



# Northwood Academy Charter School

## Minutes

### Board of Trustees Monthly Meeting

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#### Date and Time

Wednesday April 21, 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/81924680579?pwd=ZGxJR3R5MVdRUDEwWTFTaTJQQTIEZz09>

Passcode: 497353

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#### Trustees Present

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

#### Trustees Absent

None

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### **Guests Present**

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 Apr 21, 2021 at 5:31 PM.

### **B. Record Attendance and Guests**

### **C. Reading of Mission Statement**

K. Crossett read the Mission Statement.

### **D. Resolution 042121.001: Approval of Agenda**

D. Madison made a motion to approve the April 21, 2021 Agenda.

M. Bly seconded the motion.

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

### **E. Resolution 042121.002: Approval March 17, 2021 Board Meeting Minutes**

J. Marshall made a motion to approve the minutes from Board of Trustees Monthly Meeting on 03-17-21.

J. Williams seconded the motion.

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

### **F. Community Comment**

No Community Comment

## **II. Finance**

### **A. Resolution 042121.003: Approval of Financials**

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

P. Kleschick seconded the motion.

T. Taylor, Business Manager, reviewed the Executive Summary of the Financial Report ending March 31, 2020.

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

T. Taylor left at 5:35pm

K. Maddox arrived at 5:35pm.

T. Caldwell arrived at 5:35pm.

## **III. Committee Reports**

### **A. Academic Excellence Committee**

K. Maddox (Chair) stated the next Committee Meeting is tentatively scheduled for June 2nd.

### **B. CEO Support and Evaluation Committee**

J. Williams (Chair) reminded the Board Members to complete and submit the CEO Evaluation within next few days.

**C. Finance Committee**

J. Marshall (Chair) stated the committee is working on Budget v2. The version includes all requested items, assumed a flat revenue and most extreme spending scenario.

Budget v3 will be discussed during the next Committee Meeting scheduled for May 5th. This version is being presented with slight modifications during the May Board Meeting.

Final budget is on track for board approval in June.

**D. Governance Committee**

M. Bly (Chair) stated he is stepping down as Chair and Committee Member Tara Caldwell will assume the position of Chair.

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

J. Williams (Chair) stated the next Committee Meeting is scheduled for April 28th.

**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 April 2021 CEO Report previously submitted by A. Hollister. No further discussion.

**B. Principal**

Board reviewed the April 2021 Principal Report previously submitted by C. Carey. No further discussion.

**C. Operations**

Board reviewed the April 2021 COO Report previously submitted by K. Dugan.

Discussion:

- End of Year Plan for Chromebook collection

**D. Special Education & Student Support**

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

Discussion:

- High School Acceptance for 8th Grade students

T. Hunt arrived at 5:42pm

**E. Human Resources**

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

Discussion:

- Board Chair requested Contract and/or Job Description for Shelly Agris.

## **V. New Business**

### **A. Resolution 042121.004: Personnel (Key Performance Indicator)**

M. Bly 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 042121.005: 2020-21 Employee Handbook Amendment**

J. Williams made a motion to approve the amendment of the 2020-21 Employee Handbook to include the following policies, as presented: • Physical Contact • One to One Interactions • Off-Site Contact.

K. Maddox seconded the motion.

Pg 77 - Note to reflect Staff or Student

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

### **C. Resolution 042121.006: Appointment of Trustee, Devon Madison**

J. Marshall made a motion to reappoint Devon Madison as a Trustee, who shall serve a two-year term, effective December 1, 2020 and ending November 30, 2022.

M. Bly seconded the motion.

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

### **D. Resolution 042121.007: Resignation of Board Secretary, Michael Bly**

J. Marshall made a motion to accept the resignation of Michael Bly as Board Secretary effective April 30, 2021.

D. Madison seconded the motion.

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

### **E. Resolution 042121.008: Appointment of Board Secretary, Tara Caldwell**

K. Spraga made a motion to appoint Tara Caldwell as Board Secretary in accordance with the by-laws to be effective May 1, 2021 and ending September 16, 2022.

D. Madison seconded the motion.

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

## **VI. Executive Session**

### **A. Personnel**

K. Maddox made a motion to enter EXECUTIVE Session.

M. Bly seconded the motion.

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

T. Caldwell made a motion to enter OPEN session.

D. Madison seconded the motion.

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

## **VII. Closing Items**

**A. Adjourn Meeting**

P. Kleschick made a motion to adjourn.

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 6:18 PM.

Respectfully Submitted,

M. Bly

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**NEXT BOARD MEETING:** May 19, 2021 (5:30pm) Remotely Via Zoom