APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday September 18, 2019 at 5:30 PM

Location
Northwood Academy Charter School (4621 Castor Avenue)

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

Trustees Absent
None

Guests Present
A. Hollister, C. Carey, K. Dugan, T. Hunt, T. Taylor

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 Sep 18, 2019 at 5:35 PM.

B. Record Attendance and Guests

C. Approval of Agenda

M. Bly made a motion to adopt the agenda for September 18, 2019 Board of Trustees Meeting.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approval of Minutes

K. Maddox made a motion to approve minutes from the August 21, 2019 Board of Trustees Meeting. Board of Trustees Monthly Meeting on 08-21-19.

J. Marshall seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Community Comment

No Community Comment

II. Finance

A. Approval of Financials

T. Tayloy discussed and reviewed the August 2019 Financial report and supporting documents previously disseminated

Discussion included:

1. Check Details List - Moving forward will be provided as a supporting document to the financial report.
2. Cash Flow - Board requested a plan to detail partial spend down of the projected 5.8 Million.
3. Petty Cash - Limit and difference between school based petty cash account and TD Bank petty cash account.
4. Employee Theft Policy - Policy submitted for approval with a monthly cost of $700.

D. Madison made a motion to approve the financial report, transaction details and check details as presented by Business Manager.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Reports

A. CEO

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

Discussion included:

1. Strategic Goals and Initiatives - A. Hollister will review the original Strategic timeline and identify which items have been closed and provide explanation of how they were closed. Any open/pending items will transfer to new initiatives and timeline tracker. J. Spraga will serve as Board Liaison to work with administtration. Excpected presentation of new tracker during October Board Meeting.
2. New Elementary Guidance Counselor Position - Identified need for an additional GUidance Counselor because current Guidance Counselor works mainly with the

middle school speciffically with the high school selection process which limits time with the elementary school.

B. Principal

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

Discussion included:

1. 7th Grade Math Position - Interview scheduled for 9/19/19. C. Carey plans with exisitng staff that covers the class.
2. Math Curriulum - Exploration of a new curriculum will begin for implementation in SY20/21. C. Carey will keep the Board informed throughout the process.
3. Kinder Camp - Data showed tremendous growth and helped the students with overall transition into the new school year.
4. Enrichment Program - Information will be included in the monthly Principal Report as the team continues to develop components of the program and identifies what will b offered.

C. Student Services

Board reviewed the August 2019 Director of Student Services report, previously submitted by P. Friedman.
No further discussion on report as presented.

D. Operations

Board reviewed the August 2019 Director of Operations report, previously submitted by K. Dugan.

Discussion included:

1. Transportation - Indicated 149 transportation requests have been processed/cleared. We are very thankful for the partnership with the SDP. There are minimal issues with providers; However, our biggest issue has been with First Student not being consistent. After multiple interventions, K. Dugan secure a permanent driver who has been reliable. School bus fire drills will be held the week of September 17th.
2. Lottery - Apply Philly Charter released the new dates for the upcoming lottery season. Applications open September 20th / Applications Close January 27th / Lottery will take place January 31st / Open enrollment spots are currently being filled.
3. Safety and Security - Indicated there is an increase in homeless individuals on our property. The first day of school, at approximately 6:30am, a male was sleeping on

our property with a knife secured to his waist. The police were notified, and he moved prior to the police arriving. K. Dugan submitted a roll call complaint with the 15th police district so there is extra police presence in the morning. A group of parents are willing to work with K. Dugan to develop an operations/safety group. K. Dugan will consult with the group to get a parent's perspective and assistance as issues arise. Based on a concern of the group, K. Dugan has begun researching how gaining a school crossing guard will impact out busing eligibility.

E. Human Resources

Board reviewed the August 2019 HR timeline, previously submitted by Total HR Solutions.

Discussion included:

1. Uncertified Teacher Salary Scale - T. Hunt indicated a subset of the Certified Teacher Scale will be developed based on the methodology of the certified teacher scale. Additionally, A. Hollister and T. Hunt will develop a compensation / hiring policy for uncertified teachers with follow up to the Board on a timeline of completion.

IV. Unfinished Business

A. Total HR Solutions Contract

T. Hunt will submit a new contract proposal to include additional work flow items from A. Hollister. The new contract proposal will be submitted to the Human Resource Committee on Tuesday, October 1, 2019 for review and approval during October 16, 2019 Board of Trustees Meeting.

B. Resolution 091819.001 - Adoption of Job Descriptions

K. Maddox made a motion to adopt the job descriptions as presented with revisions to Community Coordinator JD, Special Ed Secretary JD and Receptionist JD.
V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. New Business

A. Resolution 091819.002: Approval of New Position (Lunch Aide)

M. Bly made a motion to approve the new lunch aide position.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Resolution 091819.003: Approval of New Position (Primary School Counselor)

D. Madison made a motion to approve the new position of Primary School Counselor with revision to the reporting structure within the job description.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.
The reporting structure section of the Primary School Counselor Job Description will be revised to reflect a single direct report.

C. Resolution 091819.004: Acceptance of Personnel Changes

M. Bly made a motion to accept the personnel changes, modifications and additions as presented in the Key Performance Indicator (KPI).
V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 091819.005: Approval of Revised Mission Statement

M. Bly made a motion to approve the revised Mission Statement as presented.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 091819.006: Approval of 2019-2020 Employee Handbook

V. Jefferson made a motion to approve the 2019-2020 Employee Handbook as presented.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.
Reccommendation by T. Hunt to remove the procedural items from the 20-21 Employee Handbook and include them as an addendum.

F. Resolution 091819.007: Approval of Corporate Authorization Resolution NACS

D. Madison made a motion to approve the Corporate Authorization Resolution of NACS that authorizes CEO to sign refinance loan documents.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 091819.008: Approval of Corporate Authorization Resolution NW CDC LLC

K. Spraga made a motion to approve the Corporate Authorization Resolution of NW CDC, LLC and authorizes CEO to sign refinance loan documents.
D. Madison seconded the motion.
The board **VOTED** unanimously to approve the motion.

H.

Resolution 091819.009: Approval of Sole Member Operating Agreemnt of NW CDC LLC

K. Maddox made a motion to ratify the Sole Member Operating Agreement of NW CDC,LLC as presented; certify Northwood Academy Charter School as the sole member of NW CDC, LLC and; authorize CEO to act as manager of NW CDC, LLC.
V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 091819.010: Approval of Purchase of Convection Oven

D. Madison made a motion to approve the purchase of a convection oven based on douments presented.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 091819.011: Acknowledgment of Employee Theft Policy

J. Marshall made a motion to acknowledge the purchase of the Employee Theft Policy with The Hanover Insurance Group that includes Bond coverage for Board Secretary And Treasurer in the amount of $200K as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Board On Track Training

BoardOn Track training for Board Members will be scheduled for Wednesday, October 16, 2019 at 4:45pm.
C. Carey left.
K. Dugan left.

L. 2019 Meet and Greet

"Thank You Event" will be hosted by Board and Administration for Staff on November 20, 2019. Time TBD

VI. Executive Session

A. Personnel Matter: CEO Evaluation

Upon Motion by D. Madison and Second by K. Maddox, the Board unanimously ENTERED executive session.

Upon Motion by J. Marshall and Second by D. Madison , the Board unanimously ENTERED open session.

VII. Closing Items

A.

Adjourn Meeting

V. Jefferson made a motion to adjourn the meeting.
K. Maddox 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 7:52 PM.

Respectfully Submitted,
M. Bly