



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday October 16, 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. Maddox, K. Spraga, M. Bly

#### Trustees Absent

V. Jefferson

#### Trustees who arrived after the meeting opened

K. Spraga

#### Guests Present

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

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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 Oct 16, 2019 at 5:37 PM.

#### B. Record Attendance and Guests

**C. Resolution 101619.001: Approval of Agenda**

D. Madison made a motion to approve the October 16, 2019 Agenda.

M. Bly seconded the motion.

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

**D. Resolution 101619.002: Approval of Minutes**

J. Marshall made a motion to approve minutes from the Board of Trustees Monthly Meeting on 09-18-19 Board of Trustees Monthly Meeting on 09-18-19.

J. Williams seconded the motion.

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

K. Spraga arrived.

**E. Community Comment**

No community Comment

**II. Finance**

**A. Resolution 101619.003: Approval of Financials**

Board reviewed Financial report and supporting documents as of September 30, 2019 previously submitted by T. Taylor.

Discussion Included:

- Favorable variance ending 9/30/19.

- Cash flow will reduce by \$600,000 to be conservative and give a buffer due to lower enrollment.

- Bank is very pleased with our strong financial position and how finances are being managed.

M. Bly made a motion to approve the Financial Report and all documents presented by the Business Controller.

J. Williams seconded the motion.

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

**III. Committee Reports**

**A. Human Resource Committee**

Board reviewed the October 2019 Human Resource Committee report and supporting documents, previously submitted by K. Spraga. No further discussion on report as presented.

T. Taylor left.

**IV. Staff Reports**

#### **A. CEO**

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

Discussion Included:

- Strategic Plan: J. Williams and K. Spraga will send CEO questions regarding items designated as closed.
- Charter Agreement: Based on preliminary information provided by legal counsel, members agree on the intent to sign final charter agreement presented from School District of Philadelphia once renewal process has ended.

#### **B. Principal**

Board reviewed the October 2019 Principal report, previously submitted by C. Carey. No further discussion on report as presented.

#### **C. Student Services**

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

#### **D. Operations**

Board reviewed the October 2019 Operations report, previously submitted by K. Dugan.

Discussion Included:

- Budgeted amount for snow removal contract. Board should be informed if and when the budgeted amount is close to being reached, so the budget can be reviewed and approval for additional spending.
- Parking Lot Lights: Maintenance team will install solar lights.
- Board requested a speaker phone purchased, so members can join meetings by phone if needed.

#### **E. Human Resources**

Board reviewed the October 2019 Human Resources report, previously submitted by T. Hunt.

Discussion Included:

- Employee Engagement Survey: Conversation regarding particular questions in the survey were reviewed. Clarification provided for result distribution.

### **V. Unfinished Business**

#### **A. Resolution 101619.004: Total HR Solutions, LLC Contract**

K. Maddox made a motion to approve the 14-month contract with Total HR Solutions, LLC to provide Human Resource Consulting and On-Site services at a cost of \$105,700.

D. Madison seconded the motion.

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

Total HR Solutions, LLC will provide their certificate of liability insurance and invoice for first installment on 10/17/19. Payment on invoice will be issued by 10/25.

C. Carey left.

#### **B. Resolution 101619.005: Job Descriptions**

M. Bly made a motion to adopt the Office Assistant Job Description as presented and to approve a \$1,000 salary increase.

D. Madison seconded the motion.

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

#### **C. Committee Assignments**

Board Members and Administrative Staff must email Board President by Friday, October 18th to confirm individual committee assignments.

All Committee Chairs are required to hold (at minimum) one official meeting prior to end of school year.

J. Williams stated all Board Members are required to RSVP their attendance in BoardOnTrack by 5:00pm on the Monday prior to the scheduled monthly meeting. If there is not a Board quorum by the deadline the scheduled meeting will be cancelled.

#### **D. Meet and Greet**

Meet and Greet renamed "Giving Thanks" is scheduled for November 20th at 3:30pm. An official invitation will be sent to all staff via email. Food will be included.

### **VI. New Business**

#### **A. Resolution 101619.006: Personnel**

M. Bly made a motion to accept the personnel changes, modifications and additions as presented in the attached Key Performance Indicator (KPI).

J. Williams seconded the motion.

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

#### **B. Resolution 101619.007: Uncertified Teacher Pay Scale**

K. Spraga made a motion to adopt the Uncertified Teacher Pay Scale and Philosophy as presented and approve implementation retroactively to the start of SY19-20.

M. Bly seconded the motion.

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

#### **C.**

**Resolution 101619.008: 2019-2020 Academic Calendar Modifications**

J. Marshall made a motion to ratify the Academic Calendar modifications for SY19-20.

D. Madison seconded the motion.

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

T. Hunt left.

**D. Resolution 101619.009: Independent Consultant Proposal**

K. Spraga made a motion to accept and ratify part 1 of the proposal of Lauren Iannucilli as an Independent Consultant to provide analysis of data sources with written summary of strengths and challenges to encompass all data and recommended deliverables for further engagement at a rate of \$120/hr not to exceed \$3,000.

J. Williams seconded the motion.

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

**E. Resolution 101619.010: Jay B. Comly Building & Office Maintenance, LLC Contract**

J. Marshall made a motion to approve the proposal of Jay B. Comly Building & Office Maintenance, LLC to provide snow removal services in amount up to \$15,000.

M. Bly seconded the motion.

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

**VII. Executive Session**

**A. Personnel**

K. Dugan left.

A. Hollister left.

Upon Motion by M. Bly and Second by D. Madison the Board unanimously ENTERED executive session.

Upon Motion by D. Madison and Second by K. Spraga the Board unanimously ENTERED open session.

**VIII. Closing Items**

**A. Adjourn Meeting**

D. Madison made a motion to adjourn the meeting.

K. Spraga 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 9:25 PM.

Respectfully Submitted,

M. Bly

Next Board Meeting: November 20, 2019 at 5:30pm at Northwood Academy Charter School (4621 Castor Avenue, Philadelphia, PA 19124)