



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday December 15, 2021 at 5:30 PM

#### Location

Northwood Academy Charter School (Remote Meeting)

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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/81874992838>

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#### Trustees Present

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

### **Trustees Absent**

D. Madison

### **Guests Present**

C. Carey (remote), Edmund Fosu-Laryea (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**

D. Kleschick called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Dec 15, 2021 at 5:35 PM.

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

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

Mission Statement read by P. Kleschick.

### **D. Resolution 121521.001: Approval of Agenda**

K. Maddox made a motion to approve the December 15, 2021 Agenda.

T. Caldwell seconded the motion.

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

### **E. Resolution 121521.002: Approval November 17, 2021 Board Meeting Minutes**

T. Caldwell made a motion to approve the minutes from Board of Trustees Monthly Meeting on 11-17-21.

M. Bly seconded the motion.

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

### **F. Community Comment**

No Community Comment

## **II. Finance**

### **A. Resolution 121521.003: Approval of Financials**

K. Spraga made a motion to approve the November 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 November 30, 2021.

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

**B. Resolution 121521.004: Annual Financial Audit (2020-2021)**

K. Spraga made a motion to approve the finalized Annual Financial Audit for 2020-2021, as presented by Barbacane, Thornton & Company, LLC.

D. Kleschick seconded the motion.

Audit representative presented summary of audit results ending June 30, 2021.

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

T. Taylor and E. Fosu-Laryea left at 5:52pm

**III. Discussion**

**A. Strategic Planning Committee**

The Strategic Planning Committee will be reclassified as a Standing Committee with the approval of the amended bylaws (Section 3.9.1) during the January 2022 Board meeting.

The committee will meet on a consistent schedule and is in need of additional members.

**IV. Committee Reports**

**A. Academic Excellence Committee**

No Committee Report

**B. CEO Support and Evaluation Committee**

P. Kleschick (Chair) stated the CEO search has begun in partnership with Total HR Solutions. A memo to the school community regarding the search is being distributed 12/16/21. Next step in the process is interviews with Board Members individually.

**C. Finance Committee**

K. Spraga (Chair) stated 5 year plan (v1) being submitted in January, and the 2022-23 Draft Budget will be submitted every month starting with v1 in February.

**D. Governance Committee**

T. Caldwell (Chair) stated the committee has received five (5) resumes for potential Board candidates. Members are asked to review and submit top three (3) choices by 1/12/22.

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

P. Kleschick (Chair) stated the next committee meeting is scheduled for 1/5/22.

Total HR Solutions will submit a nine (9) month gap contract extending their current three (3) contract to June 2025.

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

K. Dugan (Chair) explained committee engaged in discussion regarding the direction of the strategic plan, and will submit a draft during the January 2022 board meeting.

### **V. Staff Reports**

#### **A. Interim CEO**

Board reviewed the December 2021 Interim CEO Report previously submitted by K. Dugan and C. Carey.

Discussion:

- Enrollment
- Updated COVID Plan to include vaccination protocol
  - Jan 5th HR Committee for staff plan
  - Feb HR Committee for student plan

#### **B. Principal**

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

Discussion:

- Strategy to address Reading Proficiency Rates for grades 1-4
- Strategy to address Math Proficiency Rates for grades 5
- Staffing Contracts: PCAs due to HR Committee 12/29/21 for 1/5/21 approval
- New Position Packets: Hall Monitors due to HR Committee 12/29/21 for 1/5/21 approval.

#### **C. Operations**

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

Discussion:

- Revised COO Report
- RFP for Data & Information Systems

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

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

K. Crossett left at 7:03pm

## **E. Human Resources**

Board reviewed the December 2021 Human Resource Report and supporting documents previously submitted by Total HR Solutions.

Discussion:

- KPI update to include COVID Vaccination status'.

## **VI. New Business**

### **A. Resolution 121521.005: 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 121521.006: Annual Budget Process**

M. Bly made a motion to adopt the annual budget process, as presented.

D. Kleschick seconded the motion.

K. Spraga (Treasurer) summarized budget process.

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

### **C. Resolution 121521.007:Fountas & Pinnell**

K. Maddox made a motion to approve the purchase of Fountas & Pinnell Guided Reading Books and Online Data Management System, at a cost not to exceed \$13,453.

D. Kleschick seconded the motion.

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

### **D. Resolution 121521.008: Student Safety Supports**

M. Bly made a motion to approve the hire of nine (9) Personal Care Assistants or Registered Behavior Technicians for student support, at a cost not to exceed \$300,000.

T. Caldwell seconded the motion.

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

### **E. Resolution 121521.009: Occupational Therapy Services**

D. Kleschick made a motion to approve the increase of Occupational Therapy Services through June 2022, at a cost not to exceed \$15,000.

K. Spraga seconded the motion.

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

### **F. Resolution 121521.010: Snow Removal Contract (Lovin Contractors)**

D. Kleschick made a motion to approve the contract of Lovin Contractors to provide snow removal services in amount up to \$10,000, not to exceed \$15,000.

K. Spraga seconded the motion.

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

**G. Resolution 121521.011: Climate & Culture Support**

D. Kleschick made a motion to approve the hire of six (6) Hall Monitors to support student transitions, at a cost not to exceed \$105,330.

T. Caldwell seconded the motion.

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

**H. Resolution 121521.012: Senior Administration Stipends**

M. Bly made a motion to approve stipends for the COO and Principal to compensate for assumed CEO responsibilities through June 2022, at a cost not to exceed \$40,000.

T. Caldwell seconded the motion.

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

**VII. EXECUTIVE SESSION**

**A. Legal, Personnel, Public Safety, Property Purchase, Agency Information Gathering**

P. Kleschick made a motion to enter EXECUTIVE Session. M. Bly seconded the motion.

The board VOTED unanimously to approve the motion.

P. Kleschick made a motion to enter OPEN session. M.Bly seconded the motion. The board VOTED unanimously to approve the motion.

M. Bly stated the Board met in Executive Session to discuss legal matters, personnel matters, public safety, a potential property purchase and to gather agency information. The Board acknowledges the next step regarding the property purchase and senior administration with submit a Letter of Intent.

**VIII. Closing Items**

**A. Adjourn Meeting**

M. Bly 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 8:46 PM.

Respectfully Submitted,

M. Bly

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**NEXT BOARD MEETING:** January 19, 2022 at 5:30pm (Remote Meeting)