

APPROVED



Northwood Academy Charter School

Minutes

Finance Committee Meeting

Date and Time

Wednesday April 6, 2022 at 5:00 PM

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 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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Meeting ID: 842 0185 0722

Committee Members Present

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

Committee Members Absent

K. Henry

Committee Members who arrived after the meeting opened

T. Hunt

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 Apr 6, 2022 at 5:04 PM.

T. Hunt arrived at 5:08 PM.

B. Record Attendance

C. Approve Agenda

T. Taylor made a motion to Approve this evening's Agenda.

K. Dugan seconded the motion.

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

D. Approve previous Meeting Minutes

K. Dugan made a motion to approve the minutes from Finance Committee Meeting on 03-02-22.

T. Taylor seconded the motion.

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

E. Community Comment

No Community Comment.

II. Discuss CBAs

A. Current CBAs

<https://app.smartsheet.com/sheets/p6G9xJXPxGWQ5j8pRqmg3pxfvfRFhwwV4w5cPVr1>

Open Mid Year CBAs

- 2022.58 - Board Development Proposal

1. This CBA was approved during the March Finance sub committee meeting and needs to be included in the 4/20/22 Board Meeting materials along with the associated contract.

III. 2022-2023 Annual Budget

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

Reviewed updated Cost Details and Projected Costs for proposed 2022-2023 CBAs.

- All ESSER related line items 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 are designated as 'Prepared By' by either Kristie Dugan or Kathryn Henry.
- Previous Business

1. CBA 2023.10 (Staff Winter Bonus) will be updated with the Cost Details and Projected Cost of \$22,176.
2. The following CBAs need to be broken down further, minimally to parts and labor to determine amounts that can be expensed for the 4/20/22 Board Meeting
3. 2023.12 - New gate on the parking lot at Orthodox and Adams
4. 2023.13 - Recoating of the gym floor and stage
5. 2023.14 - Roof Coating
6. 2023.15 - Interior Painting.

- New Business

1. CBAs 2023.21-26, 29 and 30 will be removed from Smartsheets for consideration.
2. CBA 2023.28 (New Math Curriculum) will be updated from April to May 'Budget Version Introduction' when cost information is expected to be available.

<https://app.smartsheet.com/sheets/G49hFXFX3JxpGRCgmxC4JrvXFwcjp7m7jq3j7FJ1?view=grid>

T. Hunt made a motion to Approve CBA 2023.27 - Replace 13 HVAC roof top units.

T. Taylor seconded the motion.

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

B.

Annual Budget Version 1

- Reviewed Version 2 (not Version 1 as identified in the Agenda) of the Annual Budget to include Assumptions and proposed CBAs.
- Per the Annual Budget Process, all deliverables are 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 are designated as to what information has been vetted with the COO, Principal, Repice and Taylor and Total HR Solutions.
- Previous Business

1. CBA 2023.10 (Staff Winter Bonus) will be updated with the Cost Details and Projected Cost of \$22,176 in Version 2 Budget documentation as part of the materials uploaded for the 4/20/22 Board Meeting.
2. The proposal to address Opt Out Payments (Benefits) was reviewed and is included in Version 2 of the Budget.
3. Benefits Costs were reduced from 12% to 5% in Version 2 of the Budget.
4. Unused PTO will be included with the Market Compensation Study and resulting compensation proposal in the May Finance Committee meeting.

- New Business

1. CBAs 2023.21-26, 29 and 30 will be removed from Version 2 Budget documentation as part of the materials uploaded for the 4/20/22 Board Meeting.
2. CORA assumptions will be confirmed/updated in Version 3 of the Budget.
3. Professional Development will be updated in Version 3 of the Budget.

C. ESSER Funding

ESSER II and III Funding Reports will continue to be updated as part of the Annual Budget process.

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 5:59 PM.

Respectfully Submitted,
K. Spraga