



Northwood Academy Charter School

Minutes

Human Resource Committee Meeting

Focus group results and action plan

Date and Time

Wednesday March 4, 2020 at 6:00 PM

Location

Northwood Academy Charter School (4621 Castor Avenue)

A public meeting of the Human Resources Committee of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act was held on March 4, 2020 at 4621 Castor Avenue.

Committee Members Present

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

Committee Members Absent

D. Madison

Guests Present

A. Hollister, C. Carey

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 Mar 4, 2020 at 6:11 PM.

B. Record Attendance

C. Approve Minutes

K. Spraga made a motion to approve the minutes from Human Resource Committee Meeting on 12-04-19.

J. Williams seconded the motion.

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

II. Human Resource

A. Survey Process

The committee has established the following process regarding administration of any survey within Northwood.

Process:

- Survey is completed/closed by established timeline.
- Generalized feedback to participants.
 - Thank you message
 - Next Steps
- Results reviewed by the following person / team (depending on type of survey) with Total HR support.
 - CEO
 - Administration
 - Board Committee
- Action plan developed by appropriate team.

Discussion regarding how survey results are shared for review (raw data or themes). As surveys are administered in the future, the committee determined all survey results (raw data and themes) will be shared for review to appropriate team members.

Cindy Carey left early.

B. Focus Group Results

Committee reviewed the NACS Focus Group Feedback Summary that was previously submitted by T. Hunt (Total HR Solutions). No further discussion.

III. Action Plan

A. Action Plan

Committee reviewed and discussed the draft 2020 NACS Focus Group Response Plan submitted by CEO. Administration will collaborate with Total HR Solutions to review the draft plan that includes the following goals:

- Discipline
- Professional Development
- Technology
- Leadership

Process next steps:

- A. Hollister and T. Hunt will reevaluate and streamline established timeline.
- The updated draft plan will be submitted to the HR Committee by March 20th.

IV. New Business

A. Talent Review Results

Talent review results have been completed by Total HR Solutions. CEO received the results today (3/4/20) and will begin creating associated development plans. Further collaboration between A. Hollister and T. Hunt which will result in a completed packet submitted to the HR Committee by March 25th.

B. Administration Questionnaire

The Administration Questionnaire has been finalized and on track to be administered on March 5th.

Process next steps:

- CEO provides raw data results to Total HR Solutions on March 9th at 3:00pm.
- Total HR Solutions will develop Executive Summary based on raw data results and upload into BOT by COB on March 11th.
- Board will review Executive Summary including raw data results and discussion during March 18th Board Meeting.

V. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn meeting.

M. Bly seconded the motion.

The committee **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 8:17 PM.

Respectfully Submitted,
M. Bly