APPROVED

Northwood Academy Charter School

Minutes

Finance Meeting

Date and Time
Wednesday October 1, 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
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+13126266799,,81039841245# US (Chicago)
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+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
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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), N. Daly (remote), T. Hunt (remote)

Committee Members Absent

None

Guests Present
Community Partners Guest, E. Lofton (remote), Steven Serino, YPTC (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 Oct 1, 2025 at 5:17 PM.

B. Record Attendance

C. Approve Agenda

K. Spraga made a motion to approve the agenda for the October 1, 2025 meeting.
N. Daly seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Amended Minutes from the August 6, 2025 meeting

K. Spraga made a motion to approve the minutes from the August 6, 2025 meeting after requested corrections were made.
N. Daly seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Approve previous Meeting Minutes from September 3, 2025.

K. Spraga made a motion to approve the minutes from Finance Meeting on 09-03-25.
N. Daly seconded the motion.
The committee **VOTED** unanimously to approve the motion.

F. Community Comment

There was no Community Comment for the October 1, 2025 meeting.

II. CBAs, Resolutions & Discussion Items

A. CBA 2025.1000: Adjustment of the CEO Salary

K. Spraga made a motion to approve the adjustment to the CEO salary.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. CBA 2025.1001: Adjustment to the Assistant Principals Stipends

K. Spraga made a motion to approve the adjustment to the Assistant Principal Stipends.

N. Daly seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

C. CBA 2025.1002: Adjustment of Total HR Search Fee

K. Spraga made a motion to approve the adjustment of the Total HR Search Fee.
T. Hunt seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

D. CBA 2025.1003: Travel for Chris to attend a Conference

K. Spraga made a motion to approve the travel expense for DOO Jones to attend a conference to promote the NACS RFP.
N. Daly seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

E. CBA 2022.1004: Interim Financial Support (YPTC)

K. Spraga made a motion to approve the contract for Your Part-Time Controller to provide financial and business management for NACS.
T. Hunt seconded the motion.
Steven Serino abstained during this vote.
The committee **VOTED** unanimously to approve the motion.

F. CBA 2025.1005 : Agency Hall Monitors/Maintenance Staff

K. Spraga made a motion to approve the use of an agency to fill the gap of the vacant hall monitors/maintenance worker until the RFP is executed.

N. Daly seconded the motion.
The committee **VOTED** unanimously to approve the motion.

G. CBA 2025.1006 : Total HR's Comp Market Study Proposal

K. Spraga made a motion to approve the HR Comp Market Study Proposal.
C. Jones seconded the motion.
Ms. Daly questioned the rationale of the study due to the line item being over budget on the run rate and not waiting until next year to do the study. Ms. Spraga provided the context of needing the study to ensure that staff are being paid comparable rates. We need to solve for the over budget of the run rates. Ms Hunt shared that we go into contract negotiations with the union in January so we need to understand the salaries to have the knowledge for negotiations. The study is for all staff, instructional and non-instructional. Mr. Serino asked for clarity regarding the inclusion of Comp Study and the monthly retainer are already accounted in the run rate.
The committee **VOTED** unanimously to approve the motion.

H. Discussion: Updated Elevator Quote Review

The updated elevator quote will be presented in the October Board meeting.

I. Discussion: RFP status for Facilities and Security.

The RFP has been posted on the NACS website and 5 companies were sent the RFP. Ms. Spraga instructed Ms. Daly and Mr. Jones to have the companies that do not provide security to have them to provide the facilities quote separately. Ms. Daly asked if we should ask the CSO for assistance to get access to the SDPs Oracle website to add the RFP. Ms. Spraga does not want them to reach out to the CSO at this time.

J. Discussion: Content of the Dining RFP

Ms. Spraga will review this RFP and respond to Ms. Daly & DOO Jones by email.

K. Discussion: Addtional Contracted Special Education Teacher

Frank will discussed the need to add a SPED position based on the legal number of students per caseload. He will need to follow up with Total HR and a package will be put together for approval at the November Finance meeting.
Walk On Items:

- PSSA coordination support and other support positions to be reviewed with Total HR.
- Adding to the agenda for November meeting to update the budget to the 14% run rate as we are currently operating under the 4.5% per pupil allotment.
- Update and address the current run rates. Also discussing the likelihood of the per pupil allotment not being at this same rate in the future.

- Plumbing issues with 2 cracked pipes in the new side of the building.
- Refinancing of the mortgage being held at the current rate until the new contract goes into effect.

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting at 6:00pm.
N. Daly 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 6:00 PM.

Respectfully Submitted,
E. Lofton