APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday October 21, 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.

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.

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 has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link
https://us02web.zoom.us/j/83387709498?pwd=Nk55YlZTdTE2UkFUTTVLelh2OW8wdz09
Passcode: 072886

Trustees Present

D. Kleschick (remote), D. Madison (remote), J. Marshall (remote), J. Williams (remote), K. Maddox (remote), K. Spraga (remote), M. Bly (remote), T. Caldwell (remote)

Trustees Absent
None

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 Oct 21, 2020 at 5:31 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

J. Williams read Mission Statement.

D. Resolution 102120.001: Approval of Agenda

M. Bly made a motion to approve the October 21, 2020 Agenda.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 102120.002: Approval of September 16, 2020 Board Meeting Minutes

D. Kleschick made a motion to approve the minutes from Board of Trustees Monthly Meeting on 09-16-20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 102102.003: Approval of Financials

J. Williams made a motion to approve the September 2020 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.

K. Maddox seconded the motion.
T. Taylor reviewed the Executive Summary of the Financial Report ending September 30, 2020.
The board **VOTED** unanimously to approve the motion.

III. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) stated the next Committee Meeting is scheduled for December 2, 2020.

B. CEO Support and Evaluation

P. Kleshick (Chair) stated the next Commitee Meeting will be scheduled for the week of October 26th.

C. Finance Committee

J. Marshall (Chair) stated the next Committee Meeting is schedule for December 2, 2020.

D. Governance Committee

M. Bly (Chair) stated the committee met on September 30th to discuss the following:

- Future scope of work.
- Feedback received and finalize recommended changes to the Bylaws.

The recommended changes for the Bylaws are presented this evening for board approval.
The next Committee Meeting is scheduled for November 4, 2020 @ 6:00pm.

E. Human Resource Committee

J. Williams (Chair) stated the commitee met and are presenting the associated CBA's this evening for board approval.

F. Strategic Planning Committee

A. Hollister (Chair) stated updated documents have been received. Committee next steps:

- Merge all plans into one platform to efficiently manage.
- Identify plan for reporting and frequency of communication.

The next Committee Meeting is scheduled for November 4, 2020 @ 5:00pm.

IV. Staff Reports

A. CEO

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

B. Principal

Board reviewed the October 2020 Principal Report and supporting documents previously submitted by C. Carey.

General Discussion:

- Grades 3 to 8 participated in the Student Survey. Separate survey will be developed for the parents of students receiving Special Education services.

C. Operations

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

General Discussion:

- To date, all students identified as having a need, have received a school issued device.
- Trial testing of Swivl, presented some product glitches. An alternative device has been ordered as a secondary option. Feedback on the secondary option will be given next Tuesday.

D. Special Education & Student Support

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

E. Human Resources

Board reviewed the October 2020 Human Resource Report and supporting documents previously submitted by Total HR Solutions.

General Discussion:

- Engagement Survey Schedule Modification: Administrative Team and Total HR Solutions will collaborate to revise the Engagement Survey Schedule.

V. Unfinished Business

A.

Resolution 102120.004: Job Description (Community Coordinator)

M. Bly made a motion to adopt the Community Coordinator Job Description, as presented.
D. Kleschick seconded the motion.
Physical Requirements will be modified to reflect inclusive language and included with future internal and external communications.
The board **VOTED** to approve the motion.

Roll Call

J. Marshall	Aye
K. Maddox	Aye
K. Spraga	Aye
T. Caldwell	Aye
D. Madison	Aye
D. Kleschick	Aye
J. Williams	Abstain

VI. New Business

A. Resolution 102120.005: 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).
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 102120.006: New Position (Chief Operating Officer)

D. Kleschick made a motion to approve the new position of Chief Operating Officer, adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Resolution 102120.007: Salary Grade Change (Behavior Specialist)

D. Kleschick made a motion to approve the Salary Grade Change for Behavior Specialist position from 7NI to 8NI and accept all supporting documents, as presented.
T. Caldwell seconded the motion.

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

Roll Call

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

D. Resolution 102120.008: Talent Acquisition/Recruitment Proposal

K. Maddox made a motion to accept and ratify the Talent Acquisition Proposal submitted by Total HR Solutions, LLC to provide recruitment serives for a period of one (1) year beginning October 15, 2020 at a cost of $39,600;.
J. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
K. Maddox	Aye
T. Caldwell	Aye
M. Bly	Aye
J. Marshall	Aye
D. Kleschick	No
D. Madison	Aye
J. Williams	Aye

E. Resolution 102120.009:Amended Bylaws

J. Williams made a motion to ratify the Amended Bylaws with the proposed changes, as presented.
T. Caldwell seconded the motion.
Currently, four (4) board members exceed the term limits being proposed. These members may continue to serve out their current term as the Governance Committee begins the process of recruiting additional members to fill their seats.
The board **VOTED** unanimously to approve the motion.

F. Resolution 1021020.010: Permanent Committees

T. Caldwell made a motion to ratify and accept the President’s appointment of the following individuals to the Permanent Committees, as presented.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Carey left
T. Hunt left

T. Taylor left

VII. EXECUTIVE SESSION

A. Legal, Personnel

D. Kleschick made a motion to enter EXECUTIVE Session.
D. Madison seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Maddox made a motion to enter OPEN session.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

M. Bly made a motion to adjourn the meeting.
T. Caldwell 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 6:28 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: November 18, 2020 (5:30pm) Remotely via Zoom.