APPROVED

Northwood Academy Charter School

Minutes

Finance Meeting

Date and Time
Wednesday September 3, 2025 at 5:00 PM

Location
You are invited to a Zoom webinar!
When: Jul 2, 2025 05:00 PM Eastern Time (US and Canada)
Every month on the First Wed, until Jun 3, 2026, 12 occurrence(s)
Jul 2, 2025 05:00 PM
Aug 6, 2025 05:00 PM
Sep 3, 2025 05:00 PM
Oct 1, 2025 05:00 PM
Nov 5, 2025 05:00 PM
Dec 3, 2025 05:00 PM
Jan 7, 2026 05:00 PM
Feb 4, 2026 05:00 PM
Mar 4, 2026 05:00 PM
Apr 8, 2026 05:00 PM
May 6, 2026 05:00 PM
Jun 3, 2026 05:00 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us02web.zoom.us/webinar/tZUtdOCgqjooHtE1IUW9HmTLGLj3YIPHrVVI/ics?
icsToken=DIOXl7otaota8RkkfAAALAAAAOjhWBbOm8ratSCkayvZC_yVmf5zBpd7Yc6Dw3_OgIYi5wk1XZlUg05CA7Wrg7GmqFQkHXUFoKc
Topic: Finance Committee Meeting
Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/81039841245
Phone one-tap:

+13126266799,,81039841245# US (Chicago)
+16465588656,,81039841245# US (New York)
Join via audio:
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+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
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
Webinar ID: 810 3984 1245
International numbers available: https://us02web.zoom.us/u/kPB2y3HXx

---

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/81039841245**

Committee Members Present
C. Jones (remote), F. Viall (remote), K. Spraga (remote), M. McLeish (remote), N. Daly (remote), T. Hunt (remote)

Committee Members Absent
None

Guests Present
A. Mohamad (remote), E. Lofton (remote), Emily Parico (remote), Gina Martin (remote), Luly (remote), iPhone (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 Sep 3, 2025 at 5:04 PM.

B. Record Attendance

C. Approve Agenda

K. Spraga made a motion to approve the agenda for the 9/3/25 meeting.
M. McLeish seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve previous Meeting Minutes

Motion to hold off on approving the minutes from Finance Meeting on 08-06-25.
until the October meeting. A request to amend the meeting minute section I to reflect the non-instructional costs.
The committee **VOTED** to approve the motion.

E. Community Comment

No Community Comment for this meeting.

II. CBAs, Resolutions & Discussion Items

A. Resolution 2025.900: Six Administrative Bonuses

K. Spraga made a motion to approve the six administrative bonuses.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

T. Hunt	Aye
C. Jones	Abstain
N. Daly	Aye
F. Viall	Aye

Roll Call

M. McLeish Aye
K. Spraga Aye

B. CBA 2025.901: Two Assistant Principal Stipends

K. Spraga made a motion to approve two stipends for the Assistant Principals taking on extra duties.
N. Daly seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

T. Hunt Aye
C. Jones Aye
M. McLeish Aye
F. Viall Abstain
K. Spraga Aye
N. Daly Aye

C. Discussion: Updated Elevator Quote Review

selected company was bought out by another company and will not honor the quote provided. Two additonal quotes are being provided by the end of the week. Also a quote for some electrical work that is needed will be provided. $155K has already been approved for this project.

D. Discussion: PT ELL Teacher for an Additional Days

E. Discussion: RFP Proposal

Using the RFP template provided by DFN/PDE for Food Service. Must be sent to PDE for piror approval before sending out to vendors. Submit the RFP by the recommended timeline of December 31st or before if completed. Ultimately looking for fixed rate services. Staff will continue to work on the RFP based on the timelines. The Dining RFP will not be tied to the Facilities and Security RFP template and are good to move forward. The Dining RFP will be separate RFP.

F. Discussion: Refinance

Discussed the refinancing of the current mortgage. Required to reset every 5 years and it is due at the end of September. The conditions were requested to be put in comparison format for Univest Bank & Northwestern to be sent to the Committee.

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting at 6:07pm.

T. Hunt 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 6:07 PM.

Respectfully Submitted,
E. Lofton