
Northwood Academy Charter School

Board Meeting

4621 Castor Avenue
Philadelphia, PA 19124

November 20, 2018
5:30 pm

Board Members

Present

Jacqueline Williams
Valarie Jefferson
Katrina Maddox
Jim Marshall
Kristine Spraga
Devon Madison
Michael Bly

Absent

Guests

Tom Taylor, Accountant

Staff Present

Amy Hollister, CEO
Kristie Dugan, Director of Operations
Cindy Carey, Upper School Principal

AGENDA	DISCUSSION	ACTION
CALL TO ORDER	The Northwood Academy Charter School Board Meeting was called to order at 5:43 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 Jim Marshall Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u></p>
REVIEW AND APPROVAL OF MINUTES	Board Minutes from the October 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 Jim Marshall Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u></p>
Agenda Item Financial Update	<p>Financials through the end of October 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>It was carried to accept the Financials by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Jim Marshall Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>It was carried move a portion of</p>

	<p>Discussion to move a portion of the fund balance from unassigned to assigned.</p> <p>The board was asked to review and approve the Capitalization Policy.</p>	<p>the fund balance from unassigned to assigned by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Jim Marshall Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u></p> <p>It was carried to approve the Capitalization Policy by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Jim Marshall Yes Kristine Spraga Yes Devon Madison Yes Michael Bly Yes</p> <p><u>Absent</u></p>
<p>Agenda Item CEO Report</p>	<p>Students/Enrollment</p> <p>Enrollment is at 792. We have continued fluctuations due to relocations.</p> <p>ApplyPhilly application window is open. We have an unprecedented amount of applications coming in as this process allows for parents to apply to many schools at once. Applications will be accepted through January 28th. The lottery will be held February 1, 2019.</p> <p>Community</p> <p>Councilman at Large Derek Green visited on October 24th. This was a goodwill visit and we had parents and board member Mr. Bly on hand to give the tour. We discussed the possibility of other council visits.</p> <p>Thanksgiving and Christmas charities continue internally and demonstrate the kindness and generosity of our school community. We will serve those we know to be in need.</p>	

Personnel

Staff survey is complete and will be administered through a third party via Total HR Solutions. Tracee Hunt and I further reviewed and combined surveys to design a comprehensive and general school survey which covers our main areas. A roll out will be established.

We posted in PAREAP, TeachPHL, Indeed, and college boards for our Math Enrichment position. Cindy is handling next steps to identify and interview candidates.

Board discussion about holiday luncheon and **acknowledgement**.

Legal

- 1. N/A

Budget/ Business

Barbacane, Thornton & Company LLP will be out to present our audit report.

RESOLUTION: Capitalization Policy
(Financials)

Total HR Solutions completed the HR audit and is ready to share results. A small committee should be established to review and make recommendations for next steps. Salary Analysis continues as more information becomes available through HR planning. Met with Tom Taylor and Tracee Hunt to review initial spreadsheets and discuss potential avenues for scales, bands of performance, bonus ideas. Possible sub committee to establish timelines and expected outputs as to align with budgeting considerations.

SDP (CSO)/PDE

On 11/15, PDE released the new state evaluation tool- Future Ready PA Index to comply with ESEA. We are thrilled to see our growth scores to be so high, particularly in Mathematics. We are in compliance with our career readiness indicators as well. Full report has been exported and the link will be active on our website. This replaces the School

It was carried to give staff a net winter gift of \$100 and a winter luncheon with a cost of no more than \$35 per person. The combined not to exceed \$20,000 by the following vote:

Valarie Jefferson	Yes
Katrina Maddox	Yes
Jim Marshall	Yes
Kristine Spraga	Yes
Devon Madison	Yes
Michael Bly	Yes
Jacqueline Williams	Yes

	<p>Performance Profile score. https://futurereadypa.org/</p> <p>SPR phase one data preview is complete. A second data release review window is scheduled for December. The 2017-2018 SPR score is slated to be released in late January.</p> <p>Our Administrative Review (AR)for the School Lunch Program onsite review is scheduled for February. This will be completed by Roxanne, Lintons and Tom.</p> <p>IDEA Fiscal Program, Contingency Funding and APSEM training on October 31, 2018 at the school District did not yield any major changes.</p> <p>Biridiana Rodriguez (project manager of charter development) and Peng Chao (senior director) from the Charter School Office visited on 11/14. There is a possibility that they may split our renewal cohort and begin this Spring. They would like us to have our BSE (Special Education) cyclical monitoring review complete so we are unsure if that will be finished by Spring.</p> <p>PCE/PCPCS/PSP/ExcellentSchoolsPA/Charter Community</p> <p>PCE Principal networking session was led by Cindy Carey at Northwood on 11/13. This was the first in a series of three.</p> <p>Ana Meyers, Director of PCPCS is scheduled to visit Northwood on December 11, 2018 . We extended her the invitation when we were at the PCPCS conference last month. Amy Kelly will coordinate the agenda.</p> <p>Midterm elections yielded small political gains to the loca/state political landscape for charters (email provided)</p> <p>Keystone Alliance is disbanding at the State level and becoming localized. There are ongoing attempts to streamline advocacy organizations.</p>	
<p>Agenda Item Principal Report</p>	<p>Principal/AP Planning(Collaboration) Meeting Highlights from this month-</p>	

As I mentioned on last month's report, math consultant Joe Schwartz, visited in October. Below are the notes from his report and how we will share the information with the staff.

Classroom environments were warm and supportive, and teachers were prepared with appropriate curriculum materials.

Students were observed solving math problems demonstrating knowledge across several PA anchors/PA Core Standards.

In several primary grade classrooms, students students were engaged in center activities.

Most instruction was teacher-centered, tasks were over-scaffolded, and much of the mathematizing was done by either the textbook or the teacher.

Suggestions made by Joe Schwartz

Engage all learners with mathematical prompts and tasks with low floors and high ceilings and that allow for multiple right answers and multiple ways of arriving at an answer. Provide opportunities for students to engage in more meaningful mathematical discourse. Foster a learner-centered environment.

The feedback will be shared with teachers prior to the November PLC meeting. At the PLC meeting, teachers will work together and plan how to incorporate more mathematical discourse- accountable math talks, and work towards a learner-centered environment.

Next steps- we would like for Joe Schwartz to come in and facilitate a PD session on learner-centered classrooms and help teachers incorporate elements of the practices for orchestrating productive math discussions.

PCE Principal Collaboration meeting took place on November 13th. I hosted four principals from the following schools- Russell Byers, Laboratory Charter, and Esperanza. The following topics were discussed-

“Satisfying your stakeholders, when the math scores won't budge.”

Best practices for math instruction. Focusing on the depth of knowledge.

Test prep and curriculum resources.

Ways to develop our teachers and how those teachers can be used as a resource for others.

In addition, the principals took a tour of the school and observed a 2nd grade, 7th, and 8th grade teacher in math. Following the observations, we had a brief discussion of the observations.

Academics

Planning and preparation

K-2 teachers have been planning for their new tier groups based on what was discussed at the tier meeting on November 2nd.

3rd grade teachers plan to tier their students for math in December.

5-8 grade science teachers are continuing to add mathematical concepts in their Do Now activities and enrichment blocks.

Kindergarten teachers have been pulling small groups for math and are noticing a remarkable difference in their abilities. Teachers are able to differentiate for all learners of various skill ability.

Enrichment

An ad for the Enrichment Math teacher was posted. We received several applicants.

Interviews will begin the end of November. I am in the process of designing a rubric for the interviews.

Worked with CEO on researching language programs in charter, public, and parochial schools. See CEO report for more information.

Observation and Feedback

Feedback provided to teachers included-
What are effective ways to engage students in the learning?

Managing disruptive behaviors.

Communicating with parents.

School Data

Tier Data- please see Principal Data Folder

Tier Meetings 5-8- please see Principal Data Folder

The first benchmark window will take place from November 19th-November 30th. The company that we will be using for the benchmark was a more complicated process than we expected. Data will be shared in December/January depending on how quickly the company can analyze the data for us. Dibels Data- we had to re-subscribe to the database. When we attempted to input the data, the company asked for us to upgrade. We do not have the correct database for the test we administered. The Dibels assessment was administered and will be shared in December.

Professional Development

October PD

You are a Lifesaver: Suicide Prevention 101 for School Staff: Dr. Terri Erbacher will discuss how to detect signs of depression in students and effective interventions tools. This PD will take place for teachers in grades 4-8 and specialists.

Teachers in K-3 will focus on creating rigorous and standards-based literacy and math activities that can be used for small group instruction.

Community Events/Partnerships

Charter School Office Visit: Two representatives from the CSO visited on November 13th. They took a tour of the school and had an opportunity to discuss briefly plans for our upcoming renewal.

The grand total in sales for the Cherrydale fundraiser was \$23,374.50. Northwood will receive \$9,389.72. Suggestions on the way to use the funds will be discussed at the next PCO meeting.

Student Teaching

In January, student teachers from Temple University will begin. The following teachers have accepted a student teacher:

In 5th grade, Mr. Farella for Math

In 7th grade, Mrs. Howard for Social Studies

In 8th grade, Mr. Paleologos for Science

In January, a student teacher from Western Governors University will begin work with Mrs. Fkiaras in 3rd grade.

We have contacted several colleges and universities in the hopes of gathering some recent graduates in education to join our substitute pool. Postings are currently listed at Holy Family and CCP.

Service Learning

Our service learning project has begun, students are learning about African culture, education, and living conditions. The focus will be the Tchanfiery School which will be the recipient of our service learning project. Our goal is to give the Tchanfiery School needed school supplies. Student lessons will be enhanced with the first hand experiences of Amina Capaldi, Wish Them Well’s founder and our 8th grade student, Anichatou Aboudoulaye. We are looking forward to fun activities and transforming our halls into a “mini- Togo, Africa”.

Title I Information

Title I information and documents are being scanned in a movement towards greater efficiency.

Title I documents have been revised, updated and scanned following a training on 10/19 to meet the current requests of the PAFPC guidelines.

Northwood Community Events

Parent Core Organization Meeting was held on 11/5

50th day of school -1st grade event on 11/9

Family Movie Night on 11/9

American Education Week 11/12-11/16.

Activities included: A visit from the Charter School Office on 11/13, *Drop Everything and Read Day* on 11/13, Open House for NACS families on 11/14, Picture Day on 11/15 and *Dress for your Future Career Day* on 11/16
Staff vs. student football game on 11/20
Minute to Win It Games on 11/21 for grades 1-8

Cultural Awareness

The books purchased with Scholastic dollars, pertaining to different cultures, have been delivered to classrooms.

Sustaining a Positive School Climate

	<p>This month's Teacher Tuesday- every staff member received a candy bar with a note of gratitude taped to each one.</p> <p>Teachers receive feedback on a consistent basis.</p> <p>Concerns are always addressed in a timely manner.</p> <p>College Gear Day will take place on November 16th.</p>	
<p>Agenda Item</p> <p>Operations Report</p>	<p><i>Facilities</i></p> <p>Short Term</p> <p>L & I fire and safety building inspection was completed on Tuesday, November 13th. We passed with a score of 98%. I would like to thank John Kelly for working so hard with me throughout the year in preparation of this inspection.</p> <p>One of our AON HVAC system needs repair. It is working but not to full capacity. The work should be completed prior to the board meeting.</p> <p>The parking lot light across the street has been shut off. We need to have a code inspection performed. This inspection will take place on November 15th. Once the report is completed, PECO will restore power.</p> <p>Long Term</p> <p>Beginning to monitor window sealing.</p> <p>Contractors/Vendors</p> <p>Coordinating with our snow removal company for our first winter storm on November 15th.</p> <p>Inspections/Certifications</p> <p>Up to date</p> <p><i>Transportation</i></p> <p>Continue to work with drivers and maintain positive attendance.</p>	

ACT 44 Compliance

Part A of the grant was awarded. This was given to school districts. We applied for Part B. We have not been given a notification date.

I will participated in a Safe2Say webinar on October 18th. This was just an introduction to the initiative.

Safety and Security

Our October fire drill will be held on the 19th and was well done. Our November fire drill will take place on November 16th

Daily exterior and interior walk throughs occurring by me and/or John Kelly to ensure property meets safety expectations.

I am working with the city for the removal of 2 abandoned cars on Orthodox Street.

Lottery

As of this report, we have received approximately 2,700 applications. The dates for the process are as follows:

Reporting

I attended the A/CAPA (Attendance/Child Accounting Professional Association) conference October 29-31st.

Collection 1 correction window closes on November 16th.

Technology

Meeting with Dan Leimer multiple times a week to triage technology workload.

Ordering 4 more Promethium boards to replace boards that are cycling out.

Chromebook carts are on backorder so we have ordered a new cart that will ship sooner.

	<p><i>eRate</i></p> <p>We are working with our eRate team to ensure we are maximizing our eRate dollars.</p> <p><i>Food Program</i></p> <p>Training has begun for our administrative review. We do not yet have a date.</p> <p><i>CORA</i></p> <p>Nothing to report</p>	
<p>Agenda Item Student Services Report</p>	<p>Pamela Friedman Director of Student Services</p> <p>Considerable time spent to complete the high school application process. Prepared LeGare paperwork for 15 students receiving special education services. Paper applications were delivered to high schools of students' choices and to 440 as well.</p> <p>Regarding Cyclical Monitoring: Reminded parents to complete parent survey via Wednesday Reminders. Eligible students (14 years of age within the duration of the current IEP) completed the survey .</p> <p>Still compiling necessary documentation for inspection during compliance monitoring visit scheduled for the week of January 14, 2019.</p> <p>RESOLUTION: Two policies have been uploaded for review (Confidentiality and Positive Behavior).</p> <p>Continuation of the completion of our Facilitated Self Assessment (FSA). Kenesta Mack, Northwood's SE liaison is scheduled to visit on 12/14/18 prior to submission of FSA.</p> <p>Special Education students- currently 132 students receiving services; evaluations are proceeding on schedule Anticipate an increase in the number by the end of November..</p> <p>On-going parent meetings: reinstatements from suspensions; proactive meetings for parental and/or school concerns.</p> <p>Attended off-site meetings for three students in approved private schools (APSs).</p>	

Discipline- 16 suspensions (month of October).

- Grade K - 1 student
- Grade 1 - 1 student
- Grade 2 - 5 students (3 are repeaters - have been referred to CORA for potential counseling)
- Grade 3 - 1 student
- Grade 5- 3 students
- Grade 6 - 2 students
- Grade 7 - 2 students
- Grade 8 - 1 student

Adam Whitlatch,
Guidance Counselor

Continued touching base through emailing and calling families making them aware of the nuances of the HS application. Conversations with parents include but are not limited to: Differences between District and Charter HS application process, the necessity of calling SLA to set up an interview if their child applied to SLA, making sure folks are aware of audition requirements for performing arts schools, making parents aware of when each school will let them know if their child is admitted or not. Writing letters of recommendation for each of our 8th grade students who will be applying to Bodine High School.

Collaboration with Pamela Friedman on completing this year's school selection process for our current 8th graders and potential Masterman students. Uploaded, and submitted all application paperwork.

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.

Collaboration with Patrick Smith of Planned Parenthood in delivering 7th and 8th grade sex education classes which run from October until the Holiday break. Specifically, Planned Parenthood is delivering 6 weekly sessions regarding: puberty, anatomy, self-esteem, healthy relationships, making healthy choices, and sexual harassment.

	<p>Interview preparation for students that interviewed at SLA this month.</p> <p>Collaboration meeting with Alex Smink of CORA regarding continuation of referral services for students who could potentially benefit from outside counseling services.</p> <p>Continuing filming of Juan Mata informative video relating to building school community by taking care of our school. I am aiming still aiming to make 1 informative schoolwide video/month this year and look forward to devoting a bit more time to it now that the district HS application process is slowing a bit (for now). September's video was "How Northwood is doing in HS, and What We Can Learn From That?" This month's video is on caring for our school community by making sure we pick up our trash.</p> <p>School visitations:</p> <p>Meeting with counselor Gist at FLC high school regarding the type of student that is an ideal fit at FLC.</p> <p>Meeting with with counselor Nguyen at Parkway Middle College regarding the type of student that is an ideal fit at Parkway Middle College.</p> <p>Community service arrangements for Northwood alumni.</p> <p>Continued work with a group of NACS alumni on the college application process.</p> <p>Met with two Northwood Alumni (1 currently in college, 1 working) and discussed how Northwood can better service both college and non-college bound students.</p> <p>Collaboration meeting regarding meeting the needs of RTII tier 2 and 3 students.</p> <p>RTII Tier 3 intervention meetings with specified students. The focus of these meetings has been making introductions and discussing alternative coping skills.</p> <p>Responsive level services (k-8).</p>	
<p>BOARD BUSINESS</p>	<p>Board discussed the following:</p> <p>Staff survey – Ms Williams will be in to speak with Mrs Carey about a few topics.</p> <p>HR survey will continue to be reviewed and evaluated.</p> <p>Salary Scale will be given to the CEO.</p> <p>Medical Opt out will be reviewed next year</p>	

	Board self-evaluation – members submitted their information and will tabulate results.	
	Board with no other business to be discussed, the board made a motion to adjourn the meeting.	

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

Jacqueline Williams, President

Amy Hollister, CEO