



Northwood Academy Charter School

Minutes

Human Resources Sub Committee

Date and Time

Wednesday January 5, 2022 at 6:00 PM

Location

Northwood Academy Charter School (Remote Meeting)

This was a public meeting of the Human Resource Committee 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 welcome to attend and listen to the Human Resource Committee conduct its business tonight. All written comments submitted to the Committee via email (board@northwoodcs.org) will be acknowledged and incorporated into the official minutes. This meeting is accessible to the public via the remote platform Zoom and is being recorded.

Zoom Link to join the webinar:

<https://us02web.zoom.us/j/89611146135?pwd=VURqbDcydWdvVVJhSTRYeGdJdFBaUT09>

Committee Members Present

D. Kleschick (remote), K. Dugan (remote), K. Spraga (remote), M. Bly (remote), T. Hunt (remote)

Committee Members Absent

None

Guests Present

C. Carey (remote)

I. Opening Items

A. Call the Meeting to Order

D. Kleschick called a meeting of the Human Resource Ad Hoc Committee of Northwood Academy Charter School to order on Wednesday Jan 5, 2022 at 6:11 PM.

B. Record Attendance

C. Approval of Agenda

M. Bly made a motion to approve the January 5, 2022 Agenda.

K. Spraga seconded the motion.

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

D. Community Comment

No Community Comment

II. New Business

A. Agency Contract: Personal Care Assistant/Registered Behavior Technician

M. Bly made a motion to approve CBA 2022.44 Behavior Support Specialist.

D. Kleschick seconded the motion.

CBA 2022.44 replaces CBA 2022.39

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

B. New Position Packet: Hall Monitors

D. Kleschick made a motion to approve CBA 2022.42 Hall Monitors.

M. Bly seconded the motion.

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

C. COVID-19 Staff Vaccination Policy

K. Dugan made a motion to approve the COVID-19 Staff Vaccination Policy.

T. Hunt seconded the motion.

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

III. Discussion

A.

COVID PTO Days

The HR Team is reviewing the Staff PTO days and will present recommendations to the Board.

- Average PTO taken to date related to COVID.
- Recommendation will identify how many days to reimburse up to a specific number.

B. Staff Performance

A follow-up conversation about staff performance and information sharing was facilitated by Senior Administration and Total HR Solutions.

C. CEO Search

The final stages of the CEO search process have been completed. The position criteria will be posted tomorrow (1.6.22).

D. Student COVID Vaccination Plan

The Student COVID Vaccination Plan will be presented to the Board for approval in February.

IV. Closing Items

A. Adjourn Meeting

M. Bly made a motion to adjourn.

K. Spraga seconded the motion.

The committee **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 6:49 PM.

Respectfully Submitted,

M. Bly