



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday August 18, 2021 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 to join the webinar:

<https://us02web.zoom.us/j/86478354906>

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#### Trustees Present

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

### **Trustees Absent**

D. Kleschick, D. Madison

### **Trustees who arrived after the meeting opened**

K. Spraga

### **Guests Present**

C. Carey (remote), K. Crossett (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 Aug 18, 2021 at 5:32 PM.

### **B. Record Attendance and Guests**

### **C. Reading of Mission Statement**

J. Marshall read the Mission Statement.

### **D. Resolution 081821.001: Approval of Agenda**

J. Marshall made a motion to approve the August 18, 2021 Agenda.

T. Caldwell seconded the motion.

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

### **E. Resolution 081821.002: Approval July 28, 2021 Board Meeting Minutes**

T. Caldwell made a motion to approve the minutes from Emergency Meeting For Health and Safety Plan on 07-28-21.

J. Williams seconded the motion.

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

### **F. Community Comment**

No Community Comment

K. Spraga arrived at 5:47 PM.

## **II. Finance**

### **A. Resolution 081821.003: Approval of Financials**

J. Marshall made a motion to approve the June 2021 and July 2021 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.

T. Caldwell seconded the motion.

T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending June 30, 2021 and July 31, 2021.

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

T. Taylor left.

### **III. Discussion**

#### **A. Board Retreat**

J. Williams stated a preliminary agenda has been submitted for the Board's review. Please contact Board Chair if additional items are needed.

#### **B. Board of Trustees Award**

J. Williams stated administration will present options for awards including criteria, costs, etc.

### **IV. Committee Reports**

#### **A. Academic Excellence Committee**

K. Maddox (Chair) stated the committee is scheduled to tentatively meet on August 29th.

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

J. Williams (Chair) stated the committee is working on the CEO evaluation.

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

J. Marshall (Chair) stated the committee will discuss timeline with administration for CBA's during next committee meeting. Anyone interested in joining the committee is encouraged to join the next meeting.

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

T. Caldwell (Chair) stated updated Sunshine Policy has been vetted by our legal team and presented for approval today. Additionally, please submit resumes of any new board member candidates for consideration.

#### **E. Human Resource Committee (Ad Hoc)**

J. Williams (Chair) stated staff survey has been completed. Administration is currently developing an action plan to address the results. The committee will meet within the next month.

#### **F.**

### **Strategic Planning Committee (Ad Hoc)**

J. Williams, on behalf of A. Hollister (Chair) stated administration has hired a consultant to provide professional development which includes the development of a strategic plan.

## **V. Staff Reports**

### **A. CEO**

Board reviewed the August 2021 CEO Report previously submitted by A. Hollister.  
No further discussion.

### **B. Principal**

Board reviewed the August 2021 Principal Report previously submitted by C. Carey.  
No further discussion.

### **C. Operations**

Board reviewed the August 2021 COO Report previously submitted by K. Dugan.  
No further discussion.

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

Board reviewed the August 2021 Special Education and Student Supports Report previously submitted by K. Crossett. No further discussion.

### **E. Human Resources**

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

## **VI. New Business**

### **A. Resolution 081821.004: 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).

K. Maddox seconded the motion.

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

### **B. Resolution 081821.005:NACS Employee Handbook**

T. Caldwell made a motion to approve the following employee handbook as presented.

M. Bly seconded the motion.

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

### **C. Resolution 081821.006: 2021-2022 NACS Student/Parent Handbook**

J. Williams made a motion to approve the 2021-2022 Student/Parent Handbook, as presented.

T. Caldwell seconded the motion.

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

**D. Resolution 081821.007:Sunshine Policy Bylaw Update**

T. Caldwell made a motion to approve the Sunshine Policy Bylaw Update as presented.

J. Marshall seconded the motion.

Bylaws will be updated to include this new policy.

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

**E. Resolution 081821.008:Student Chromebook Cases**

K. Maddox made a motion to approve the purchase of student chromebook cases, at a total cost not to exceed \$25,000.

M. Bly seconded the motion.

Discussion regarding the overall functionality of the chromebooks issued last school year and the process for addressing any future issues.

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

**EXECUTIVE SESSION**

- LEGAL
- PERSONNEL

J. Marshall made a motion to enter EXECUTIVE Session. J. Williams seconded the motion. The board VOTED unanimously to approve the motion.

J. Marshall made a motion to enter OPEN session. J. Williams seconded the motion. The board VOTED unanimously to approve the motion.

**F. Resolution 081821.009: Confidential Settlement Agreement**

T. Caldwell made a motion to ratify the Confidential Settlement Agreement In Re: Student Ka\_M, as presented.

J. Williams seconded the motion.

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

**G. Resolution 081821.010: Confidential Settlement Agreement**

M. Bly made a motion to ratify the Confidential Settlement Agreement In Re: Student Je\_S, as presented.

K. Maddox seconded the motion.

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

C. Carey on behalf of Northwood Academy CS thanked Board Member Jim Marshall for all of his years of service to the Northwood Community.

## **VII. Closing Items**

### **A. Adjourn Meeting**

K. Spraga made a motion to adjourn.

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 7:51 PM.

Respectfully Submitted,  
J. Williams

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**NEXT BOARD MEETING:** September 15, 2021 (5:30pm)