APPROVED

Northwood Academy Charter School

Minutes

Human Resource Committee

Date and Time
Wednesday February 2, 2022 at 6:30 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/85297780443

Committee Members Present
C. Carey (remote), D. Kleschick (remote), K. Dugan (remote), K. Spraga (remote), M. Bly (remote), T. Hunt (remote)

Committee Members Absent
None

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 Feb 2, 2022 at 6:36 PM.

B. Record Attendance

C. Approval of Agenda

M. Bly made a motion to approve agenda.
K. Spraga seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approval of Minutes: January 5, 2022 HR Committee Meeting

M. Bly made a motion to approve the minutes from Human Resources Sub Committee on 01-05-22.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Community Comment

No Community Comment

II. New Business

A. Employee Engagement Survey Action Plans

The committee reviewed the Executive Summary and the following action items associated with the findings of the survey:

- Professional Development
- Morale
- Communication
- Administration Support
- Discipline/Safety
- Role Clarity (Principal and Assistant Principals)

Follow-up committee meetings are being scheduled to discuss the progress of action plans.

Additional discussion:

- Operational Calendar for the Board of Professional Development Sessions/Activities
- Planning for Market Compensation Study

B. COVID PTO Days

The committee discussed the recently adopted COVID PTO Day Policy and the impact related to the overall PTO Policy. The current policy will be upheld and no further changes are being considered.

Additionally, the committee engaged in discussion about the current employee benefits structure and cost containment.

The following action items are being addressed by the Finance Committee:

- Review of payout for unused PTO Days
- Review of payout for benefits opt-out
- Review of 12% increase in benefits premium
    - Total HR will evaluate the whole benefits package

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting.
M. Bly 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 8:04 PM.

Respectfully Submitted,
M. Bly