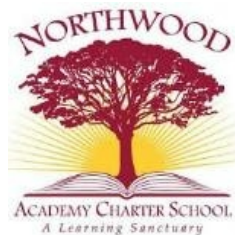


APPROVED



## Northwood Academy Charter School

### Minutes

#### Finance Meeting

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**Date and Time**

Wednesday December 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=DIOXI7otaota8RkkfAAALAAAAOjhWBbOm8ratSCkayvZC\\_yVmf5zBpd7Yc6Dw3\\_OgIYi5wk1XZIUg05CA7Wrg7GmqFQkHXUFoKc](https://us02web.zoom.us/webinar/tZUtdOCgqjooHtE1IUW9HmTLGLj3YIPHRVVI/ics?icsToken=DIOXI7otaota8RkkfAAALAAAAOjhWBbOm8ratSCkayvZC_yVmf5zBpd7Yc6Dw3_OgIYi5wk1XZIUg05CA7Wrg7GmqFQkHXUFoKc)

Topic: Finance Committee Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81039841245>

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+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

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+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/j/81039841245>

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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](mailto: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>

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#### **Committee Members Present**

C. Jones (remote), F. Ayata (remote), F. Viall (remote), K. Spraga (remote), N. Daly (remote), S. Yanni (remote), T. Hunt (remote)

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### **Committee Members Absent**

*None*

### **Guests Present**

E. Lofton (remote), Justin (Guest) (remote)

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## **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 Dec 3, 2025 at 5:04 PM.

### **B. Record Attendance**

### **C. Approve Agenda**

### **D. Approve previous Meeting Minutes from November 5, 2025.**

K. Spraga made a motion to approve the minutes from Finance Meeting on 11-05-25.

S. Yanni seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **E. Community Comment**

No Community Comment for the December 3rd meeting.

## **II. CBAs, Resolutions & Discussion Items**

### **A. Resolution 2025.123: Finance Report**

K. Spraga made a motion to approve the October Finance Report submitted by YPTC and the October and November Disbursements.

S. Yanni seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **B. Resolution 2025.124: Bill.com Integration**

K. Spraga made a motion to approve the Bill.com integration to streamline bill payments and invoices.

N. Daly seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **C. Resolution 2025.125: Visa/Mastercard Credit Card Application & Closure of Amex**

K. Spraga made a motion to approve the closure of the AMEX and moving forward with the application for a VISA or MasterCard.

S. Yanni seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**D. Resolution 2025.126: NACS Board Development Proposal**

K. Spraga made a motion to approve the NACS Board Development Proposal with Total HR in the amount of \$19,800.

S. Yanni seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

F. Ayata Aye

C. Jones Aye

F. Viall Aye

T. Hunt Abstain

S. Yanni Aye

K. Spraga Aye

N. Daly Aye

**E. CBA 2025.127: Leadership 2040 Expenses**

K. Spraga 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.

N. Daly seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

C. Jones Aye

T. Hunt Abstain

K. Spraga Aye

S. Yanni Aye

F. Ayata Aye

F. Viall Aye

N. Daly Aye

**F. CBA 2025.128: Right to Know and Office of Inspector General Costs by Total HR**

K. Spraga made a motion to approve the costs incurred for the RTK and OIG by Total HR not the exceed \$8,000.

S. Yanni seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

C. Jones Aye

F. Viall Aye

T. Hunt Abstain

S. Yanni Aye

**Roll Call**

K. Spraga Aye  
N. Daly Aye  
F. Ayata Aye

**G. CBA 2025.129: Right to Know and Office of Inspector General Costs by Legal**

K. Spraga made a motion to approve the costs incurred for the RTK and OIG by Legal not the exceed \$16,000.

S. Yanni seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**H. Discussion: Mortgage Re-Finance**

The mortgage company is in a holding pattern and will not increase the interest rate but still requires us to produce a signed charter agreement.

**I. Discussion: Status of the current RFP's**

The Food Service RFP was submitted on 11/21/25 and is awaiting feedback from the state.

The Facilities and Securities RFPs have been reviewed. They all came back higher than what we currently pay ranging between 3% - 89% higher. It would mean lower staffing at a higher pay rate. Everything will be reviewed to see how we proceed.

**J. Discussion: Review of 600 Series Finance Policies**

Finance policies to be reviewed by all and voted on in the December Board meeting. They will be added to the updated NACS Policy Book.

**K. Discussion of YPTC Engagement/Transition Plan**

The phase out plan for YPTC is to be completed by March 2026. This would allow for them to complete the audit process and all internal controls to be in place for payroll, billing and invoices completed by March for a smooth transition.

**III. Closing Items**

**A. Adjourn Meeting**

K. Spraga made a motion to adjourn the meeting at 5:28pm.

S. Yanni 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 5:28 PM.

Respectfully Submitted,

E. Lofton