
Northwood Academy Charter School

Board Meeting

4621 Castor Avenue
Philadelphia, PA 19124

January 16, 2019
5:30 pm

Board Members

Present

Jacqueline Williams
Jim Marshall
Kristine Spraga
Michael Bly

Absent

Valarie Jefferson
Katrina Maddox
Devon Madison

Guests

Tom Taylor, Accountant
Tracee Hunt

Staff Present

Amy Hollister, CEO
Kristie Dugan, Director of Operations

AGENDA	DISCUSSION	ACTION
CALL TO ORDER	The Northwood Academy Charter School Board Meeting was called to order at 5:38 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 Jim Marshall Yes Kristine Spraga Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>Valarie Jefferson Katrina Maddox Devon Madison</p>
REVIEW AND APPROVAL OF MINUTES	<p>Board Minutes from the January board meeting were reviewed</p> <p>February~budget assumptions will be presented.</p>	<p>It was carried to accept the Minutes by the following vote:</p> <p>Jacqueline Williams Yes Jim Marshall Yes Kristine Spraga Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>Valarie Jefferson Katrina Maddox Devon Madison</p>
Agenda Item Financial Update	Financials through the end of December 2018 along with transaction detail were presented.	<p>It was carried to accept the Financials by the following vote:</p> <p>Jacqueline Williams Yes Jim Marshall Yes Kristine Spraga Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>Valarie Jefferson Katrina Maddox Devon Madison</p>
Agenda Item CEO Report	<p>Students/Enrollment</p> <p>Enrollment is at 786. The end of the calendar year brought on some unexpected relocations. Continual monitoring and enrollment balance is in place to remain enrolled as projected.</p>	<p>It was carried to approve the Compensation Project Contract by the following vote:</p> <p>Jacqueline Williams Yes</p>

	<p>ApplyPhilly application window is open and final reminders are being sent. Applications will be accepted through January 28th. The lottery will be held February 1, 2019.</p> <p>Community</p> <p>The staff appreciated their holiday luncheon and tokens of appreciation.</p> <p>Personnel</p> <p>Staff survey was distributed on 1/11 through Total HR/3rd party vendor and will be open through 1/21.</p> <p>Lisa Mathai has been joining us daily as a building substitute and supporting overall teacher release opportunities.</p> <p>FMLA time off has been tentatively established for an employee 1/9-25.</p> <p>Legal</p> <p>N/A</p> <p>Budget/ Business</p> <p>Strategic Planning with Administration and Board took place on 1/6/19. Follow up draft will be shared and strategic working groups will be established.</p> <p>SDP (CSO)/PDE</p> <p>SPR preview window and release is now scheduled for the beginning of February. On January 11th, Ceo and Principal met with CSO to discuss Northwood specifics and pre-released data.</p> <p>PDE Special Education Audit is taking place the week of 1/14/19.</p> <p>PCE/PCPCS/PSP/ExcellentSchoolsPA/Charter Community</p> <p>Working with PCE to establish goals and agendas for our collaboration with Excellent Schools PA. Establishing working sessions for stakeholder academies.</p>	<p>Jim Marshall Yes Kristine Spraga Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>Valarie Jefferson Katrina Maddox Devon Madison</p>
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Agenda Item
Principal Report

**Principal/AP Planning(Collaboration)
Meeting**

Highlights from this month-

Erin, Kathryn, and I have met with teachers to identify the skills and standards needed to be reinforced. November's benchmark data will be used to determine the skills and standards. The teachers have been reteaching/reinforcing those skills during enrichment blocks and math tier time(3rd grade).

Teachers will identify the students that are on the cusp of proficiency and advance(bubble students). With those students, we have implemented a student data form for students to track their data.

Strategic Planning session held on Sunday, January 6th was a huge success! The Assistant Principals and I felt energized and ready to carry out the mission to educate the whole child and provide a learning sanctuary for all. Looking forward to a continued partnership!

Academics

Planning and preparation

The teacher (per-diem sub)has been working with small groups of students in kindergarten and first grade. We will determine the effectiveness of her instruction based on the next Dibels and DRA data. The data will be shared in March.

I contacted the 4th grade science teacher from New Foundations Charter School to share with me the resources he uses for his students. The teacher shared curriculum, testing materials, and various online resources that he uses in the classroom. Those resources were shared with our 4th grade teachers to use a supplement to what they are currently using for instruction.

Enrichment

Twenty-three 8th grade students will be attending Bioengineering Day at the University of Pennsylvania campus the end of the month. Students will engage in various activities/workshops involving DNA, Biomaterials, and Neuroscience.

Observation and Feedback

Feedback provided to teachers included-

Higher-level questioning

Collaborative problem-solving

Classroom management techniques

Using data to drive instruction

School Data

No data to report at this time.

Professional Development

January PD-will be Edcamp format. Edcamp is a peer-led, participant-driven style of professional learning for educators. There will be three sessions and each will have 5-6 different topics. Sample topics listed below-

Writer's Workshop

Integrating iPads in the Classroom

Differentiated Math Activities

Yoga

Cross Curricular Connections in Science

Classroom Management

Coding in the Classroom

Building Relationship with Students

Tech Addiction

How to be a Happy Educator- Work/Life

Balance

Math Resources

Online Resources

Listed below are the outside PDs teachers will be attending this month:

Math topic- Doing More for Students by Doing Less for Students (2 will attend)

Guided Reading: Differentiating Using Small Group Instruction (2 will attend)

Community

Assemblies

Upcoming Assembly for February- Superhero Math on 2/12

Trips

In an effort to support our mission to educate the whole child, 2nd and 4th grade students

	<p>will be attending a trip to the Arden Theatre to see a play this month.</p> <p>Parent Core Volunteer Recruiting</p> <p>At the PCO meeting on 1/8, one of the topics included ways to recruit more volunteers for school events. The decision to have flyers distributed by current volunteers describing the upcoming events and the need for further help will go out the week of January 14th. The parent volunteers will distribute these flyers on the blacktop during morning and afternoon drop off.</p> <p>Volunteer Clearance Update</p> <p>At the current time there are 250 people that have completed the clearances needed to obtain the ability to volunteer at Northwood. There are 34 others that have partially completed the process.</p> <p>The approved volunteers cover 303 students.</p> <p>Service/Community Learning//Diversity</p> <p>Our service learning lessons are underway, students are learning about African culture, education, living conditions etc. The focus is the Tchanfiery School which will be the recipient of our service learning project. Our goal is to give the Tchanfiery School needed school supplies. The collection of supplies has begun.</p> <p>Sustaining a Positive School Climate</p> <p>On Monday, January 7th, teachers had a Pajama Day and were treated to a hot chocolate bar in the teacher's lounge.</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 Short Term</p> <p>As of this writing, I have had 2 companies confirm that they will be sending me a scope of work and cost proposal for a facilities/envelope</p>	

assessment. A 3rd company will be out the week of January 14th do walk the premises and will let me know if they will be submitting a proposal.

A fire inspection of our sprinkler system will be conducted on January 21st.

2nd floor main building hot water heater was replaced over break.

Thank you to Jim Marshall and his volunteers for volunteering their time over break and helping John with a few projects.

I spoke with Elliott Lewis after they inspected the roof top units. They said that maintaining the units should give us at least an additional 10 years. The units are in great shape and replacing parts as needed and being ahead of the maintenance will give us that much time. We should budget to replace 2 heat exchangers a year. There is currently one heat exchanger that needs to be replaced and will cost \$3,495.31.

Transportation

Continue to work with drivers and maintain positive attendance.

Safety and Security

ACT 44 Compliance~

Our Safe 2 Say Something (S2SS) team attended a mandatory training on December 19th. The S2SS system will go live on January 14th however, we have until March 14th to train staff and students. The staff training will occur at our February PD and students will be trained the following week.

~I will be attended an ALICE training on January 16th & 17th from 8:00am-5:00pm. ALICE is an active shooter training that seems to be the direction in which the PDE is moving. More information can be found by following this link

<https://www.alicetraining.com/>

Lottery

The application process ends on January 28th with our lottery being held February 1st at 1:00pm. All verifications are currently being done. All notifications will be sent out to parents by February 21st.

	<p>Reporting PIMS updates are being reviewed.</p> <p>Technology All new Promethium boards have been installed.</p> <p>CORA CORA after school programming will switch to middle school classrooms starting on January 14th</p>	
<p>Agenda Item Student Services Report</p>	<p>Pamela Friedman Director of Student Services</p> <p>Regarding Cyclical Monitoring: FSA completed and submitted on December 21, 2018 Mack visit was rescheduled to January 4, 2019. Preliminary examination of collected artifacts for monitoring visit occurred on January 4th. Assembling files for review in several categories. Approximately 40 overall</p> <p>Special Education students- currently 136 students receiving services; evaluations continue to proceed on schedule On-going parent meetings: reinstatements from suspensions; proactive meetings for parental and/or school concerns. Attended off-site IEP meetings for students in APSs. ACS behavioral support person has started for a small group of students in grades K-2. Discipline- 13 suspensions (month of December).</p> <ul style="list-style-type: none"> ○ Grade K - 1 student ○ Grade 1 - 1 student ○ Grade 2 - 3 students ○ Grade 4 - 1 student ○ Grade 5- 1 student ○ Grade 6 - 2 students ○ Grade 7 - 4 students <p>Adam Whitlatch, Guidance Counselor</p> <p>Anticipating high school acceptances from the SDP scheduled to be released on January 11th.</p>	

	<p>Working with a few Northwood families on the Catholic/private school application and financial aid processes.</p> <p>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.</p> <p>Continued collaboration meeting with Alex Smink of CORA regarding continuation of referral services for students who could potentially benefit from outside counseling services.</p> <p>Community service arrangements for Northwood alumni.</p> <p>Continuing collaboration with Nafisah Houston and Brenda Alexander from the Bebashi organization to become more informed and best meet the needs of our students affected by HIV/AIDS.</p> <p>Teacher collaboration.</p> <p>Continued work with a group of NACS alumni on the college application and FAFSA processes.</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>	
<p>BOARD BUSINESS</p>	<p>Board discussed the following:</p> <p>Salary Analysis Proposal</p> <p>Off scale employee salary revisit</p> <p>Strat Plan next steps</p>	

	Board with no other business to be discussed, the board made a motion to adjourn the meeting.	
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The minutes were reviewed and approved by the Board of Trustees.

Jacqueline Williams, President

Amy Hollister, CEO