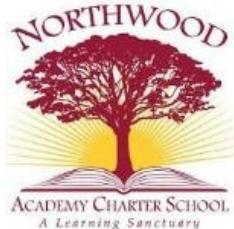


APPROVED



# Northwood Academy Charter School

## Minutes

### Finance Meeting

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#### Date and Time

Wednesday June 4, 2025 at 5:30 PM

#### Location

Hi there,

You are invited to a Zoom webinar.

When: Aug 7, 2024 12:00 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 4, 2024, 5 occurrence(s)

Aug 7, 2024 12:00 PM

Sep 4, 2024 12:00 PM

Oct 2, 2024 12:00 PM

Nov 6, 2024 12:00 PM

Dec 4, 2024 12:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: <https://us02web.zoom.us/webinar/tZUtdOCgqjooHtE1IUW9HmTLGLj3YIPHrVVI/ics?icsToken=98tyKuGprjgjEtCUsH2CRpwAoJCFzwiH5Bgrd4zTbQNHI7bzfaEc5IYYtWIPDC>

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81039841245>

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+1 305 224 1968 US  
+1 309 205 3325 US  
+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
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Webinar ID: 810 3984 1245

International numbers available: <https://us02web.zoom.us/u/kPB2y3HXx>

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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 the ability to join via phone as well.  
Join Zoom Meeting: <https://us02web.zoom.us/j/81039841245>

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### **Committee Members Present**

C. Jones (remote), E. Langston (remote), K. Spraga (remote), M. McLeish (remote), N. Daly (remote), R. Garner (remote), T. Hunt (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

E. Lofton (remote), F. Viall (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 Jun 4, 2025 at 5:35 PM.

### B. Record Attendance

### C. Approve Agenda

K. Spraga made a motion to approve the agenda.

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 Meeting on 05-07-25.

T. Hunt seconded the motion.

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

### E. Community Comment

no Community Comment for this meeting.

## II. Resolutions & Discussion Items

### A. Resolution 2025.60: Engagement Letter

K. Spraga made a motion to accept the engagement letter for Total HR.

M. McLeish seconded the motion.

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

#### Roll Call

K. Spraga Aye

R. Garner Aye

E. Langston Aye

C. Jones Aye

M. McLeish Aye

N. Daly Aye

T. Hunt Abstain

### B. Resolution 2025.61: Approval of the 2025-26 Annual Budget

K. Spraga made a motion to approve the 2025-2026 Annual Budget.

M. McLeish seconded the motion.

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

### C.

**Discussion: Debt Refinancing**

Discussion held about debt refinancing.

**D. Discussion: Electric providers**

Discussion held about 3rd party electrical providers.

**E. Discussion: Custodial contract**

Discussion held about the selection of a new custodial contractor. Discussion tabled due to Board wanting us to continue with the possibility of an RFP for all services.

**III. Closing Items**

**A. Adjourn Meeting**

K. Spraga made a motion to adjourn the meeting.

M. McLeish 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 6:20 PM.

Respectfully Submitted,

E. Lofton