



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