APPROVED

Northwood Academy Charter School

Minutes

Board Meeting

Board Meeting

Date and Time
Wednesday December 17, 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:
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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

K. Fiely (remote), K. Spraga (remote), M. Spain (remote), N. Daly (remote), S. Yanni (remote), W. Young (remote)

Trustees Absent
E. Williams, J. Russell, M. Pinkney

Non Voting Members Present
C. Jones (remote), F. Viall (remote), T. Hunt (remote)

Guests Present
Audrey Powell (Guest) (remote), Carmen (Guest) (remote), E. Lofton (remote), Judy Deshields (Guest) (remote), Kate B (remote), Kevin Donley Ph.D. (Guest) (remote), Michael McLeish (Guest) (remote), Michelle Licsauer (Guest) (remote), Mrs. Donohue (Guest) (remote), Ms. R (Guest) (remote), Parico (Guest) (remote), Parico (Guest) (remote), iPhone Pro 16 (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 Dec 17, 2025 at 5:33 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.

D. Resolution 2025.120: Approval of Agenda

W. Young made a motion to approve the agenda for the 12/17/25 Board Meeting.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Community Comment

There is no Community Comment for the 12/17/25 meeting.

F. Resolution 2025.121: Approval of Previous Minutes

W. Young made a motion to approve the minutes from Board Meeting on 10-15-25.
K. Fiely seconded the motion.

Approval of the minutes from the October 15, 2025 Board Meeting along with the correction of the resolution numbers.
2025.1010 to be 2025.1014
2025.1013 KPIs to be 2025.1015
2022.1004 to 1025.1004
The board **VOTED** unanimously to approve the motion.

G. Board Chair Announcement

The Board Chair acknowledged the resignations of Vice Chair, Dr. Amanda Hill-Hennie from the Board, effective November 11, 2025 and member Cortez Patton, effective December 1, 2025. He thanked them for their service and time.

H. Executive Session

W. Young made a motion to for the Board to go into Executive Session to discuss personnel and open special education litigation matters. Documentation to be provided under separate confidential email.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Staff Reports

A. CEO Report

Presented by Dr. Steven Yanni, CEO.

B. CAO Report

Presented by Nancy Daly, CAO/Principal.

C. Special Education Report

Presented by Frank Vaill, Assistant Principal of Specialized Services.

D. Operations Report

Presented by Chris Jones, Director of Operations.

E. Finance Report

Presented by Frank Ayata, Director of School Business Operations.

F. Human Resources Report

Presented by Tracee Hunt of Total HR.

III. New Business

A. Resolution 2025.1010: Additional HVAC Work (updated)

W. Young made a motion to approve the additional cost of the HVAC repair work completed on the K-1 wing in the amount of $7294 bringing the total cost to $33,534.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution 2025.111: Adjustment of Elevator Repair Quote

W. Young made a motion to approve the adjusted amount of the elevator repair quote, with a projected additional cost of $27,000. The original quote was for 85,000, bringing the total to $112,000.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resolution 2025.112: Repair of Cracked Pipes & Sink Installation

W. Young made a motion to approve the repair of the cracked pipes throughout the building and the installation of a sink in the Science Room, with a highest projected cost of $19,608.08. This work to be completed over the winter break.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution 2025.113: Omega Exterior Gate Key Fobs & Infrastructure

W. Young made a motion to approve the cost of the exterior gate key fobs and infrastructure, through the current service provider Omega, with a projected cost of $20,500.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 2025.115: Addition of a Special ED Teacher

W. Young made a motion to approve the addition of a Special ED Teacher to meet the growing demands of the current Special ED population and maintain legal compliance of case management.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Resolution 2025.1102: Revised 25-26 SY Budget

W. Young made a motion to approve the revised 25-26 SY Budget to reflect the 14% per pupil allotment.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

G.

Resolution 2025.122: Amendment of the August 20, 2025 & October 16, 2024 Minutes for compliance purposes.

W. Young made a motion to approve the amendment of the August 20, 2025 meeting minutes to reflect the projected cost for each resolution: Resolution 2025.70 Projected cost $14,500 Resolution 2025.71 Projected cost $15,335 Resolution 2025.73 Projected cost $132,249.48 Resolution 2025.813 Projected cost $61,875 Resolution 2025.814 Projected cost $11,271 Resolution 2025.815 Projected cost $157,550 and for the amendment of the October 16, 2024 minutes to reflect the reason for Executive Session as stated in the agenda, to discuss Special Education legal cases.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 2025.123: Finance Report

W. Young made a motion to approve the Finance Report and Disbursements.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 2025.124: Bill.com Integration

W. Young made a motion to approve the Bill.com integration into QuickBooks to streamline the Account Payable Process. The monthly fee is approximately $200.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 2025.125: Visa/Mastercard Credit Card Application & Closure of Amex

W. Young made a motion to approve moving forward with a Visa/Mastercard Credit Card application and Closing Amex account.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Resolution 2025.126: NACS Board Development Proposal

W. Young made a motion to approve the NACS Board Development Proposal with Total HR in the amount of $19,800.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Resolution 2025.127: Leadership 2040 Expenses

W. Young made a motion to approve the cost of 3 Leadership Team members to attend Leadership Development Training with Total HR in the amount of $8,700.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

M.

Resolution 2025.128: Right to Know and Office of Inspector General Costs by Total HR

W. Young made a motion to approve the costs incurred for the RTK and OIG by Total HR not the exceed $8,000.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Resolution 2025.129: Right to Know and Office of Inspector General Costs by Legal

W. Young made a motion to approve the costs incurred for the RTK and OIG by Legal not the exceed $16,000.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Resolution 2025.1210: Removal of Board Trustee Michelle Pinkney, Parent Representative

W. Young made a motion to approve the removal of Parent Trustee Michell Pinkney as her children no longer attend Northwood and she has not attended a meeting since October 2024 by a roll call vote.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
E. Williams	Absent
N. Daly	Abstain
M. Pinkney	Absent
K. Fiely	Aye
M. Spain	Aye
J. Russell	Absent
S. Yanni	Abstain
W. Young	Aye

P. Resolution 2025.1211: Approved and Accept the Restated Board By-Laws

W. Young made a motion to approve and accept tht Restated Board By-Laws by roll call.
The board **VOTED** to approve the motion.

Roll Call

J. Russell	Absent
M. Spain	Aye
W. Young	Aye
K. Fiely	Aye
S. Yanni	Abstain
M. Pinkney	Absent
E. Williams	Absent
N. Daly	Abstain
K. Spraga	Aye

Q. Resolution 2025.1212: NACS Lease Reimbursement

W. Young made a motion to RESOLVE, that the Board of Trustees of Northwood Academy Charter School hereby authorizes its Director of Business Operations to make all appropriate applications under Pennsylvania law for the approval and reimbursement of a charter school lease for the 2024-2025 school year.
K. Fiely seconded the motion.
The board **VOTED** unanimously to approve the motion.

R. Resolution 2025.1213: NACS 600 Series Finance Policies

W. Young made a motion to approve the NACS 600 Series Finance Policies. All have been reviewed by legal counsel.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. Resolution 2025.1214: YPTC Support Costs

W. Young made a motion to approve the expenses for the phase out plan of YPTC. The costs is not to exceed $16,300.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

T. Resolution 2025.1215: Wellness Fair Expenses

W. Young made a motion to approve the purchases for the Wellness Fair not to exceed $4000.
M. Spain seconded the motion.
The board **VOTED** unanimously to approve the motion.

U. Resolution 2025.1216: 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 matters, as presented to the Board in executive session. 1. L.L.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Resolution 2025.1217: Personnel (Key Performance Indicator)

W. Young made a motion to accept and ratify the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

W. Discussion: RFP status for Facilities, Security & Dining

An update on the status of the RFP for Facilities and Security was that the bids all came in extremely high and the lowest was still higher than what we currently pay out. We will continue with our current service providers. The Dining RFP application was submitted to the state and we are awaiting feedback. Updates will continue too be provided.

X. Discussion Item: First Reading of 100, 200 & 800 Series Policies

The first reading to the 100, 200 & 800 policies have been presented for Board approval at the next meeting. Polices will continue to be updated until we have a comprehensive NACS Policy Book.

IV. Closing Items

A. Adjourn Meeting

W. Young made a motion to adjourn the meeting at 6:24pm.
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 6:00 PM.

Respectfully Submitted,
E. Lofton