APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday September 16, 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), D. Madison (remote), J. Marshall (remote), J. Williams (remote), K. Spraga (remote), M. Bly (remote), T. Caldwell (remote)

Trustees Absent
K. Maddox

Guests Present
A. Hollister (remote), C. Carey (remote), K. Crossett (remote), K. Dugan (remote), T. Hunt (remote), T. Taylor (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 Sep 16, 2020 at 5:31 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

M. Bly Read Misison Statement

D. Resolution 091620.001: Approval of Agenda

M. Bly made a motion to approve the September 16 2020 Agenda.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 091620.002: Approval of August 26, 2020 Board Meeting Minutes

D. Kleschick made a motion to approve the minutes from Emergency Board of Trustee Meeting on 08-26-20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 091620.003:Installation of Board Officers

D. Madison made a motion to install Officers of Northwood Academy Charter School in accordance with the bylaws thereof for their respective Officer position.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Community Comment

No Community Comment

II. Finance

A. Resolution 091620.004: Approval of Financials (July 2020)

J. Marshall made a motion to approve the July 2020 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 091620.005: Approval of Financials (August 2020)

J. Marshall made a motion to approve the August 2020 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Taylor left early

III. Committee Reports

A. CEO Support and Evaluation

No Committee Report

B. Finance Committee

J. Marshall (Chair) stated the committee will be setting their goals for the remainder of the year.

Next Committee Meeting scheduled for September 30, 2020 at 6:00pm.

C. Governance Committee

M. Bly (Chair) explained the Board Job Descriptions are presented for approval this evening.

Next Committee Meeting scheduled for September 30, 2020 at 5:00pm.

D. Human Resource Committee

J.Williams (Chair) stated the next Committee Meeting will be scheduled for the first week of October.

E. Recruitment Committee

D. Madison (Chair) stated the committee has received a resume for consideration to fill the vacant board seat.

F. Strategic Planning Committee

A. Hollister (Chair) stated documents were submitted to reflect next deliverables due October 19, 2020. Additionally, the following items are being addressed:

- Smart Sheets Platform roll out
- School Wide Action Plans
- Connection of Comprehensive Plan

G. Student Achievement Committee

No Committee Report

IV. Staff Reports

A. CEO

Board reviewed the September 2020 CEO Report and supporting documents previously submitted
by A. Hollister. No Further Discussion

General Discussion:

- COVID Reportinig to be included in monthly report.

B. Principal

Board reviewed the September 2020 Principal Report and supporting documents previously
submitted by C. Carey. No further discussion

C. Special Education & Student Support

Board reviewed the September 2020 Special Education and Student Supports Report previously submitted by K. Crossett. No further discussion.

D. Operations

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

General Discussion:

- Cora Services Support

- Meal Program: Initially served 122 meals

E. Human Resources

Board reviewed the September 2020 Human Resource Report and supporting documents
previously submitted by Total HR Solutions. No further discussion

V. New Business

A. Resolution 091620.006: Personnel (Key Performance Indicator)

M. Bly 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 091620.007: 2020-2021 Northwood Academy Charter School Employee Handbook

J. Marshall made a motion to approve the 2020-2021 Employee Handbook, as presented.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 091620.008: 2020-2021 Northwood Academy Charter School Student/Parent Handbook

J. Williams made a motion to approve the 2020-2021 Student/Parent Handbook, as presented.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 091620.009: Board Officer Job Descriptions

M. Bly made a motion to adopt the Board Officer Job Descriptions, as presented.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. EXECUTIVE SESSION

A. Legal

J. Marshall made a motion to move to Executive Session.
D. Madison seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Marshall made a motion to to move to Open Sessions.
D. Madison seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 091620.010: R.M. Settlement Agreement

M. Bly made a motion to ratify the Confidential Settlement Agreement In Re: Student R.M., as presented.
J. Marshall seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Bly	Aye
T. Caldwell	Aye
J. Williams	Aye
K. Maddox	Absent
D. Madison	Aye
K. Spraga	Aye
D. Kleschick	Aye
J. Marshall	Aye

VII. Closing Items

A. Adjourn Meeting

J. Marshall made a motion to adjourn.
D. Kleschick 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 7:16 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: October 21, 2020 (5:30pm) Remotely via Zoom.