APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Amended Agenda

Date and Time
Wednesday January 19, 2022 at 5:30 PM

Location
Northwood Academy Charter School (Remote Meeting)

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 were 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

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

Trustees Absent
D. Madison

Trustees who arrived after the meeting opened
K. Maddox

Guests Present
C. Carey (remote), K. Crossett (remote), K. Dugan (remote), Nicole Snyder (remote), T. Hunt (remote), T. Taylor (remote)

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 Jan 19, 2022 at 5:33 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Mission Statement read by P. Kleschick.

D. Resolution 011922.001: Approval of Agenda

M. Bly made a motion to approve the January 19, 2022 Agenda.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 011922.002: Approval December 15, 2021 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 12-15-21.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A.

Resolution 011922.003: Approval of Financials

K. Spraga made a motion to approve the December 2021 Financial Report and all supporting documents submitted by the Business Manager.
M. Bly seconded the motion.
P. Kleschick requested Check Detail to be formatted by payee. T. Taylor will present requested version to Finance Committee.

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

III. Discussion

A. Meeting Minutes Timeline

Unanimous agreement that draft meeting minutes for standing committee and monthly board meetings shall be distributed to members no later than one week after the meeting convenes.

Additionally, draft meeting minutes for any special or emergency meeting shall be distributed to members no later than 72 hours after the meeting convenes.

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 who will give a detailed update of the process.

C. Finance Committee

K. Spraga (Chair) expressed thanks to the committee members for all of their efforts and work. K. Spraga explained ESSER II and ESSER III financial reports will be presented every month. Fiscal 21-22 will reflect actual estimates with Fiscal 22-23 and 23-24 reflecting estimates. Changes in estimates will be noted. Additionally, the current 5 year plan is a snapshot in time and continued work on the plan will resume in July through the fall for long term planning. Lastly, the annual budget has begun with version1 being presented in February.

D. Governance Committee

T. Caldwell (Chair) stated the committee received five resumes from potential board candidates. The top three candidaates, based on board member feedback, have been

invited to interview with the committee on January 26th. Two of the three candidates, Amanda Hill and Nicole Davis have accepted the invitation.

A committee meeting will be tentatively scheduled for February 2nd to develop a board recruitment packet, in consultation with HR and Legal.

E. Human Resource Committee (Ad Hoc)

P. Kleschick (Chair) stated committee met on January 5th to discuss the following action items:

- New positions
- Staff Vaccination Policy
- CEO Search - Engagement with Total HR Solutions

Preliminary discussion regarding a Leadership Retreat and Team building have taken place and more details to follow.

F. Strategic Planning Committee

K. Dugan (Chair) stated committee met in December to build out new intiatives which are reflected in the strategic plan document submitted for board review. The committee's next meeting is scheduled for Januray 26th.

V. Staff Reports

A. Interim CEO

Board reviewed the January 2022 Interim CEO Report previously submitted by K. Dugan and C. Carey.

General Discussion:

- Enrollment - current trends and next steps
- Revised Safety plan with Grey Hawk recommendations

K. Maddox arrived at 6:07 PM.

B. Principal

Board reviewed the January 2022 Principal Report previously submitted by C. Carey.

General Discussion:

- Tutoring Program
- Benchmark Assessments

C.

Operations

Board reviewed the January 2022 COO Report previously submitted by K. Dugan.

General Discussion:

- Hall Monitors and Safety Procedures
- Technology Review - Asset Protection

D. Special Education & Student Support

Board reviewed the January 2022 Special Education and Student Supports Report previously submitted by K. Crossett.

General Discussion:

- Dashboard Data
- Comprehensive Student Services Supports
- MTSS School-wide Positive Behavior Incentives

E. Human Resources

Board reviewed the January 2022 Human Resource Report and supporting documents previously submitted by Total HR Solutions.

General Discussion:

- CEO Search Timeline Update
- COVID PTO Policy

VI. New Business

A. Resolution 011922.004: 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. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 011922.005: Amended COVID Vaccination Policy

D. Kleschick made a motion to adopt the amended COVID Vaccination Policy and supporting document, as presented.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 011922.006: COVID PTO Policy

D. Kleschick made a motion to adopt the COVID PTO Policy, as presented.

K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 011922.007: New Position - Behavior Specialist

T. Caldwell made a motion to approve the new postion of Behavior Specialist.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 011922.008: Tutoring Program

D. Kleschick made a motion to approve the implementation of a tutoring program to provide additional academic support in Reading and Mathematics, at a cost not to exceed $51,480.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 011922.009: Speech Therapy Services

M. Bly made a motion to approve the increase of Speech Therapy Services through June 2022, at a cost not to exceed $27,500.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 011922.010: Cafeteria Assistants

K. Spraga made a motion to approve the hire of four (4) additional Cafeteria Assistants, at a projected cost of $26,945.88.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 011922.011: Egress Alert Project

D. Kleschick made a motion to approve the purchase of an egress alter/monitoring system, at cost not to exceed $119,000.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 011922.012: Lockdown System (Gymnasium Doors)

D. Kleschick made a motion to approve the purchase of a lockdown system for the Gymnasium Doors, at a cost to not to exceed $14,250.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 011922.013: Amended Bylaws

M. Bly made a motion to adopt the amended Bylaws, as presented.

K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Taylor left
T. Hunt Left

VII. Executive Session

A. Legal, Personnel, 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.

M. Bly made a motion to enter OPEN session. P. Kleschick seconded the motion. The board VOTED unanimously to approve the motion.
P. Kleschick explained under the amended Sunshine Act, we are permitted to amend our agenda for emergent or extenuating circumstances, and that agenda must be posted within 24 hours. The amended agenda shall now include the acceptance of the Hall Monitor Job Description packet previously passed by the HR Committee, and a confidential settlement agreement.

T. Caldwell made a motion to amend the agenda to include Resolution 011922.14 and Resolution 011922.15. M. Bly seconded the motion. The board VOTED unanimously to approve the motion.

VIII. New Business

A. Resolution 011922.014: New Position - Hall Monitor

K. Maddox made a motion to approve the new position of Hall Monitor and accept all supporting documents, as presented.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 011922.015: Confidential Settlement Agreement - Student No. 456-21

M. Bly made a motion to approve the terms of the Confidential Settlement Agreement and Release (“Agreement”) in the matter of Student File No. 456-21, and direct the Interim CEO to execute the final Agreement on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School’s compliance with the terms of the Agreement.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IX. Closing Items

A. Adjourn Meeting

T. Caldwell made a motion to adjourn the meeting.
M. Bly 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 9:10 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: February 16, 2022 at 5:30pm (Remote Meeting)