
Northwood Academy Charter School

Board Meeting

4621 Castor Avenue
Philadelphia, PA 19124

December 19, 2018

5:30 pm

Board Members

Present

Jacqueline Williams

Valarie Jefferson

Katrina Maddox

Kristine Spraga

Devon Madison

Michael Bly

Absent

Jim Marshall

Guests

Tom Taylor, Accountant

Staff Present

Amy Hollister, CEO

Kristie Dugan, Director of Operations

Cindy Carey, Upper School Principal

Pamela Friedman, Director of Student Services

Kathryn Henry, Assistant Principal Lower School

Erin Herschberger, Assistant Principal of Upper School

AGENDA	DISCUSSION	ACTION
CALL TO ORDER	The Northwood Academy Charter School Board Meeting was called to order at 5:35 pm.	
ADOPTION OF AGENDA & ORDER OF BUSINESS	Agenda was adopted as presented	<p>It was carried to accept the Agenda by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u> Jim Marshall</p>
REVIEW AND APPROVAL OF MINUTES	Board Minutes from the November board meeting were reviewed	<p>It was carried to accept the Minutes by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u> Jim Marshall</p>
Agenda Item Financial Update	<p>Financials through the end of November 2018 along with transaction detail were presented.</p> <p>Auditors from Barbacane, Thornton & Company LLP attended the meeting to provide a final audit presentation. Northwood received a clean opinion.</p> <p>HR contract was submitted for approval.</p>	<p>It was carried to accept the Financials by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u> Jim Marshall</p> <p>It was carried to accept the HR contract by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Kristine Spraga Yes</p>

		Devon Madison Yes Michael Bly Yes <u>Absent</u> Jim Marshall
Agenda Item CEO Report	Students/Enrollment Enrollment is at 791. Continual monitoring and enrollment balance is in place. ApplyPhilly application window is open. Applications will be accepted through January 28th. The lottery will be held February 1, 2019. Community Amina Capaldi from our Wish Them Well/ Togo service learning project will be visiting and meeting with students on 12/17/18. This year we are focused on a school improvement project there. This is being coordinated through Amy Kelly. Personnel Staff survey schedule has been established and shared. Donna Kinebrew from TotalHR has joined us here at Northwood as our onsite support member. She is here on Monday and Wednesdays. Advertisements continue to be posted in PAREAP, TeachPHL, Indeed, and college boards for our Math Enrichment position. Unfortunately, initial candidates did not present appropriate experience or credentials. Legal In partnership with the DA's Office, some staff were subpoenaed and were present in Family Court for a student and parent matter (M.S.) in which Northwood filed charges. The case has been continued until 1/14/19 where said staff is on call for the matter. Budget/ Business	

	<p>HR timeline for initiatives has been shared and there will be ongoing updates shared accordingly.</p> <p>The Annual Financial Report has been filed with PDE in accordance with a 11/30 deadline. Audited Financial Statements will be complete before the 12/31 deadline. Expected delivery 12/19/18.</p> <p>Strategic Planning with Administration and Staff is tentatively scheduled for 1/6/19.</p> <p>SDP (CSO)/PDE</p> <p>For the purpose of some schools and districts linking teacher assessments to the School Performance Profile (SPP), there was a statewide release. That information is still internal and not for public sharing at this time. At the draft stage, our score did increase.</p> <p>SPR phase two data preview is in process. The 2017-2018 SPR score is slated to be released in late January.</p> <p>We are still awaiting statewide analysis of PSSA and Future Ready Index Scores and will share that information as it becomes available.</p> <p>PCE/PCPCS/PSP/ExcellentSchoolsPA/Charter Community</p> <p>Ana Meyers, Director of PCPCS is scheduled to visit Northwood on December 11, 2018. We will make that day representative for all.</p> <p>PCE is in the process of expanding its board. I have been asked and have accepted the role of incoming Board President, effective January 2019. I am honored and will continue to represent Northwood as well as the larger charter community in this capacity.</p>	
<p>Agenda Item Principal Report</p>	<p>Principal/AP Planning(Collaboration) Meeting Highlights from this month-</p> <p>There are about 20 students that have not moved a level in 1st grade. Kathryn and I have observed the different components of the 1st grade ELA block to evaluate their instructional practices. The data we collect from the observations will be shared with the instructional support team. We will then come</p>	

up with a plan to help those students move a level.

We met with the kindergarten team to review the dibels data. See results below.

Erin, Kathryn and I along with a lower and upper school math teacher visited Alliance For Progress Charter School to observe their Eureka Math program. Eureka has been reported by EdReports as the most aligned to the common core standards than any other curriculum on the market.

A teacher, who needed additional support with dealing with difficult students, spent a day peer observing. During the follow-up meeting, the teacher shared her observations and has begun implementing some of the strategies she learned in her daily practice. We will continue to monitor and support the teacher as needed.

Academics

Planning and preparation

A teacher that we hired to be a per diem sub was asked to join us full time. She will serve as a sub for two days per week and for three days serve as a small group instructor. She will work primarily with kindergarten and first grade teachers to pull small groups.

Kindergarten aides will pull groups based on Dibels data. Also, they will attend PD in January to receive training on how to facilitate guided reading groups.

Enrichment

Several of the applicants that we received did not hold any certifications. We have not received any other inquiries regarding the position. In the meantime, we will use the benchmark data to focus on small group instruction.

Observation and Feedback

Feedback provided to teachers included-
Higher-level questioning
Collaborative problem-solving
Classroom management techniques
Including more small group instruction
Using data to drive instruction

School Data

Fall Benchmark Data. Please see Principal Data folder for results. The table shows a comparison to last year's PSSA results. The teachers received formal training on December 11th on how to interpret and use the data to drive instruction. The assistant principals and I will meet about next steps.

Dibels Data- the results are listed below. As mentioned in the above section, the kindergarten aides will be working with the students needing the most support to improve their first sound and letter naming fluency skills. Those students will be tested twice a month to monitor their progress.

Professional Development

No PD in December due to holiday luncheon.

Listed below are the outside PDs teachers attended so far this year. The goal is to send at least 90% of the staff to a PD session other than what is offered at Northwood.

Strategies to Support ELL Learners in an Inclusive Classroom-1 teacher attended

Practical Classroom Proven Techniques to Effectively Deal with Disruptive Students-3 teachers attended.

Students Who Start School Behind: Powerful Strategies to Promote and Accelerate Academic Success (Preschool - Kindergarten)- 2 teachers attended.

Lucy Calkins- Reading and Writing Workshop- 2 teachers attended.

Innovative, NEW Activities for Strengthening Your Physical Education Program - 1 gym teacher attended.

Play Therapy- Trauma Informed training- 2 teachers attended.

Word Generation: Enhancing Middle School Literacy- 2 teachers attended.

Technology Addiction- Amy Kelly attended.

Eureka Math curriculum implementation- 2 teachers attended with administration.

Community

Assemblies

Student of the Month Assemblies for Upper and Lower School took place the first week of Dec.

Events and Activities for December

12/3 -Cherrydale DJ Party

12/4 -12/6 - Holiday Shop- Parent volunteers helped students purchase gifts. Those without money used merit tickets to get a gift.

12/5- 5th grade Ballroom Dancing Culminating Event- parents invited

12/7- Upper School choir students sang at the Peter Bressi Northeast Senior Center

12/11-12/14- Scholastic Book Fair

12/12- Prospective Families Tour

12/12 - Ballroom Dancing Semi-Finals- Northwood hosted this event this year.

12/17 - Honor Roll Breakfast

12/17 - Visit from Amina Capaldi (see service learning)

12/18 - Polar Express- 1st grade event

12/20 - Winter Concert for parents

12/20 - 15th District Holiday Party for kids in need- Northwood will take 6 students (the maximum invited) to this event. Students will receive lunch, toys and see a magic show.

12/21 - Winter Concert for students and staff

Trips

12/6- Cherrydale limo ride and buffet trip for top sellers

12/18- 5th grade to National Liberty Museum New this Year- All trips require approval from the Assistant Principals. There was a document sent to teachers with trip resources, the trip approval form and a page for trips to be input to avoid overlap and alignment with curriculum.

Holidays

Northwood reached out to local politicians in the hopes of brightening our student's holiday with gifts. In the past, we were helped by Rep. Taylor's office, but due to his retirement the donation of gifts had ended. When our calls to other politicians fell short, we reached out to our Northwood parents. Our staff, friends and families were extremely generous. Bags of wrapped gifts are being picked up by parents in need on 12/13 and 12/20.

A local AOH, Community Center at

	<p>Visitation, and the organization Honey's Angels also provided gifts and gift cards for several families.</p> <p>Sustaining a Positive School Climate</p> <p>On Friday, December 14th a Conferences Were a Success potluck social event will take place. Staff members will bring either an appetizer, dessert, or beverage to share with colleagues. This is a time to celebrate the end of the trimester as we look forward to the holiday season.</p> <p>This month's Teacher Tuesday- every staff member received an opportunity to dress down on a Monday in lieu of the traditional Friday.</p> <p>Teachers receive feedback on a consistent basis.</p> <p>Concerns are always addressed in a timely manner.</p>	
<p>Agenda Item Operations Report</p>	<p>Facilities</p> <p>Short Term</p> <p>I have reached out to a few companies to inquire about scope and pricing for a facilities evaluation. I am hoping to have this completed at some point in January for board review in February.</p> <p>Our first snow fall of the year was handled nicely by Comly Snow Removal. I have started a tracking system to monitor service and pricing, so I can alert the board if we are close to reaching our budgeted amount.</p> <p>On Tuesday, December 11 we had our surprise visit from the Department of Health for our annual inspection. I am proud to report that we passed with flying colors. There were no violations found.</p> <p>I was able to work with the city to get an abandoned vehicle removed from Orthodox Street. It was a safety concern for all. I was able to work with PGW to get holes repaired in the street left by work they had completed.</p>	

Transportation

Continue to work with drivers and maintain positive attendance. November – December has been the best timeframe for attendance yet.

Safety and Security

ACT 44 Compliance ~ We were required to create a S2SS team that would be comprised of 4 people who have the most interaction with the most students. Our team includes Mrs. Herschberger, Mrs. Henry, Mr. Whitlatch and me, serving as the team lead. The team lead must be the Safety Coordinator. We will be attending a mandatory training on December 19th in Media.

(Just a reminder: This initiative is a life-saving and life-changing school safety program that teaches students, educators and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website or 24/7 Crisis Center.)

Lottery

I have joined a steering committee for the Apply Philly Charter initiative. My first session was held on December 11th. I will be having a meeting at Northwood the week of the board meeting with a representative of Apply Philly to discuss next steps for the lottery.

Reporting

I submitted Collection 2 for PIMS. I will be reviewing all COGNOS reports for any adjustments that may need to be made.

Technology

We were able to order replacement chrome carts for the ones that were back ordered. 4 new Promethium Boards arrived. One has been installed and we are hoping that the rest will be installed by the winter break.

Food Program

Roxanne Szalejko has been prepping for the administrative review. It will be occurring in the next week and she is ready.

CORA

Nothing to report

Agenda Item

Student Services Report

Director of Student Services
Regarding Cyclical Monitoring:
Surveys for parents, students and teachers closed on 11/30/18.
Still compiling necessary documentation for inspection during compliance monitoring visit scheduled for the week of January 14, 2019.
Kenesta Mack, Northwood's SE liaison is scheduled to visit on 12/14/18 prior to submission of FSA.

Special Education students- currently 134 students receiving services; evaluations continue to proceed on schedule Expect a slight increase in parental requests for evaluation following report cards.

On-going parent meetings: reinstatements from suspensions; proactive meetings for parental and/or school concerns.

Have contracted with ACS for behavioral support for a small group of students in grades K-2. The behavioral support for these select students is already producing some positive outcomes.

Discipline- 12 suspensions (month of November).

- o Grade 1 - 1 student
- o Grade 2 - 4 students
- o Grade 4 - 1 student
- o Grade 5- 1 student
- o Grade 7 - 5 students

Adam Whitlatch,
Guidance Counselor

Working with a few Northwood families on the Catholic/private school application and financial aid processes.

Continued data driven meetings with each 7th grade student regarding the importance of the 7th grade year and reviewing their personal data with them.

Video Elective: Currently working with a group of 8th graders on creating student made videos that will be shown to the school. The goal of the videos we create is to increase a the sense of civic responsibility and build community at Northwood.

Interview preparation for students interviewing at SLA, Swenson, Parkway, and FLC this month.

Audition preparation for student auditioning at CAPA and Benjamin Rush this month.

Due to district inefficiencies a few HSs claim to be unable to access student data files. Continuing to monitor this at special and citywide admissions schools and resend student data files to schools claiming they have not received them or are unable to access them.

Collaboration meeting with Alex Smink of CORA regarding continuation of referral services for students who could potentially benefit from outside counseling services.

Continuing filming of Juan Mata informative video relating to building school community by taking care of our school.

Collaboration with fellow school counselors at FLC (Mr. Gist), Parkway Middle College (Ms. Nguyen), Bodine (Mrs. Bassman), and SLA (Mrs. Siswick) in determining which students fit well at these respective high schools/

Community service arrangements for Northwood alumni.

Collaboration with Nafisah Houston and Brenda Alexander from the Bebash organization to become more informed and best meet the needs of our students affected by HIV/AIDS.

Meeting with Lanse Butts (Laila Butts' Father, Laila is a current 5th grader at Masterman who was a Northwood student last year) on helping students best transition to Masterman.

Teacher collaboration.

Continued work with a group of NACS alumni on the college application and FAFSA processes. Kaylee Calderon (Class of 2015) just admitted to Shippensburg, LaSalle, Widener, and Kutztown and Kennedy Howard (Class of 2015) was just admitted to Lincoln! Still waiting to hear back from a large number of schools but common apps and FAFSA have been submitted.

	<p>Collaboration with former intern Eileen Black (Behavioral Therapist at Epic Developmental Services) on understanding the zones of regulation and how we can use them in efficiently addressing behavior issues with Tier 2 and 3 students.</p> <p>Collaboration meetings with Kathryn Henry (Lower School Principal) regarding meeting the needs of RTI tier 2 and 3 students.</p> <p>Morning RTI Tier 3 intervention meetings with specified students. The focus of these meetings is becoming the zones of regulation and helping students develop emotional language and coping strategies.</p> <p>Responsive level services (k-8).</p>	
BOARD BUSINESS	<p>Board discussed the following:</p> <p>Structures were discussed.</p> <p>.</p>	
	<p>Board with no other business to be discussed, the board made a motion to adjourn the meeting.</p>	

The minutes were reviewed and approved by the Board of Trustees.

Jacqueline Williams, President

Amy Hollister, CEO