DRAFT

Northwood Academy Charter School

Minutes

Finance Committee Meeting

Date and Time
Wednesday May 1, 2024 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 the ability to join via phone as well.
Join Zoom Meeting**:** **https://us02web.zoom.us/j/81810854416?pwd=bUVCWlFsU0FjY0lwckNLOXlaTnNQZz09**

Committee Members Present
C. Jones (remote), D. Abellard (remote), E. Langston (remote), E. Lofton (remote), K. Spraga (remote), M. McLeish (remote)

Committee Members Absent

T. Hunt

Guests Present
A. Mohamad (remote)

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 May 1, 2024 at 5:08 PM.

B. Record Attendance

C. Approve Agenda

K. Spraga made a motion to approve the agenda for the May 1, 2024 meeting.
M. McLeish seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve previous Meeting Minutes

K. Spraga made a motion to approve the minutes from Finance Committee Meeting on 04-03-24.
M. McLeish seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Community Comment

No community comment.

II. Discussion & CBAs

A. CBA 5124.01: Assistant Director of Operations

This item was tabled to the next meeting so that supporting documentation can also be presented which includes a rationale for new title and job description. A position request is to be submitted to the HR. This would be a change in title for the current Executive Assistant to the DOO.

It was also discussed that this position had previously been approved by the board in the 8/17/2022 meeting. Due to the length of time, new updated documents have been requested.

B. CBA 5124.02 Technology Assistant

This item was tabled to the next meeting so that supporting documentation can also be presented which includes a rationale for the new position and job description. A position request is to be submitted to the HR.

It was also discussed that the full time position would be $135K and at PT person would be $52K.
Item discussed that were not on the agenda:
1- The status of the purchase of the property. The environmental came back showing normal issues with the soil that our found in the city, but nothing glaring. WE are in the midst of changing insurance companies, so once this has been solidified, we will proceed with next steps.

2- Upcoming elevator repairs and building beautification. Quotes are being obtained.

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting at 5:47.
C. Jones seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:47 PM.

Respectfully Submitted,
E. Lofton