



Northwood Academy Charter School

Minutes

Human Resource Committee Meeting

Date and Time

Wednesday April 29, 2020 at 5:30 PM

Location

Northwood Academy Charter School (via Zoom)

A public meeting of the Human Resource 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 29, 2020 via Zoom.

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

Committee Members who arrived after the meeting opened

D. Kleschick

Guests Present

A. Hollister (remote)

I. Opening Items

A. Call the Meeting to Order

M. Bly called a meeting of the Human Resource Ad Hoc Committee of Northwood Academy Charter School to order on Wednesday Apr 29, 2020 at 5:44 PM.

B. Record Attendance

C. Approve Minutes

J. Williams made a motion to approve the minutes from Human Resource Committee Meeting on 04-01-20.

M. Bly seconded the motion.

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

D. Kleschick arrived.

II. Unfinished Business

A. Talent Review Update

T. Hunt reviewed the Strategic Talent Review Results (March 2020) previously submitted to the HR Committee.

Discussion Included:

- Process for finalizing Community Coordinator job responsibilities and development of Individual Development Plan (IDP).
- Talent Pipeline Status and how it relates to succession planning.
- Employee stretch goals.
- Strategic next steps regarding talent readiness in the short term/long term and how to address identified gaps.
- Committee will review the Talent Pipeline Status and Talent Pool Grid with Administration in 6 months (October 2020).
- T. Hunt will submit a Strategic Talent Process proposal for the next layer of staff.

B. Action Plan Update

Currently, no additional updates regarding the Focus Group Action Plans. A. Hollister will revisit the timeline with the admin team and send a follow up to the committee.

Moving forward, the Focus Group Action Plan Timeline will be uploaded into the BOT HR Sub-Committee folder monthly.

III. New Business

A. Position Requests

Committee reviewed the New Position Position Requests, Rationale and Position Descriptions for the following positions:

- Lead Teacher (Stipend)
- PT Cafeteria Supervisor
- PT Instrumental Music Teacher
- Upper School Classroom Assistant (Social Studies/Science)

Discussion Included:

- Potential increase in the number of days for the proposed PT Instrumental Music Teacher position.
- Wholistic approach to the NACS music curriculum/program to include general music and instrumental.
- Administration will present and engage in continued discussion regarding the current music program/curriculum goals during the next scheduled HR Committee Meeting.
- Administration will recommend to Finance Committee an amendment to the PT Instrumental Music Teacher CBA for a potential increase to number of days worked.
- Committee approves the transfer of the New Position Requests to the Finance Committee for next step approval, pending adjustments of the "Reports To" within each description.

IV. Closing Items

A. Adjourn Meeting

J. Williams made a motion to adjourn the meeting.

D. Kleschick 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 7:33 PM.

Respectfully Submitted,
M. Bly