

APPROVED



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday November 18, 2020 at 5:30 PM

#### Location

Northwood Academy Charter School (Remote Meeting)

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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/81990523422?pwd=STdzMXBIN0laNDIUeFlvcmlvOGx1dz09>

Passcode: 975719

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#### Trustees Present

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

**Trustees Absent**

D. Kleschick

**Guests Present**

A. Hollister (remote), C. Carey (remote), K. Dugan (remote), T. Hunt (remote), T. Taylor (remote)

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**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 Nov 18, 2020 at 5:31 PM.

**B. Record Attendance and Guests**

**C. Reading of Mission Statement**

A. Hollister read the Mission Statement.

**D. Resolution 111820.001: Approval of Agenda**

T. Caldwell made a motion to approve the November 18, 2020 Agenda.

J. Williams seconded the motion.

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

**E. Resolution 111820.002: Approval of October 21, 2020 Board Meeting Minutes**

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 10-21-20.

T. Caldwell seconded the motion.

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

**F. Community Comment**

No Community Comment

**II. Finance**

**A. Resolution 111820.003: Approval of Financials**

J. Marshall made a motion to approve the October 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, Business Manager, reviewed the Executive Summary of the Financial Report ending October 31, 2020.

General Discussion:

- Scope of work provided by Wharton Painting, LLC

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 @ 5:00pm.

#### **B. CEO Support and Evaluation Committee**

No Committee Report

#### **C. Finance Committee**

J. Marshall (Chair) stated the next committee meeting is schedule for December 2, 2020 @ 6:00pm. Several CBA's being submitted to committee for action by January.

T. Taylor left early

#### **D. Governance Committee**

M. Bly (Chair) stated the committee meeting scheduled for November 4, 2020 was cancelled. The committee will reconvene in the new year.

The next committee meeting is tentatively scheduled for January 27, 2020 @ 6:00pm.

#### **E. Strategic Planning Committee**

A. Hollister (Chair) stated the committee meeting scheduled for November 4, 2020 was cancelled.

The next Committee Meeting is scheduled for December 2, 2020 @ 5:00pm.

### **IV. Staff Reports**

#### **A. CEO**

Board reviewed the November 2020 CEO Report and supporting documents previously submitted by A. Hollister. No further discussion.

#### **B.**

## **Principal**

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

General Discussion:

- Interview update for vacant position.

## **C. Operations**

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

General Discussion:

- COVID Screenings for students and staff.
- Chromebook damage assessment.
- Purchase of MacBooks for staff: Turnaround time for delivery 2-3 weeks.

## **D. Special Education & Student Support**

Board reviewed the November 2020 Special Education and Student Supports Report previously submitted by K. Crossett.

General Discussion:

- Impact on Evaluation Testing due to COVID restrictions.

## **E. Human Resources**

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

## **V. New Business**

### **A. Resolution 111820.004: Personnel (Key Performance Indicator)**

D. Madison 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 111820.005: Continuance of Health & Safety Plan SY20-21**

J. Williams made a motion to approve the revised timeline of the SY20-21 Health & Safety Plan based on the supporting COVID-19 Response Plan, as presented.

J. Marshall seconded the motion.

NACS COVID-19 Response Plan Recommendation:

- Following the recommendation of the PA Department of Health and the PDE, it is our intent to remain remote in January. In order to change to hybrid, we must see 3 weeks of data in the Low or Moderate category, accompanied by 3 weeks of the CHOP PolicyLab projections on a steady decline.
- When moving to hybrid:
  - During the 3rd week of Moderate/Low reports we will be asking for an emergency board meeting to approve the move to hybrid.
  - We will give our school community a two-week notification.
  - If we hit the Substantial level at anytime, it will reset the the clock.
  - Continued analysis of staff availability due to medical exemption.
  - Confirm availability of substitutes from our preferred agency.

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

**C. Resolution 111820.006: Comprehensive Plan (2020-2023)**

J. Marshall made a motion to approve the 2020-2023 Comprehensive Plan with associated Induction Plan and Professional Development Plan, as presented.

D. Madison seconded the motion.

Board President will sign affirmation statement that requires submission to PDE on Friday, November 20, 2020.

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

**D. Resolution 111820.007: Holiday Bonus and Treat Box**

M. Bly made a motion to approve the net worth Holiday Bonus of \$100 and Staff Treat Boxes at \$25pp not to exceed a combined amount of \$15,000.

K. Maddox seconded the motion.

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

**VI. EXECUTIVE SESSION**

**A. Legal, Personnel**

J. Marshall 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.

T. Caldwell seconded the motion.

The board VOTED unanimously to approve the motion.

## **VII. Closing Items**

### **A. Adjourn Meeting**

D. Madison 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 7:18 PM.

Respectfully Submitted,  
M. Bly

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