APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday September 21, 2022 at 5:30 PM

Location
Northwood Academy Charter School (Hybrid Meeting)

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. The meetings will be accessible to the public in-person or remotely via Zoom and recorded.

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.

Zoom Livestream: https://us02web.zoom.us/j/81874992838

Trustees Present
C. Holmes (remote), D. Kleschick (remote), K. Spraga (remote), T. Caldwell (remote)

Trustees Absent
D. Hill-Hennie, D. Madison, E. Williams, V. Cofield

Guests Present

D. Knox-Brown (remote), Dr. Faye Lewis (remote), I. Dunne (remote), N. Snyder (remote), T. Boler (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 Sep 21, 2022 at 5:35 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

P. Kleschick read the mission statement.

D. Resolution 092122.001: Approval of Agenda

C. Holmes made a motion to approve the September 21, 2022 Agenda.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 092122.002: Approval August 17, 2022 Board Meeting Minutes

D. Kleschick made a motion to approve the minutes from Board of Trustees Monthly Meeting on 08-17-22.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Community Comment

P. Kleschick discussed public comment guidelines. Four people registered for comment:

- A. Whitlatch
- E. Sigler
- C. Lewis
- J. Krause

II. Finance

A. Resolution 092122.003: Approval of Financials

D. Kleschick made a motion to approve the September 21 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.
The board **VOTED** unanimously to approve the motion.

III. Discussion

A. Board of Trustees Open Officer Postions

P. Kleschick explained the need to fill open officer positions on the board. Open positions are:

- Vice Chair
- Secretary

B. Committee Assignments

P. Kleschick explained the need for current members to be part of sub-committees. Explained the additional time commitment. P. Kleschick stated A. Hill-Hennie expressed interest in chairing the Academic Execelle sub-committee.

IV. Committee Reports

A. Academic Excellence Committee

No Academic Excellence Report

B. Finance Committee

No Finance Committee Report

C. Governance Committee

T. Caldwell (Chair) welcomed all new board members. Further explained still four more meet and greets with potential members.

D. Human Resource Committee (Ad Hoc)

P. Kleschick (Chair) stated that the committee did not meet this month, but expects to meet in October. Further explained his expectation that T. Boler recommends two staff members to join the HR ad hoc committee.

V. Staff Reports

A.

CEO

The board reviewed the September 2022 CEO Report submitted by T. Boler. No further discussion.

B. Chief of Staff

The board reviewed the September 2022 Chief of Staff Report submitted by L. Knox-Brown. No further discussion.

C. Director of Operations

The board reviewed the September 2022 Director of Operations Report submitted by C. Keith. No further discussion.

D. Human Resources

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

VI. New Business

A. Resolution 092122.004: 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).
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 092122.005: E-grants E-signature Ability

D. Kleschick made a motion to approve Theodore Boler, CEO, signing power for E-Grants.
K. Spraga seconded the motion.
T. Boler explains the importance of request for timely submission of grants.
The board **VOTED** unanimously to approve the motion.

C. Resolution 092122.006: Bonus for Instructional Staff

D. Kleschick made a motion to approve a signing bonus for new instructional staff and a retention bonus for instructional staff.
T. Caldwell seconded the motion.
T. Caldwell commented it was an excellent idea. P. Kleschick requested this bonus be pretax. Motion approved knowing the total financial impact would be greeted due to taxes included.
The board **VOTED** unanimously to approve the motion.

D. Resolution 092122.007: Instructional Leadership Stipends

D. Kleschick made a motion to approve stipends for Dr. Faye Lewis, for the additional duties of Interim Principal, and Ms. Abellard, for the additional duties of Upper School Assistant Principal.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 092122.08 Appointment of Warren Young, Trustee

D. Kleschick made a motion to appoint W. Young to the Board of Trustees.
T. Caldwell seconded the motion.
N. Snyder, General Counsel, administered the Oath of Office.
The board **VOTED** unanimously to approve the motion.

F. Resolution 092122.09 Reappointment of Tara Caldwell, Trustee

D. Kleschick made a motion to reappoint Tara Caldwell as Trustee in accordance with the by-laws to be effective September 21, 2022, and ending September 21, 2024.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 092122.010 Reappointment of Board Treasurer

D. Kleschick made a motion to reappoint Kristine Spraga as Treasurer through the end of her current board term.
T. Caldwell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

H. Resolution 092122.011: Reappointment of Board President

K. Spraga made a motion to reappoints Paul Kleschick as Board Chair through the remainder of his term.
T. Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
D. Kleschick

NEXT BOARD MEETING: October 19, 2022 at 5:30pm