



# Northwood Academy Charter School

## Minutes

### Finance Sub Committee Meeting

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#### Date and Time

Wednesday January 5, 2022 at 5:00 PM

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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](mailto: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 ability to join via phone as well. Join Zoom Meeting

<https://us02web.zoom.us/j/81310201034>

Meeting ID: 842 0185 0722

Passcode: 254556

One tap mobile

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Dial by your location

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Meeting ID: 842 0185 0722

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### **Committee Members Present**

C. Carey (remote), K. Dugan (remote), K. Spraga (remote), T. Hunt (remote), T. Taylor (remote)

### **Committee Members Absent**

D. Madison

### **Committee Members who arrived after the meeting opened**

T. Hunt

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## **I. Opening Items**

### **A. Call the Meeting to Order**

K. Spraga called a meeting of the Finance Committee of Northwood Academy Charter School to order on Wednesday Jan 5, 2022 at 5:04 PM.

### **B. Record Attendance**

T. Hunt arrived at 5:06 PM.

### **C. Approve Agenda**

T. Taylor made a motion to Approve Agenda.  
C. Carey seconded the motion.  
The committee **VOTED** to approve the motion.

### **D. Approve previous Meeting Minutes**

T. Taylor made a motion to approve the minutes from Finance Sub Committee Meeting on 11-03-21.  
C. Carey seconded the motion.  
Tracee Hunt abstained.  
The committee **VOTED** to approve the motion.  
T. Taylor made a motion to approve the minutes from Finance Sub Committee Meeting on 12-01-21.  
C. Carey seconded the motion.  
Tracee Hunt abstained.  
The committee **VOTED** to approve the motion.

### **E. Community Comment**

No community comment.

## II. Discuss CBAs

### A. Current CBAs

CBA 2022.39 is being withdrawn - Personal Care Assistants/Registered Behavior Technician.

T. Taylor made a motion to Approve CBA 2022.44 - Behavior Support Specialist.

K. Dugan seconded the motion.

The committee **VOTED** to approve the motion.

K. Dugan made a motion to Approve CBA 2022.45 - Tutoring Program: Academic Support for Students.

C. Carey seconded the motion.

The committee **VOTED** to approve the motion.

T. Taylor made a motion to Approve CBA 2022.46 - Maintenance Help.

C. Carey seconded the motion.

The committee **VOTED** to approve the motion.

C. Carey made a motion to Approve CBA 2022.47 - Additional Speech Therapy Services for the remainder of the 2021-2022 SY.

K. Dugan seconded the motion.

The committee **VOTED** to approve the motion.

T. Taylor made a motion to Approve CBA 2022.48 - Additional Cafeteria Assistants.

C. Carey seconded the motion.

The committee **VOTED** to approve the motion.

T. Hunt made a motion to Approve CBA 2022.49 - Egress Alert.

C. Carey seconded the motion.

The committee **VOTED** to approve the motion.

T. Taylor made a motion to Approve CBA 2022.50 - Gym door lockdown system.

C. Carey seconded the motion.

The committee **VOTED** to approve the motion.

### B. Standard Contingency

A standard contingency amount will be identified for CBAs and presented as an Agenda item for the 2/2/22 Finance Sub Committee Meeting.

## III. 2022-2023 Annual Budget Assumptions

### A. Review list of planned CBAs (pulled from the 2021-2022 list 1 though 43)

The 2021-2022 CBAs included in the Smartsheet list below will be updated to reflect the requested 2022-2023 Cost Details and Project Costs and presented as an Agenda item for the 2/2/22 Finance Sub Committee Meeting.

<https://app.smartsheet.com/sheets/wCRq7Fjx4C6hxqgqm5FFpp9GpqWq26w5Jm8WvVc1>

**B. Version 1 2022-2023 Annual Budget**

Version 1 of the 2022-2023 Annual Budget will be presented as an Agenda item for the 2/2/22 Finance Sub Committee Meeting. This version will include the updated CBAs identified above.

**C. ESSER Funding**

Going forward ESSER II and ESSER III Funding Reports will be included in both the Board Meeting and Finance Sub Committee Meeting materials.

Updates will be presented as an agenda item on the 2/2/22 Finance Sub Committee.

**IV. Long Term Planning**

**A. 5 Year Financial Plan - Review Personnel and Strategic Plan related information**

The 500K annual contingency will be removed from this forecast.

The Draft 5 year forecast will be included in the January Board Meeting materials.

This forecast will be frozen during the development of the 2022-2023 Annual budget and picked back up in July once the annual budget is approved.

**V. 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 6:03 PM.

Respectfully Submitted,  
K. Spraga