APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday May 20, 2020 at 5:30 PM

Location
Northwood Academy Charter School (via Zoom)

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 May 20, 2020 via Zoom and was recorded.

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

Trustees Absent
None

Guests Present
A. Hollister, C. Carey (remote), K. Dugan, 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 May 20, 2020 at 5:45 PM.

B. Record Attendance and Guests

C. Resolution 052020.001: Approval of Agenda

M. Bly made a motion to approve the May 20, 2020 Agenda.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Reading of Mission Statement

J. Williams read Mission Statement.

E. Resolution 052020.002: Approval of April 15, 2020 Board Meeting Minutes

K. Maddox made a motion to approve the minutes from Board of Trustees Monthly Meeting on 04-15-20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 052020.003: Approval of Financials

J. Marshall made a motion to approve the Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.
M. Bly seconded the motion.
T. Taylor reviewed the Executive Summary of the Financial Report ending April 30, 2020
The board **VOTED** unanimously to approve the motion.

B. Resolution 052020.004:IRS Form 990

J. Marshall made a motion to approve the IRS Form 990, as presented.
M. Bly seconded the motion.
Document will be signed electronically by J. Marshall (Treasurer).
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Marshall	Aye
J. Williams	Aye
D. Madison	Aye
M. Bly	Aye
V. Jefferson	Aye
D. Kleschick	Aye

Roll Call

K. Spraga Aye
K. Maddox Aye

III. Committee Reports

A. Finance Committee

J. Marshall (Committee Chair) summarized the 2020-2021 Budget Assumptions Version 3.

Discussion Included:

- NACS is in good financial standing moving into the next Fiscal Year.
- Chair stated if any other big-ticket items needed for consideration, have the information submitted for the next Finance Committee Meeting scheduled for June 3, 2020.
- Charter School Office webinar hosted on May 20, 2020 presented list of items that should be reviewed by the Finance Committee of each school's Board.

B. Governance Committee

M. Bly (Committee Chair) referenced Committee Report previously submitted.

C. Human Resource Committee

J. Williams (Committee Chair) stated the next meeting is scheduled for June 3, 2020.

D. Recruitment Committee

D. Madison (Committee Chair) explained the interview process for the Parent Trustee Candidates. Committee interviewed 4 (four) candidates; 1 (one) candidate review after interview due to the time commitment. Combined results of the interview rubric were sent to all committee members. Top candidate is Tara Caldwell, and committee is considering recommending a second candidate. Official recommendation will be submitted during June Board Meeting.

E. Strategic Planning Committee

A. Hollister (Committee Chair) stated the committee met on May 6, 2020.

Discussion Included:

- Presentation and update of Dashboard and SMART Sheets platform.
- School-Wide Goals presented are reflective of the feedback received. This was a 3 (three) phase process.

F.

Student Achievement Committee

K. Maddox (Committee Chair) planning next meeting for June 24, 2020.

IV. Staff Reports

A. CEO

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

Discussion Included:

- Elementary and Secondary School Emergency Relief Fund (ESSR) - Grant is currently open and the team has been working to complete.

B. Principal

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

Discussion Included:

- Update on 8th grade high school placement. 10-12 students still working with Counselor.
- ESY - Starting June 30, 2020. There are 33 students on list, parents will be contacted this week.

C. Student Services

Board reviewed the May 2020 Student Services Report and supporting documents previously submitted by P. Freidman. No further discussion.

D. Operations

Board reviewed the May 2020 Operations Report and supporting documents previously submitted by K. Dugan. No further discussion.

Principal discussion

- Virtual meet and greet for incoming kindergarten and virtual testing..
- Special Ed Director Interviews - 30 candidates, narrowed to 9 candidates, narrowed to top 3 candidates. Final candidate has 15 plus years experiences

coming from KIPP. Currenlty, developing a manual and transition with new Sped Director begins next week with an official start date July 1, 2020.

E. Human Resources

Board reviewed the May 2020 Human Resource Report and supporting documents previously submitted by Total HR Solutions. No further discussion

V. Unfinished Business

A. Board Meeting Process and Sunshie Act amid COVID-19

J. Williams (President) explained the need to finalize the Board's approach regarding community participation during Board Meetings to ensure compliance with Sunshine Act amid COVID-19 pandemic.

Discussion Included

- Meetings will be hosted remotely and the options for public participation are:
  - Option 1: Staff on sight to receive public participants
  - Option 2: Controlled Zoom Platform for public participants to join meeting. Meeting link will be placed on school website. Public participants will follow established process to register for Community Comment.

VI. New Business

A. Continuity of Education and Equity Grant (CEEG)

A. Hollister (CEO) explained NACS applied for $70,000 and received $8,000. Board President has to execute by signature to receive funds. Awarded funds are desiganted to support technology for students.

B. Elementary and Secondary School Emergency Relief Fund (ESSER)

A. Hollister (CEO) stated NACS received $557,000. A draft budget for the awarded funds will be submitted to T. Taylor (Business Manager) for eGrants. The awarded funds can be spent through FY 2022. Awarded funds are designated for the purchase of 800 Chromebooks. The additional Chromebooks will offset any replacements needed and increase distribution where needed.

C. Resolution 052020.005: Business Services Agreement (Repice and Taylor, Inc)

J. Marshall made a motion to ratify the Business Services Agreement between Repice and Taylor, Inc and Northwood Academy Charter School, as presented, beginning July 1, 2020 and ending June 30, 2025.
M. Bly seconded the motion.

The board **VOTED** unanimously to approve the motion.
T. Taylor left early

D. Resolution 052020.006: 2020-2021 Tentative Board Meeting Calendar

D. Kleschick made a motion to approve and adopt the 2020-2021 Tentative Board Meeting Calendar, as presented.
J. Williams seconded the motion.
Board Retreat will be held in July. A survey for potential dates will be sent to members.
The board **VOTED** unanimously to approve the motion.

E. Resolution 052020.007: Personnel (Key Performance Indicator)

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

F. Resolution 052020.008: New Position (Lead Teacher)

D. Kleschick made a motion to approve the new position of Lead Teacher, adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Bly	Aye
J. Marshall	Aye
K. Maddox	Aye
V. Jefferson	Aye
D. Madison	Aye
D. Kleschick	Aye
J. Williams	Aye
K. Spraga	Aye

G. Resolution 052020.009: New Position (Part-Time Cafeteria Supervisor)

D. Kleschick made a motion to approve the new position of Part-Time Cafeteria Surpervisor, adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Maddox	Aye
J. Marshall	Aye
J. Williams	Aye
K. Spraga	Aye

Roll Call

M. Bly	Aye
V. Jefferson	Aye
D. Kleschick	Aye
D. Madison	Aye

H. Resolution 052020.010: New Position (Part-Time Instrumental Music Teacher)

D. Kleschick made a motion to approve the new position of Part-Time Instrumental Music Teacher, adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Madison	Aye
V. Jefferson	Aye
K. Spraga	Aye
D. Kleschick	Aye
J. Marshall	Aye
M. Bly	Aye
J. Williams	Aye
K. Maddox	Aye

I. Resolution 052020.011: New Position (Classroom Assistant - Social Studies/Science)

D. Kleschick made a motion to approve the new position of Classroom Assistant (Social Studies/Science), adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Marshall	Aye
D. Madison	Aye
V. Jefferson	Aye
K. Spraga	Aye
M. Bly	Aye
D. Kleschick	Aye
J. Williams	Aye
K. Maddox	Aye

J. Resolution 052020.012: Supplemental Employment Agreements

D. Kleschick made a motion to approve and adopt the Supplemental Employment Agreements, as presented for the following employment designations: 10 Month Instructional, 10 Month Non-Instructional, 12 Month Non-Instructional.

V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Resolution 052020.013: Offer Letter Templates

K. Maddox made a motion to approve and adopt the Offer Letter templates, as presented for the following employment designations: 10 Month Instructional, 10 Month Non-Instructional, 12 Month Non-Instructional.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Resolution 052020.014: Apply Philly Charter Memorandum of Understanding (Amendment)

D. Madison made a motion to ratify the amended Apply Philly Charter Memorandum Of Understanding with Philadelphia School Partnership, as presented.
J. Williams seconded the motion.
Amendment includes addition of $1,200 fee for operational components the Apply Philly Charter team will assume on behalf of all partner schools.
The board **VOTED** unanimously to approve the motion.

M. Resolution 052020.015: Northwood Academy CS Opposition to Proposed Charter School Funding Cuts (Amendment)

D. Kleschick made a motion to strongly oppose and condemn Governor Wolf's charter school funding cut proposals which are embodied in House Bill 2261 and Senate Bill 1024 and urges the Pennsylvania General Assembly to reject these dangerous and destructive cuts.
V. Jefferson seconded the motion.
Original language was approved during April's Board Meeting. Language was amended because the House Bill and Senate Bill initially referenced were never officially introduced.
The board **VOTED** unanimously to approve the motion.

N. Resolution 052020.016: Appointment of Michael Bly, Trustee

J. Marshall made a motion to reappoint Michael Bly as a Trustee, who shall serve a two-year term, beginning June 1, 2020 and ending May 31,2022.
V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Marshall	Aye
K. Maddox	Aye
D. Madison	Aye
M. Bly	Abstain
D. Kleschick	Aye

Roll Call

V. Jefferson Aye
J. Williams Aye
K. Spraga Aye
K. Dugan left early
C. Carey left early
T. Hunt left early

VII. EXECUTIVE SESSION

A. Legal

K. Maddox made a motion to ENTER Executive Session.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Personnel

M. Bly made a motion to ENTER Open Session.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

J. Marshall made a motion to adjourn the meeting.
D. Kleschick 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 8:10 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: June 17, 2020 (5:30pm) Remotely via Zoom.