
Northwood Academy Charter School

Board Meeting

4621 Castor Avenue
Philadelphia, PA 19124

September 19, 2018

5:38 pm

Board Members

Present

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

Absent

Devon Madison

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
Erin Herschberger, Assistant Principal
Adam Whitlatch, Counselor

AGENDA	DISCUSSION	ACTION
CALL TO ORDER	The Northwood Academy Charter School Board Meeting was called to order at 5:37 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 Michael Bly Yes</p> <p><u>Absent</u> Devon Madison</p>
REVIEW AND APPROVAL OF MINUTES	Board Minutes from the August 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 Michael Bly Yes</p> <p><u>Absent</u> Devon Madison</p>
NEW BOARD POSITIONS	Jacqueline Williams President Katrina Maddox Vice President Michael Bly Secretary Jim Marshall Treasurer	
Agenda Item Financial Update	Financials through the end of August 2018 along with transaction detail were presented. Audit should be to Northwood by the November meeting.	<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 Michael Bly Yes</p> <p><u>Absent</u> Devon Madison</p>

<p>Agenda Item</p> <p>CEO Report</p>	<p>Students/Enrollment</p> <p>Our goal is to have 795 students enrolled for October 1 (funded for 792). After our September rolls were updated to account for natural summer attrition, we were at 780 students. We will continue to work from our lottery waiting lists to fill 15 open spots, across the grade spectrum, to meet our enrollment goals. We continue to find attrition is largely based on relocation of families or kindergarten families who over enrolled in other schools.</p> <p>Individual PSSA results have been delivered to students (Arrival 9/13).</p> <p>Community</p> <p>Annual Title I Information will be distributed accordingly, and a mandatory information session will be included in this parent’s meeting.</p> <p>The dress code is being amended to allow earrings for <i>all</i> students- they must be post only. This will be communicated through our Wednesday communications and updated in the handbook.</p> <p>RESOLUTION: Update to dress code to allow for post earrings for all students.</p> <p>Back to School Night was a well-attended evening across all grades. Mrs. Henry received a warm welcome. A video was made of the evening and is being shared for the community.</p> <p>Wednesday communications are going green this year, there will be no more hard copies. This will be shared through our listserv and on Facebook.</p> <p>Councilman at large Derek Green has reached out for a school visit, we are confirming dates.</p> <p>Charter School Office is requesting a kick off school visit, TBD.</p> <p>Personnel</p> <p>2018 Staff Survey Results have been shared. The results were analyzed, and we are proud of our overall approval ratings. Areas with lower scores were reviewed for areas of possible growth. Potential for a more thorough</p>	<p>It was carried to update to dress code by the following vote:</p> <table data-bbox="1109 1108 1437 1323"> <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>Michael Bly</td> <td>Yes</td> </tr> </table> <p><u>Absent</u></p> <p>Devon Madison</p>	Jacqueline Williams	Yes	Valarie Jefferson	Yes	Katrina Maddox	Yes	Jim Marshall	Yes	Kristine Spraga	Yes	Michael Bly	Yes
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survey should be explored to satisfy board areas of inquiry.

We are very encouraged by our new hires and their transition to our program. We will have a luncheon to celebrate them on September 18th.

Through rostering adjustments and a reconfiguration of students (new cohort), we are covering our bases with our Middle School Math support role. We will continue to monitor for further needs within the entire K-8 community and hire accordingly if an area of deficit is clearly established based off of student need.

We have reconnected with local universities to create our student teacher pipeline. Temple University has responded with potential candidates. This will help us to address the present national teacher shortage by making Northwood more relevant to a diverse pool of new educators. We will continue to follow up with other universities.

Legal

Board reports will continue to be reviewed and modified in accordance with legal guidelines and best practices to continue to make our school activities transparent and informative.

Budget/ Business

Staff roster has been updated to reflect all new employees and their salaries and medical coverage.

Tracee Hunt from Total HR Solutions has begun her process with stakeholders. She will continue to seek their perspective of Northwood as it relates to us ensuring we have necessary HR supports and focus to sustain and move forward.

SDP (CSO)/PDE

We have been notified and are beginning to work on our Federal>State Special Education Compliance Monitoring and Fiscal Procurement Audit for the federal lunch program.

	<p>PDE notified us that a Phase I school, our Comprehensive Report will be due November 2019. Trainings and requirements will be shared accordingly. There are several components that will be included for completion during this school year to meet the lengthy guidelines (i.e. Induction Plan).</p> <p>PCE/PCPCS/PSP/ExcellentSchoolsPA/Charter Community</p> <p>After thorough analysis, we will be adopting PSP’s Apply Philly process for our application and lottery process. This will remove any barriers to the citywide lottery application process.</p> <p>RESOLUTION: Adopt new Admission of Students Policy (reflects new dates and ApplyPhilly procedures)</p> <p>PCE is hosting a 2018-2019 renewal cohort meeting on September 26th. While we are not in this cohort, it would be beneficial to be privy to the conversation.</p>	<p>It was carried to adopt new Admission of Students Policy by the following vote:</p> <p>Jacqueline Williams Yes Valarie Jefferson Yes Katrina Maddox Yes Jim Marshall Yes Kristine Spraga Yes Michael Bly Yes</p> <p><u>Absent</u> Devon Madison</p>
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<p>Agenda Item Principal Report</p>	<p>Principal/AP Planning(Collaboration) Meeting Highlights from this month-</p> <table border="1" data-bbox="537 1251 1008 1570"> <thead> <tr> <th>Short-term goals</th> <th>Long-term goals</th> </tr> </thead> <tbody> <tr> <td>Set up Tier Time meetings, protocols and expectations in K-3</td> <td>Increase in student achievement in the all academic areas, particularly in math and science.</td> </tr> <tr> <td>Benchmark Testing Schedule</td> <td>Curriculum mapping for math. Making sure scope and sequence is standards aligned.</td> </tr> <tr> <td>Establishing observation feedback cycles. Observing with a purpose.</td> <td>Making sure math skills are consistent across the board such as place value, time and measurements.</td> </tr> <tr> <td>Using the Danielson Rubric as a basis for feedback.</td> <td>Making science a focus in K-2 in order to build the foundation.</td> </tr> <tr> <td>Meet with grade group teams monthly to discuss data on academics and behavior.</td> <td></td> </tr> <tr> <td>Increase academic language in all subject areas and mastery of it.</td> <td></td> </tr> </tbody> </table> <p>Academics <i>Planning and preparation</i></p> <p>Kindergarten through second grade teachers have been asked to incorporate more science into their lessons. Sample science kits were ordered for teachers to use as part of their instruction.</p>	Short-term goals	Long-term goals	Set up Tier Time meetings, protocols and expectations in K-3	Increase in student achievement in the all academic areas, particularly in math and science.	Benchmark Testing Schedule	Curriculum mapping for math. Making sure scope and sequence is standards aligned.	Establishing observation feedback cycles. Observing with a purpose.	Making sure math skills are consistent across the board such as place value, time and measurements.	Using the Danielson Rubric as a basis for feedback.	Making science a focus in K-2 in order to build the foundation.	Meet with grade group teams monthly to discuss data on academics and behavior.		Increase academic language in all subject areas and mastery of it.		
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Teachers in grades 1 and 2 received resources for their guided reading centers.

Teachers in all of K-8 were given data sheets to fill out on any Tier 3 or struggling Tier 2 students to present at the November Tier time meeting.

Observation and Feedback

Feedback provided to teachers included-

Be consistent with using mathematical terminology in lessons. For example, in primary grade classroom, a teacher taught the concept $2+3 = 5$. However, the teacher did not highlight the fact that 5 was the sum of the addition problem.

Be consistent with classroom procedures to minimize behavior issues in the classroom

Focus on time management to minimize behavior issues

Engage students more in lessons by having them discuss topics with their peers

Kathryn, Erin, and I visit a few teachers each week and provide feedback. In the last nine school days, we have focused on classroom protocols and procedures and math instruction.

School Data

Overall, our PSSA results show that our students are showing growth in ELA, but remaining stagnant in Math. However, we continue to perform in the highest bands when compared to other schools. This information was highlighted when we met with the President of the data company, Linkit. Mr. Winter explained that compared to the other eleven schools that have contracted with them, our scores are almost doubled in both subject areas. While this may be a fact, we are continuing to strive for growth across all domains.

Mr. Winter stated that the trend shows in 6th, 7th, and 8th grade students tend to drop in math across the state. Mr. Winter suggested that we focus on the students that dropped from

Proficient to Basic and to also identify the students on either side of the cut score.

Once the state and local scores are released publicly, I will share the comparison data. That data will be shared with the school community as well.

If you would to view the data that was shared with staff, a copy can be found in the Principal folder.

Professional Development

September PD

The first part of the PD will be a focus on Teacher Language.

Second part of PD- teachers in 3-8 will be given the PSSA data and asked to identify strengths and weaknesses in ELA, Math, and Science. The specific content teachers will plan how they will address those weaknesses.

Teachers will be asked to view the parent letters and identify the students on either side of the cut score in each of the four categories- Advanced, Proficient, Basic, and Below Basic. Once teachers identify those students, we will track throughout the year using benchmark assessments to make sure they show consistent growth.

Community Events

Back to School Night

At Back to School Night on September 5th, parents/guardians were reminded that clearances were needed to attend field trips and volunteer for classroom activities.

At the current time there are 225 people that have completed the clearances needed to obtain the ability to volunteer at Northwood. There are 25 others that have partially completed the process.

The approved volunteers cover 267 students.

	<p>Updates to the spreadsheet concerning new siblings and removal of graduates is complete. The teachers have been given the spreadsheet to use.</p> <p>In addition, parents were encouraged to attend our PCO meeting on September 17th.</p> <p>Parents were informed about the Chat and Chew with the Principal to discuss Title I and receive an overview of Special Education Services at Northwood.</p> <p>Service/Community Learning This years' service project will be helping a school in Togo, Africa. The Tchanfiery School is desperately in need of school supplies, desks and a new roof for their facility. We will once again be working closely with Wish Them Well, and Amina Capaldi, the founder. Completing the service project is on a voluntary basis. Any teachers that chose for their classes to participate will designate a time for me to come in and teach the geography and service lessons.</p> <p>Planning is underway to incorporate more assemblies on diversity, STEM related activities, and the arts.</p> <p>Student Teaching</p> <p>Drexel University, Temple University, Arcadia University and Holy Family University were contacted concerning obtaining student teachers for the 2018-2019 school year. Temple University is determining their Spring 2019 placements, we are confirming our availability for specific placement options based on their requests. Drexel University has placed us on the list for their Winter session. No response back yet from Arcadia and Holy Family.</p>	
<p>Agenda Item Operations Report</p>	<p>Facilities</p> <p>Summer update ~ All summer prep was completed, and the building was ready for our school community on the first day.</p> <p>Short Term</p>	

	<p>Currently working on preparation for all inspections</p> <p>Long Term</p> <p>N/A.</p> <p>Contractors/Vendors</p> <p>Coordinating with our snow removal company to make sure we are on target for the winter.</p> <p>Inspections/Certifications</p> <p>Up to date</p> <p>Transportation</p> <p>Opening day transportation was great.</p> <p>Working with Total Transportation for a steady driver while our driver recovers from surgery.</p> <p>There was a police report made by Yellowbird bus company on 9/13/18 over an irate adult. Issue has been resolved.</p> <p>Safety and Security</p> <p>Safety protocols were reviewed with all staff members during PD</p> <p>Our first Fire Drill was held 9/7/18</p> <p>Our first lock down drill will be held 9/21/18</p> <p>Lottery</p> <p>Still working with Apply Philly. Please see CEO report for update</p> <p>Reporting</p> <p>I will be attending the A/CAPA (Attendance/Child Accounting Professional Association) conference October 29-31st. Nurse reimbursement report will be submitted by September 15th.</p> <p>Collection 1 reporting window will be open from October 1st to October 11th. This collection includes 6 individual uploads containing 14 CSV file templates.</p> <p>Technology</p> <p>100 iPads will be launched the week of September 17th</p>	
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	<p>Chromebook carts are on backorder</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>CORA has had a successful start to the year. The program will now cycle to different classrooms every 5 months to alleviate teachers losing their rooms for an entire year.</p>	
<p>Agenda Item</p> <p>Student Services Report</p>	<p>Pamela Friedman Director of Student Services</p> <p>September 25th- Future Ready PA meeting as it pertains to special education, PaTTAN</p> <p>Attended the CMCI (Cyclical Monitoring for Continuous Improvement) training. Briefed classroom teachers on survey requested by the state- hope to have 100% participation even though it is phrased as voluntary. Preparing a letter from me to parents of students receiving support. This will accompany the state letter asking for the completion of a parent survey. Beginning to compile necessary documentation for inspection during compliance monitoring visit scheduled for the week of January 14, 2019.</p> <p>Special Education students- currently 131 students receiving services; potentially 7 - 11 more to be identified. Those students are on the evaluation testing queue.</p> <p>Setting up accounts for students who will be 13+ years old during the course of their current IEP to complete Career Scope, an interest inventory that is utilized to establish transition goals.</p> <p>Discipline- 0 suspensions to date.</p> <p>Published sunshine notification of Board and Sub-Committee meetings in the Daily News.</p>	

Researched various Codes of Student Conduct in response to Ms. Williams' inquiry as to whether or not it is necessary to have the listing of infractions in the handbook.

These are my findings:

Of the four codes I examined, New Foundations Charter School, Global Leadership Academy, MaST Charter School and the School District of Philadelphia, all schools delineate individual infractions a la Northwood.

The charter schools seemed to outline their infractions via a leveling system using various matrices to determine severity of offense and appropriate response to same.

The SDP utilizes a list of 52 behaviors that looks very much like Northwood's however, they include narrative for each individual offense. Northwood's code originated via Philadelphia Academy Charter School (PACS). I do believe PACS code was adapted from the SDP.

Each year, we upload the Northwood Student Code of Conduct to the SDP as our authorizer. To date, the only change that has been requested is to outline the process for formal and informal hearing in the case of multiple day suspensions/expulsion. Through 2 compliance monitoring and 2 renewals, this is the only criticism we have received, and it has been rectified.

I also searched Pennsylvania's School Discipline Laws and Regulations (Prepared January 28, 2018) for a legal basis for delineation of infractions with specificity. The following is excerpted from the PA School Code:

22 Pa. Code 12.3. School rules.(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or

guardians. Copies of the code shall also be available in each school library.

One change I would make to our code of conduct is to include a “scope” statement. The charter schools include to what extent student behavior is under school jurisdiction. This scope includes behavior away from school where a student could be identified as a part of our community (i.e.: appropriate behavior on SEPTA buses).

Adam Whitlatch, Counselor

School selection is my top priority right now. The high school application process begins earlier this year (September 21st through November 2nd). I’ve been spending a good amount of time organizing student data in grades 4, for potential Masterman applicants, and 8, to identify corresponding data (PSSA scores, grade, attendance) which, in the past, has been the biggest indicator of where students will be accepted.

I am also beginning to have data driven meetings with each 7th grade students regarding the importance of the 7th grade year and reviewing their personal data with them.

Collaboration:

- with Ms. Gerczyk to get writing samples for inclusion in HS applications.
- with Mrs. Karpinski to create individual student data transcripts.
- with Mrs. Friedman to complete LeGare special education HS application documentation.
- with Ms. Woloszczuk to make sure perspective visual arts HS applicants have portfolios.
- with our most attended district, charter, and private school personnel in determining fall opportunities (shadow days/open houses) for our students to visit schools. (This information was disseminated during my HS Process presentation delivered at 5:30 on Back to School Night September 5, 2018).

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

I will begin meeting with students this week to help them determine appropriate HS choices. As of last year all HS application are submitted online so individual conversations which each of our 8th graders and their families is necessary in determining an appropriate fit.

Notify all families of potential Masterman candidates. Last year we had 14 candidates 6 of whom were accepted. It appears that this year we have 20 potential candidates. (PSSA math and reading scores in the 88th percentile or higher).

Produced "How Northwood is Doing in High School" video for fall 2018 PD.

Collaboration meeting with Alex Smink of CORA regarding continuation of referral services for students who could potentially benefit from outside counseling services. Last year Alex met with 21 Northwood families to determine what level of service they would need; 19 of our families (90%) made it to the intake session Alex arranged for them.

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

Beginning counselor introduction lessons (grades k-Establishing a schedule with teachers.

Responsive level services (k-8).

Miscellaneous

It has come to my attention that the November Board meeting is scheduled for the Wednesday before Thanksgiving and the April meeting is scheduled for the day before Spring Recess- there is a noon dismissal on this date for students and staff. This happened because the 2018-2019 calendar has been in existence for two years. (The 2019-2020 is already finished!) At the time, Board meetings were on Mondays and I did not cross check dates well enough when we initiated Wednesday meetings- hence us being here on a day when school was closed. I am asking that you change the date of the November meeting to Tuesday, November 20th at 5:30 p.m. and the April meeting to Tuesday, April 16th. If approved, I would have

	to publish a notice to satisfy sunshine regulations. I would publish two weeks prior to the stated date but make sure that corrections are made to the school calendar immediately.	
BOARD BUSINESS	<p>Board discussed the following:</p> <p>Michael Bly will be forwarding contact information for a data person to Cindy Carey.</p> <p>Board meetings for November & April will be moved to Tuesday instead of Wednesday.</p> <p>Northwood will handle sunshine.</p> <p>Board requests anytime police are called for any incident involving our student that they are notified.</p> <p>Board training will be held either October 3rd or 10th. Communication will be sent to the board at a later date.</p> <p>Administration will revise the staff survey which will include information provided by the board.</p> <p>Strategic Objectives will be put into place by the CEO.</p>	
EXECUTIVE SESSION	HR issue discussed	
	Board with no other business to be discussed, the board made a motion to adjourn the meeting at 8:15.	

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

Jacqueline Williams, President

Amy Hollister, CEO