APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday December 16, 2020 at 5:30 PM

Location
Northwood Academy Charter School (Remote Meeting)

This was 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 were 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 to join the webinar:
https://us02web.zoom.us/j/88347542300?pwd=Z2Z1Y2M3c2UzVHczTkdvK3p0UFZ1QT09
Passcode: 735730

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), Edmund Fosu-Laryea (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 Dec 16, 2020 at 5:32 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

J. Williams read the Mission Statement.

D. Resolution 121620.001: Approval of Agenda

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

E. Resolution 121620.002: Approval November 18, 2020 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 11-18-20.
T. Caldwell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Community Comment

No Community Comment

II. Finance

A. Resolution 121620.003: Approval of Financials

J. Marshall made a motion to approve the November 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.
T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending November 30, 2020.
The board **VOTED** unanimously to approve the motion.

B. Resolution 121620.004: Annual Financial Audit (2019-2020)

J. Marshall made a motion to accept and approve the draft 2019-2020 Financial Audit, as presented by Barbacane, Thornton & Company, LLC.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Taylor left early
E. Fosu-Laryea left early

III. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) stated the committee met on December 2nd. The outcomes of the meeting are included in the Principal Report. Assistant Principals, Erin Hershberger and Kathryn Henry will join the committee.

B. CEO Support and Evaluation Committee

J. Williams (Vice Chair) stated P. Kleshick has resigned as Chair of Committee and she will resume positon of Chair.

Next Committee Meeting will be scheduled for January.

C. Finance Committee

J. Marshall (Chair) stated refined CBA process and approval guidelines will be presented to the full board during Januray's Board meeting.

Next Committee Meeting will be scheduled in February for first round of budget discussions.

D. Governance Committee

M. Bly (Chair) stated the next committee meeting is tentatively scheduled for January 27, 2020 @ 6:00pm.

E. Strategic Planning Committee

A. Hollister (Chair) stated the committee met on December 2nd to review Strategic and Comprehensive Plans via smartsheets. Committee will reconvene as needed.
J. Williams (Chair) stated the next committee meeting will be scheduled in January.

IV. Staff Reports

A. CEO

Board reviewed the December 2020 CEO Report and supporting documents previously submitted by A. Hollister.

General Discussion:

- Engagement Survey - Results will be forwarded to HR Committee by J. Williams.

B. Principal

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

General Discussion:

- Social/Emotional Wellness January for results in February.
- C. Carey thanked Board for all contributions to support Northwood families for the holidays. In total, 16 Northwood families were supported.

C. Operations

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

General Discussion:

- Teacher Chromebook Issue - Not designed for the multiple online platforms.
- Expanding Wifi needs via the PHLConnectED program / Updating access points

- GoGuardian - Waiver, Liabilities, FERPA compliance / Follow information being sent to the full board within the next week.
- Addendum to Mills Cleaning Contract

D. Special Education & Student Support

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

E. Human Resources

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

V. New Business

A. Resolution 121620.005: Personnel (Key Performance Indicator)

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

B. Resolution 121620.006: Revised Lottery and Enrollment Policy

D. Kleschick made a motion to adopt the revised Lottery and Enrollment Policy, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 121620.007: Apple MacBook Purchase

D. Madison made a motion to approve the purchase of Apple Macbooks for staff use, at a cost not to exceed $57,720; ratify the prior acts of Executive Administration in furtherance of this resolution; and authorize Amy Hollister, Chief Executive Officer to execute any document and delegate any task necessary to affect this resolution.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 121620.008: Elliott Lewis Filter Replacement

D. Kleschick made a motion to accept and approve the proposal submitted by Elliott Lewis to install high rated filters within the HVAC System, at a cost not to exceed $34,000; ratify the prior acts of Executive Administration in furtherance of this resolution; and authorize Amy Hollister, Chief Executive Officer to execute any document and delegate any task necessary to affect this resolution.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

T. Hunt left early

E. EXECUTIVE SESSION - Legal

P. Kleschick made a motion to enter EXECUTIVE Session.
T. Caldwell seconded the motion.
The board VOTED unanimously to approve the motion.

P. Kleschick made a motion to enter OPEN Session.
D. Madison seconded the motion.
The board VOTED unanimously to approve the motion.

F. Resolution 121620.009: Confidential Settlement Agreement In Re: Student KH

K. Maddox made a motion to ratify the Confidential Settlement Agreement In Re: Student KH, as presented.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VI. Closing Items

A. Adjourn Meeting

P. Kleschick made a motion to adjourn the meeting.
J. 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 6:41 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: January 20, 2020 (5:30pm) Remotely via Zoom.