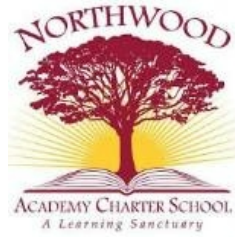


APPROVED



Northwood Academy Charter School

Minutes

Human Resource Committee Meeting

Staff Survey Results

Date and Time

Wednesday December 4, 2019 at 6:30 PM

Location

Northwood Academy Charter School (4621 Castor Avenue)

Committee Members Present

J. Williams, K. Spraga, M. Bly, T. Hunt

Committee Members Absent

None

Guests Present

A. Hollister

I. Opening Items

A. Call the Meeting to Order

J. Williams called a meeting of the Human Resource Ad Hoc Committee of Northwood Academy Charter School to order on Wednesday Dec 4, 2019 at 6:45 PM.

B. Record Attendance and Guests

II. Staff Survey Results

A. Utopia Scoring

We must consider all categories of people participating in the survey. The scoring/rating from this current survey showed a significant difference in how the multiple groups surveyed view their experience as Northwood. As a result, next steps would be to begin developing strategies that will close the gap between those groups.

The Committee determined moving forward the CEO would not participate in the Staff Survey.

B. Determine Primary Focus of Results

The Instructional Staff will be the primary focus of the survey results.

C. Identify Top Five Areas of Concern

The Committee has identified the following 5 areas of concern based on the survey results:

- Discipline
- Lower School Counselor
- Professional Development
 - Act 48 hours
 - Content
 - Prep
- Technology
- Leadership

Next Steps:

- Communication with full Board and staff via email (By end of this week)
- Communication with staff regarding Lower School Counselor (Wednesday of next week)
- Administration develop Action Plans (Immediate)
- Staff Focus Groups facilitated by Total HR (January)
 - Morale will be added as a topic for feedback but an action plan will not be developed
- Focus Group Summary provided by Total HR (January 31, 2020)
- Action Plan submitted to HR Sub-Committee (February 19, 2020)
- HR Committee Meeting (if needed) to address Action Plans (March 4, 2020)

- Action Plans vetted and updates reported during monthly Board Meetings

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:27 PM.

Respectfully Submitted,
M. Bly