APPROVED

Northwood Academy Charter School

Minutes

Board Meeting

Board Meeting

Date and Time
Wednesday October 15, 2025 at 5:30 PM

Location
You are invited to a Zoom webinar!
When: Aug 20, 2025 05:30 PM Eastern Time (US and Canada)
Every 2 months on the Third Wed, until Jun 17, 2026, 6 occurrence(s)
Aug 20, 2025 05:30 PM
Oct 15, 2025 05:30 PM
Dec 17, 2025 05:30 PM
Feb 18, 2026 05:30 PM
Apr 15, 2026 05:30 PM
Jun 17, 2026 05:30 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us02web.zoom.us/webinar/tZ0ld-GurzgjHNWKNFueG8JHae8kPa2HWrgx/ics?icsToken=DHHT4aGrhHDi1qGkYgAALAAAAAgff_c7h9p8m8Rk0kmMH1tijj5zZJ5rASly1NsTD_Y_bIxg8LJ-ESoWAkS4DFuqQIdhqk18CD8Wig-onjAwMDAwMQ
Topic: Board Meeting
Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/89808613961
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Webinar ID: 898 0861 3961
International numbers available: https://us02web.zoom.us/u/kcPg8b99E2

This is a public meeting 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 invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/89808613961

Trustees Present

J. Russell (remote), K. Fiely (remote), K. Spraga (remote), M. Spain (remote), W. Young (remote)

Trustees Absent
C. Patton, D. Hill-Hennie, E. Williams, M. Pinkney

Non Voting Members Present
C. Jones (remote), F. Viall (remote), N. Daly (remote), S. Yanni (remote), T. Hunt (remote)

Guests Present
10A Batya Rawlinson (Guest) (remote), 2153758713 (Guest) (remote), A. Mohamad (remote), AWeisbrod (Guest) (remote), Allison Funari 2nd (Guest) (remote), Alyson Sperock (Guest) (remote), Alyssa Yoder (Guest) (remote), Ashley Carlson (Guest) (remote), Christine (Guest) (remote), Collin McCann, AFT 6056 Treasurer (Guest) (remote), Craig (Guest) (remote), Danielle Williamson (Guest) (remote), DeShields (Guest) (remote), E. Lofton (remote), Emily Parico (Guest) (remote), Fire Total HR (Guest) (remote), Hello. (Guest) (remote), Help our students! (Guest) (remote), I phone Pro16 (Guest) (remote), Jeff Coyne, AFT Pennsylvania (Guest) (remote), Jim (Guest) (remote), Joe (Guest) (remote), K Bennett (Guest) (remote), Kelly Ann Coughlin (Guest) (remote), Kevin Donley, Ph.D. (Guest) (remote), Kim Coughlin (Guest) (remote), Kristen Graham (Guest) (remote), Krystle (Guest) (remote), Liz (Guest) (remote), Lulybella (Guest) (remote), Makaine Lozandieu (Guest) (remote), Margaret's iPhone (Guest) (remote), Megan Richards (Guest) (remote), Michael McLeish (Guest) (remote), Mrs. Donahue (Guest) (remote), Mrs. Smith (Guest) (remote), Ms. Bella (Guest) (remote), Ms. Woloszczuk (Guest) (remote), NACS (Guest) (remote), Nicole (Guest) (remote), Nina Esposito-Visgitis, AFTPA (Guest) (remote), PB (Guest) (remote), Ryan (Guest) (remote), Shadayia's iPhone (Guest) (remote), Stephanie Kibler (Guest) (remote), Tapeka Robinson (Guest) (remote), Wendy G. (Guest) (remote), aschnitzer (Guest) (remote), krystal (Guest) (remote), mlicsauer (Guest) (remote)

I. Opening Items

A. Call the Meeting to Order

W. Young called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Oct 15, 2025 at 5:33 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

The mission statement was read by Warren Young.

D. Resolution 2025.1000: Approval of Agenda

W. Young made a motion to approve the agenda for the October 15, 2025 meeting.

K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 2025.1001: Approval of Previous Minutes

W. Young made a motion to approve the minutes from Board Meeting on 08-20-25.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

There were four speakers for Community Comment for the 10/15/25 meeting.
1- Emily Parico, Kindergarten Teacher & Union Vice Chair
2- Kimberly Coughlin, 4th Grade Teacher & President of the Union at Northwood.
3- Ashley Carlson, ELL Teacher & Union Member
4- Kevin Donley, NACS School Psychologist

G. Executive Session

W. Young made a motion to enter into Executive Session to discuss personnel and open special education litigation matters.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Staff Reports

A. CEO Report

CEO report read by Dr. Steven Yanni.

B. CAO Report

CAO report read by Nancy Daly.

C. Special Education Report

SPED report read by Frank Viall, AP of Specialized Services.

D. Operations Report

Operations report read by DOO Chris Jones.

E. Finance Report

Due to YPTC being new to working with NACS and learning the business systems, no report was provided for this meeting. Moving forward, they will have reports for the Finance and Board Meetings.

F. Human Resources Report

HR report read by Tracee Hunt of Total HR.

III. New Business

A. Resolution 2025.1014 Acknowledgement of Steven Yanni as CEO

W. Young made a motion to to acknowledge Steven Yanni as CEO and providing him signing authority on behalf of Northwood Academy effective October 6, 2025.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 2025.900: Six Administrative Bonuses

W. Young made a motion to to approve the six administrative bonuses.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 2025.901: Two Assistant Principal Stipends

W. Young made a motion to to approve two stipends for the Assistant Principals taking on extra duties.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 2025.902: PT ELL Teacher for an Additional Days

W. Young made a motion to to approve the ELL teacher for four days a week instead of the usual two days a week to support our ELL students through winter break. Projected cost of $14,850.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 2025.1000: Adjustment of the CEO Salary

W. Young made a motion to to approve the adjustment to the CEO salary.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 2025.1001: Adjustment to the Assistant Principals Stipends

W. Young made a motion to to approve the adjustment of the Assistant Principals stipends.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 2025.1002: Adjustment of Total HR Search Fee

W. Young made a motion to to approve the adjustment of the Total HR Search Fee. Projected cost $75,625.

K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 2025.1003: Travel for DOO Chris Jones to attend a Conference

W. Young made a motion to to approve the travel expense to a conference for DOO Chris Jones.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 2025.1004: Interim Financial Support (YPTC)

W. Young made a motion to to approve the expense of YPTC to provide interim Financial Support, not to exceed 20K. Projected monthly cost of $4,933.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 2025.1005 : Agency Hall Monitors/Maintenance Staff

W. Young made a motion to to approve the use of an agency for hall monitors/maintenance staff.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Resolution 2025.1006 : Total HR’s Comp Market Study Proposal

W. Young made a motion to to approve the contract for Total HR's Comp Market Study Proposal. Projected cost $23,650.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Resolution 2025.1007: Lodging & Expenses for CAO to attend the PCPCS Conference

W. Young made a motion to to approve the lodging and expenses for the CAO to attend the PCPCS Conference.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Resolution 2025.1008: PAETEP by EDULINK - Teacher Evaluation Software

W. Young made a motion to to approve the agreement and licensing cost for PAETEP by EDULINK. Projected cost $5,272.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Resolution 2025.1009: HVAC Repair of the Daikin VRV Compressor/Board

W. Young made a motion to to approve the cost of the HVAC repair, not to exceed $26K. Projected cost $26,250.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Resolution 2025.1010: Additional Support from YPTC

W. Young made a motion to to approve the request for additional support from YPTC for Financial Business Services. Additional Projected cost $14,933.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

P. Resolution 2025.1011: Inspiroz Contract Amendment

W. Young made a motion to to amend the current contract with Inspiroz through June 30, 2026.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Q. Resolution 2025.1012: Settlement and Release Agreements

W. Young made a motion to approve the ratification/approval the Settlement and Release Agreements in the following special education litigation mattes, as presented to the Board in executive session. 1. L.L.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

R. Resolution 2025.1013: NACS Surrogate Parent Policy

W. Young made a motion to to approve the NACS Surrogate Parent Policy provided by Atty Jeff Stacey for the SPED Department.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. Resolution 2025.1015: Personnel (Key Performance Indicator)

W. Young made a motion to to approve the NACS Surrogate Parent Policy provided by Atty Jeff Stacey for the SPED Department.
J. Russell seconded the motion.
The board **VOTED** unanimously to approve the motion.

T. Discussion: Updated Elevator Repair Status

DOO Jones provided the updated elevator quote from Otis Elevator Company totaling $165K. This work will be completed over breaks and/or the summer. A CBA to reflect the difference to the previously approved CBA was requested for the November Finance Meeting.

U.

Discussion: RFP status for Facilities and Security.

RFP candidates have submitted proposals and DOO Jones hopes to get more candidates while at the PASBO conference he will be attending on 10/23-10/24.

V. Discussion: Content of the Dining RFP

The information for the dining RFP is ready to be submitted once the template is available. This information will also be shared with potential candidates during the PASBO Conference.

IV. Closing Items

A. Adjourn Meeting

W. Young made a motion to adjourn the meeting at 7:27pm.
K. Spraga seconded the motion.
The board **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 7:27 PM.

Respectfully Submitted,
E. Lofton