APPROVED

Northwood Academy Charter School

Minutes

Human Resource Committee Meeting

Date and Time
Wednesday April 1, 2020 at 6:00 PM

Location
Northwood Academy Charter School (via Zoom)

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 virtually on April 1, 2020 and recorded.

Mission Statement
Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.

Committee Members Present
D. Kleschick (remote), J. Williams (remote), K. Dugan (remote), K. Spraga (remote), M. Bly (remote), T. Hunt (remote)

Committee Members Absent
D. Madison

Non Voting Members Present
J. Marshall (remote)

Guests Present
A. Hollister (remote), C. Carey (remote)

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 Apr 1, 2020 at 6:12 PM.

B. Record Attendance

C. Approve Minutes

M. Bly made a motion to approve the minutes from Human Resource Committee Meeting on 03-04-20.
D. Kleschick seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Human Resource

A. Department of labor

T. Hunt reviewed The Families Coronavirus Response Act (FFCRA or ACT) which requires certain employers to provide their employees with paid sick leave and expanded family medical leave for specified reasons related to COVID-19.

Northwood Academy CS is consider a private employer with less than 500 employees and is required to adhere to FFCRA. T. Hunt has communicated with A. Hollister and prepared to enact necessary measures regarding paid leave for eligible employees, when necessary.

III. Action Plan

A. Action Plan

Committee reviewed the Focus Group Repsonse Plan with revised timeline.

Discussion:

- The plan revision process allowed the team to higlight action steps and address previously established goals.

- Proessional Development scheduled for April 17th will be rescheudled for a later date. This will allow for the Disicpline Committee to complete the assigned task given by C. Carey which is due by April 22nd.
- The current Professional Development focus has been consolidated within the Discipline area of focus as a result of the feedback received.

IV. Unfinished Business

A. Talent Review Update

Discussion:

- Individual Development Plans (IDP) - Original completion due date of March 30th extended to April 15th.
- C. Carey will have IDP's completed by COB on April 2nd and submitted to T. Hunt
- A. Hollister will have IDP's completed by COB on April10th and submitted to T. Hunt.
- T. Hunt will submit final presentation to HR Committee on April 15th for review. A. Hollister and T. Hunt will facilitate full presentation during next HR Committee Meeting scheduled for April 29th. Time: TBD

K. Spraga arrived late.
A. Hollister arrived late.
J. Marshall arrived late.

V. New Business

A. Administration Questionnaire

C. Carey Left early.
Committee reviewed the Draft Board Survey Action Plan.

Discussion:

- Process for the development and administration of the Board Questionnaire/Survey.
- Plan for presenting assumed needs and themes to the administrative team.
    - Administrative team will receive current draft for review and asked to provide feedback during the April 15th Board Meeting.
- Committee members will provide feedback and suggested priorities reagrding the draft Board Survey Action Plan to the Committee Chair by April 8th.

VI. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn meeting.
J. Williams 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 7:04 PM.

Respectfully Submitted,
M. Bly