



Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time

Wednesday January 20, 2021 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 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 to join the webinar:

<https://us02web.zoom.us/j/83411411780?pwd=SDV1T2lnWG05bERzMG1yN3VCYXlmZz09>

Passcode: 190208

Trustees Present

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

Trustees Absent

D. Madison

Trustees who left before the meeting adjourned

M. Bly

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 Jan 20, 2021 at 5:34 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

K. Maddox read the Mission Statement.

D. Resolution 012021.001: Approval of Agenda

D. Kleschick made a motion to approve the January 20, 2020 Agenda.

J. Williams seconded the motion.

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

M. Bly left.

E. Resolution 012021.002: Approval December 16, 2020 Board Meeting Minutes

T. Caldwell made a motion to approve the minutes from Board of Trustees Monthly Meeting on 12-16-20.

K. Maddox seconded the motion.

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

F. Community Comment

No Community Comment

II. Finance

A.

Resolution 012021.003: Approval of Financials

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

K. Spraga seconded the motion.

T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending December 31, 2020.

Additional discussion:

- Services provided by Nyman Associates, Inc.
- Grant Spending Documents

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

T. Taylor left.

III. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) stated there are no updates from the committee.

B. CEO Support and Evaluation Committee

J. Williams (Chair) stated the CEO evaluation is from BOT and we will make changes as necessary.

C. Finance Committee

J. Marshall (Chair) stated the next committee meeting committee is tentatively scheduled for the first Wednesday in February. First round of budget assumptions will be provided by Admin Team for the meeting. Committee has submitted a CBA process for Board consideration and adoption tonight.

D. Governance Committee

No Committee Report

E. Strategic Planning Committee

A. Hollister (Chair) stated the committee is awaiting feedback on documentation presented and will proceed after received.

HR Committee Meeting tentatively scheduled for the first Wednesday in February.

IV. Staff Reports

A.

CEO

Board reviewed the January 2021 CEO Report and supporting documents previously submitted by A. Hollister. No further discussion.

B. Principal

Board reviewed the January 2021 Principal Report and supporting documents previously submitted by C. Carey.

Discussion:

- Instructional Accountability and Evidence of Learning Goal: Percentage comparison between previous and January's benchmark.
- GoGuardian Software Implementation: Parent Notification January 27th and Launch February 1st.

C. Operations

Board reviewed the January 2021 Operations Report previously submitted by K. Dugan.

Discussion:

- P. Kleschick concerns from December 2020 Meeting were addressed and included in full Operations report.
- Wi-Fi Household Metrics: Reported monthly

D. Special Education & Student Support

Board reviewed the January 2021 Special Education and Student Supports Report previously submitted by K. Crossett.

Discussion:

- Streamlined tracking process for parent requests, follow ups and completions.
- Research-based Intervention Curricula

E. Human Resources

Board reviewed the January 2021 Human Resource Report and supporting documents previously submitted by Total HR Solutions. No further discussion.

V. New Business

A. Resolution 012021.004: Personnel (Key Performance Indicator)

D. Kleschick made a motion to accept the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).

K. Spraga seconded the motion.

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

B.

Resolution 012021.005: Revised Homeless Student Policy

J. Marshall made a motion to adopt the revised Homeless Student Policy, as presented.

K. Spraga seconded the motion.

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

C. Resolution 012021.006: Daikin HVAC Compressor Repair/Replacement

D. Kleschick made a motion to accept and approve the proposals submitted by Elliott Lewis and CBA submitted by Chief Operating Officer to repair compressors in the HVAC System, at a cost not to exceed \$48,000 or replace compressors in the HVAC System, at a cost not to exceed \$85,000; 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.

T. Caldwell seconded the motion.

Additional CBA for future maintenance of compressor being presented to Finance Committee.

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

D. Resolution 012021.007: Cost Benefit Analysis Process

K. Maddox made a motion to adopt the Cost Benefit Analysis (CBA) Process, as presented.

J. Marshall seconded the motion.

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

C. Carey left.

T. Hunt left.

VI. EXECUTIVE SESSION

A. Legal

J. Williams made a motion to enter EXECUTIVE Session.

T. Caldwell seconded the motion.

The board VOTED unanimously to approve the motion.

J. Williams 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. Kleschick made a motion to adjourn meeting.

K. Maddox 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 7:04 PM.

Respectfully Submitted,

K. Dugan

NEXT BOARD MEETING: February 17, 2020 (5:30pm) Remotely via Zoom.