APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday September 15, 2021 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 to join the webinar:
https://us02web.zoom.us/j/86478354906

Trustees Present

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

Trustees Absent
J. Marshall, T. Caldwell

Guests Present
A. Hollister (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 Sep 15, 2021 at 5:32 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

J. Williams read the Mission Statement.

D. Resolution 091521.001: Approval of Agenda

K. Maddox made a motion to approve the September 15, 2021 Agenda.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 091521.002: Approval August 18, 2021 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 08-18-21.
J. Williams seconded the motion.
Academic Excellence Committee Report correction. The next committee meeting is scheduled for September 29th.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 091521.003: Approval of Financials

K. Spraga made a motion to approve the August 2021 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 August 31, 2021.

Discussion:

- Debt Service Coverage Ratio

The board **VOTED** unanimously to approve the motion.
T. Taylor left
P. Kleschick arrived

III. Discussion

A. Board Retreat

Discussion:

- Board Retreat Agenda
- Board Retreat Date: September 25, 2021 (9:00am)

B. Board of Trustees Award Update

Discussion:

- Administration will provide Board with suggestions and tentative plan during October Board Meeting.

IV. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) stated the next committee meeting will be scheduled for September 29th or October 6th. Committee will discuss the Instructional Handbook.

B. CEO Support and Evaluation Committee

J. Williams (Chair) consulted BoardOn Track regarding the CEO Evaluation process. J. Williams will follow up with the other committee members.

C. Finance Committee

J. Williams, in the absence of J. Marshall (Chair), requested the members decide how often the committee will meet moving forward.

D. Governance Committee

J. Williams, on behalf of T. Caldwell (Chair), stated interviews for board candidates will be scheduled. If any member has any other candidate resumes, please submit them.

E. Human Resource Committee (Ad Hoc)

J. Williams (Chair) stated the next committee meeting is scheduled for October 6th. Committee will discuss the Staff Survey.

F. Strategic Planning Committee (Ad Hoc)

A. Hollister (Chair) stated the next committee meeting is scheduled for September 29th. The committee will outline next steps, timeline for Strategic Plan rollout. Highlights of the Strategic Plan will be shared during the Board Retreat.

V. Staff Reports

A. CEO

Board reviewed the September 2021 CEO Report previously submitted by A. Hollister.

Discussion:

- Staffing / Recruitment

B. Principal

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

C. Operations

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

D. Special Education & Student Support

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

E. Human Resources

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

VI. New Business

A.

Resolution 091521.004: 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).
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 091521.005: Personal Care Nurse Supports

M. Bly made a motion to approves the position of Personal Care Nurse Support for those students who require additional services. The amount should not to exceed $70,000 for the months of October 2021 to June 2022.
J. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Resolution 091521.006 Resignation of Board Treasurer

D. Madison made a motion to accept the resignation of Jim Marshall as Board Treasurer effective September 15, 2021.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.
D. Kleschick made a motion to accept the resignation of Jim Marshall, as Board Member and Board Treasurer effective the end of this meeting, September 15, 2021.
J. Williams seconded the motion.
The resolution is amended to reflect the Board of Trustees of Northwood Academy Charter School hereby accepts the resignation of Jim Marshall, as Board Member and Board Treasurer effective the end of this meeting, September 15, 2021.
The board **VOTED** unanimously to approve the motion.

D. RESOLUTION 091521.007: Agenda Amendment

D. Kleschick made a motion to amend the September 15, 2021 Agenda to include Resolution 091521.008: COVID Vaccination Policy.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 091521.008: COVID Vaccination Policy

K. Spraga made a motion to adopt the COVID Vaccination Policy and supporting documentation, as presented.
D. Kleschick seconded the motion.
Discussion:

- Timeline for Staff Vaccination

The board **VOTED** unanimously to approve the motion.
T. Hunt left

VII. EXECUTIVE SESSION

A. Legal

K Maddox made a motion to enter EXECUTIVE Session. K Spraga seconded the motion. The board VOTED unanimously to approve the motion.

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

VIII. Closing Items

A. Adjourn Meeting

D. Madison made a motion to adjourn the meeting.
D. Kleschick 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 7:20 PM.

Respectfully Submitted,
J. Williams

NEXT BOARD MEETING: October 20, 2021 (5:30pm)