APPROVED

Northwood Academy Charter School

Minutes

Board Meeting

Board Meeting

Date and Time
Wednesday September 18, 2024 at 5:30 PM

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.

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/89808613961

Trustees Present

C. Holmes (remote), C. Patton (remote), E. Langston (remote), E. Williams, K. Spraga (remote), M. Pinkney (remote), W. Young (remote)

Trustees Absent
D. Hill-Hennie

Trustees who arrived after the meeting opened
E. Williams

Non Voting Members Present
C. Jones (remote), F. Viall (remote), M. McLeish (remote), R. Garner (remote), T. Hunt (remote)

Guests Present
Alyse Weisbrod (remote), Audrey Powell (remote), Britney Sandoval (remote), Carmen Santiago (remote), E. Lofton (remote), Eric Soble (remote), Jacqueline DeVito (remote), Katherine Donahue (remote), Laura Smith (remote), Ray Lark (remote), Topeka Robinson (remote)

I. Opening Items

A. Call the Meeting to Order

W. Young called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Sep 18, 2024 at 5:34 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

E. Williams arrived at 5:36 PM.

D. Resolution 2024.90: Approval of Agenda

W. Young made a motion to approve the agenda for the September 18, 2024 meeting.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 2024.91: Approval of Previous Minutes

No meeting was held, the August 21, 2024 meeting was postponed.
W. Young made a motion to approve the minutes from Monthly Board Meeting on 06-12-24.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No Community Comment for the September 18. 2024 meeting.

G. Board Vice Chair Announcement

Notification of resignation of Paul Kleischick.

II. New Business

A. Resolution 2024.92: Provisional Extension of Board Member Term

W. Young made a motion to approve a provisional extension to Board Member, Charles Holmes for the term of August 17, 2024 - April 16, 2025.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 2024.93: Renewal of Board Member Term

K. Spraga made a motion to renew Board Member, Warren Young for the term of September 21, 2024 - September 20, 2026.
C. Holmes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Hill-Hennie	Absent
E. Langston	Aye
C. Patton	Aye
C. Holmes	Aye
W. Young	Abstain
K. Spraga	Aye
M. Pinkney	Aye
E. Williams	Aye

C. Resolution 2024.94: Board Chair Nominations

W. Young made a motion to nominate Board members for the office of Board Chair.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 2024.95: Elect a Board President

K. Spraga made a motion to elect and fill the Board President vacancy from September 19, 2024 - September 18, 2026.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Patton	Aye
C. Holmes	Aye
W. Young	Abstain

Roll Call

K. Spraga	Aye
E. Williams	Aye
D. Hill-Hennie	Absent
M. Pinkney	Aye
E. Langston	Abstain

E. Resolution 2024.96: Annual Increase Memo

W. Young made a motion to approve the Staff Annual Increase Memo.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 2024.97: Compensation Letter

W. Young made a motion to approve the Compensation Letter.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution: 2024.98: NACS 2025-2026 Lottery & Enrollment Policy

W. Young made a motion to update the NACS 2025-2026 Lottery & Enrollment Policy.
M. Pinkney seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 2024.99: 2025-2026 NACS Health Services & Immunization Policy

W. Young made a motion to approve the revised 2025-2026 NACS Health Services & Immunization Policy. The revision to the vision screenings section was updated to reflect students of all grades will be provided vision screenings.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 2024.910: 2025-2026 NACS Transportation Policy

W. Young made a motion to approve the revised 2025-2026 NACS Transportation Policy. The revision includes a statements about transportation for McKinney Vento and foster care students.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 2024.911: NACS Lease Reimbursement

W. Young made a motion to RESOLVE, that the Board of Trustees of Northwood Academy Charter School hereby authorizes its Director of Business Operations to make all appropriate applications under Pennsylvania law for the approval and reimbursement of a charter school lease for the 2023-2024 school year.
K. Spraga seconded the motion.

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

K. Resolution 2024.912: NACS 2024-2025 Updated Organization Chart

K. Spraga made a motion to approve the updated Organization Chart.
W. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Resolution 2024.913: NACS 2024-2025 Employee Handbook

K. Spraga made a motion to approve the adoption of the 2024-2025 NACS Employee Handbook.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Resolution 2024.914: NACS Draft Strategic Plan

K. Spraga made a motion to to approve the draft of the NACS Strategic Plan.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. CBA 2024.70: Operations Executive Assistant to Senior Operations Executive Assistant

W. Young made a motion to approve the title change of the Operations Executive Assistant and update the job description to Senior Operations Executive Assistant.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. CBA 2024.83: Contracted Tech Support

W. Young made a motion to approve the contract for technology services with ACS.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

P. CBA 2024.84: Welcome Area Renovation

W. Young made a motion to approve the renovation of the Welcome area.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Q. CBA 2024.91: Classroom Window Treatments

W. Young made a motion to approve the expense for the Classroom Window Treatments for the Upper School/old side of the building.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

R.

CBA 2024.92: Additional SPED Teacher

W. Young made a motion to approve the hiring of an additional SPED Teacher.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. CBA 2024.93: Hiring of an additional Security Guard

W. Young made a motion to approve the hiring of an additional security guard. This is to be paid for through a security grant.
M. Pinkney seconded the motion.
The board **VOTED** unanimously to approve the motion.

T. CBA 2024.94: Contracted Tech Support for September 2024

W. Young made a motion to approve the Contracted Tech Support for the month of September. This is a monthly contract until the next Board Meeting.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

U. CBA 2024.95: Roof Repair by Bell Roofing

W. Young made a motion to approve the replacement of the roof at a cost not to exceed $250,000.
M. Pinkney seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. CBA 2024.96: Speech and Language Therapist

W. Young made a motion to approve the hiring of a Speech and Language therapist to provide screenings and required services to students.
M. Pinkney seconded the motion.
The board **VOTED** unanimously to approve the motion.

W. Personnel (Key Performance Indicator)

Read by W. Young.

III. Closing Items

A. Adjourn Meeting

W. Young made a motion to adjourn the meeting at 6:23pm.
K. Spraga 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,
E. Lofton

Documents used during the meeting

- 2024_06_12_board_meeting_minutes.pdf
- Copy of CEO Board Report 9.18.24.pdf
- Out_of_School_Time__OST__at_NACS_.docx
- August_Board_Report_Instructional.pdf
- SPED Board Report September 2024.pdf
- Operations_Board_Report_-_August_2024.pdf
- NACS_HR_Initiatives_Timeline_as_of_073124.pdf
- June_2024_Financial_Report.pdf
- NACS_Annual_Increase_Memo_for_Fin._Comm._062624.pdf
- 12_Month_Merit_Increase_24-25.pdf
- CEO_Compensation_24-25_CBA.pdf
- NACS_Compensation_Letter_Memo_for_Fin._Comm._062624.pdf
- Executive_Performance_Bonus.pdf
- NACS_Lottery_and_Enrollment_Policy_25-26.pdf
- NACS_Health_Svcs_and_Immunization_Policy.pdf
- NACS_Transportation_Policy_25-26.pdf
- 2024_NACS_Org_Chart.pptx
- NACS_2024-2025_Employee_Handbook_Revised.pdf
- NACS_draft_Strategic_Plan_080124_3_.pdf
- NACS_New_Position_Request_Form_-_Sr._Ops_Exec._Assistant_070124.pdf
- NACS_Position_Change_Rationales_-_Sr._Ops_Exec_Asst_070124.pdf
- NACS_Sr._Ops_Exec._Asst_JD_070124.pdf
- CBA_SOEA_Position_Change.pdf
- Inspiroz_Proposal.pdf
- Inspiroz_Full_Week_Quote.pdf
- Graffen_IT_Proposal.pdf
- Intelligent_Networks_Inc.pdf
- Contracted Tech Support 24-25 CBA.pdf
- Welcome Area Memo.pdf
- UPB - Invoice.pdf

- Welcome_Area_Renovation_CBA.pdf
- Allure Estimate #15254.pdf
- UPD Window Treatment.pdf
- Budget Blinds Estimate.pdf
- Window Treatment CBA.pdf
- Special_Education_Teacher_Memo.pdf
- NACS Position Change Rationale_SPED .pdf
- NACS New Position Request Form - Add'l Sp Ed Teacher 081324.pdf
- SPED_Teacher_JD_082924.pdf
- CBA Additional SPED Teacher (2).pdf
- Cardinal Security 3rd Guard Addendum.pdf
- Additional Security Guard CBA.pdf
- Inspiroz September Amendment Letter.pdf
- Contracted Tech Support September CBA.pdf
- Bell Commercial Roofing Quote.pdf
- Roof Replacement CBA.pdf
- NACS New Position Request Form - Speech & Lang Therapist 091024.pdf
- NACS Position Rationale_Speech and Language .pdf
- NACS Speech & Language Therapist JD 091224.pdf
- CBA Speech & Language Therapist.pdf
- Northwood KPIs Detailed HR Key Performance Indicators August 2024 .pdf