

APPROVED



# Northwood Academy Charter School

## Minutes

### Finance Committee Meeting

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#### Date and Time

Wednesday March 2, 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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### **Committee Members Present**

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

### **Committee Members Absent**

*None*

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

T. Hunt

### **Guests Present**

D. Kleschick (remote), K. Henry (remote)

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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 Mar 2, 2022 at 5:02 PM.

### **B. Record Attendance**

T. Hunt arrived at 5:08 PM.

### **C. Approve Agenda**

T. Taylor made a motion to Approve the Agenda.

K. Dugan seconded the motion.

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

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

T. Taylor made a motion to Approve the February Finance Committee Meeting Minutes.

K. Dugan seconded the motion.

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

### **E. Community Comment**

There was no community comment this month.

## **II. Discuss CBAs**

### **A.**

### **Current CBAs**

T. Taylor made a motion to Approve 2022.55 - Playground resurfacing.

K. Dugan seconded the motion.

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

K. Dugan made a motion to Approve 2022.56 - Compensation Study.

T. Taylor seconded the motion.

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

K. Spraga made a motion to Approve 2022.57 - Total HR Contract Request.

K. Dugan seconded the motion.

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

T. Taylor made a motion to Approve 2022.58 - Board Development Proposal.

K. Dugan seconded the motion.

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

T. Taylor made a motion to Approve 2022.59 - Strategic Planning Session.

K. Spraga seconded the motion.

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

### **B. Market Compensation Study**

- The results of the Market Compensation Study will be presented during the 5/4/22 Finance Committee and 5/18/22 Board Meeting.
- Once the study is reviewed and approved it will be considered to be included in the 2022/2023 Annual Budget via CBA with a target to be implemented before the start of the school year.

## **III. 2022-2023 Annual Budget**

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

- All ESSER related line items will contain the same comment referencing they are in their 2nd year of funding and will require a CBA for the 23/24 Budget.
  - All CBAs will be designated as 'Prepared By' by either Kristie Dugan or Kathryn Henry.
  - Kathryn Henry will include the plan for 2023.02 (8 Primary Classroom Assistants) in the March Principal Board Report.
  - 2023.10 (Staff Winter Bonus) will be updated with the Cost Details and Projected Cost.
  - The following CBAs need to be broken down further, minimally to parts and labor to determine amounts that can be expensed.
1. 2023.12 - New gate on the parking lot at Orthodox and Adams
  2. 2023.13 - Recoating of the gym floor and stage
  3. 2023.14 - Roof Coating
  4. 2023.15 - Interior Painting

T. Taylor made a motion to Approve 2023.07 - 2 new doors and remaining offices carpeted.

K. Dugan seconded the motion.

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

K. Dugan made a motion to Approve 2023.11 - 2nd floor original building floor replacement.

T. Taylor seconded the motion.

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

T. Taylor made a motion to Approve 2023.12 - New gate on the parking lot at Orthodox and Adams.

K. Dugan seconded the motion.

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

T. Taylor made a motion to Approve 2023.13 - Recoating of the gym floor and stage.

K. Dugan seconded the motion.

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

K. Spraga made a motion to Approve 2023.14 - Roof Coating.

K. Dugan seconded the motion.

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

T. Taylor made a motion to Approve 2023.15 - Interior Painting.

K. Dugan seconded the motion.

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

## **B. Annual Budget Version 1**

- Per the Annual Budget Process, all deliverables will be reviewed for input by the COO, Principal, Repice and Taylor and Total HR Solutions each month before submission to the Finance sub committee.
- Deliverables provided for each Finance sub committee meeting will designate what information has been vetted with the COO, Principal, Repice and Taylor and Total HR Solutions.
- The following items will be evaluated for discussion during the March Finance sub committee meeting:
  1. Unused PTO Bonus
  2. Opt Out payments (Benefits)
  3. 12% increase in Benefits costs

## **C. ESSER Funding**

- There were no changes to last month's reports

## **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 6:01 PM.

Respectfully Submitted,  
K. Spraga