APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday June 17, 2020 at 5:30 PM

Location
Northwood Academy Charter School (Remote via Zoom)

This was a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board will adjust the way in which it holds its meetings. The meetings is accessible to the public via Zoom and recorded.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Because this is a rapidly evolving situation, the Board of Trustees may have to change the format of the meeting to comply with the latest public health guidelines regarding the COVID-19 pandemic. The public will be notified of any changes to the meeting.

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 (remote), C. Carey (remote), K. Dugan (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 Jun 17, 2020 at 5:34 PM.

B. Record Attendance and Guests

C. Resolution 061720.001: Approval of Agenda

K. Maddox made a motion to approve the June 17, 2020 agenda.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Reading of Mission Statement

J. Williams read the Mission Statement.

E. Resolution 061720.002: Approval of May 20, 2020 Board Meeting Minutes

J. Marshall made a motion to approve the minutes from Board of Trustees Monthly Meeting on 05-20-20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 061720.003: 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 May 31, 2020.
The board **VOTED** unanimously to approve the motion.
T. Taylor left early.

B. Resolution 061720.004: 2020-2021 Budget

D. Kleschick made a motion to adopt the 2020-2021 budget and accepts the supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Committee Reports

A. CEO Support and Evaluation

J. Williams stated P. Kleschick will serve as Committee Chair.

Discussion:

- Committee will finalize the SY19-20 CEO evaluation and begin the SY20-21 CEO evaluation using the BOT evaluation tool.
- Committee will collaborate with CEO to develop goals.

B. Finance Committee

J. Marshall (Committee Chair) stated the final proposed budget (version 4) has been submitted for full board approval.

C. Governance Committee

M. Bly (Committee Chair) stated the committee met on May 27, 2020 to work on the following tasks in alignment with the committee goals. All draft documents created as a result of the committee were submitted to the full board for feedback.

- Review and propose Bylaw changes as necessary
- Develop Board Officer Job Descriptions

Discussion:

- Clarification of the renewable terms for each officer. Draft Job Description and Section 4.3 of the proposed Bylaw changes currently states renewable for two (2) consecutive terms. Both documents will be revised to reflect renewable for one (1) consecutive term.
- Committee requested additional feedback for consideration be sent via email no later than July 15, 2020.

D. Human Resource Committee

J. Williams (Committee Chair) stated staff survey results were submitted to the committee today (6.17.20). A committee meeting will be scheduled to analyze the results.

T. Hunt asked for the minutes of the June 3, 2020 Committee Meeting to be reviewed for possible change to notation that reflects when committee left the meeting.

E. Recruitment Committee

D. Madison (Committee Chair) stated based on the final tabulated results from the interview rubrics, the committee is recommending the nomination of Tara Caldwell as Parent Trustee to full board for approval. All candidates interviewed will receive official communication from the Board.

F. Strategic Planning Committee

A. Hollister (Committee Chair) explained the finalized work with L. Iannucilli regarding school-wide goals were presented during the last committee meeting.

Discussion:

- Next steps will consist of incorporating existing action plans as well as review of the original strategic plan and bring forth all necessary components into the newly developed strategic plan document/platform. This will allow for a streamlined approach moving forward.
- Next Committee Meeting scheduled for July 29, 2020.

G. Student Achievement Committee

K. Maddox (Committee Chair) stated the next committee meeting is scheduled for June 24, 2020.

IV. Staff Reports

A. CEO

Board reviewed the June 2020 CEO Report previously submitted by A. Hollister.
No further discussion.

B. Principal

Board reviewed the June 2020 Principal Report and supporting documents previously submitted by C. Carey. No further discussion.

C. Student Services

Board reviewed the June 2020 Student Services Report previously submitted by P. Friedman.

Discussion:

- C. Carey stated effective August 2020, the Director of Special Education will submit report.
- Director of Special Education will attend August 2020 Board Meeting.

D. Operations

Board reviewed the June 2020 Operations Report previously submitted by K. Dugan.
No further discussion.

E. Human Resources

Board reviewed the June 2020 Human Resource Report submitted by Total HR Solutions.

Discussion:

- M. Bly asked for clarification regarding notation stating when report was submitted.

V. Unfinished Business

A. Board Retreat 2020

J. Williams (President) stated Board Retreat 2020 has been scheduled for September.

Discussion:

- All members are asked to review the proposed agenda and provide feedback no later than Monday (6.22.20).

- All members were reminder to complete the SY20-201 Board Assessment which is pre-work for the Board Retreat. The results will be used to further develop components of the retreat.

VI. New Business

A. Resolution 061720.005: Personnel (Key Performance Indicator)

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

B. Resolution 061720.006: Employment Agreement - Amy Hollister

M. Bly made a motion to approve the three year employment agreement with Amy Hollister, CEO begining July 1, 2020 and ending June 30, 2023.
V. Jefferson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Resolution 061720.007: New Position (Behavior Specialist)

D. Kleschick made a motion to approve the new position of Behavior Specialist, adopts the associated job description and accepts all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 061720.008: Strategic Talent Review (Phase II) Proposal

K. Maddox made a motion to accept and ratify the Strategic Talent Review Proposal submitted by Total HR Solutions, LLC to develop Phase II of the formal talent review process at a cost of $11,110.
J. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Madison	Aye
M. Bly	Aye

Roll Call

J. Williams	Aye
D. Kleschick	Abstain
K. Spraga	Aye
K. Maddox	Aye
V. Jefferson	Aye
J. Marshall	Aye

E. Resolution 061720.009: Compensation Market Study Proposal

D. Madison made a motion to accept and ratify the Compensation Market Study Proposal submitted by Total HR Solutions, LLC to conduct a follow up compensation market study at a cost of $11,500.
K. Maddox seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Marshall	Aye
M. Bly	Aye
V. Jefferson	Aye
K. Maddox	Aye
K. Spraga	Aye
D. Kleschick	No
D. Madison	Aye

F. Resolution 061720.010: Appointment of Valarie Jefferson, Trustee

D. Kleschick made a motion to withdraw Resolution 061720.010.
M. Bly seconded the motion.
V. Jefferson expressed her desire to not renew her term of service and will submit official resignation to Board President effective August 2020.
The board **VOTED** unanimously to approve the motion.

G. Resolution 061720.011: Appointment of Kristine Spraga, Trustee

M. Bly made a motion to reappoint Kristine Spraga as a Trustee, who shall serve a two-year term, beginning July 24, 2020 and ending July 31, 2022.
K. Maddox seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

K. Maddox Aye

H. Resolution 061720.012: Appointment of Tara Caldwell, Parent Trustee

D. Kleschick made a motion to appoint Tara Caldwell as a Parent Trustee, who shall serve a two year term, beginning August 19, 2020 and ending August 31, 2022.
J. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VII. Closing Items

A. Adjourn Meeting

V. Jefferson made a motion to adjourn 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 6:43 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: August 19, 2020 (5:30pm) Remotely via Zoom.