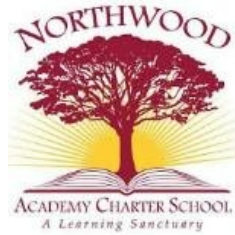


APPROVED



## Northwood Academy Charter School

### Minutes

#### Board of Trustees Monthly Meeting

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**Date and Time**

Wednesday March 17, 2021 at 5:30 PM

**Location**

Northwood Academy Charter School (Remote 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.

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/88397359517>

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**Trustees Present**

D. Madison (remote), J. Marshall (remote), J. Williams (remote), K. Maddox (remote), M. Bly, P. Kleschick (remote), T. Caldwell (remote)

**Trustees Absent**

K. Spraga

**Guests Present**

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A. Hollister (remote), C. Carey (remote), K. Crossett (remote), K. Dugan (remote), T. Hunt (remote), T. Taylor (remote)

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## I. Opening Items

### A. Call the Meeting to Order

J. Williams called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Mar 17, 2021 at 5:32 PM.

### B. Record Attendance and Guests

### C. Reading of Mission Statement

J. Williams read the Mission Statement.

### D. Resolution 031721.001: Approval of Agenda

P. Kleschick made a motion to approve the March 17, 2021 Agenda.

T. Caldwell seconded the motion.

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

### E. Resolution 031721.002: Approval February 17, 2021 Board Meeting Minutes

J. Marshall made a motion to approve the minutes from Board of Trustees Monthly Meeting on 02-17-21.

K. Maddox seconded the motion.

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

### F. Community Comment

No Community Comment

## II. Finance

### A. Resolution 031721.003: Approval of Financials

P. Kleschick made a motion to approve the February 2021 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated in the record of this meeting.

J. Williams seconded the motion.

T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending February 28, 2021.

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

T. Taylor left at 5:38pm

## III. Committee Reports

### A. Academic Excellence Committee

K. Maddox (Chair) stated there is no committee report this month.

### B. CEO Support and Evaluation Committee

J. Williams (Chair) stated several board members haven't completed the CEO evaluation and has for asked for it to completed as soon as possible.

### C. Finance Committee

J. Marshall (Chair) stated the committee is working on Budget v2 which is being presented during April's Board Meeting. The committee has meetings scheduled for April 7th, May 5th and May 26th.

**D. Governance Committee**

M. Bly (Chair) absent. No committee Report.

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

J. Williams (Chair) stated the next committee meeting is scheduled for the beginning of April.

**F. Strategic Planning Committee (Ad Hoc)**

A. Hollister (Chair) stated the next committee meeting is scheduled for April 28th.

**IV. Staff Reports**

**A. CEO**

Board reviewed the March 2021 CEO Report and supporting documents previously submitted by A. Hollister.

Discussion:

- Student COVID testing and provision from CARES funding.
- PSSA Testing: Potential plan for administration to 7th and 8th graders prior to the Fall.

**B. Principal**

Board reviewed the March 2021 Principal Report previously submitted by C. Carey.

Discussion:

- Hybrid Plan: Parent Survey results
- Hybrid Plan: Teacher Survey clarification.

**C. Operations**

Board reviewed the March 2021 Operations Report previously submitted by K. Dugan.

Discussion:

- Staff MacBooks
- No. of student chromebooks.
- WIFI service supported by PHLConnectED (ongoing based on family needs).

Additional Discussion:

- A. Hollister gave update on Hybrid Reopening Metrics. Student return date April 19th.
- C. Carey highlighted plan for staff return on April 12th.

- T. Hunt highlighted COVID protocols for staff who are unable to return.

#### **D. Special Education & Student Support**

Board reviewed the March 2021 Special Education and Student Supports Report previously submitted by K. Crossett.

Discussion:

- Update of Legal Status Report and MTSS data.

#### **E. Human Resources**

Board reviewed the March 2021 Human Resource Report and supporting documents previously submitted by Total HR Solutions.

Discussion:

- Executive Administrative Assistant Candidates

### **V. New Business**

#### **A. Resolution 031721.004: Personnel (Key Performance Indicator)**

P. Kleschick made a motion to accept the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).

K. Maddox seconded the motion.

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

#### **B. Resolution 031721.005: Academic Calendar 2021-2022 School Year**

J. Williams made a motion to approve the Academic Calendar for the 2021-22 school year, as presented.

P. Kleschick seconded the motion.

J. Marshall asked for clarification of September 17th (Noon Dismissal / Staff PD).

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

#### **C. Resolution 031721.006: COVID Staff Individual Fund**

J. Marshall made a motion to approve the COVID Staff Individual Funds in an amount of \$500 for all full-time staff members at a cost not to exceed, \$47,300.

D. Madison seconded the motion.

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

#### **D. Resolution 031721.007: CIC Health COVID-19 Testing**

P. Kleschick made a motion to accept the partnership with CIC Health for weekly employee COVID-19 testing in an amount not to exceed \$4,200 a week, through June 2021.

J. Williams seconded the motion.

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

#### **E. Resolution 031721.008: RUVNA School Safety App**

J. Marshall made a motion to approve the purchase of the RUVNA School Safety App for COVID-19 health screening data and contact tracing with a set-up fee of \$3,400 and annual cost of \$5,000.

K. Maddox seconded the motion.

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

### **VI. ANNOUNCEMENTS**

**A. PCE Virtual Conference**

A. Hollister mentioned the conference is currently being planned inclusive of all staff. Will provide an update if Board sessions are added.

P. Kleschick advised the Board to approach anonymous report or letters cautiously, as the NACS Board is a public Board that holds open meetings in which concerns will be addresses publicly. There are established mechanisms in which someone can utilize for the Board to address any concern. P. Kleschick stated staff members will not receive any recrimination for acting in the best interest of the school, themselves or students by raising a concern. Additionally, P. Kleschick commended the CEO and Administrative Team for all of their hard work and efforts on behalf of the staff and students during this past year.

**VII. Closing Items**

**A. Adjourn Meeting**

K. Maddox made a motion to adjourn the meeting.

D. Madison 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 6:14 PM.

Respectfully Submitted,  
M. Bly

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**NEXT BOARD MEETING:** April 21, 2021 (5:30pm)