APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday August 19, 2020 at 5:30 PM

Location
Northwood Academy Charter School (Remote Meeting)

This is 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 will be 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), J. Marshall (remote), J. Williams (remote), K. Maddox (remote), K. Spraga (remote), M. Bly (remote), T. Caldwell (remote), V. Jefferson (remote)

Trustees Absent
D. Madison

Guests Present
A. Hollister (remote), Anthony Repice (remote), C. Carey (remote), K. Dugan (remote), Kate Crossett (remote), T. Hunt (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 Aug 19, 2020 at 5:33 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

K. MAddox read the mission Statement

D. Resolution 081920.001: Approval of Agenda

V. Jefferson made a motion to approve the August 19, 2020 Agenda.
J. Marshall seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 081920.002: Installation of Tara Caldwell, Parent Trustee

M. Bly made a motion to approve the installation of Tara Caldwell as a Parent Trustee of Northwood Academy Charter School in accordance with the bylaws thereof.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 081920.003: Approval of August 12, 2020 Emergency Board Meeting Minutes

V. Jefferson made a motion to approve the minutes from Emergency Board of Trustee Meeting on 08-12-20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Community Comment

No Community Comment

II. Finance

A. Resolution 081920.004: Approval of Financials

D. Kleschick made a motion to table the approval of the Financial Report ending July 31, 2020 until September 2020 Board of Trustees Meeting.
M. Bly seconded the motion.
Board reviewed July 2020 Check Registry and Income Statement presented by Anthony Reprice on behalf of Tom Taylor, Business Manager. Board agreed to accept and review the full Financial Report ending July 31, 2020 during the September 16, 2020 Board of Trustees Meeting.
The board **VOTED** unanimously to approve the motion.
Anthony Repice left early

III. Committee Reports

A. CEO Support and Evaluation

P. Kleschick (Chair) stated the CEO Evaluation period for next year is open in BOT. The committee has plans to begin their work with A. Hollister (CEO) after Labor Day.

B. Finance Committee

J. Marshall (Chair) stated the committee will not have a meeting prior to September.

Additional Discussion:

- Check Registry - The format presented this evening should be the format used moving forward.
- COVID Expenses - Use CBA process as needed. Committee should be notified of any items needed that are associated with the CEEG or ESSER funds.

C. Governance Committee

M. Bly (Chair) stated the next committee meeting is scheduled for August 26, 2020 at 5:30pm. The agenda items are as follows:

- Finalize recommended Board Officer Job Descriptions based on feedback received.
- Finalize Amended Bylaw recommendations based on feedback received.

D. Human Resource Committee

J. Williams (Chair) stated the next committee meeting will be scheduled for the end of September. One of the agenda items relates to finalizing the Community Coordinator Job Description.

E. Recruitment Committee

No Committee Report

F. Strategic Planning Committee

A. Hollister (Chair) stated the committee met on July 15, 2020 to revisit and reflect on the Strategic Plan as presented to date. the following timeline was developed:

- September 14, 2020 - Revise Strategic Plan documents
- October 2020 - Newly designed Strategic Plan using the SmartSheets Platform.

G. Student Achievement Committee

K. Maddox (Chair) stated the next committee meeting will be tentatively schedule in October 2020.

IV. Staff Reports

A. CEO

Board reviewed the August 2020 CEO Report previously submitted by A. Hollister.

Discussion:

- Acknowledgment of increased legal costs for COVID related support.
- Consulting with Conrad O'Brien and McKenna for COVID support.

B. Principal

Board reviewed the August 2020 Principal Report previously submitted by C. Carey.

Discussion:

- Remote Learning Document - Follow up will be presented at a later meeting.

C. Operations

Board reviewed the August 2020 Operations Report previously submitted by K. Dugan.

Discussion:

- CBA – Related to classroom/office change
- Parent Pilot Transportation Program - Facilitated by SDP directly with Northwood Parents/Guardians. Any parent/guardian who opts out of transportation will be

removed from Northwood's transportation roster and SDP will reconcile associated billing.

D. Special Education & Student Supports

Board reviewed the August 2020 Special Education & Student Support Reports previously submitted by K. Crossett.

Discussion:

- Special Ed Summer Learning Activities – Facilitated virtually as a pilot which could potentially reflect in the current distance learning program model.

E. Community Coordinator

Board reviewed the August 2020 Community Coordinator Report previously submitted by A. Kelly.
No further discussion.

F. Human Resources

Board reviewed the August 2020 Human Resources Report previously submitted by Total HR Solutions.

Discussion:

- Employee Communication Protocol - Refine the Multi-tier communication involving multiple parties to ensure no barriers exist. T. Hunt and leadership team will ensure this protocol doesn't conflict but works in tandem with the RACI protocol.

V. New Business

A. Resolution 081920.005: Personnel (Key Performance Indicator)

V. Jefferson made a motion to accept the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 081920.006: Health & Safety Plan 20-21SY

D. Kleschick made a motion to adopt and approve the 20-21SY Health & Safety Plan with the approved changes.
M. Bly seconded the motion.

- Anticipated Launch Date to reflect January 4, 2021
- Social Distancing Policy - Communication to parents.

- Volunteering and Visitors - Offered on a limited basis, will be presented to families with Hybrid Plan.
- Protocols for visiting the school are posted onsite and via the school website.
- Meals - Add the protocol for virtual meal distribution in addition to the Hybrid meal distribution.
- Consider submission of CBA for potential delivery service for meals as needed.

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

C. Board of Trustees Presentation

J. Williams (President) presented V. Jefferson a plaque on behalf of the Board of Trustees honoring her service to Northwood Academy Charter School as a member and former President.

D. Resolution 081920.006: Resignation of Valarie Jefferson, Trustee

J. Williams made a motion to accept the resignation of Valarie Jefferson from the Northwood Academy Board of Trustees effective August 19, 2020.
J. Marshall seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
T. Caldwell	Aye
K. Spraga	Aye
D. Madison	Absent
J. Williams	Aye
K. Maddox	Aye
V. Jefferson	Aye
M. Bly	Aye
J. Marshall	Aye
D. Kleschick	No

VI. Closing Items

A. Adjourn Meeting

D. Kleschick made a motion to adjourn the 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 6:38 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: September 16, 2020 (5:30pm) Remotely via Zoom.