# Northwood Academy Charter School

## Finance Committee Meeting

**Date and Time**

Wednesday March 6, 2024 at 5:00 PM EST

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<br>No Community Comment for February | Discuss | Kristine Spraga | 1 m |
| **II.** | **Discuss CBAs** | | | **5:06 PM** |
| **A.** | CBA3.2024.01: Facade Construction Engineering | Vote | Michael McLeish | 5 m |
| **B.** | CBA3.2024.02: Chromebook Repair | Vote | Michael McLeish | 5 m |
| **C.** | CBA3.2024.03: FEV Tutoring | Vote | Michael McLeish | 5 m |
| **III.** | **Closing Items** | | | **5:21 PM** |
| **A.** | Adjourn Meeting | Vote | Kristine Spraga | 1 m |

# Coversheet

## CBA3.2024.01: Facade Construction Engineering

**Section:** II. Discuss CBAs
**Item:** A. CBA3.2024.01: Facade Construction Engineering
**Purpose:** Vote
**Submitted by:**
**Related Material:** Facade Construction Engineering CBA.pdf
DSS Proposal 2024-02-27.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
*A Learning Sanctuary*

# COST / BENEFIT ANALYSIS

**CBA #**:
**Date**: 3/5/2024
**Budget Category**: Operating
**Prepared By**: Michael McLeish
**Request**: Façade Design Proposal

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**Overview of the Project**: A portion of the façade has extensive cracking and water intrusion. If not treated, this is will lead to further damage and probable safety hazards. DSS has been closely involved with the project and will be contracted to provide the construction documentation and bidding phase in order for the school to determine appropriate cost for the repair.

**Projected Cost**: $15,000

**Cost Details:** $12,000 for construction documentation phase. $3,000 for bidding phase.

**Benefits**: Moving forward will allow the school to properly specify the work to be completed in the most efficient and effective manner. Additionally, this is a necessary step before the school can ascertain the total cost of the project and plan accordingly.

**DSS**-Philly:
**Dedicated to Fine Architecture by Supporting Architects, Builders and Owners**

AIA Continuing Education Provider

**PROPOSAL FOR BUILDING ENCLOSURE ASSIST SERVICES FOR NORTHWOOD ACADEMY CHARTER SCHOOL**

**Client:**

Northwood Academy Charter School (NWACS)
4621 Castor Ave.
Philadelphia, PA 19124
Attn: Mr. Averyel Sawyer, Director of Operations

Cc: Joseph Duku, Northstar Owners Representation

**Date of Proposal:** February 27, 2024
**Project Name: Northwood Academy Charter School, Reflash & Stucco Replacement – CD/CA Phase**
**Project Location**: Northwood Academy Charter School, 4621 Castor Ave, Philadelphia, PA 19124

**Dear Mr. Sawyer:**
Thank you for requesting DSS-Philly, to provide enclosure consulting on your behalf at your Northwood Academy Charter School, 4621 Caster Ave, Philadelphia, PA. To date we have been performing limited consulting services under the direction of Northstar and have been instructed to issue our proposal to your attention.

This work focuses on the stucco of the newer building of approximately twelve (12) years old. This stucco seems to have multiple problems consisting of excessive cracking regardless of the very close spacing of its control joints, water intrusion at the window heads, and periods of condensation buildup on the inward face of the windows.

To date this project has completed:

- Initial Investigation Phase.
- Forensic Investigation and Assessment Phase.
- Remediation Recommendation Phase.

NWACS has decided to proceed with stucco replacement in order to maintain the original look and aesthetic design intent. The replacement will include the following:

- The work will not require the removal of interior finishes, but will require the addition of a closure strip around the windows, and will require air quality monitoring by IEC (under separate contract to NWACS) Removing all of the stucco and underlayments and flashings back to the face of the plywood sheathing.
- Removing and replacing all the excessively wet plywood sheathing and wood blocking.
- Adding a quality air and weather-resistant barrier and integral flashing.
- Adding drainage-back mesh behind the stucco.
- Adding true-classic three-coat cement plaster stucco. It will match the control joint pattern and alternating colors of the existing.
- The stucco reinstallation will require carefully controlled environmental conditions and curing conditions. It will also require several months for just the stucco work due to its requirement for curing between the three coats.
- This means that the stucco replacement will involve a construction period of four to six months.
- DSS also anticipates that the stucco will require a heated tented environment.



# DSS-Philly:

DSS will be honored to represent NWACS and Northstar to provide professional architectural building enclosure services through the construction documentation (CD), public bidding (Bidding) and the construction administration (CA) phases.

Because this will be required to be a publicly bid project, it will be important for DSS to carefully define the specification requirements for project management, temporary protections such as heated enclosure, and port-potty facilities. It will also be important for the awarded contractor to coordinate with NWACS and Northstar regarding drug and behavior policy and policing standards.

DSS would recommend the project be bid to contractors that can self-perform at least 60% of the project. This way we avoid having just a construction manager. DSS also recommends that the bidding clarify that the selection is based on the lowest qualified bid. This means that the three lowest bidders should be interviewed for their qualifications prior to selection. DSS recommends Joseph Dugan, Inc; Ronin Construction; Bittenbender Construction; and Haverstick-Borthwich Company.

Joseph Dugan, Inc. under contract to NACS and under the direction of DSS has been utilized for the forensic cutting and patching on this project. They anticipate being a bidder on the overall project.

## SCOPE OF WORK FOR DSS:

**Initial Investigation Phase (Completed):**

- One initial visit has occurred and will not be billed, should this proposal not be authorized.
- Visit the project one additional time with Dugan, Northwood and Northstar to further become familiar with the nature and history of the stucco and the leaking and condensation conditions in various weather conditions.
    - It is important to understand which specific windows have a history of problems, and under what seasons and weather conditions the problems occur.
- Record photographic images of the various areas of concern of the stucco and windows at the newer building of approximately (12) twelve years old.
- Investigate in depth the four windows on the south elevation which have been reported to leak more prevalently.
- Review the extensive cracking at the east elevation and of the organic growth on the north elevation.
- Prepare initial investigation report.
- Prepare forensic investigation plan.
- Coordinate with Dugan and Northstar for the schedule and logistics of the proposed forensic cutting.
    - Note that Wednesday afternoons are encouraged construction periods due to the students not being in attendance each week at that time.

**Forensic Investigation and Assessment Phase (Completed):**

- Coordinate with Northstar and with Dugan and Northwood the locations and scheduling of the forensic openings as performed by Dugan as managed by Northstar for Northwood.
- Mark out the forensic locations with Dugan.
- Refer to the annotated image enclosed which shows the two intended forensic locations:
    - Both locations are on the south elevation and are located at the second-floor level so as to be accessible by ladder, while being above the level the students can touch.
    - The upper cut is at the lower left corner of the second-floor window. This is to view a sill and jamb condition.
    - The lower cut is at the upper left head of the first-floor window. This is to view the head flashed condition, the jamb condition, and how the stucco assembly is fastened to the vertical studs, and the nature of the weather barriers and window opening flashings.
    - Look carefully at how the stucco may penetrate inward past the window's weather barrier line and become a breach of the weather-barrier of the building.

DSS-Philly:

- Review with Dugan and Northstar and Northwood the school's safety program and assure with Northstar that insurance and contracts are in place prior to any work being performed.
- Attend the cutting of the two forensic openings and direct further effort if additional cutting and removal is necessary.
- In coordination with Dugan, DSS will prepare a forensic report summarizing the observations of each of the forensic openings.
- Dugan will flash and patch the forensic opening sites with a temporary patch of fiber-glass reinforced cement plaster and mesh in one coat. This will be similar, but will not accurately match the adjoining existing stucco. Note, Dugan may require a short second visit the next Wednesday afternoon to clean and provide a color finish coat and sealants.
- Prepare an assessment of the observed conditions. This will not describe the remediation recommendations, which will occur in the next phase.
- Review with Northstar and Northwood the forensic findings.

**Remediation Recommendation Phase (Completed):**

- Prepare a range of options for possible remediations.
- Review the initial preliminary remediations with Northstar and Northwood.
- Update the Recommendations Report based upon input from Northstar and Northwood.

**Construction Documentation Phase:**

- Review with Northstar and NWACS the project intent, with schedule and bidding requirements.
- Prepare the construction documents including selection demolition, new construction, and temporary protections.
- Prepare the construction documents specifications which will be included for primary materials. These will be located on the drawing sheets so they are not overlooked.
- Prepare elevation drawings utilizing and based upon the original construction documents.
- Prepare the project details which will be carefully hand-drawn and then annotated in Revit
- Prepare the bidding documents including the supplemental conditions which will include bid forms and bidding requirements from Northstar and NWACS.

**Bidding Phase:**

- The logistic of bidding with the public announcements will be managed by Northstar and/or NWACS.
- DSS will provide support in answering bidding questions and issuing necessary clarification details or revisions.
- DSS is available to attend a pre-bid meeting.
- DSS will review and council on the bid selection.

**Construction Administration Phase:**

- Attend preconstruction conferences.
- Attend field-review meetings at the project kickoff and at bi-weekly intervals.
- Each visit will include a project report (either WORD or Email).
- Review submittals.
- Review RFI questions.
- Prepare clarification and minor revision sketches.
- Along with Northstar, review and confirm monthly application for payments
- Prepare punchlists which will be a continuation of the field reports.
- Issue Certificate of Substantial Completion, which engages the project warranty periods.

## ANNOTATED IMAGES

DSS-Philly:



*Figure 1: General View of South Elevation towards Student Playground.*

*Note, the four problem windows are located on this elevation.*

*Note the forensic testing is recommended at two of these problem windows.*



*Figure 2: Detail View of Existing Stucco Cracking.*



*Figure 3: Detail View of Existing Stucco Cracking.*



*Figure 4: Detail View of Condition of First Floor Window Stucco Sill.*



*Figure 5: Detail View of Condition of First Floor Window Stucco Sill.*

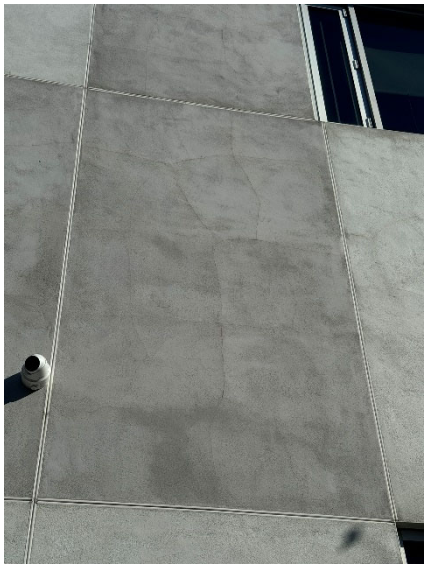


*Figure 6: Detail View of South Elevation with Control Joints, Yet Excessive Cracking.*

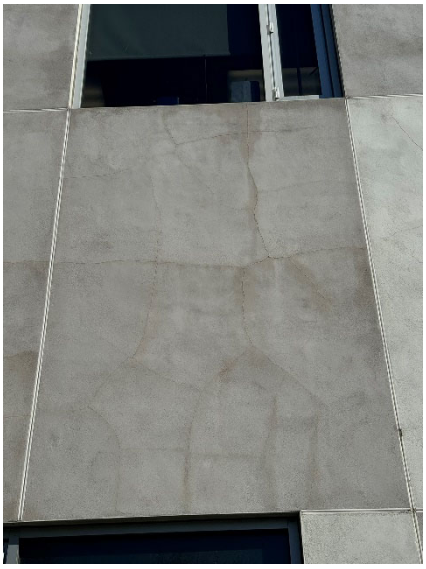


*Figure 7: Detail View of South Elevation with Control Joints, Yet Excessive Cracking.*

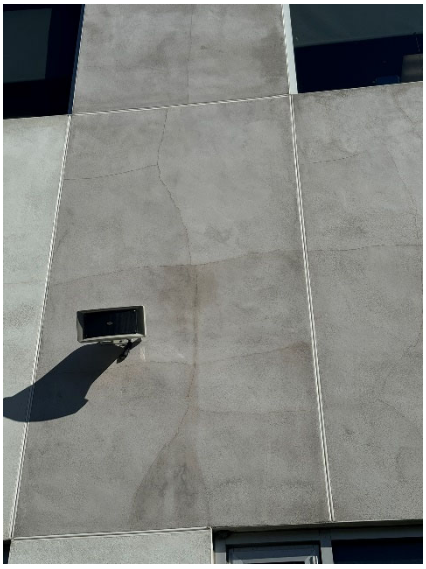


*Figure 8: Detail View of South Elevation with Control Joints, Yet Excessive Cracking.*



*Figure 9: Detail View of East Elevation with Control Joints, Yet Excessive Cracking.*



*Figure 10: Detail View of East Elevation with Control Joints, Yet Excessive Cracking. Note Organic Growth Due to Excessing Stored Moisture.*



*Figure 11: Detail View of North Elevation with Control Joints, Yet Excessive Cracking. Note Organic Growth Due to Excessing Stored Moisture.*



*Figure 12: Detail View of North Elevation with Control Joints, Yet Excessive Cracking. Note Organic Growth Due to Excessing Stored Moisture.*

# DSS-Philly:



**DSS Review of Proposed Forensic Cutting:**

- **Upper cut at second floor lower left.**
- **Look at stucco and flashed sill and jamb condition.**
- **Look at relation of stucco to window frame.**
- **Look at wall assembly with weather barrier and attachment of stucco lath.**
- **Look at control joints and if they cut through the wire lath.**

- **Lower cut at first floor upper left.**
- **Look at stucco and flashed head and jamb condition.**
- **Look at relation of stucco to window frame.**
- **Look at wall assembly with weather barrier and attachment of stucco lath.**
- **Look at control joints and if they cut through the wire lath.**

## CLARIFICATIONS

- It is assumed that this project is neither LEED, WellBuilding or Enclosure Commissioned.
- It is assumed that DSS is the only consulting building enclosure professional. Note that should other parties include their own similar consulting professionals, then the DSS proposal will require revision to accommodate extended communication and coordination time.
- DSS requires physical access to the building enclosure construction, which includes the contractor providing safe and certified scaffold and/or lift attendance.

## FEE SUMMARY

- **Initial Investigation Phase: Hourly @ $180/hr. Budget $2,000.00 (Completed)**
- **Forensic Investigation and Assessment Phase: Hourly @ $180/hr. NTE $6,000. (Completed)**
- **Remediation Recommendation Phase: Hourly @ $180. NTE $8,000. (Completed)**
- **Construction Documentation Phase: Hourly @ $180. NTE $12,000. ()**
- **Bidding Phase: Hourly @ $180. NTE $3,000. ()**

- **Construction Administration Phase: Hourly @ $180. NTE $20,000. ()**
- **Additional Services: Hourly @ $180/hr.**
- **Reimbursable Expenses: At cost plus 10% with estimated budget: $3,000.**

**Additional Services:**

- Provide on an **as-needed and as-requested basis** Architectural and/or Engineering Consulting to assist the Owner.

**Terms:**

- Project Phase budgets may be combined (post completion).
- This Work will be This Work will be billed monthly, with payment **in 30 Days**.
- DSS-Philly will issue a W9 and also a Certificate of Insurance to the Client.
- This project included DSS as the building enclosure architect of record. It does not include DSS as the overall building architect of record.
- Note that this work does not Substitute for or Eclipse the overall Architect and Engineers of Record.
- Enclosure consulting neither warrants or guarantees other than the Professional Standard of Reasonable Care.
- The dates of contract termination and increased scope due to incomplete construction or inactivity, will be defined in the completed contract or jointly agreed upon without causing undue hardship to this Consultant.
- At-Risk is limited to this Scope of the Work and independent of other tasks.
- Work not included:
  - Litigation, Case Discovery, Review and Mediation,
  - Structural Issues.
  - Geotechnical Issues.
  - Environmental Issues.
  - Acoustic Issues.
  - Project closeout or remediation due to other Project members.
  - Work covered, intended or expected by other Project Consultants and the AofR.
  - Building maintenance and/or preservation beyond the one-year building construction warranty.

## CONCLUSION & AUTHORIZATION

If you find this proposal acceptable, please reply with an affirmative. Should you choose to bind this Proposal to an AIA standard contract form, please forward for our review.

Sincerely,
David (Schoenhard)



Authorized Signature:
By: David Schoenhard, Manager & Principal
For: Design Support Services of Philadelphia, LLC (DSS-Philly, DSS)

Authorized Signature for Client:
By:

For:

DSS-Philly:

Date: _____

_____

**END OF PROPOSAL**

# Coversheet

## CBA3.2024.02: Chromebook Repair

| | |
|---|---|
| **Section:** | II. Discuss CBAs |
| **Item:** | B. CBA3.2024.02: Chromebook Repair |
| **Purpose:** | Vote |
| **Submitted by:** | |
| **Related Material:** | Chromebook Repair CBA.pdf<br>Northwood - Chromebook parts for Nov 2023.pdf |

NORTHWOOD ACADEMY CHARTER SCHOOL
*A Learning Sanctuary*

# COST / BENEFIT ANALYSIS

**CBA #**:
**Date**: 3/5/2024
**Budget Category**: ESSER III
**Prepared By**: Michael McLeish
**Request**: Chromebook Repair

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**Overview of the Project**: 190 units require new parts and troubleshooting to become fully operational.

**Projected Cost**: $17,844.12

**Cost Details:** $10,244.12 for various parts. $7,600 for labor to repair 190 computers.

**Benefits**: Repair of these items is significantly cheaper than purchase of new chromebooks. The repaired computers will allow for replacements as the school year continues, as well as 2024-25.

inspiroz
an ACS Company

We have prepared a quote for you

## Q2402108 - Chromebook parts for Nov 2023

Quote # 004855
Version 1

Prepared for:

## Northwood Academy Charter School

Dan Leimer
dleimer@northwoodcs.org

## Lenovo 100e Chromebook 2nd Gen AST

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Bottom Cover** | $17.64 | 2 | $35.28 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Battery** | $27.05 | 8 | $216.40 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Bezel** | $11.75 | 7 | $82.25 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Camera Board** | $4.69 | 6 | $28.14 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Daughterboard** | $10.58 | 7 | $74.06 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Hinge Set** | $11.75 | 1 | $11.75 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Palmrest** | $35.28 | 24 | $846.72 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook LCD Cable** | $5.87 | 17 | $99.79 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Back Cover** | $17.64 | 5 | $88.20 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook LCD Panel** | $23.52 | 58 | $1,364.16 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Motherboard (4GB RAM, 32GB Storage, AMD A4-9120C Processor)** | $129.40 | 28 | $3,623.20 |
| **Lenovo 11 100e Gen 2 (AMD) Chromebook Speaker Set** | $3.52 | 1 | $3.52 |
| | | Subtotal: | **$6,473.47** |

## HP Chromebook 11 G6 EE

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **HP 11 G6 EE (AMD) Chromebook Bottom Cover, Gray** | $22.34 | 1 | $22.34 |
| **HP 11 G6 EE (AMD) Chromebook Camera Board** | $11.75 | 2 | $23.50 |
| **HP 11 G6 EE (AMD) Chromebook Motherboard (4GB RAM, 32GB Storage, AMD A4-9120C Processor)** | $117.64 | 6 | $705.84 |
| **HP 11 G6 EE (AMD) Chromebook Palmrest Assembly w/ Keyboard Only** | $32.93 | 11 | $362.23 |
| **HP 11 G6 EE (AMD) Chromebook USB Daughterboard** | $4.69 | 4 | $18.76 |
| **HP 11 G6 EE Chromebook Battery** | $12.93 | 1 | $12.93 |
| **HP 11 G6 EE Chromebook Bezel** | $11.75 | 1 | $11.75 |
| **HP 11 G6 EE Chromebook Camera Cable** | $5.87 | 3 | $17.61 |
| **HP 11 G6 EE Chromebook LCD Cable, Non-Touch Version** | $4.69 | 3 | $14.07 |
| **HP 11 G6 EE Chromebook LCD Panel** | $23.52 | 3 | $70.56 |

## HP Chromebook 11 G6 EE

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **HP 11 G6 EE Chromebook Touchpad** | $9.40 | 4 | $37.60 |
| | | Subtotal: | **$1,297.19** |

## HP Chromebook 14 G7

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **HP 14 G7 Chromebook Back Cover** | $27.05 | 1 | $27.05 |
| **HP 14 G7 Chromebook Bezel** | $19.99 | 2 | $39.98 |
| **HP 14 G7 Chromebook Daughterboard** | $17.64 | 1 | $17.64 |
| **HP 14 G7 Chromebook Hinge Set** | $10.58 | 2 | $21.16 |
| **HP 14 G7 Chromebook LCD Cable** | $11.75 | 4 | $47.00 |
| **HP 14 G7 Chromebook Palmrest Assembly w/ Keyboard Only** | $43.52 | 5 | $217.60 |
| **HP 14 G7 Chromebook Touchpad** | $9.40 | 2 | $18.80 |
| **HP 14 G7 Chromebook Touchpad Cable** | $1.16 | 2 | $2.32 |
| **HP 14 G7 Chromebook Motherboard (Intel N4500, 8 GB/32 GB, Non-touch)** | $105.87 | 5 | $529.35 |
| **HP 14 G7 Touch Chromebook LCD Panel** | $47.05 | 32 | $1,505.60 |
| **HP 14 G7 Chromebook Trim Piece** | $5.87 | 8 | $46.96 |
| | | Subtotal: | **$2,473.46** |

## Labor

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **Labor for Chromebook Repair** | $40.00 | 190 | $7,600.00 |
| | | Subtotal: | **$7,600.00** |

# Q2402108 - Chromebook parts for Nov 2023



## Prepared by:

**Inspiroz**
Nikhil Dhoke
610-387-2287
nikhil@acsintl.com

## Prepared for:

**Northwood Academy Charter School**
4621 Castor Ave
Philadelphia, PA 19124
Dan Leimer

dleimer@northwoodcs.org

## Quote Information:

**Quote #: 004855**
Version: 1
Delivery Date: 02/22/2024
Expiration Date: 03/30/2024

## Quote Summary

| Description | Amount |
|---|---|
| Lenovo 100e Chromebook 2nd Gen AST | $6,473.47 |
| HP Chromebook 11 G6 EE | $1,297.19 |
| HP Chromebook 14 G7 | $2,473.46 |
| Labor | $7,600.00 |
| Total: | **$17,844.12** |

Notes:
• Taxes, Shipping, Handling and other fees may apply. • Goods once ordered cannot be cancelled or returned. • Quote & Pricing only valid till the stock lasts. • We reserve the right to cancel orders arising from pricing or other errors.

RETURN POLICY:
• All Claims for shortage, damaged or shipping errors must be made within 3 days of receipt. Warranties void if labels removed or tampered with. • All software and license downloads are not returnable. All sales are final.

50% payment will be due on acceptance of this quote and balance 50% on completion of the work.

## Inspiroz

Signature: Nikhil Dhoke
Name: Nikhil Dhoke
Title: Procurement Executive
Date: 02/22/2024

## Northwood Academy Charter School

Signature:
Name: Dan Leimer
Date:

# Coversheet

## CBA3.2024.03: FEV Tutoring

**Section:** II. Discuss CBAs
**Item:** C. CBA3.2024.03: FEV Tutoring
**Purpose:** Vote
**Submitted by:**
**Related Material:** FEV Tutoring CBA.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
*A Learning Sanctuary*

# COST / BENEFIT ANALYSIS

**CBA #**:
**Date**: 3/5/2024
**Budget Category**: ESSER III
**Prepared By**: Michael McLeish
**Request**: Contracted Tutoring Program

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**Overview of the Project**: FEV tutoring program will provide 1:1 math and science tutoring for students in 6th, 7th, and 8th grade. Current Northwood teachers will provide tutoring services for lower grade levels.

**Projected Cost**: Not to exceed $200,000.

**Cost Details:** $35 per session for approximately 4,200 sessions, spanning three grades, in addition to an administrative fee. The program will run through 4/12.

**Benefits**: With PSSA testing approaching, FEV Tutor will provide a personalized tutoring plan from a research and evidence based model, accelerating growth in an expedited manner.