APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Special Meeting

Date and Time
Wednesday July 20, 2022 at 5:30 PM

Location
Northwood Academy Charter School (Remote Meeting)

This was a special 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.

Trustees Present
D. Kleschick (remote), K. Maddox (remote), K. Spraga (remote), M. Bly (remote)

Trustees Absent
D. Madison, T. Caldwell

Guests Present

Anthony Repice (remote), I. Dunne (remote), K. Crossett (remote), T. Boler (remote), T. Hunt (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 Jul 20, 2022 at 5:33 PM.

B. Record Attendance and Guests

P. Kleschick acknowledged the attendance of 18 members of the public in attendance.

C. Reading of Mission Statement

P. Kleschick read Mission Statement.

D. Resolution 072022.001: Approval of Agenda

M. Bly made a motion to approve the July 20, 2022 Agenda.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 072022.002: Approval June 15, 2022 Board Meeting Minutes

M. Bly made a motion to approve the minutes from Board of Trustees Monthly Meeting on 06-15-22.
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment

II. Finance

A. Resolution 072022.003: Approval of Financials (May 2022)

K. Spraga made a motion to approve the May 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 072022.004: Approval of Financials (June 2022)

K. Spraga made a motion to approve the June 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Discussion

A. Technology Inventory Report

T. Boler discussed the Technology Inventory Report completed in December 2021 and highlighted the following:

- Chromebooks (pg 3) - 936 Chromebooks were purchased in May 2021 with a refresh cycle of 2023.
- Chromebook Repair (pg 3) - 52 devices scheduled for repair.

Next Steps:

- T. Boler will submit an updated inventory reflected through August 2022 which will include:
  - No. of Chromebooks on-site
  - No. of Chromebooks returned
  - No. of Chromebooks not returned
  - No. of Chromebooks to be fixed
  - No. of Chromebooks can't be fixed
  - No. of Chromebooks needed
- T. Boler will develop a process for asset tracking on all devices.

T. Hunt arrived at 5:42pm

IV. Staff Reports

A. CEO

No written report available.

B. Human Resources

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

V. New Business

A. Resolution 072022.005: 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).
K. Spraga seconded the motion.
T. Hunt discussed the incomplete performance appraisals for non-instructional and instructional staff.
The board **VOTED** unanimously to approve the motion.

B. Resolution 072022.006: New Hire - Chief of Staff

D. Kleschick made a motion to approve the hire of Dr. Lisa Knox-Brown, Chief of Staff, effective July 25, 2022.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 072022.007: New Hires - Instructional Leadership Team

D. Kleschick made a motion to approve the hire of the Instructional Leadership Team, effective July 25, 2022. Anatasia Riley - Principal Diana Abellard - Assistant Principal (Lower School) Dr. Faye Lewis - Assistant Principal (Upper School).
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 072022.008: Salary Adjustments

D. Kleschick made a motion to approve salary adjustments for the new administrative hires, in an amount not to exceed $43,000. Chief of Staff Principal Assistant Principal (Lower School) Assistant Principal (Upper School).
K. Maddox seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 072022.009: Relocation Cost Recommendation (CEO)

D. Kleschick made a motion to approve relocation costs for the Chief Executive Officer, in an amount not to exceed $17,500.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 072022.010: Student/Parent Handbook SY2022-23

K. Spraga made a motion to approve the 2022-2023 Student/Parent Handbook, as presented.
M. Bly seconded the motion.
Discussion regarding legal team's involvement in the review process.
The board **VOTED** unanimously to approve the motion.

G. Resolution 072022.011: Benefits Opt-Out Payments

K. Spraga made a motion to approve the increased Benefits Opt-Out Payments, in an amount not to exceed $33,600.
D. Kleschick seconded the motion.
Discussion regarding impact on the 22-23 budget.
The board **VOTED** unanimously to approve the motion.

H. Resolution 072022.012: Legal Fees

M. Bly made a motion to approve payment for past due legal fees, in an amount not to exceed $62,182.62.
D. Kleschick seconded the motion.
The finance committee will review the accounts payable process, which may include engagement with a 3rd party firm to audit.
The board **VOTED** unanimously to approve the motion.

I. Resolution 072022.013: Curriculum Order - 3rd Grade Fundations

K. Maddox made a motion to approve purchase of the 3rd Grade Fundations curriculum, at a cost not to exceed $8,467.20.
M. Bly seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 072022.014: Accelerating Organization Performance/Team Building Proposal

D. Kleschick made a motion to ratify the Accelerating Organization Performance/Team Building Proposal submitted by Total HR Solutions, LLC, at a cost not to exceed $16,400; and ratify the prior acts of Executive Administration in furtherance of this resolution; and authorize Theodore Boler, Chief Executive Officer, to execute any document and delegate any task necessary to affect this resolution.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Resolution 072022.015: Board Team Building and Retreat

D. Kleschick made a motion to approve the Board Team Building and Retreat, and accepts all supporting documentation submitted by Total HR Solutions, LLC, at a cost not to exceed $34,480.45; ratify the prior acts of Executive Administration in furtherance of this resolution; and authorize Theodore Boler, Chief Executive Officer, to execute any document and delegate any task necessary to affect this resolution.
K. Spraga seconded the motion.
The motion did not carry.

Roll Call

D. Kleschick	Aye
K. Spraga	Aye
K. Maddox	Abstain

Roll Call

M. Bly	Abstain
T. Caldwell	Absent
D. Madison	Absent

L. Resolution 072022.016: Appointment of Valarie Cofield, Trustee

D. Kleschick made a motion to appoint Valarie Cofield as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Resolution 072022.017: Appointment of Amanda Hill-Hennie, Trustee

D. Kleschick made a motion to appoint Amanda Hill-Hennie as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

N. Resolution 072022.018: Appointment of Charles Holmes, Trustee

D. Kleschick made a motion to appoint Charles Holmes as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

O. Resolution 072022.019: Appointment of Eric Williams, Trustee

D. Kleschick made a motion to appoint Eric Williams as a Trustee, who shall serve a two-year term, beginning August 1, 2022 and ending July 31, 2024.
M. Bly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

P. Discussion

The board engaged in further discussion regarding legal fees and past due invoices. The board will review documentation and follow up with the legal team during the August Executive Session.

P. Kleschick granted an opportunity for staff to ask additional questions or provide comments.

- How were new school administrators selected?
- Were staff members involved in this process?
- This is not a question, just a comment that all teachers were evaluated by administration for our annual observation. In our handbook, teachers at Northwood for 3 years or less get 2 and those there longer get 1. I just wanted to make that known. I think you were referencing non-instructional staff earlier but I wanted to note this.

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 6:43 PM.

Respectfully Submitted,

M. Bly

NEXT BOARD MEETING: August 17, 2022 at 5:30pm