APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday February 16, 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 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/s/81874992838

Trustees Present

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

Trustees Absent
D. Madison

Guests Present
Amanda Hennie (remote), K. Crossett (remote), K. Dugan (remote), K. Henry (remote), K. McKenna (remote), N. Snyder (remote), Nicole Davis (remote), T. Hunt (remote), T. Taylor (remote)

I. Opening Items

A. Call the Meeting to Order

M. Bly called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Feb 16, 2022 at 5:34 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Mission Statement read by P. Kleschick.

D. Chairperson's Disclosure: Executive Session

P. Kleschick, President, announced the Board of Trustees met in Executive Session on January 25, 2022 to discuss a public safety matter.

E. Resolution 021622.001: Approval of Agenda

D. Kleschick made a motion to approve the February 16, 2022 Agenda.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 021622.002: Approval January 19, 2022 Board Meeting Minutes

D. Kleschick made a motion to approve the minutes from Board of Trustees Monthly Meeting on 01-19-22.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Community Comment

Good evening. My name is Dr. Paul Kleschick, and I am President of the Northwood Academy Charter School Board of Trustees. You will have three minutes to address the Board of Trustees. Any additional documents or communications with which you might

supplement your comment should be submitted to the Board via email. Our Board Secretary, Tara Caldwell, will keep the time and notify the Board when three minutes have elapsed. This Board may choose not to comment, question, or respond in any way to your public comment. Before you begin your comments, please state your name for our records. Your time will begin now.

Karen A. Manley - Parent
Topics: Operations and School Leadership

II. Finance

A. Resolution 021622.003: Approval of Financials

D. Kleschick made a motion to approve the January 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Discussion

A. SY 2022/23 Budget

K. Spraga gave an overview of the annual budget process. Additionally explained, the draft budget documents will include summaries, assumptions and details which are being presented each month from now through June. As members review the documents, the recommendation is to pay close attention to the assumptions.

IV. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) stated the next committee meeting is scheduled for February 23rd from 6pm-7pm. The committee meets four times a year.

B. CEO Search Committee

P. Kleschick (Chair) explained the committee is forming and the current members are P. Kleschick, K. Spraga and M. Bly. The committee will also include administration, faculty and parents. Preliminary meetings with T. Hunt are being scheduled. The recruiting process will lead to three finalists being considered.

C. Finance Committee

K. Spraga (Chair) explained the committee has been meeting each month to review and focus on the draft budget including all CBA's presented and previous years' assumptions. The goal is to have the draft budget finalized in May and submitted for approval in June.

D. Governance Committee

T. Caldwell (Chair) explained Nicole Davis and Dr. Amanda Hennie, board candidates are attending tonight to observe this evening's meeting.

E. Human Resource Committee (Ad Hoc)

P. Kleschick (Chair) explained the committee met on stated met on February 2nd to review the employee engagement survey action plans, and discuss the current COVID PTO policy.

F. Strategic Planning Committee

K. Dugan (Chair) stated strategic planning is currently on hold, but continued conversations with committee members and T. Hunt regarding ideas will be ongoing.

V. Staff Reports

A. Interim CEO

Board reviewed the February 2022 Interim CEO Report previously submitted by K. Dugan. No further discussion.

B. COO

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

Discussion:

- Interim Principal Priority Action Plan
- Principal Report - Submission beginning in March
- Installation of exterior and gym door alarms - four week completion timeframe

C. Special Education & Student Support

Board reviewed the February 2022 Special Education and Student Supports Report previously submitted by K. Crossett. No further discussion.

D. Human Resources

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

Discussion:

- Hall Monitor recruitment - Two candidates offered and two pending

VI. New Business

A. Resolution 021622.004: Personnel (Key Performance Indicator)

D. Kleschick 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 021622.005: Appointment of Interim Principal

M. Bly made a motion to approve the appointment of Kathryn Henry, as Interim Principal effective February 4, 2022, and authorizes the Board President or designee to negotiate the terms, conditions and financial considerations in consultation with the Business Manager.
T. Caldwell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Resolution 021622.006: Interim Principal Stipend

K. Spraga made a motion to approve a stipend for the Interim Principal to compensate for additional management responsibilities through June 2022, at a cost not to exceed $10,000.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 021622.007:Reallocation of Funds (3rd Grade Classroom Assistants)

K. Maddox made a motion to approve the reallocation of funds previously approved by Resolution 111721.007 for 3rd Grade Classroom Assistants, in an amount not to exceed $183,240.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Resolution 021622.008: Fund for COVID Rapid Tests

D. Kleschick made a motion to approve the designation of funds for the continual purchase of COVID Rapid Tests, in an amount not to exceed $60,000.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 021622.009: Curriculum Purchase & License Renewal (TCI Social Studies Alive)

K. Spraga made a motion to approve the purchase of renewal licenses and additional supplemental materials for TCI Social Studies Alive Curriculum, at a cost not to exceed $67,040.05.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 021622.010: Digital Program License Renewal (Lexia Core5 Reading/PowerUp Literacy)

D. Kleschick made a motion to approve the purchase of renewal licenses for Lexia Core5 Reading/PowerUp Literacy Program, at a cost not to exceed $11,900.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 021622.011: Title IX Policy

D. Kleschick made a motion to adopt the Title IX Policy, as presented.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 021622.012: Confidential Settlement Agreement- Student No. 441-21

D. Kleschick made a motion to approve the terms of the Confidential Settlement Agreement and Release (“Agreement”) in the matter of Student File No. 441-21, 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.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VII. Executive Session

A. Legal, Personnel

D. Kleschick made a motion to enter EXECUTIVE Session.
M. Bly 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.

VIII. Closing Items

A. Adjourn Meeting

D. Kleschick 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 7:02 PM.

Respectfully Submitted,
M. Bly

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