
Northwood Academy Charter School

Board Meeting

4621 Castor Avenue
Philadelphia, PA 19124

October 17, 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
Kathryn Henry, Assistant Principal
Erin Herschberger, Assistant Principal
Ray Lark, Staff

AGENDA	DISCUSSION	ACTION
CALL TO ORDER	The Northwood Academy Charter School Board Meeting was called to order at 5:34 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 September board meeting were reviewed	<p>It was carried to accept the Minutes with the time adjustment 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	Financials through the end of September 2018 along with transaction detail were presented.	<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>Agenda Item CEO Report</p>	<p>Students/Enrollment</p> <p>Current enrollment is 792. We will continue to keep at that threshold by bringing new students in as spaces become available. New students have been assessed and assigned classrooms. We are continuing to create and establish supports for new needs.</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 will be visiting on October 24th. This is a goodwill visit.</p> <p>We were highlighted in the Frankford Gazette in their back to school spotlight.</p> <p>Personnel</p> <p>Staff survey modification is underway with Tracee Hunt revisions due. Survey compiled from a compilation of surveys that were available.</p> <p>We are working with all avenues to procure substitute teachers.</p> <p>Needs are being assessed for potential support position and a search will commence accordingly. Stakeholders from grade groups are communicating areas of need for consideration.</p> <p>Legal</p> <p>N/A</p> <p>Budget/ Business</p> <p>Total HR Solutions will continue with the HR audit Process in accordance with contractual roll out. Initial start to the process was 10/15. Next meeting for Oct 23rd.</p> <p>SDP (CSO)/PDE</p>	
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	<p>Phase2 Data Packet has been submitted. SPR preview is slated for Early November.</p> <p>Mary Ann Clark from PDE is scheduled to visit us on Wed. Oct. 17th for our annual enrollment and lunch eligibility verification audit.</p> <p>Amy Kelly and I are attending a Federal Programs and PAFPC training: ESSA and UGG on October 19, 2018 in King of Prussia.</p> <p>Tom and I will attend IDEA Fiscal Program, Contingency Funding and APSEM training on October 31, 2018 at the school District.</p> <p>Charter School Office will be visiting on November 13th. This appears to be a general visit in an effort to become more aligned under new leadership.</p> <p>PCE/PCPCS/PSP/ExcellentSchoolsPA/Charter Community</p> <p>PCE/Excellent Schools hosted a Launch and Meet and Greet on October 2nd. New leaders were highlighted and open board seats were announced. CSO was also in attendance as well as PCPCS. Cindy will be working with her team to host Principal meet up for Fall gathering at Northwood.</p> <p>Cindy and I attended the Annual PCPCS conference on October 12th in Harrisburg. The theme was Unified Voice. Key stakeholders were on hand and this conference was the most robust in years with a shared commitment to gather as a large advocacy group.</p>	
<p>Agenda Item Principal Report</p>	<p>Principal/AP Planning (Collaboration) Meeting Highlights from this month-</p> <p>When observing math classes, we will pull small groups and/or help individual students when it is not a formal observation.</p> <p>Morning work should include math concepts.</p> <p>Spoke to Amy Kelly about displaying math facts, geometric shapes, and various concepts throughout the building</p>	

Tier/Data meetings will take place with grade groups on November 2nd

In February, I visited School Lane Charter to observe **math consultant, Joe Schwartz**, plan a unit with 4th grade teachers. During my observation, he was able to give teachers feedback on the best instructional practices. **He will be visiting our school on October 25th to observe various classrooms, K-8, and provide feedback on our instructional program.**

Kindergarten teachers are beginning spiral more math concepts throughout the day and in morning messages. We are making sure the math skills are reinforced on a more consistent basis.

Academics

Planning and preparation

Kindergarten through second grade teachers met during the PD session in September to plan the first few science lessons together as stated in last month's board report.

Grade: Kindergarten
Length = 5 Weeks

Grade: 1
Length = 5 Weeks

Enrichment

In November, 3rd grade teachers will begin to tier their students for math based on ability.

For 5-8 Plus classes in math, teachers will begin to incorporate content from the next grade to challenge students.

DuoLingo- allows us to differentiate for our learners. Students have access to over 30 languages. The program is designed for student to exposed to the language and learn the basics. For more information about the program, visit- www.duolingo.com

Erin and I met with the President of iPraxis,

Jeremiah White, last week. He plans on creating a program to work with a group of students on a long-term research project. For example, he explained to us that he read an article recently describing that the oldest trees are dying. He would like to research the reason that is taking place with a group of students. Also, he talked about the effects of facial recognition and how it is being used in society. More information to come.

Jeremiah will also recommend someone to come in and work on STEM related activities/lessons with our technology teacher.

After meeting with teachers in grades 5-8, we are considering hiring a math enrichment teacher. There are students we have identified, in addition to algebra students, whose needs can be served with a more rigorous program.

Observation and Feedback
 Feedback provided to teachers included-

What are effective ways to engage students in the learning?

How can literature circles be used to foster rich classroom discussions of a text?

Making sure content is relevant

Making sure to ask higher level questions

Encourage students to explain their thinking/justify their responses

Spiral previous math skills taught

Encourage scientific inquiry

School Data

Tier meetings for Grades 1-8 will take place on November 2nd. Data from this meeting will be shared in the November report. We will be discussing benchmark data and behavior concerns.

Dibels data will be shared in the November report

Professional Development

October PD

Walking in Their Shoes: Dr. Kathleen Walls will conduct the Walking in Their Shoes program which has been designed to increase rapport between teachers, colleagues, students, and families. This program will enhance cultural awareness and cultural competency by helping the teachers explore topics such as Privilege, Racial Stress, Ethnocentrism, and Racial Scripting in an honest, safe, and reflective way. The program will also provide experiential components such as Privilege Walk and Racial Storytelling. The staff will shift from their own perspective to that of another person’s perspective (i.e. students, student’s family, co-worker, etc.). Hence, they will start “Walking in Their Shoes.”

At the September PD, teachers were asked to complete an analysis of the PSSA data. Please see the **2018-2019 Principal Data folder** for samples of what teachers completed.

On Friday, October 12th, I attended the Pennsylvania Coalition of Public Charter Schools conference in Harrisburg with Amy. The most valuable session I attended was the one facilitated by Ryan Winter, President of LinkIt, regarding how to create high functioning data teams. We have contracted to use the company’s benchmarks. They will analyze the data and assist me in creating an action plan to meet the needs of our students.

On Monday, October 15th, the Assistant Principals and I will be attending The Philadelphia K-12 Leadership Conference. The Philadelphia School Partnership is hosting a conference for school leaders in K-12 focused on math instruction. Sessions will focus on Common Core/PA shifts in mathematical instruction; rigorous assessments and data-driven instruction; and effective instructional coaching and professional development practices for math teachers.

Community Events/Partnerships

Substitute Agency: We have a difficult time finding substitute teachers due to the national shortage. I have a continued partnership with Charter School Substitute Services. This month, I met with another substitute agency and have used both services.

Through the recommendation of one of our new teachers, I interviewed a substitute who will be coming onboard. Please note- I interview all substitutes that are not a part of an agency. However, when we have a substitute from an agency, I make sure to check in throughout the day and provide feedback to the agency.

Student Teaching

Temple University has sent info. concerning the subject and grades that they would be interested in placing student teachers in for the Spring semester. We responded that we would accept a 5th, 7th and 8th grade student teachers. We are waiting on the final confirmation from their contact person.

We are accepting a student teacher from Western Governors University in January.

We are on the list to accept student teachers from Drexel University. As their semester approaches, they will contact us with the details.

Service Learning

This year's service project will include lessons for students on Africa- the culture, habitats, living conditions etc. 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 were explained to parents in a presentation at the Chat and Chew Breakfast that took place on 9/27. Following the presentation a meeting was conducted with parents to provide a forum for review, discussion and feedback on the Title I documents. Feedback from this meeting was provided to Mrs. Hollister and Mrs. Carey.

Title I documents have been updated to the website

Northwood Community Events

Family Fitness Night on 10/11- Getting Healthy Together. An instructor will be in to facilitate a boot camp style workout for parents and students.

Parent Core Organization Meeting on 10/15

High School Application Night on 10/17

Harvest Dance for grades 5-8 on 10/18

Rolling Thunder Family Skate Night on 10/25

Lower School Incentive Event on 10/25-10/26

Harvest Contest on 10/29-10/30

Halloween Parade for grades K-3 on 10/31

Cultural Awareness

Walking in Their Shoes PD for teachers. See description in the PD section of the report.

Bright Stars Theater performance of "The Story of Anne Frank" on 10/16 for grades 5-8

"Ending the Silence" Assembly on the topic of mental health on 10/23 for 8th grade

Upcoming- Ssuuna assembly (African

	<p>storyteller and drum performance) in November for grades K-2</p> <p>Books purchased with Scholastic dollars for classroom libraries.</p> <p>Sustaining a Positive School Climate</p> <p>Teacher Tuesday- every first Tuesday of each month, the Assistant Principals and I will do something special for the teachers. This month we provided coffee and donuts from Factory Donuts. It will be a surprise each month.</p> <p>Each staff member receives a birthday card from me to celebrate their special day.</p> <p>Shout-outs are given in emails weekly.</p> <p>Every week, we have a Friday Five where staff members meet with the Assistant Principals and myself for a few minutes prior to the day starting. At this meeting, we make announcements, shoutouts, sing happy birthday, share from the week, and/or engage in a short team building activity.</p>																	
<p>Agenda Item</p> <p>Operations Report</p>	<p>Facilities</p> <ul style="list-style-type: none"> ● Short Term <ul style="list-style-type: none"> o Currently working on preparation for all inspections o Beginning HVAC testing for winter ● Long Term <ul style="list-style-type: none"> o Beginning to monitor window sealing. ● Contractors/Vendors <ul style="list-style-type: none"> o Coordinating with our snow removal company to make sure we are on target for the winter. Please see attached contract. ● Inspections/Certifications <ul style="list-style-type: none"> o Up to date <p>Transportation</p> <ul style="list-style-type: none"> ● Continue to work with drivers and maintain positive attendance. <p>ACT 44 Compliance</p> <ul style="list-style-type: none"> • October 12th, I submitted a grant requests for \$25,000 to be used over a two-year period. If received, this money will be used for an overall safety evaluation and implementation of training and equipment where we might be deficient. 	<p>It was carried to approve the snow removal budget of \$15,000 by the following vote:</p> <table border="0"> <tr> <td>Jacqueline Williams</td> <td>Yes</td> </tr> <tr> <td>Valarie Jefferson</td> <td>Yes</td> </tr> <tr> <td>Katrina Maddox</td> <td>Yes</td> </tr> <tr> <td>Jim Marshall</td> <td>Yes</td> </tr> <tr> <td>Kristine Spraga</td> <td>Yes</td> </tr> <tr> <td>Devon Madison</td> <td>Yes</td> </tr> <tr> <td>Michael Bly</td> <td>Yes</td> </tr> <tr> <td><u>Absent</u></td> <td></td> </tr> </table>	Jacqueline Williams	Yes	Valarie Jefferson	Yes	Katrina Maddox	Yes	Jim Marshall	Yes	Kristine Spraga	Yes	Devon Madison	Yes	Michael Bly	Yes	<u>Absent</u>	
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• I registered for a mandatory Safe2Say initiative. 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.

• I will participate in a Safe2Say webinar on October 18th.

Safety and Security

- Our first lock down drill was held on 9/21/18.
- Our October fire drill will be held on the 19th.
- Daily exterior and interior walk throughs occurring by me and/or John Kelly to ensure property meets safety expectations.
- I was able to work with the city to have the parking lot in the shopping center drained. The standing water was a safety hazard to our students at dismissal.

Lottery

- Our application process launched through Apply Philly Charter on September 28th. As of this report, we have received approximately 1,500 applications. The dates for the process are as follows:
 - o 9/28/18 Applications available/open
 - 1/28/19 Application closes
 - 2/1/19 Lottery
 - 2/19/19 Families must be notified

Reporting

- I will be attending the A/CAPA (Attendance/Child Accounting Professional Association) conference October 29-31st.
- Nurse reimbursement report was submitted by September 15th.
- Collection 1 reporting window will be open from October 1st to October 11th. This collection includes 6 individual uploads containing 14 CSV file templates.

Technology

- Meeting with Dan Leimer multiple times a week to triage technology workload.
- Kindergarten received their allotted iPads. 1st grade will receive theirs by October 17th.
- Ordering 4 more Promethium boards to replace boards that are cycling out.
- Chromebook carts are on backorder

Food Program

	<ul style="list-style-type: none"> ● Training has begun for our administrative review. We do not yet have a date. <p>CORA</p> <ul style="list-style-type: none"> ● Nothing to report 	
<p>Agenda Item Student Services Report</p>	<p>Pamela Friedman Director of Student Services</p> <p>October Conference regarding ECYEH- (Educating Children & Youth Experiencing Homelessness). Mandatory state initiative as part of the federal McKinney-Vento Act.</p> <p>Regarding Cyclical Monitoring:</p> <p>Sent letter to parents asking for participation in the survey. Will remind them to do so until 11/30/18 end date via Facebook and Wednesday Reminders.</p> <p>Eligible students (14 years of age within the duration of the current IEP) will be taken to the computer lab to participate in the survey by November 2nd .</p> <p>Still compiling necessary documentation for inspection during compliance monitoring visit scheduled for the week of January 14, 2019.</p> <p>Special Education students- currently 132 students receiving services; evaluations are proceeding on schedule.</p> <p>On-going parent meetings: reinstatements from suspensions; proactive meetings for parental and/or school concerns.</p> <p>Career Scope completed for the appropriate students in line with federal transition requirements.</p> <p>Discipline- 7 suspensions to date</p> <ul style="list-style-type: none"> ○ Grade 2 - 4 students ○ Grade 7 - 3 students <p>Adam Whitlatch, Guidance Counselor</p> <p>Met with each 8th grade student (81 total) to help them determine appropriate HS choices. This includes a phone conference with parents</p>	

and a letter sent home with my 5 district HS recommendations. Once the parent signs off we are able to complete the student's online application.

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.

Organizing student data in grades 4, for potential Masterman applicants, and 8, to identify corresponding data (PSSA scores, grade, attendance) for submission to various schools.

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

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

On-going collaboration with appropriate staff to complete the application process.

Attended annual training session on 09/18/2018 presented by the SDP to inform of/update any changes in the application process.

Collaboration phone conference with Patrick Smith of Planned Parenthood in setting a schedule for (7th and 8th grade) sex education classes: October (still determining exact schedule) until the Holiday break. Specifically, Planned Parenthood will deliver 6 weekly sessions regarding: puberty, anatomy, self-esteem, healthy relationships, making healthy choices, and sexual harassment.

	<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 to make one informative school wide video per month this year. 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>Working with a group of NACS alumni on the college application process.</p> <p>Responsive level services (k-8).</p>	
BOARD BUSINESS	<p>Board discussed the following:</p> <p>Staff Meet & Greet will be held before the November board meeting at 3:15pm.</p> <p>Discussed current salary scale.</p> <p>Board self evaluation due November.</p> <p>Medical opt out will be reviewed in November.</p>	
	<p>Board with no other business to be discussed, the board made a motion to adjourn the meeting at 8:15.</p>	

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

Jacqueline Williams, President

Amy Hollister, CEO