

APPROVED



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### **Date and Time**

Wednesday June 15, 2022 at 5:30 PM

#### **Location**

Northwood Academy Charter School (Remote Meeting)

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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/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**

James Munnely (remote), K. Crossett (remote), K. Dugan (remote), T. Boler (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 Jun 15, 2022 at 5:31 PM.

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

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

P. Kleschick read the Mission Statement

### **D. Chairperson's Disclosure: Executive Session**

P. Kleschick stated the Board of Trustees of Northwood Academy met in Executive Session on May 31, 2022 and June 6, 2022 to discuss legal matters, and June 13, 2022 to discuss personnel matters.

### **E. Resolution 061522.001: Approval of Agenda**

M. Bly made a motion to approve the June 15, 2022 Agenda.

T. Caldwell seconded the motion.

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

### **F. Resolution 061522.002: Approval May 18, 2022 Board Meeting Minutes**

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 05-18-22.

K. Maddox seconded the motion.

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

### **G. Graduation Resolution**

T. Caldwell made a motion to award diplomas for the completion of 8th grade, by virtue of the authority invested in it by the laws of the Commonwealth of Pennsylvania, and on recommendation of the faculty and staff.

K. Spraga seconded the motion.

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

#### **H. Community Comment**

Laura Heistand, NACS Staff Member, spoke regarding the following points:

PTO Policy Change

Heather Martello, NACS Staff Member spoke regarding the following points:

Benefits Package Change

Engagement letters

Pay scale being published

Recent Transition

## **II. Discussion**

### **A. Enrollment Strategy**

Follow up from May Board Meeting - Due to the low enrollment, there is an unfavorable budget variance. The administration's Plan to address enrollment for the 2022-23 school year will be presented during the next board meeting.

### **B. SY 2022-23 Budget Version 4**

The Board reviewed the SY 2022-23 Budget (version 4) documents presented.

Discussion:

- Net Income - \$1,268,883
- Debt Coverage Service Ratio - 3.01 to 1 which meets the requirement of 1.20 to 1.

### **C. SY 2022-23 Budget Version 4A**

The Board reviewed the SY 2022-23 Budget (version 4A) documents presented.

Discussion:

- Net Income - \$1,018,285
  - Includes \$250,000 cost associated with the Total Rewards Framework
- Debt Coverage Service Ratio - 2.61 to 1 which meets the requirement of 1.20 to 1.

## **III. Finance**

### **A. Resolution 061522.003: Approval of Financials**

K. Spraga made a motion to table the resolution until the next board meeting.

K. Maddox seconded the motion.

T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending May 31, 2021.

The board will consider approval at the next board meeting after final review of supporting documentation.

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

#### **B. Resolution 061522.004: 2022-23 Budget**

D. Kleschick made a motion to adopt the 2022-2023 budget (version 4) and accept all supporting documents, as presented.

K. Spraga seconded the motion.

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

#### **Roll Call**

D. Madison Absent

M. Bly Aye

D. Kleschick Aye

K. Spraga Aye

K. Maddox Aye

T. Caldwell Aye

T. Taylor left at 5:55pm

### **IV. Committee Reports**

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

K. Maddox (Chair) stated the committee met on May 25th to discuss the following agenda items:

- PSSA testing - Results will be available at the end of June or early July
- High School Acceptances
- New Math Curriculum
- New Assessments

The chair extended invitations for staff to join the committee meetings which meet on the 1st and last Wednesday of each month.

#### **B. Governance Committee**

T. Caldwell (Chair) stated the committee reviewed the resumes of three (3) candidates and received an email today from a parent candidate.

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

P. Kleschick (Chair) stated the committee met on June 1st to discuss the following agenda items:

- Principal & Assistant Principal Search
- Total HR Solutions Contract Extension
- Total Rewards Framework

## V. Staff Reports

### A. CEO

T. Boler expressed his thanks for the welcome and support. He will have a written report moving forward.

### B. COO

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

Discussion:

- Summer Projects - Project schedule and status reports will be provided to CEO for review.

### C. Special Education & Student Support

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

### D. Human Resources

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

## VI. New Business

### A. Resolution 061522.005: Personnel (Key Performance Indicator)

K. Maddox made a motion to accept and ratify the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).

M. Bly seconded the motion.

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

### B. Resolution 061522.006: Resignation of COO

D. Kleschick made a motion to accept the resignation of Kristie Dugan, COO effective June 30, 2022.

K. Maddox seconded the motion.

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

**C. Resolution 061522.007: 2021-22 Summer Schedule**

K. Spraga made a motion to approve the 2021-22 Summer Schedule, as presented.

M. Bly seconded the motion.

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

**D. Resolution 061522.008: 2022-2023 Board Meeting Calendar**

D. Kleschick made a motion to adopt the 2022-2023 Board Meeting Calendar, as presented.

M. Bly seconded the motion.

Updated document to reflect in-person meetings.

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

**E. Resolution 061522.009: Janitorial Contract (Matias Cleaning)**

D. Kleschick made a motion to accept all supporting documentation and ratify the contract with Matias Cleaning to provide janitorial services, at a cost not to exceed \$300,000 and; authorize Theodore Boler, Chief Executive Officer, to execute any document and delegate any task necessary to affect this resolution; and; the executed contract shall require the submission of appropriate insurance certifications and appropriate tax-related information submitted and received by the Business Manager.

K. Spraga seconded the motion.

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

**F. Resolution 061522.010: Resolution Regarding Student 2022-1**

D. Kleschick made a motion to accept the recommendation of school administration and determined that student 2022-1 should be placed on a behavioral contract and support plan for one calendar year.

K. Spraga seconded the motion.

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

**Roll Call**

M. Bly Aye

T. Caldwell Aye

K. Spraga Aye

D. Madison Absent

K. Maddox Aye

D. Kleschick Aye

**G. Resolution 061522.011: Resolution Regarding Student 2022-2**

D. Kleschick made a motion to accept the recommendation of school administration and determined that student 2022-2 will be placed on a behavioral contract for one calendar year.

K. Spraga seconded the motion.

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

**Roll Call**

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

**H. Resolution 061522.012: Appointment of Kristine Spraga, Trustee**

M. Bly made a motion to reappoint Kristine Spraga as a Trustee, who shall serve a one-year term, beginning August 1, 2022 and ending July 31, 2023.

D. Kleschick seconded the motion.

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

**Roll Call**

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

**I. Resolution 061522.013: Resignation of Michael Bly, Trustee**

D. Kleschick made a motion to accept the resignation of Michael Bly from the Northwood Academy Board of Trustees effective August 31, 2022.

K. Spraga seconded the motion.

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

**J. Announcements**

A Special Meeting will be scheduled for July.

**VII. Closing Items**

**A. Adjourn Meeting**

D. Kleschick made a motion to adjourn 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 6:21 PM.

Respectfully Submitted,

M. Bly

**NEXT BOARD MEETING:** August 17, 2022 at 5:30pm (Remote Meeting)