



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday April 20, 2022 at 5:30 PM

#### Location

Northwood Academy Charter School (Remote Meeting)

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This is 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/j/81874992838>

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#### Trustees Present

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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), N. Snyder (remote), T. Hunt (remote), T. Taylor (remote)

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## **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 Apr 20, 2022 at 5:33 PM.

### **B. Record Attendance and Guests**

### **C. Reading of Mission Statement**

P. Kleschick read the Mission Statement.

### **D. Resolution 042022.001: Approval of Agenda**

M. Bly made a motion to approve the April 20, 2022 Agenda.

D. Kleschick seconded the motion.

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

### **E. Resolution 042022.002: Approval March 16, 2022 Board Meeting Minutes**

K. Maddox made a motion to approve the minutes from Board of Trustees Monthly Meeting on 03-16-22.

M. Bly seconded the motion.

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

### **F. Community Comment**

No Community Comment

## **II. Finance**

### **A. Resolution 042022.003: Approval of Financials**

M. Bly made a motion to approve the March 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.

Tracee Hunt arrived at 5:36pm

### **III. Discussion**

#### **A. SY 2022/23 Budget**

The Board reviewed the SY 2022-23 Budget documents presented.

Discussion:

- Salaries and bonuses

### **IV. Committee Reports**

#### **A. Academic Excellence Committee**

K. Maddox (Chair) stated the next committee meeting is scheduled for May 25th at 6:00pm.

#### **B. CEO Search Committee**

P. Kleschick (Chair) explained the Board and Stakeholder interviews have concluded. Total HR Solutions has provided an Evaluation Summary of all stakeholder feedback for Board consideration.

#### **C. Finance Committee**

No Committee Report

#### **D. Governance Committee**

T. Caldwell (Chair) explained, one candidate has declined an invitation to join the board because of other commitments and the second candidate, Amanda Hennie, has accepted the invitation with the intent of joining in August. Additionally, there is a need for an additional parent representative on the board and T. Caldwell will consult with K. Dugan to recruit.

#### **E. Human Resource Committee (Ad Hoc)**

P. Kleschick (Chair) stated the committee met on May 6th to review and discuss a benefits rationale provided by Total HR Solutions, as well as a new position request for Chief of Staff to CEO. The new position request is being presented for approval this evening and the benefits package in addition to the Compensation Market Study are being presented for the May Board Meeting.

#### **F. Strategic Planning Committee**

K. Dugan (Chair) explained the contract with Total HR Solutions has been approved and signed. The team has developed tools for the discovery phase. The next step is having discussions with Senior Administration regarding stakeholder engagement interviews which will take place within the next 4 - 6 weeks.

## **V. Staff Reports**

### **A. Interim CEO / COO**

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

Discussion:

- Janitorial RFP
- Technology Plan and Assessment Update - Summary of assessment provided to the Board next week.
- Safety & Security: Fire (Water Fountain) / Door Alarms / Hall Monitor Training / Main Office

### **B. Interim Principal**

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

Discussion:

- Substitute Handbook / "Grab-and-Go Safety Procedures / Weekly Camera Check
- New Assessment Program and Math Curriculum
- Counselor Dashboard
- School Events

### **C. Special Education & Student Support**

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

### **D. Human Resources**

The Board reviewed the April 2022 Human Resource Report and supporting documents previously submitted by Total HR Solutions. No further discussion.

## **VI. New Business**

### **A. Resolution 042022.004: Personnel (Key Performance Indicator)**

M. Bly made a motion to accept and ratify 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 042022.005: New Position - Chief of Staff to CEO**

D. Kleschick made a motion to approve the new position request for Chief of Staff to CEO, as presented.

K. Spraga seconded the motion.

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

**C. Resolution 042022.006: Disciplinary Exclusions and Hearings Policy**

K. Maddox made a motion to adopt the Disciplinary Exclusions and Hearings Policy, as presented.

M. Bly seconded the motion.

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

**D. Resolution 042022.007: Hearing Officer Policy**

D. Kleschick made a motion to adopt the Hearing Officer Policy, as presented.

K. Spraga seconded the motion.

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

**E. Resolution 042022.008: Revised Academic Calendar 2021-22 School Year**

D. Kleschick made a motion to adopt the revised Academic Calendar for the 2021-22 school year, as presented.

K. Spraga seconded the motion.

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

**F. Resolution 042022.009: Academic Calendar 2022-23 School Year**

D. Kleschick made a motion to adopt the Academic Calendar for the 2022-23 school year, as presented.

K. Spraga seconded the motion.

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

**G. Resolution 042022.010: Board Development Proposal**

D. Kleschick made a motion to accept all supporting documentation and ratify the Board Development Proposal submitted by Total HR Solutions, LLC to provide consultation and recruitment of four (4) Board members, at a cost not to exceed \$18,000; and ratify the prior acts of Executive Administration in furtherance of this resolution; and authorize Kristie Dugan, Interim Chief Executive Officer, to execute any document and delegate any task necessary to affect this resolution.

T. Caldwell seconded the motion.

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

**Roll Call**

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

**H. Resolution 042022.011: New Door Installation and Office Carpeting**

M. Bly made a motion to approve the New Door Installation and Office Carpeting project, at a cost not to exceed \$14,755.00 and accept all supporting documentation, as presented.

D. Kleschick seconded the motion.

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

**I. Resolution 042022.012: Floor Replacement (2nd Floor)**

M. Bly made a motion to approve the Floor Replacement (2nd floor) project, at a cost not to exceed \$66,754.00 and accept all supporting documentation, as presented.

K. Spraga seconded the motion.

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

**J. Resolution 042022.013: Automatic Gate Installation (Parking Lot - Orthodox & Adams)**

D. Kleschick made a motion to approve the Automatic Gate Installation project for the Orthodox & Adams Parking Lot, at a cost not to exceed \$25,200.00 and accept all supporting documentation, as presented.

K. Spraga seconded the motion.

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

**K. Resolution 042022.014: Roof Coating**

M. Bly made a motion to approve the Roof Coating project, at a cost not to exceed \$19,500.00 and accept all supporting documentation, as presented.

T. Caldwell seconded the motion.

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

**L. Resolution 042022.015: Interior Painting**

D. Kleschick made a motion to approve the Interior Painting project, at a cost not to exceed \$18,000.00 and accept all supporting documentation, as presented.

M. Bly seconded the motion.

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

**M.**

**Resolution 042022.016: HVAC Roof Unit Replacements**

D. Kleschick made a motion to approve the HVAC Roof Unit Replacements project for 13 units, at a cost not to exceed \$296,396.00 and accept all supporting documentation, as presented.

K. Spraga seconded the motion.

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

**N. Resolution 042022.017: Appointment of Katrina Maddox, Trustee**

D. Kleschick made a motion to reappoint Katrina Maddox as a Trustee, who shall serve a one-year term, beginning May 1, 2022 and ending April 30, 2023.

K. Spraga seconded the motion.

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

**Roll Call**

M. Bly Aye

D. Madison Absent

K. Spraga Aye

D. Kleschick Aye

T. Caldwell Aye

K. Maddox Abstain

T. Taylor left at 6:19pm

**O. Executive Session: Legal, Personnel, Property Purchase**

M. Bly made a motion to enter EXECUTIVE session.

K. Spraga 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.

**P. Resolution 042022.018: Chester County Intermediate Unit Scope of Work**

K. Spraga made a motion to approve Chester County Intermediate Units Scope of Work for Special Education Audit Services, at a cost not to exceed \$20,250.00 and accept all supporting documentation, as presented.

T. Caldwell seconded the motion.

P. Kleschick stated the board met in Executive Session to discuss the scope of work.

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

P. Kleschick stated the Board met in Executive Session to discuss the finalists of the CEO Search and authorize Total HR Solutions to extend an offer to one candidate. An official announcement will come during the May Board Meeting.

**VII. Closing Items**

**A. Adjourn Meeting**

M. Bly made a motion to adjourn the meeting.

K. Maddox 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 8:24 PM.

Respectfully Submitted,

M. Bly

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**NEXT BOARD MEETING:** May 18, 2022 at 5:30pm (Remote Meeting)