Northwood Academy Charter School

Finance Committee Meeting

Date and Time

Wednesday June 5, 2024 at 5:00 PM EDT

This is a public meeting of the Finance Committee of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are welcome to attend and listen to the Finance Committee conduct its business tonight. All written comments submitted to the Committee via email (board@northwoodcs.org) will be acknowledged and incorporated into the official minutes. This meeting is accessible to the public via the remote platform Zoom and is being recorded.

Meeting will be conducted via Zoom platform with the ability to join via phone as well.
Join Zoom Meeting**: https://us02web.zoom.us/j/81810854416?pwd=bUVCWlFsU0FjY0lwckNLOXlaTnNQZz09**

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Call the Meeting to Order		Kristine Spraga	1 m

		Purpose	Presenter	Time
B.	Record Attendance		Kristine Spraga	2 m
C.	Approve Agenda	Vote	Kristine Spraga	1 m
D.	Approve previous Meeting Minutes	Approve Minutes	Kristine Spraga	1 m
E.	Community Comment	Discuss	Kristine Spraga	1 m

No Community Comment for June.

II. Discussion & CBAs — 5:06 PM

A.	CBA 2024.60: Office Assistant to Administrative Assistant	Vote	Michael McLeish	5 m

To change the Office Assistant position to an Administrative Assistant position.

B.	CBA 2024.61: Purchase of Office Furniture	Vote	Christopher Jones	5 m

To approve the purchase of new office furniture.

C.	CBA 2024.62: Interior Painting for School Beautification	Vote	Christopher Jones	5 m

To approve the interior painting of the school.

D.	CBA 2024.63: Facade Repair	Vote	Michael McLeish	5 m
E.	CBA 2024.64: Owner's Representation (Project Manager)	Vote	Michael McLeish	5 m
F.	Resolution 2024.60: Director of Special Education to Assistant Principal of Specialized Services	Vote	Michael McLeish	5 m

To change the Director of Special Education position to an Assistant Principal of Specialized Services position to be more in line with the other Assistant Principal positions which report to the Principal. The will assist with making a more cohesive instructional team.

G.	Resolution 2024.61: Hall Monitor and Lunch Monitor to Cafeteria/Recess Monitor	Vote	Michael McLeish	5 m

To combine the Hall Monitor & Lunch Monitor positions to an Cafeteria/Recess Monitor position.

		Purpose	Presenter	Time
H.	Resolution 2024.62: Title Change from Guidance Counselor to Upper School Social Worker	Vote	Michael McLeish	5 m

To change the Guidance Counselor position to an Upper School Social Worker position to meet the needs of the Upper School Team as well as focus on student transition to High School.

I.	Resolution 2024.63: Title Change from Instructional Executive Assistant to Executive Administrative Assistant	Vote	Michael McLeish	5 m

To change the title of the Instructional Executive Assistant to the Executive Administrative Assistant.

J.	Resolution 2024.64: NACS Non-Union Employee Compensation Letter Template	Vote	Tracee Hunt	6 m

To approve the Non-Union Employee Compensation Letter Template.

K.	Resolution 2024.65: NACS 18-month Retainer Engagement Letter	Discuss	Tracee Hunt	5 m

To discuss the 18-month Retainer Engagement Letter

L.	Resolution 2024.66: Spec ED Settlement #1	Vote	Michael McLeish	5 m

#1 M.G.
Comp Ed Trust Amount: $6,000
Attorney Fee Amount: $1,500
SAR - Signed by Parent - Attached
Trust - Needs School Signature - Attached

The matter specified trust payments due by 5/31 *or within 30 days of NACS approval* (which is intended to be vague and allow for flexibility).

M.	Resolution 2024.67: Spec ED Settlement #2	Vote	Michael McLeish	5 m

#2 S.S.
Comp Ed Trust Amount: $20,500
Attorney Fee Amount: $9,500
SAR - Out for Parent Signature - Attached
Trust - Needs School Signature (after Parent signs SAR) - Attached

This matter was extended by counsel's last minute requests/editorials to the SAR.

		Purpose	Presenter	Time
	The matter specified trust payments due by 5/31 *or within 30 days of NACS approval* (which is intended to be vague and allow for flexibility).			
N.	Resolution 2024.68: Spec ED Undrafted Settlement With Agreement between Parties	Discuss	Michael McLeish	5 m
	Documents are in the drafting stage and nearing finalization, or no response from counsel has been received -- expected no later than 6/5.			
	A.C. (draft attached) Comp Ed Trust Amount: $23,000 Attorney Fee Amount: $2,000			
	L.R. Comp Ed Trust Amount: $6,000 Attorney Fee Amount: $4,000 (For all 3 Rodriguez Siblings)			
	A.R. Comp Ed Trust Amount: $3,000 Attorney Fee Amount: $0 (see above)			
	N.R. Comp Ed Trust Amount: $16,500 Attorney Fee Amount: $0			
O.	Resolution 2024.69: Adoption of Fund Balance	Vote	Michael McLeish	5 m
III.	**Closing Items**			**6:22 PM**
A.	Adjourn Meeting	Vote	Kristine Spraga	1 m