

APPROVED



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday October 19, 2022 at 5:30 PM

#### Location

Northwood Academy Charter School (Hybrid 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. 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](mailto: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>

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#### Trustees Present

C. Holmes (remote), D. Hill-Hennie (remote), D. Kleschick (remote), K. Spraga (remote), T. Caldwell (remote), V. Cofield (remote), W. Young (remote)

#### Trustees Absent

D. Madison, E. Williams

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## Trustees who arrived after the meeting opened

D. Hill-Hennie

## Guests Present

A. Riley (remote), C. Keith (remote), D. Knox-Brown (remote), I. Dunne (remote), K. Crossett (remote), N. Snyder (remote), T. Boler (remote), T. Hunt (remote), T. Taylor (remote)

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## I. Opening Items

### A. Call the Meeting to Order

### B. Record Attendance and Guests

### C. Reading of Mission Statement

### D. Resolution 101922.001: Approval of Agenda

D. Kleschick made a motion to Amend the Agenda by moving the executive session to after the staff reports.

T. Caldwell seconded the motion.

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

### E. Resolution 101922.002: Approval September 21, 2022 Board Meeting Minutes

D. Kleschick made a motion to approve the minutes from Board of Trustees Monthly Meeting on 09-21-22.

T. Caldwell seconded the motion.

V. Coefield Abstained

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

## II. Finance

### A. Resolution 101922.003: Approval of Financials

K. Spraga made a motion to Approve the financials.

D. Kleschick seconded the motion.

K. Spraga comments ' five-year plans in advance of the 22-23 SY Budget, we will take 30 days to normalize the budget for the current year with current enrollment numbers, and then move back to the five-year projections.'

T. Taylor comments 'a loss for the month as it is a 3 payroll period.'

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

## III. Committee Reports

**A. Academic Excellence Committee**

**B. Finance Committee**

D. Hill-Hennie arrived at 5:36 PM.

Tracee Hunt arrived at 5:38pm

**C. Governance Committee**

Change in the bylaws to be discussed and voted on later in this meeting, in order to be compliant.

**D. Human Resource Committee (Ad Hoc)**

**IV. Staff Reports**

**A. CEO**

The board reviewed the October 2022 CEO Report submitted by T. Boler.

T. Caldwell question in regards to implementing a plan to advance our student test schools and when students will test to have data this plan is working.

T. Boler states we have internal measures to test progress and test at the end of the year.

A. Hill-Hennie questions in regards to how often we will test internally.

T. Boler states we will test at least twice before the PSSA.

Further discussion on comparative data and pre-covid test scores.

No further discussion.

**B. Chief of Staff**

The board reviewed the October 2022 Chief of Staff Report submitted by L. Knox-Brown.

Dr. Kleshick has questions regarding the normalcy of Student ID and Asset Tracking in schools, and time and attendee tracking. Dr. Knox Brown confirmed it is standard in the schools she has managed in the past, and is having conversations with HR regarding time and attendance tracking.

Dr. Kleshick has questions regarding university partnerships and student-teachers in normalcy. Dr. Knox-Brown said it is typical, but we are innovating by creating pipelines into schools.

No further discussion.

**C. Director of Operations**

The board reviewed the October 2022 Director of Operations Report submitted by C. Keith.

Questions/Comments regarding audited fire drills, to be in compliance with state standards.

Comment on Mr. Kieth leaving for the CSO and the School District of Philadelphia.

No further discussion.

**D. Acting Principal Report**

The board reviewed the October 2022 Acting Principal Report submitted by Dr. Lewis. No further discussion.

**E. Special Education and Student Supports Report**

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

**F. Community Coordinator**

The board reviewed the October 2022 Community Coordinator Report submitted by C.Urbano. No further discussion.

**G. Human Resources**

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

**V. Discussion**

**A. Community Comment**

J. Munnely discussed public comment guidelines. Five people registered for comment:

- C. Lewis
- J. Krause
- A. Whitlatch
- K. Coughlin
- K. Di Girolamo

**VI. New Business**

**A. Resolution 101922.004: Personnel (Key Performance Indicator)**

D. Kleschick made a motion to approve of KPIs.  
K. Spraga seconded the motion.  
The board **VOTED** to approve the motion.

**B. Resolution 101922.005: Amending Board Bylaws**

D. Kleschick made a motion to approve of amending the Board Bylaws.  
K. Spraga seconded the motion.  
The board **VOTED** to approve the motion.

**C. Resolution 101922.006: Revised Board Calendar Schedule**

D. Kleschick made a motion to approve revised board calendar schedule.  
T. Caldwell seconded the motion.  
The board **VOTED** to approve the motion.

**D. Resolution 101922.007: Increase in Psychologist time**

T. Caldwell made a motion to approve an increase in Psychologist's time.  
D. Kleschick seconded the motion.  
V. Cofield abstains  
The board **VOTED** to approve the motion.

**E. Resolution 101922.007: Financial and Operational Control Review**

D. Kleschick made a motion to approve financial and operational control review.  
K. Spraga seconded the motion.  
The board **VOTED** 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 7:53 PM.

Respectfully Submitted,  
D. Kleschick

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**NEXT BOARD MEETING:** December 21, 2022 at 5:30pm