Northwood Academy Charter School

Board Meeting

Board Meeting

Date and Time

Wednesday December 17, 2025 at 5:30 PM EST

Location

You are invited to a Zoom webinar!
When: Aug 20, 2025 05:30 PM Eastern Time (US and Canada)
Every 2 months on the Third Wed, until Jun 17, 2026, 6 occurrence(s)
Aug 20, 2025 05:30 PM
Oct 15, 2025 05:30 PM
Dec 17, 2025 05:30 PM
Feb 18, 2026 05:30 PM
Apr 15, 2026 05:30 PM
Jun 17, 2026 05:30 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us02web.zoom.us/webinar/tZ0ld-GurzgjHNWKNFueG8JHae8kPa2HWrgx/ics?icsToken=DHHT4aGrhHDi1qGkYgAALAAAAAgff_c7h9p8m8Rk0kmMH1tijj5zZJ5rASly1NsTD_Y_bIxg8LJ-ESoWAkS4DFuqQIdhqk18CD8Wig-onjAwMDAwMQ
Topic: Board Meeting
Join from PC, Mac, iPad, or Android:
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Webinar ID: 898 0861 3961
International numbers available: https://us02web.zoom.us/u/kcPg8b99E2

This is a public meeting 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 invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/89808613961

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Warren Young	2 m
B.	Record Attendance and Guests		Warren Young	4 m
C.	Reading of Mission Statement		Warren Young	3 m
	Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.			
D.	Resolution 2025.120: Approval of Agenda	Vote	Warren Young	2 m
	Approval of the agenda for the 12/17/2025 Board Meeting.			
E.	Community Comment		Warren Young	2 m
	There is no Community Comment for the 12/17/25 meeting.			
F.	Resolution 2025.121: Approval of Previous Minutes	Approve Minutes	Warren Young	2 m
	Approval of the minutes from the October 15, 2025 Board Meeting along with the correction of the resolution numbers. 2025.1010 to be 2025.1014 2025.1013 KPIs to be 2025.1015 2022.1004 to 1025.1004			
G.	Board Chair Announcement		Warren Young	2 m
	The Board Chair recognizes the resignations of Vice Chair, Dr. Amanda Hill-Hennie from the Board, effective November 11, 2025 and member Cortez Patton, effective December 1, 2025.			
H.	Executive Session	Discuss	Warren Young	15 m

		Purpose	Presenter	Time
	The Board will go into Executive Session to discuss personnel and open special education litigation matters. Documentation to be provided under separate confidential email.			

II. Staff Reports — 6:02 PM

		Purpose	Presenter	Time
A.	CEO Report	Discuss	Steve Yanni	5 m
	Presented by Dr. Steven Yanni, CEO.			
B.	CAO Report	Discuss	Nancy Daly	5 m
	Presented by Nancy Daly, CAO/Principal.			
C.	Special Education Report	Discuss	Frank Viall	5 m
	Presented by Frank Vaill, Assistant Principal of Specialized Services.			
D.	Operations Report	Discuss	Christopher Jones	5 m
	Presented by Chris Jones, Director of Operations.			
E.	Finance Report	Vote	Frank Ayata	3 m
	Presented by Frank Ayata, Director of School Business Operations.			
F.	Human Resources Report	Discuss	Tracee Hunt	5 m
	Presented by Tracee Hunt of Total HR.			

III. New Business — 6:30 PM

		Purpose	Presenter	Time
A.	Resolution 2025.1010: Additional HVAC Work (updated)	Vote	Warren Young	5 m
	to approve the additional cost of the HVAC repair work completed on the K-1 wing in the amount of $7294 bringing the total cost to $33,534.			
B.	Resolution 2025.111: Adjustment of Elevator Repair Quote	Vote	Warren Young	5 m
	to approve the adjusted amount of the elevator repair quote, with a projected additional cost of $27,000. The original quote was for 85,000, bringing the total to $112,000.			
C.	Resolution 2025.112: Repair of Cracked Pipes & Sink Installation	Vote	Warren Young	5 m

		Purpose	Presenter	Time
	to approve the repair of the cracked pipes throughout the building and the installation of a sink in the Science Room, with a highest projected cost of $19,608.08. This work to be completed over the winter break.			
D.	Resolution 2025.113: Omega Exterior Gate Key Fobs & Infrastructure	Vote	Warren Young	5 m
	to approve the cost of the exterior gate key fobs and infrastructure, through the current service provider Omega, with a projected cost of $20,500.			
E.	Resolution 2025.115: Addition of a Special ED Teacher	Vote	Warren Young	5 m
	to approve the addition of a Special ED Teacher to meet the growing demands of the current Special ED population and maintain legal compliance of case management.			
F.	Resolution 2025.1102: Revised 25-26 SY Budget	Vote	Warren Young	5 m
	to approve the revised 25-26 SY Budget to reflect the 14% per pupil allotment.			
G.	Resolution 2025.122: Amendment of the August 20, 2025 & October 16, 2024 Minutes for compliance purposes.	Vote	Warren Young	5 m
	to approve the amendment of the August 20, 2025 meeting minutes to reflect the projected cost for each resolution: Resolution 2025.70 Projected cost $14,500 Resolution 2025.71 Projected cost $15,335 Resolution 2025.73 Projected cost $132,249.48 Resolution 2025.813 Projected cost $61,875 Resolution 2025.814 Projected cost $11,271 Resolution 2025.815 Projected cost $157,550 for the amendment of the October 16, 2024 minutes to reflect the reason for Executive Session as stated in the agenda, to discuss Special Education legal cases.			
H.	Resolution 2025.123: Finance Report	Vote	Warren Young	5 m
	to approve the Finance Report and Disbursements.			
I.	Resolution 2025.124: Bill.com Integration	Vote	Warren Young	5 m
	to approve the Bill.com integration into QuickBooks to streamline the Account Payable Process. The monthly fee is approximately $200.			

		Purpose	Presenter	Time
J.	Resolution 2025.125: Visa/Mastercard Credit Card Application & Closure of Amex	Vote	Warren Young	5 m
	to approve moving forward with a Visa/Mastercard Credit Card application and Closing Amex account.			
K.	Resolution 2025.126: NACS Board Development Proposal	Vote	Warren Young	5 m
	to approve the NACS Board Development Proposal with Total HR in the amount of $19,800.			
L.	Resolution 2025.127: Leadership 2040 Expenses	Vote	Warren Young	5 m
	to approve the cost of 3 Leadership Team members to attend Leadership Development Training with Total HR in the amount of $8,700.			
M.	Resolution 2025.128: Right to Know and Office of Inspector General Costs by Total HR	Vote	Warren Young	5 m
	to approve the costs incurred for the RTK and OIG by Total HR not the exceed $8,000.			
N.	Resolution 2025.129: Right to Know and Office of Inspector General Costs by Legal	Vote	Warren Young	5 m
	to approve the costs incurred for the RTK and OIG by Legal not the exceed $16,000.			
O.	Resolution 2025.1210: Removal of Board Trustee Michelle Pinkney, Parent Representative	Vote	Warren Young	5 m
	to approve the removal of Parent Trustee Michell Pinkney as her children no longer attend Northwood and she has not attended a meeting since October 2024 by a roll call vote.			
P.	Resolution 2025.1211: Approved and Accept the Restated Board By-Laws	Vote	Warren Young	5 m
	to approve and accept tht Restated Board By-Laws by roll call.			
Q.	Resolution 2025.1212: NACS Lease Reimbursement	Vote	Warren Young	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby authorizes its Director of Business Operations to make all appropriate			

		Purpose	Presenter	Time
	applications under Pennsylvania law for the approval and reimbursement of a charter school lease for the 2024-2025 school year.			
R.	Resolution 2025.1213: NACS 600 Series Finance Policies	Vote	Warren Young	5 m
	to approve the NACS 600 Series Finance Policies. All have been reviewed by legal counsel.			
S.	Resolution 2025.1214: YPTC Support Costs	Vote	Warren Young	5 m
	to approve the expenses for the phase out plan of YPTC. The costs is not to exceed $16,300.			
T.	Resolution 2025.1215: Wellness Fair Expenses	Vote	Warren Young	5 m
	to approve the purchases for the Wellness Fair not to exceed $4000.			
U.	Resolution 2025.1216: Settlement and Release Agreements	Vote	Warren Young	5 m
	approve the ratification/approval the Settlement and Release Agreements in the following special education litigation matters, as presented to the Board in executive session. 1. L.L			
V.	Resolution 2025.1217: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m
	accepts and ratifies the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).			
W.	Discussion: RFP status for Facilities, Security & Dining	Discuss	Nancy Daly and Chris Jones	5 m
	to provide an update on the status and schedule of the RFP for Facilities, Security and Dining.			
X.	Discussion Item: First Reading of 100, 200 & 800 Series Policies	Discuss	Steve Yanni	3 m
	to discuss the review of the first reading of the 100, 200 & 800 Series Policies. All will be reviewed by legal counsel prior to Board vote of acceptance.			

IV. Closing Items **8:28 PM**

		Purpose	Presenter	Time
A.	Adjourn Meeting vote to adjourn the meeting.	Vote	Warren Young	1 m