APPROVED

Northwood Academy Charter School

Minutes

Finance Meeting

Date and Time
Wednesday November 5, 2025 at 5:30 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)
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+1 253 205 0468 US
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+1 346 248 7799 US (Houston)
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+1 507 473 4847 US
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+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
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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), S. Yanni (remote), T. Hunt (remote)

Committee Members Absent

N. Daly

Guests Present
E. Lofton (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 Nov 5, 2025 at 5:33 PM.

B. Record Attendance

C. Approve Agenda

K. Spraga made a motion to approve the agenda for the November Finance Meeting.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve previous Meeting Minutes from October 1, 2025.

K. Spraga made a motion to approve the minutes from Finance Meeting on 10-01-25.
F. Viall seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

E. Community Comment

There is on Community Comment for the November 5, 2025 Finance Meeting.

II. CBAs, Resolutions & Discussion Items

A. Resolution: 2025.1102: Revised 25-26 SY Budget

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

B.

Resolution 2025.1103: Business Policies

K. Spraga made a motion to to approve the following Business Policies presented by YPTC and approved by counsel. 1- Capital Expenditures Policy 2- Procurement Policy 3- Credit Card Use Policy.
S. Yanni seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. CBA 2025.1010: Additional HVAC Work (updated)

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

D. CBA 2025.111: Adjustment of Elevator Repair Quote

K. Spraga made a motion to 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.
S. Yanni seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. CBA 2025.112: Repair of Cracked Pipes

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

F. CBA 2025.113: Omega Exterior Gate Key Fobs

K. Spraga made a motion to to approve the cost of the exterior gate key fobs through the current service provider Omega, with a projected cost of $20,500.
S. Yanni seconded the motion.
This cost is for the key fobs and the required infrastructure.
The committee **VOTED** unanimously to approve the motion.

G. CBA 2025.114: Additional Special Education Teacher

K. Spraga made a motion to to approve the cost of the exterior gate key fobs through the current service provider Omega, with a projected cost of $20,500.
F. Viall seconded the motion.
A plan is to be developed for the staffing model for the SPED Dept. by the Winter Break.
The committee **VOTED** unanimously to approve the motion.

H.

Discussion: Mortgage Re-Finance

Univest is continuing our current rate of 4.5% through December 15, 2025. We need to show that our Charter has been approved prior to that date or they will move the mortgage into an adjustable rate.

I. Discussion: Status of the current RFP's

Tours of the building continue for RFP bids. Three submissions are still outstanding and those that have been submitted are 30-50% higher that what we are currently paying for these services.

J. Discussion: Possibility of 3 SPED students moving to APS

There are three students that require placement and the facilities that have space are in New Jersey. This means there would be no 4010 pass through due to them being out of state. This would have an impact on future budgets.

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting at 5:55pm.
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 5:55 PM.

Respectfully Submitted,
E. Lofton