Northwood Academy Charter School

Finance Committee Meeting

Date and Time

Wednesday December 2, 2020 at 6:00 PM EST

Location

This meeting will occur via a Zoom webinar

Please click the link below to join the webinar:
https://us02web.zoom.us/j/81984042274?pwd=YktLN3VtdUNpQmVHQ01jV2I5TUdFZz09
Passcode: 899403
Or iPhone one-tap :
US: +16465588656,,81984042274# or +13017158592,,81984042274#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 558 8656
Webinar ID: 819 8404 2274

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.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**

		Purpose	Presenter	Time
A.	Record Attendance		Jim Marshall	1 m
B.	Call the Meeting to Order		Jim Marshall	1 m
C.	Approve Prior Meeting's Minutes	Approve Minutes	Jim Marshall	2 m

Approve minutes for Finance Committee September Meeting on September 30, 2020

II. Finance — 6:04 PM

A.	Discuss CBAs	Discuss		30 m

2020.045 New website design and hosting
2020.046 Release a substitute teacher from contract obligations
2020.047 Purchase 60 MacBooks
2020.048 Purchase 60 Monitors,
2020.049 Purchase 60 Instructional Carts
2020.050 Install a Bipolar Ionization System
2020.051 Purchase GoGuardian Software License
2020.052 Total HR Solutions Contract Renewal/Fee Increase

III. New Business — 6:34 PM

A.	Food Services Revenue Update	Discuss	Kristie Dugan	10 m
B.	CBA Draft Process Document	Discuss	Jim Marshall	10 m

IV. Closing Items — 6:54 PM

A.	Adjourn Meeting	Vote		1 m

Coversheet

Approve Prior Meeting's Minutes

Section: I. Opening Items
Item: C. Approve Prior Meeting's Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance Committee September Meeting on September 30, 2020
2020_09_30_finance_committee_september_meeting_minutes.pdf

DRAFT

Northwood Academy Charter School

Minutes

Finance Committee September Meeting

Date and Time
Wednesday September 30, 2020 at 6:00 PM

Location
https://us02web.zoom.us/j/89321124785?pwd=N05nYk9kSFFxMUV1dHBaeUgwRXR0QT09

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.

Committee Members Present
A. Hollister (remote), J. Marshall (remote), K. Dugan (remote), K. Spraga (remote), T. Taylor (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Marshall called a meeting of the Finance Committee of Northwood Academy Charter School to order on Wednesday Sep 30, 2020 at 6:03 PM.

II. Finance

A. Discuss CBAs

Discussed making the following changes to CBA format

1. Reformatting the CBAs to include permanent Committee approval:
    1. Add Finance Committee
    2. Add Governance Committee
    3. Add Academic Excellence Committee
    4. Add CEO Support and Evaluation
2. Have CEO approval above the committees in CBA form (i.e. CEO signs off first)
3. Include dates for review/approval for committees and CEO
4. Noted that finance committee cannot approve an expenditure in lieu of board approval, merely review and approve it's presentation to the larger board
5. Add section on CBA noting a reference for origin of the CBA. Current mechanisms are
    1. Pandemic
    2. Operating
    3. Instructional
    4. Grant Money

Discussed including HVAC and Water Filter matters into annual budget
Performed a page turn/review of the following CBAs
2020.33 - Family ID Service
2020.35 - Swivl Robot (Testing Unit)
2020.36 - Swivl Robot (60 Unit order)
2020.41 - iPADS for SWIVL (61 Units)
2020.37 - Smart Sheets
2020.38 - Water Coolers
2020.39 - HVAC Filter Change
2020.40 - PHL ConnectED
2020.41 - Personnel Protective Equipment
2020.42 - Recruitment Contract

III. New Business

A. CBA Process

Committee is drafting a CBA process and/or best practices memo. Intent it to formalize when a CBA is needed, what the process is for submitting, whom should be reviewing and timelines for each. For clarity every day business expenses or expenditures already assumed in the current budget do not need a CBA

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,
J. Marshall

Documents used during the meeting

- CBA Tab 2020.33.pdf
- CBA 2020.42.pdf
- CBA Tab 2020.34 - 42.pdf

DRAFT

Northwood Academy Charter School

Minutes

Finance Committee September Meeting

Date and Time
Wednesday September 30, 2020 at 6:00 PM

Location
https://us02web.zoom.us/j/89321124785?pwd=N05nYk9kSFFxMUV1dHBaeUgwRXR0QT09

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2. Have CEO approval above the committees in CBA form (i.e. CEO signs off first)
3. Include dates for review/approval for committees and CEO
4. Noted that finance committee cannot approve an expenditure in lieu of board approval, merely review and approve it's presentation to the larger board
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There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,
J. Marshall

Documents used during the meeting

- CBA 2020.42.pdf
- CBA Tab 2020.33.pdf
- CBA Tab 2020.34 - 42.pdf

Coversheet

Discuss CBAs

Section: II. Finance
Item: A. Discuss CBAs
Purpose: Discuss
Submitted by:
Related Material: CBA 2020.45 - 2020.52.pdf

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANAYLSIS

Date: 10/8/2020

CBA #: **2020.45**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **New website design and hosting**

Prepared by: Kristie Dugan

Overview of the Project

Northwood Academy Charter School solicited proposals for the development, design and hosting of a new website. Our current website was created approximately 10 years ago through Weebly. Although it has served us well, we are ready for an upgrade that will hopefully breathe new life into our current site. We are also looking for ease of use as well as clear direction when visitors explore our site.

Projected Cost

One Sheet Brand Guide + Custom Design & Development		$4,500
CMS / Hosting / SSL / Support - $350/month		$4,200
Translation - $10/month for unlimited languages		$120
Transfer of Content from old site to new site		$1,000
	Total	**$9,820.00**

Benefits

The benefits of this project are:
~ We will have technical expertise in building interactive, responsive sites at our disposal.
~ We will be a partner in the project build by involving our team, but also have the vendor take the lead when needed.
~ We will be assisted with our vision from a professional resource, who will provide ideas for the project beyond what is presented initially based on expertise in the field.
~ We will create a user-centered design, making the user's experience as seamless as possible.

Revenue generating / cost savings

We see revenue generating in two very specific ways, clean navigation for our visitors and ease of editability for our Northwood staff. The current setup of our current website is a bit convoluted. We are looking to bring continuity and clarity for our parents and visitors. Community being able to have ease of use and clarity paves the way for more frequent viewing and less opportunity to miss important Northwood information and updates.

As far as maintenance of the site, we need a less time consuming platform. Although Weebly has served us well, we feel that it is cumbersome to use and need something that can streamline our process. We are losing far too much time trying to format/reformat specific sections. I am confident that with the new platform, time will be saved and used in a more productive way.

Reviews / Approvals

CEO Approval:	Approved	Date Submitted:	10/5/2020
Committe Review/Approval			
Finance:	Approved	Date of Review/Approval:	10/7/2020
Human Resources	NA	Date of Review/Approval:	NA
Governance:	NA	Date of Review/Approval:	NA
Academic Excellence:	NA	Date of Review/Approval:	NA
CEO Support & Evaluation:	NA	Date of Review/Approval:	NA

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANAYLSIS

Date: 10/28/2020

CBA #: **2020.46**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **To release a subsitute teacher from her contract obligations from Cenacle Leadership Group**

Prepared by: Cindy Carey

Overview of the Project

A vacancy arose in the 8th grade math position due to an unforeseen circumstance of the previous employee. A substitute teacher, who has served our school community for the past nine months, has demonstrated quality and effective pedagogy in middle-level mathematics. She has a current contract with Cenacle Leadership Group, and to hire her as an employee, we would need to pay a fee to release her from her contractual obligations with the company.

Before the Covid closure, she was a top candidate for the social studies/science teacher position. The substitute teacher's skillset is beyond that of a classroom assistant. The substitute teacher has a bachelor's degree in Political Science and is currently pursuing a Master's degree at Drexel University in education, focusing on middle years mathematics.

Projected Cost

$4,250
To be released from the contract the substitute teacher has with Cenacle Leadership Group, 1,000 teaching hours must be met. The following is a breakdown of the number of hours the substitute teacher has worked, accounting for what must be paid out to her current agency:
-The substitute teacher worked a total of 490 hours from January to June of 2020
-Between August 2020 and up until this Friday, October 30, 2020, she will have worked a total of 336 hours.
-This equals a grand total of 826 hours out of 1,000; the remaining hours must cover the paid equivalent of 174 hours.
-Basing the 174 hours on a 7-hour day, this allotment converts to 25 days.
-At the agency's $170.00/day rate, it costs $4,250.00 to buy out the contract.

Benefits

The substitute teacher has worked with us for the past nine months. Last school year, she became familiar with the school culture and curriculum while working as the 7th grade interim math teacher. At that time, she established a positive rapport with the students, parents, and staff, which would result in a smooth transition being that the students are now 8th graders.

Last but not least, the substitute teacher began working with us this summer to prepare for the 7th/8th grade math support teacher's maternity leave coverage. She has been in the role for the last eight weeks and has again shown to be effective in her communication and instructional practices.

Revenue generating / cost savings

A large amount of time will be saved, as we will not have to train a person who has not been a part of our remote planning and program for the last eight weeks. The substitute teacher has been trained in all of our technology tools and remote learning instructional practices.
The substitute teacher has a Bachelor's degree, but is not certified to teach the subject. She is currently in school to obtain her teaching credentials. We will have to obtain an emergency certification for the substitute teacher. Due to the fact that this is a high needs area, obtaining an emergency certification is not of concern.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committe Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 11/19/2020

CBA #: **2020.47**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **60 Staff MacBooks**

Prepared by: Kristie Dugan

Overview of the Project

Although we had reserved 60 of the Chromebooks originally ordered for staff use, it has come to our recent attention that utilizing multiple online platforms at the same time has caused issues for our staff due to a glitch with the Chromebooks. Our own research and testing has proven that this is not an issue when Macbooks are used. It is important to note that students are not experiencing the same issues on chromebooks because they are not utilizing the multiple online platforms that are required of teachers. The additional 60 Chromebooks will be used to replace any chromebooks that become damaged.

Projected Cost

$46,740.00 ~ 13-inch MacBook Air ($779.00 each) (quantity 60)
$10,980.00 ~ 3-year Applecare ($183.00 one time fee per device)
$57,720 ~ Total

Benefits

In addition to enhanced utilization of multiple digital platforms leading to increased productivity, we will also see the longevity of the devices increase. The lifespan of a chromebook is roughly 3 years. The lifespan of the MacBook is 5+ years. We currently have a MacBook that has been in rotation for 8 years and working great.

Revenue generating / cost savings

This will be revenue generating in regards to time saving through increased reliable productivity for our teachers which should also lend to increased continuity of education for our students. In addition, we will also see cost savings with the longevity of the new devices.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committee Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 11/17/2020

CBA #: **2020.48**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **Computer Monitors**

Prepared by: Kristie Dugan

Overview of the Project

We would like to purchase 60 new computer monitors that will assist staff with hybrid instruction. This will provide a dedicated space to monitor their remote learners and use the MacBook screen to present their lessons. If we stay with the current set up being utilized, staff will need to have a split screen and this greatly minimizes their visibility.

Projected Cost

$149.00 +shipping per unit
Total ~ $8940.00

Benefits

This will provide a dedicated space to monitor their remote learners and use the MacBook screen to present their lessons. In doing this, we give teachers greater ability to see the whole class at one time while continuing instruction.

Revenue generating / cost savings

This will be revenue generating in regards to time saving through increased visibility for our teachers which should also lend to increased continuity of education for our students. In addition, we will also see the further development of the social/emotional relationship pf all involved.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committee Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 11/17/2020

CBA #: **2020.49**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **60 Instructional Carts**

Prepared by: Kristie Dugan

Overview of the Project

Although staff will need to stay stationary for the majority of their instruction, we will be ordering carts that can serve as a stand for their device and monitor as well as give them the flexibility to be mobile when necessary.

Projected Cost

$100 +shipping per cart
Total ~ $6,000

Benefits

The benefit of this purchase is increased face time with students who will be in remote learning in addition to increased engagement for all.

Revenue generating / cost savings

This will have a revenue generating effect in the form of student performance. Providing staff with the ability to be mobile while simultaneously teaching students remotely and in the classroom will be key to ensure the highest level of continuity for our students. This should result in higher student engagement and performance. This will also lend to ease of instruction for staff.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committee Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 11/20/2020

CBA #: **2020.50**

Budget (highlight selection[s]): Pandemic
Operating
Instructional
Grant Money

Request: **Bipolar Ionization System**

Prepared by: Kristie Dugan

Overview of the Project

We are looking to reduce the effects of particulate matter in the air. Particulate matter includes pollutants, dust, allergens, mold, bacteria and viruses. This new technology constantly generates a high concentration of positively and negatively charged ions. These ions travel through the air continuously seeking out and attaching to particles. Larger by virtue of combination, these particles are removed from the air more rapidly. When ions come into contact with pathogens, their microbicidal effects reduce the infectivity of the virus by 90%. Although traditional bipolar ionization systems produce harmful ozone as a byproduct, the new needlepoint bipolar ionization is OZONE free and safe to use across commercial, industrial and residential buildings. This upgrade would include getting a bi-polar ionization system installed to work with the upgraded filters on all the package units.

Projected Cost

The average price would be $1,500 to 2,000 per unit installed (we have 17 units).

Benefits

By adding this additional measure, we are lowering the risk of the spread of COVID-19. This, in turn, maximizing quality of health and safety for our students and staff and minimizes absences due to illness. This new system also impacts other viruses, so it will be beneficial beyond the COVID-19 crisis.

Revenue generating / cost savings

This may be in the form of revenue generating. Minimizing staff illness minimizes the need to pay for substitute teachers. This will also lend to student achievement. Minimizing the staff and student illness improves the continuity of education for all. Again, due to the various viruses it impacts, this will impact us beyond the COVID-19 crisis.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committee Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANALYSIS

Date: 11/19/2020

CBA #: **2020.51**

Budget (highlight selection[s]):
Pandemic
Operating
Instructional
Grant Money

Request: **GoGuardian**

Prepared by: Kristie Dugan

Overview of the Project

GoGuardian products allow teachers and administrators to view and snapshot students' computer screens, close and open browser tabs, and see running applications. This product will be pushed out to all devices remotely.

Projected Cost

$7585.00 per year

Benefits

Please click here for a full explanation of benefits.

Revenue generating / cost savings

This will be revenue generating in the form of saved time and student achievement. Teachers having the ability to push websites to student chromebooks saves the time of students trying to locate and access websites, especially for the lower school. It will also cut down on distractions and assist teachers with keeping students on task. This will also help the tech team to be able to work remotely on a student's device and trouble shoot in minutes any issue occurring.

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committee Review/Approval

Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANAYLSIS

Date: 11/30/2020

CBA #: **2020.52**

Budget (highlight selection[s]):

Pandemic	Human Resources
Operating	Technology
Instructional	Grant Money

Request: **Total HR Solutions Contract Fee Increase**

Prepared by: Amy Hollister

Overview of the Project

Contract renewal with Total HR Solutions

A 12-month contract renewal for December 26, 2020 to December 25, 2021 for continued Platnum Partnership with Total HR Solutions has a 15% rate increase.

Projected Cost

Monthly Retainer Total: $8,050
Previous Monthly Amount = $7,000
This equals a $6,300 increase within the 2020 budget.
THR indicates that this was the rate that could have been chaged last year as these were 2020 rates.

Benefits

Continuation of our current services with HR Solutions: comprehensive provision of human resources consulting services in accordance with the Platinum Level with on-site HR support.

Revenue generating / cost savings

N/A

Reviews / Approvals

CEO Approval:	Approved	Date Submitted:	11/30/20
Committe Review/Approval			
Finance:		Date of Review/Approval:	
Governance:		Date of Review/Approval:	
Academic Excellence:		Date of Review/Approval:	
CEO Support & Evaluation:		Date of Review/Approval:	

Coversheet

CBA Draft Process Document

Section: III. New Business
Item: B. CBA Draft Process Document
Purpose: Discuss
Submitted by:
Related Material: Cost Benefit Analysis Process.pdf

Cost Benefit Analysis - Process

Intent: Streamline the Budget process started for next fiscal school year as well as provide relevant back-up for funding requests not specifically contemplated in current fiscal school year.

Format: All Cost Benefit Analysis (CBA) submissions shall utilize the current format which shall be substantially similar to the final page of this document.

Process: Requests will be categorized as either an 'Immediate Funding Request' (an issue that would prevent daily operation of the school) or a ' Traditional Funding Request' (all other requests would fall into this category).

Traditional Funding Request

Any expenditure between $2,500 and $10,000 in total which was not specifically contemplated or otherwise allotted for with the existing budget should be treated as a Traditional Funding Request (TFR). Each TFR should be communicated with a CBA to all Finance committee members and if applicable to the appropriate committee (Governance, Academic Excellence, CEO Support & Evaluation or other ad-hoc committee) having oversight via email no later than the Friday before the next regularly scheduled Finance committee meeting or if applicable next appropriate additional committee (whichever is the more imminent). For clarity the purpose of any TFR which is under $10,000 is purely for alignment of budget impacts as committee approval is not required within this threshold (this amount is set by _____ and is subject to change per that policy). It is assumed that by the nature of a Traditional Funding Request time is not of the essence.

Any expenditure or contractual commitment anticipated to result in costs above the $10,000 threshold must be communicated with a CBA to all Finance committee members and if applicable to the appropriate committee (Governance, Academic Excellence, CEO Support & Evaluation or other ad-hoc committee) via email which will be reviewed at the next regularly scheduled committee meetings and (if approved) included on the agenda for the next Board Meeting. If the date of the next committee meeting is not known at the time of the TFR or scheduled such that it would occur after the desired TFR expenditure then a timeline for the anticipated expenditure date should be provided. The sub-committee(s) will request clarifications or ask any questions before or during the Meeting.

Immediate Funding Request

Any Immediate Funding Request between $2,500 and $10,000 which was not specifically contemplated within the existing budget should be communicated with a CBA to all Finance committee members via email at least 5 calendar days prior to the requested expenditure in-order to allow time for the sub-committee to ask questions, get clarification or schedule a committee meeting to get aligned with the request in advance of the next Board meeting. If no communication is received from the Finance committee the spending can move forward as outlined in the CBA so long as it conforms with existing policies and controls.

Any expenditure or contractual committee anticipated to result in costs above the $10,000 threshold should be communicated with a CBA to all Finance committee members. The Finance

Rev. 11/30/20

committee will evaluate the request and if necessary request an emergency Board Meeting to further consider the CBA for immediate approval so as to not delay the request.

The above notwithstanding if there is an immediate life safety concern the Board (either in its entirety or at a minimum Board President) should be contacted immediately to discuss next steps and further action.

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NORTHWOOD ACADEMY CHARTER SCHOOL
COST / BENEFIT ANAYLSIS

Date: _____ **CBA #:** _____

Budget (highlight selection[s]): Pandemic Human Resources
Operating Technology
Instructional Grant Money

Request: _____

Prepared by: _____

Overview of the Project

Projected Cost

Benefits

Revenue generating / cost savings

Reviews / Approvals

CEO Approval: _____ Date Submitted: _____

Committe Review/Approval
Finance: _____ Date of Review/Approval: _____

Governance: _____ Date of Review/Approval: _____

Academic Excellence: _____ Date of Review/Approval: _____

CEO Support & Evaluation: _____ Date of Review/Approval: _____