APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday August 17, 2022 at 5:30 PM

Location
Northwood Academy Charter School (Hybrid 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. The meetings will be accessible to the public in-person or remotely via Zoom and recorded.

Members of the public were 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.

Trustees Present
C. Holmes (remote), D. Hill-Hennie (remote), D. Kleschick (remote), E. Williams (remote), K. Maddox (remote), K. Spraga (remote), M. Bly (remote), T. Caldwell (remote), V. Cofield (remote)

Trustees Absent
D. Madison

Guests Present

A. Riley, D. Knox-Brown, Diana Abellard, Dr. Faye Lewis, K. Crossett, N. Snyder (remote), T. Boler, T. Hunt, 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 Aug 17, 2022 at 5:37 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

P. Kleschick read the mission statement.

D. Resolution 081722.001: Approval of Agenda

M. Bly made a motion to approve the August 17, 2022 Agenda.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Oath of Office, Newly Appointed Trustees

N. Snyder, General Counsel, administered the Oath of Office to the following new board members.

Trustee Amanda Hill-Hennie
Trustee Charles Holmes
Trustee Eric Washington

F. Resolution 081722.002: Approval July 20, 2022 Special Board Meeting Minutes

K. Maddox made a motion to approve the minutes from Board of Trustees Special Meeting on 07-20-22.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
K. Maddox	Aye
T. Caldwell	Aye
C. Holmes	Abstain
D. Hill-Hennie	Aye
M. Bly	Aye
D. Kleschick	Aye
D. Madison	Absent

Roll Call

V. Cofield	Absent
E. Williams	Abstain

G. Community Comment

No Community Comment

II. Finance

A. Resolution 081722.003: Approval of Financials

K. Spraga made a motion to approve the July 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.
T. Taylor explained the new accounts payable process.
The board **VOTED** unanimously to approve the motion.

III. Committee Reports

A. Academic Excellence Committee

No Academic Excellence Committee Report

B. Finance Committee

No Finance Committee Report

C. Governance Committee

T. Caldwell (Chair) welcomed all new board members. Further explained she received resumes for two potential board candidates. Resumes are being reviewed for consideration.

D. Human Resource Committee (Ad Hoc)

P. Kleschick (Chair) welcomed the new Instructional Leadership Team.

Mr. Boler welcomed the new board members and briefly mentioned what has been accomplished thus far by the new administrative team. Administrative team members introduced themselves.

IV. Staff Reports

A. CEO

The board reviewed the CEO memorandum submitted by T. Boler.

Discussion:

- Committee Approval Process
- School Security Guards
- Grant Funds
- Maintenance Worker Position
    - Long term plan to stand down current cleaning contract

B. Special Education and Student Supports

The board reviewed the July 2022 Special Education and Student Supports Report submitted by K. Crossett. No further discussion.

C. Human Resources

The board reviewed the July 2022 Human Resource Report submitted by Total HR Solutions. No further discussion.

V. New Business

A. Resolution 081722.004: Personnel (Key Performance Indicator)

D. Kleschick 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 081722.005: Cardinal Point Security Group Proposal

D. Kleschick made a motion to approve the Cardinal Point Security Group Proposal to provide School Security Guards, at a cost not to exceed $140,000, and accepts all supporting documentation; authorize the Chief Executive Officer to execute any document and delegate any task necessary to effectuate this resolution; and require submission of appropriate insurance certifications and appropriate tax related information to the Business Manager, upon execution of agreement.
K. Maddox seconded the motion.
Discussion:

- Security team uniform and schedule
- Hall Monitor training and long-term plan

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

C. Resolution 081722.006: Total HR Solutions, LLC Recruitment Finders Fee

K. Spraga made a motion to approve the Total HR Solutions Recruitment Finders Fee for the recruitment of a Director of Operations, in an amount not to exceed $27,500.
K. Maddox seconded the motion.

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

D. Resolution 081722.007: New Position (Maintenance Worker)

D. Kleschick made a motion to approve the new position of Maintenance Worker, adopt the associated job description and accept all other supporting documents, as presented.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 081722.008: New Position (Assistant Director of Operations)

D. Kleschick made a motion to approve the new position of Assistant Director of Operations, adopt the associated job description and accept all other supporting documents, as presented.
M. Bly seconded the motion.
Discussion:

- Rationale for new position

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

F. Resolution 081722.009: Employee Handbook SY2022-2023

D. Kleschick made a motion to adopt the 2022-2023 Employee Handbook, as presented.
K. Spraga seconded the motion.
Discussion:

- Pending further legal review, handbook revisions being considered as necessary.

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

G. Resolution 081722.010: NACS Transgender Policy

D. Kleschick made a motion to adopt the Transgender Policy, as presented; and to include the policy in the 2022-2023 Student/Parent Handbook.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Bly	Aye
C. Holmes	Aye
K. Spraga	Aye
V. Cofield	Absent
D. Madison	Absent
T. Caldwell	Aye
D. Kleschick	Aye
D. Hill-Hennie	Aye
E. Williams	Abstain
K. Maddox	Aye

T. Taylor left at 6:08pm

H. Resolution 081722.011: Student/Parent Handbook SY2022-2023 Amendment

M. Bly made a motion to approve the amendment of the 2022-2023 Student/Parent Handbook to include the Transgender Policy.
D. Kleschick seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Holmes	Aye
V. Cofield	Absent
K. Maddox	Aye
M. Bly	Aye
D. Hill-Hennie	Aye
T. Caldwell	Aye
D. Madison	Absent
K. Spraga	Aye
D. Kleschick	Aye
E. Williams	Abstain

I. Resolution 081722.012: Confidential Settlement Agreement - Student 480-21

D. Kleschick made a motion to approve the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively “Agreements”) in the matter of Student File No. 480-21; direct the Chief Executive Officer to execute the final Agreements 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 Agreements.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Caldwell	Aye
D. Kleschick	Aye
E. Williams	Abstain
K. Spraga	Aye
M. Bly	Aye
D. Hill-Hennie	Abstain
C. Holmes	Abstain
D. Madison	Absent
V. Cofield	Absent
K. Maddox	Aye

J. Resolution 081722.013: Resignation of Katrina Maddox, Trustee

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

M. Bly seconded the motion.
Board members thanked K. Maddox for her service to the Board.

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

Roll Call	
K. Maddox	Abstain
D. Kleschick	Aye
D. Hill-Hennie	Aye
E. Williams	Aye
C. Holmes	Aye
V. Cofield	Absent
M. Bly	Aye
D. Madison	Absent
K. Spraga	Aye
T. Caldwell	Aye

Trustee Valarie Cofield joined the meeting. N. Snyder, General Counsel, administered the Oath of Office.

VI. 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 6:23 PM.

Respectfully Submitted,
M. Bly

NEXT BOARD MEETING: September 21, 2022 at 5:30pm