philosophy reads:

Non-Instructional Staff

NACS will pay at the 50th percentile of the market for non-instructional positions with five (5) years of experience in the role in which they occupy.

The recommended language is as follows:

Non-Bargaining Unit Staff

NACS will pay at the 25th or 50th percentile of the market based on market conditions relative to the ability to attract and/or retain top talent. The determination will be made by and between the CEO with consultation from Human Resources.

Coversheet

Timeline for NACS Strategic Talent Review Process

Section:	II. New Business
Item:	B. Timeline for NACS Strategic Talent Review Process
Purpose:	Discuss
Submitted by:	
Related Material:	NACS_Timeline_for_Talent_Review_Process_2023-2024_112923.pdf

Timeline for Strategic Talent Review Process

Action	Expected Date of Completion
Training/Overview of Talent Review Process (D. Tesoriero to schedule 1-hour zoom meeting between T. Hunt, E. Langston & D. Abellard)	Week of 12/11/2023
Identify Key Roles/Individuals (E. Langston, D. Abellard & T. Hunt) (during same meeting as above)	Week of 12/11/2023
T. Hunt to provide 1-hour overview of process with Principal and Assistant Principals	Week of 12/11/2023
Review Position Descriptions as required by the process (T. Hunt)	12/18/2023
Designated Leaders conduct the STR Process with Total HR Solutions	1/15/2024 – 1/26/2024
Total HR Solutions to prepare Preliminary Summaries for CEO Review	2/5/2024 – 2/16/2024
Strategic Talent Review Meeting Among Total HR & NACS Leadership	Week o 2/19/2024
Incorporate Feedback from STR Meeting	Week of 2/26/2024
NACS Leadership has discussions with employees reviewed	3/4/2024 – 3/15/2024
Make adjustments with respect to employee discussions	Week of 3/18/2024
Strategic Talent Review Summary Finalized and presented to NACS HR Committee (need to ensure meeting is scheduled)	4/3/2024
Develop/finalize IDP's with employees and other next steps	4/8/2024 – 4/19/2024

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Coversheet

Timeline for NACS Performance Evaluation Process

Section: II. New Business
Item: C. Timeline for NACS Performance Evaluation Process
Purpose: Discuss
Submitted by:
Related Material:
NACS_Timeline_for_Non-Bargaining_Unit_Staff_Performance_Evaluations_112923.pdf

Performance Evaluation Timeline for Non-Bargaining Unit Staff

Activity	Anticipated Completion Date
T. Hunt to deliver 1-hour Performance Evaluation Overview Training for CEO & Principal	Week of 12/11/2023 (during standing meeting on 12/12/2023)
THRS to support NACS' CEO and Principal to ensure their individual goals are finalized and populated in the performance evaluation form	12/12/2023 – 12/18/2023
T. Hunt to deliver 1-hour Performance Evaluation Overview Training to balance of Administration	Week of 1/8/2024
THRS to support NACS' CEO and Principal to ensure goals are finalized and populated in the performance evaluation form for the balance of Administration	1/15/2024 – 1/31/2024
Populated forms to be maintained by HR until year-end review time	Through 5/6/2024
Review forms for Administration forwarded to individuals for completion of self-appraisal component of the review form	5/6/2024
Year- End Self-appraisals completed by Administration	5/6/2024 – 5/17/2024
Performance reviews completed by CEO and Administrative Leadership for all Non-Bargaining Unit Staff and submitted to HR for review prior to delivery	5/20/2024
HR to review Performance Evaluations and return to Administrative Leadership prior to delivery.	5/22/2024 – 5/24/2024
Reviews delivered to Non-Bargaining Unit Staff by Administrative Leadership	5/27/2024 – 6/7/2024
PAF's to be completed by HR for 1st pay in July 2024	6/10/2024 – 6/14/2024
Final signed reviews are submitted to HR to be placed in employee file	6/10/2024 – 6/14/2024

Note: Process will be streamlined/automated for 2024-2025 school year, as the HRIS system will be fully implemented.

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Coversheet

Timeline for Employee Engagement Survey

Section:	II. New Business
Item:	D. Timeline for Employee Engagement Survey
Purpose:	Discuss
Submitted by:	
Related Material:	Northwood_Fall_2023_Employee_Survey_Timeline_101923v2.pdf

Northwood Academy Charter School ("NACS")

Employee Engagement Fall 2023 Survey Timeline

Prepared by: Total HR Solutions, LLC ("Total HR")

Action	Anticipated Date of Completion
Initial e-mail introducing the survey to employees is sent from NACS	11/1/23
Confirm questions with Survey Administrator	11/2/23 – 11/6/23
Survey is launched by Survey Administrator via e-mail containing confidential survey link	11/7/23
Survey Responses due (reminder will be sent by Survey Administrator)	11/17/23
Total HR to work with Survey Administrator to ensure survey data is generated and summarized	11/20/23 – 11/28/23
Survey Summary and Results distributed to NACS CEO & Administration Team	12/5/23
NACS Administration Team & HR Review and Establish Next Steps based upon survey results	12/8/23 – 12/15/23
Present Summary & Next Steps to NACS Board HR Committee	1/3/24
Survey Results are presented to NACS staff along with preliminary action plans for their feedback and in-put	1/10/24

Coversheet

New Position Request for Lunch Aides (2)

Section: II. New Business
Item: E. New Position Request for Lunch Aides (2)
Purpose: Vote
Submitted by:
Related Material: NACS_New_Position_Request_Form_-_Lunch_Aide__2_.pdf
NACS_-_Additional_Lunch_Aide_Rationale_v2.pdf
Lunch_Aide_rev_08.28.19.pdf

New Position Request Form

Position Requested:	Lunch Room Aide (2)
Position Requested By:	CEO
Date of Request:	November 16, 2023
Submission for Board Meeting on:	December 20, 2023
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Salary Grade 1NI, $13/hr.
Salary Justification:	Current Lunch Aide compensation is at salary grade 1NI and paid $13/hr. The current Lunch Aide compensation is below market, which should be resolved upon ratification of the CBA.

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NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

Rationale for Northwood Academy Lunch Aide

Position Specific Rationale:

Due to the high surplus of lunch funds, rationale for more lunch aides (2) would decrease surplus within governmental allowable levels and increase the amount of assistance on hand in the cafeteria during student lunch/feeding times.

The job description is attached and outlines the primary responsibilities which are:

- Supervision of students during lunch
- Monitor of recess when applicable
- Facilitate trash collection.
- Monitor of bathrooms when needed.
- Deliver half-day lunches to classrooms.
- Communicate with administration and leadership.

(Please see attached JD)

Anticipated Timeline:

Week Beginning	Transition Focus	Responsible Party
11/27/23	Finalize position specification and related recruiting tools	HR
12/7/23	Begin sourcing position	HR
12/7/23 – 12/20/23	Carry-out recruitment efforts	HR/Administration
12/21/23	Extend Offer for start	HR w/approval

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **Lunch Aide**

Department: **Operations**

Reports To: **Director of Operations**

FLSA Status: **Non-Exempt**

Direct Reports: **None**

Last Revised: **08/2019**

Position Summary: Under the direction of an administrator, the Lunch Aide is responsible to supervise the students in the cafeteria during lunchtime and at recess.

Essential Accountabilities:

- Supervise students during lunch.
- Monitor recess when applicable.
- Facilitate trash collection.
- Monitor bathrooms as needed.
- Deliver half day lunches to classrooms.
- Communicate with school administration and leadership on all relevant matters as directed.

Education/Experience:

- High school diploma or GED required.
- Previous experience working with children is preferred.

Qualifications:

- Ability to relate to children in a positive but firm manner.
- Good interpersonal and communication skills with children and adults.
- Ability to work as a member of a team.

- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Emotionally resilient in working with challenging behaviors.
- Basic childcare health and safety knowledge.

Working Conditions: Usually work indoors in lunchroom. Work very near others, within a few feet or less. Working in close contact with young children. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear and understand speech at normal levels.

Physical Requirements: Ability to carry, push, pull or otherwise move objects and lift 20 lbs. This type of work involves standing most of the time but may involve walking for brief periods.