

APPROVED

# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### **Date and Time**

Wednesday August 21, 2019 at 5:30 PM

#### **Location**

Northwood Academy Charter School (4621 Castor Avenue)

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#### **Trustees Present**

D. Madison, J. Marshall, J. Williams, K. Spraga, M. Bly, V. Jefferson

#### **Trustees Absent**

K. Maddox

#### **Guests Present**

A. Hollister, C. Carey, K. Dugan

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

J. Williams called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Aug 21, 2019 at 5:39 PM.

#### **B. Record Attendance and Guests**

#### **C. Approval of Agenda**

J. Marshall made a motion to adopt the agenda for the August 21, 2019 Board of Trustees Meeting.

M. Bly seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Approval of Minutes**

M. Bly made a motion to approve minutes of the June 19, 2019 Board of Trustees Meeting.

D. Madison seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. Community Comment**

No Community Comment

**II. Finance**

**A. Approval of Financials**

K. Spraga made a motion to approve the financial report and transaction details as presented by Business Manager.

J. Marshall seconded the motion.

The board **VOTED** unanimously to approve the motion.

Tom Taylor, in his absence, submitted a financial narrative to the Board read by J.

Williams. The narrative included a recommendation and the benefits of increasing the total amount of our loan payment from the savings account.

**III. Reports**

**A. CEO**

Board reviewed the August 2019 CEO report, previously submitted by A. Hollister.

Discussion included: creation of HR Folder within Google Drive to streamline document collection and refinement of CEO report.

**B. Principal**

Board reviewed the August 2019 Principal report, previously submitted by C. Carey.

Discussion included: post analysis of Kinder Camp (4 teachers, 24 students, assessment provided through LinkIt). Teachers paid by stipend this year, but program will be incorporated within the operating budget for next year.

Newly formed Discipline Committee will meet once a trimester.

**C. Student Services**

Board reviewed the August 2019 Director of Student Services report, previously submitted by P. Friedman. Discussion included: Board request for historical information regarding confidential settlement of PJ.

**D. Operations**

Board reviewed the August 2019 Director of Operations report, previously submitted by K. Dugan. Discussion included: CORA AfterSchool Program funding cut that will affect Middle School. PIMS training with Compliance Coordinator will be ongoing as the work is transitioned.

**E.**

## **Human Resources**

Board reviewed the August 2019 HR timeline, previously submitted by Total HR Solutions. Discussion included: Board HR Committee will schedule a meeting with CEO and HR Consultant. Being with September Meeting, Total HR Solutions will submit a Key Performance Indicator (KPI) monthly for Board review and approval.

## **IV. Unfinished Business**

### **A. Job Descriptions**

Job Descriptions will be adopted during the September 18, 2019 Board of Trustees Meeting. Administration given a two week deadline to complete. JD's should be submitted one week prior to meeting for feedback.

## **V. New Business**

### **A. Resolution: Adopt 2019-2020 Parent Handbook**

J. Marshall made a motion to adopt the 2019-2020 Parent Handbook as presented.

D. Madison seconded the motion.

The board **VOTED** unanimously to approve the motion.

CEO stated handbook will be uploaded to EpiCenter on 8/22/19 to be compliant with School District of Philadelphia timeline.

### **B. Resolution: Board On Track Contract**

J. Williams made a motion to ratify the BoardOn Track contract.

V. Jefferson seconded the motion.

The board **VOTED** unanimously to approve the motion.

CEO will execute the contract.

### **C. Resolution: Approval of New Employee Contracts**

J. Marshall made a motion to to approve new employee contracts as presented.

D. Madison seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VI. Executive Session**

### **A. Personnel Matters**

Upon Motion by M. Bly and Second by V. Jefferson, the Board unanimously ENTERED executive session.

Upon Motion by J. Marshall and Second by V. Jefferson, the Board unanimously ENTERED open session.

## VII. Closing Items

### A. Adjourn Meeting

D. Madison made a motion to adjourn the meeting.

M. Bly seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,

M. Bly