APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday October 20, 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), J. Williams (remote), K. Maddox (remote), K. Spraga (remote), M. Bly (remote), T. Caldwell (remote)

Trustees Absent
D. Madison

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 Oct 20, 2021 at 5:32 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Mission Statement acknowledged.

D. Resolution 102021.001: Approval of Agenda

M. Bly made a motion to approve the October 20, 2021 Agenda.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 102021.002: Approval September 15, 2021 Board Meeting Minutes

J. Williams made a motion to approve the minutes from Board of Trustees Monthly Meeting on 09-15-21.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 102021.003: Approval of Financials

M. Bly made a motion to approve the September 2021 Financial Report and accept all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.

J. Williams seconded the motion.
T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending September 30, 2021.
The board **VOTED** to approve the motion.

Roll Call	
D. Madison	Absent
T. Caldwell	Aye
K. Maddox	Absent
K. Spraga	Aye
J. Williams	Aye
M. Bly	Aye

III. Discussion

A. Renaming of Wing

- T. Caldwell and A. Hollister acknowledged involving stakeholders in the process of renaming areas within the school.
- The process of the wing renaming will be detailed within the strategic plan rollout.

B. Board of Trustees Award Update

- A. Hollister highlighted the plan for developing the Board of Trustee's Award.

IV. Committee Reports

A. Academic Excellence Committee

C. Carey, in the absence of K. Maddox (Chair) stated the next committee meeting is scheduled for October 27th.

Agenda items:

- Instructional Handbook
- Goals

B. CEO Support and Evaluation Committee

J. Williams (Chair) stated there are no current updates from the committee.

C. Finance Committee

K. Spraga (Chair) gave overview of next steps for committee.

D. Governance Committee

T. Caldwell (Chair) absent. No updates from the committee.

E. Human Resource Committee (Ad Hoc)

J. Williams (Chair) stated the committee met on October 6th, and all actionable items are presented for board approval during this evening's meeting.

F. Strategic Planning Committee (Ad Hoc)

A. Hollister (Chair) stated there are no current updates from the committee.

V. Staff Reports

A. CEO

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

Discusison:

- Rollout of staff vaccination mandate and plan for non-compliance.

B. Principal

Board reviewed the October 2021 Principal Report previously submitted by C. Carey.

Discussion:

- Counselor Reports - No longer being submitted separately, but instead being incorporated within the Principal's Report.
- Naviance - Using internal sources instead of Naviance for the middle school.

C. Operations

Board reviewed the October 2021 COO Report previously submitted by K. Dugan.

Discussion:

- Community incident on October 15, 2021.
- Communication from Dr. Hite (SDP Supt.) regarding possible Septa Strike on November 1st.
- Vaccination plan for students under the age of 12 being presented in November.

D. Special Education & Student Support

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

E. Human Resources

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

VI. New Business

A. Resolution 102021.004: 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).
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 102021.005: Purchase of 60 IPADS

K. Spraga made a motion to approve the purchase of 60 iPADS for Kindergarten Students, in an amount not to exceed $22,000 .
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 102021.006 New Position: Operations Administrative Assistant

K. Spraga made a motion to approve the new position of Operations Administrative Assistant, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 102021.007 New Position: Specialized Services Case Manager

M. Bly made a motion to approve the new position of Specialized Services Case Manager, as presented.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 102021.008 Water Fountain Conversion

J. Williams made a motion to approve the Supply and Install (11) Elkay Bottle Filling Stations in Existing Water Fountain Locations, in an amount not to exceed $30,000 .
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 102021.009 Increase to the Mills contract

K. Spraga made a motion to approve the contract amendment for Mills Cleaning to include an additional $5,000 per month from October 2021 through June 2022. The total contract amount shall not exceed $45,000.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

G.

Resolution 102021.010 Approval of funds to purchase property

M. Bly made a motion to approve funds for the purchase of the property located at Adams Avenue and Orthodox Street in an amount not to exceed $300,000 for future strategic planning and expansion projects.
K. Spraga seconded the motion.
General discussion regarding breakdown of total cost.
The board **VOTED** unanimously to approve the motion.

H. Resolution 102021.011 3rd and 4th SAVVAS Interactive Science Curriculum

K. Spraga made a motion to approve the purchase of Savvas Science Curriculum Materials for 3rd and 4th grade, in an amount not to exceed $15,000. .
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 102021.012 Appointment Of Trustee, Jacqueline Williams

K. Spraga made a motion to hereby reappoints Jacqueline Williams as a Trustee, who shall serve a 1-year term, effective October 20, 2021 and ending October 30, 2022.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

J. Resolution 102021.013 NACS Establishing A Position Policy

M. Bly made a motion to adopt the revised Establishing a Position Policy, as presented.
J. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Resolution 102021.014 NACS Procurement of Contract Staffing Policy

K. Spraga made a motion to adopt the new Procurement of Contract Staffing Policy, as presented.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. EXECUTIVE SESSION

A. Legal
B. Educating Board regarding a Contract issue and Personnel Matter.

K. Spraga made a motion to enter EXECUTIVE Session.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.
D. Kleschick made a motion to enter OPEN session.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Resolution 102021.015 Total HR Contract Renewal - 36 months

J. Williams made a motion to table Resolution 102021.015 Total HR Contract Renewal.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

M. Bly made a motion to adjourn the meeting.
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 8:45 PM.

Respectfully Submitted,
J. Williams

NEXT BOARD MEETING: November 17, 2021 (5:30pm)