APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday March 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
K. Crossett (remote), K. Dugan (remote), K. Henry (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 Mar 16, 2022 at 5:32 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

P. Kleschick read the Mission Statement.

D. Resolution 031622.001: Approval of Agenda

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

E. Resolution 031622.002: Approval February 16, 2022 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 02-16-22.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 031622.003: Approval of Financials

K. Maddox made a motion to approve the February 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.
T. Caldwell seconded the motion.

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

III. Discussion

A. SY 2022/23 Budget

K. Spraga reviewed the budget process timeline, and requested that all new expenditures are submitted to the Finance Committee for consideration in April and May. This will allow the committee to present the final version of the draft budget for approval in June.

B. Sub-Committee Reporting

Meeting schedule with administration, vendor partners and committee chairs has been finalized.

IV. Committee Reports

A. Academic Excellence Committee

K. Maddox (Chair) explained the committee met on March 2nd to discuss the recent assessment results and develop action plans which have been included in the Interim Principal Report. The committee will meet again at the end of May to review the end-of-year assessment results.

B. CEO Search Committee

P. Kleschick (Chair) explained that four (4) candidates were presented to the committee for interview. The committee will meet with Total HR Solutions within a week to discuss next steps.

C. Finance Committee

No Committee Report

D. Governance Committee

T. Caldwell (Chair) explained the two (2) potential board candidates have been interviewed and engaged in further discussion regarding next steps.

E. Human Resource Committee (Ad Hoc)

P. Kleschick (Chair) explained the committee met on March 2nd to discuss the following proposals:

-Innovageuos Leadership Development
-Total HR Solutions 90 Day Contract Extension
-Total HR Solutions Board Development

-Total HR Solutions Compensation Market Study
-Total HR Solutions Strategic Planning Process

F. Strategic Planning Committee

No Committee Report

V. Staff Reports

A. Interim CEO / COO

Board reviewed the March 2022 Interim CEO and COO Reports previously submitted by K. Dugan.

Discussion:

- Combined Interim CEO/COO Report
- Updated City of Philadelphia Paid Sick Leave Policy
- Safety & Security
    - Door Alarms
    - Hall Monitors and assigned posts
    - Camera System

B. Interim Principal

Board reviewed the March 2022 Interim Principal Report previously submitted by K. Henry.

Discussion:

- Counselor Reports
- Academic Assessment
    - Math Curriculum
- School Events
    - Chat & Chew
    - Provide event notices to the board a month in advance
- Classroom Assistant Roles & Responsibilities

C. Special Education & Student Support

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

Discussion:

- Streamlined Report to focus on data
- Increased Student Special Ed Services

- Student Scheduling
- Specialized Teacher Assessment

D. Human Resources

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

Discussion:

- Benefits Review
- HRIS Discovery
- Performance Evaluations
- Employee Handbook

VI. New Business

A. Resolution 031622.004: 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).
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 031622.005: Lottery and Enrollment Policies & Procedures (REVISED)

K. Spraga made a motion to adopt the revised Lottery And Enrollment Policies and Procedures, as presented.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 031622.006: Playground Resurfacing Project

D. Kleschick made a motion to accept all supporting documentation and approve the Playground Resurfacing Project to enhance student safety, at a cost not to exceed $105,212.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 031622.007: Compensation Market Study Proposal

D. Kleschick made a motion to accept all supporting documentation and ratify the Compensation Market Study Proposal submitted by Total HR Solutions, LLC to conduct a follow-up compensation market study, at a cost not to exceed $13,860.
M. Bly seconded the motion.
Administrative Note: Correction to the payment schedule required by vendor partner to align with the associated CBA.

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

Roll Call

K. Spraga	No
D. Madison	Absent
K. Maddox	Aye
M. Bly	Aye
D. Kleschick	Aye
T. Caldwell	Aye

E. Resolution 031622.008: Human Resource Consultation 90 Day Contract Extension

K. Spraga made a motion to accept all supporting documentation and ratify the Human Resource Consultation Contract Extension submitted by Total HR Solutions, LLC to provide additional executive level HR consultation and support for a period of 90 days, at a cost not to exceed $27,000.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 031622.009: Strategic Planning Session Proposal

K. Spraga made a motion to accept all supporting documentation and ratify the Strategic Planning Session Proposal submitted by Total HR Solutions, LLC to provide consultation and support for initial discovery and the strategic planing process, at a cost not to exceed $21,780.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 031622.010: Summer Operational Projects

D. Kleschick made a motion to reject the proposed Summer Operational Projects and supporting documentation, as presented.
K. Maddox seconded the motion.
The identified projects and associated costs will be submitted at a later date for consideration.
-New Door Installation and Office Carpeting
-Floor Replacement (2nd Floor)
-Parking Lot Automatic Gate Installation (Orthodox & Adams)
-Roof Coating
-Interior Painting
The board **VOTED** unanimously to approve the motion.

H. Resolution 031622.011: Appointment of Paul Kleschick, Trustee

M. Bly made a motion to reappoint Paul Kleschick as a Trustee, who shall serve a two-year term, beginning April 1, 2022 and ending March 31, 2024.
K. Spraga seconded the motion.

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

Roll Call

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

T. Taylor left

K. Henry left

VII. Executive Session

A. Legal, Personnel

D. Kleschick made a motion to enter EXECUTIVE session.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Maddox 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

T. Caldwell made a motion to adjourn meeting.
K. Spraga 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 9:12 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: April 20, 2022 at 5:30pm (Remote Meeting)