APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday March 18, 2020 at 5:30 PM

Location
Northwood Academy Charter School (4621 Castor Avenue)

A public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act was held on March 18, 2020 at 4621 Castor Avenue.

Trustees Present
D. Kleschick, J. Marshall (remote), J. Williams, K. Spraga (remote), M. Bly (remote)

Trustees Absent
D. Madison, K. Maddox, V. Jefferson

Guests Present
A. Hollister (remote), C. Carey (remote), T. Hunt (remote), T. Taylor (remote)

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 Mar 18, 2020 at 5:45 PM.

B.

Record Attendance and Guests

C. Resolution 031820.001: Approval of Agenda

K. Spraga made a motion to approve agenda.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Oath of Office, Trustee Paul Kleschick

J. Williams (Board President) administered the Oath of Office.

E. Reading of Mission Statement

J. Williams (Board President) stated as we move forward, the Mission Statement will be read at all Board Meetings. K. Spraga read Mission Satement.

F. Resolution 031820.002: Approval of February 19, 2020 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 02-19-20.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Community Comment

No Community Comment

II. Finance

A. Resolution 031820.003: Approval of Financials

J. Marshall made a motion to approve the Financial Report and all supporting documents submitted by the Business Manager.
D. Kleschick seconded the motion.
T. Taylor reviewed the Executive Summary of the Financial Report ending February 29, 2020. Additional discussion included:

- SDP claimed amount owed from audit adjustment as a result of renewal findings.
- Plan for cash flow and payments in preparation of potential delayed subsidy payments due to an extended mandated closure.

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

III. Committee Reports

A. Finance Committee

J. Marshall (Committee Chair) reviewed the BC & WC versions of the proposed 2020/2021 proposed budget. Committee will evaluate new costs based on WC. There is approximately a 900K difference between both versions. Additionally, to follow best practices, all item requests submitted to the committee should have a Cost Benefit Analysis (CBA) associated. Each item will be considered based on the CBA. Next round of CBA's are due to T. Taylor by March 26th and will then be submitted to committee on March 27th. All board members are encouraged to submit questions to the committee regarding the BC & WC scenarios. All are welcomed to attend the scheduled meetings.

Next committee scheduled for April 1st.
Time: TBD
T. Taylor left early.

B. Governance Committee

M. Bly (Committee Chair) referenced the committee report previously submitted for review that highlighted four (4) goals and associated timelines. The committee meeting scheduled for April 1st has been cancelled due to the high volume of work among all committees. M. Bly will adjust goal timelines and submit to committee members.

C. Human Resource Committee

J. Williams (Committee Chair) mentioned a response email was sent to all administrators who participated in the recent Administrative Survey for the Board. Additionally, timelines for the focus group action plans are being reviewed for adjustment as necessary. The Talent Review IDP packets are on track for submission to the committee by April 1st.

Next committee meeting will be scheduled based on adjusted timelines.

D. Recruitment Committee

J. Williams (Committee Co-Chair) stated interviews for candidates interested in serving as Parent representative of the Board are being rescheduled for a later date.

Next committee meeting scheduled for April 1st.
Time: TBD

E. Strategic Planning Committee

A. Hollister (Committee Chair) stated administration in collaboration with members of the committee reviewed the close out document and an updated version will be submitted on March 27th.

Scope of work with Lauren Iannucilli is in Phase 2 (Dashboard Development) and moving into Phase 3 (Action Plan Development). The updated timeline established is as follows:

- March 23rd - Call with L. Iannucilli. Currently waiting for the finalized renewal report from SDP.
- March 27th - Dashboard shared with committee.
- April 29th - Draft action plan shared with committee.
- May 6th - A. Hollister/L. Iannucilli present during committee meeting for feedback. Feedback will be used to inform additional edits and finalization.
- May 20th - Finalized action plan presented during Board Board Meeting.

Next committee meeting tentatively scheduled for April 1st.
Time: TBD

F. Student Achievement Committee

K. Maddox (Committee Chair), in her absence, sent questions prior to the meeting for administration to address during this time of mandated closure.

- How are report cards being handled (completion and distribution)?
- What is the new timeline for administration of the Parent Survey?

IV. Staff Reports

A. CEO

Board reviewed the March 2020 CEO Report and supporting documents, previously submitted by A. Hollister.

Discussion Included:

- COVID 19 PDE Update
- NACS Instructional plan during state mandated closure.
  - Communicating with parents regarding access to internet and technology. Will be able to provide 200 families with devices as needed.
  - Information regarding Xfinity Wi-fi services and all updates have and will continually be provided to families via Bulldog Blast, Facebook, Instagram and website.
  - Special Ed planning regarding special programming and services to meet IEP goal.
- Board / Administration communication plan.
- SDP Board Vote on NACS charter renewal has been postponed.
- PCE Advocacy Efforts

B. Principal

Board reviewed the March 2020 Principal Report and supporting documents, previously submitted by C. Carey.

Discussion included:

- Suspension Data Chart: J. Williams requested that current monthly suspension data is included.

C. Student Services

Board reviewed the March 2020 Student Services Report, previously submitted by P. Freidman.
No further discussion.

D. Operations

Board reviewed the March 2020 Operations Report and supporting documents, previously submitted by K. Dugan.

Discussion Included:

- Director of Ops had conversations with phone vendors.
- Cleaning company started extensively cleaning the building as of today (3/18/20) with a completion target of next week.
- Contingency building plan for extended closure is being developed.
- Conversations with T. Taylor will happen regarding potential budget savings in the event of extended closures (i.e. food service, custodial, etc.).

E. Human Resources

Board reviewed the March 2020 Human Resources Report, previously submitted by Total HR Solutions.

Discussion included:

- Updated timelines regarding Talent Review IDP's and Focus Group Action Plans will be submitted to the Human Resource Committee as a result of the meeting between T. Hunt and A. Hollister scheduled for March 19th.

V. Unfinished Business

A. Resolution 031820.004: New Position (Executive Administrative Assistant)

M. Bly made a motion to approve the new position of Executive Administrative Assistant and adopt the associated job description with an effective hire date of August 1, 2020.
J. Marshall seconded the motion.

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

Roll Call	
K. Spraga	Abstain
M. Bly	Aye
K. Maddox	Absent
J. Marshall	Aye
J. Williams	Abstain
V. Jefferson	Absent
D. Madison	Absent
D. Kleschick	Aye

VI. New Business

A. Resolution 031820.005: Personnel (Key Performance Indicator)

J. Marshall made a motion to accept the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 031820.006: Academic Calendar for the 2020-21 School Year

D. Kleschick made a motion to ratify and approve the Academic Calendar for the 2020-21 school year, as presented.
J. Marshall seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
M. Bly	Aye
V. Jefferson	Absent
K. Spraga	Aye
J. Marshall	Aye
J. Williams	Abstain
D. Madison	Absent
K. Maddox	Absent
D. Kleschick	Aye

C. Governance and COVID-19 Pandemic

Board reviewed BoardOnTrack resource previuosly submitted by J. Williams.

VII. EXECUTIVE SESSION

A. Legal

Upon motion by K. Spraga and seconded by M. Bly the Board unanimously ENTERED into executive session.

Upon motion by K. Spraga and seconded by J. Williams the Board unanimously ENTERED into open session.

VIII. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting.
J. Williams 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 7:33 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: April 15, 2020 (5:30pm) at 4621 Castor Avenue, Philadelphia, PA 19124