APPROVED

Northwood Academy Charter School

Minutes

HR Committee Meeting

Date and Time
Wednesday August 6, 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)

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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+1 564 217 2000 US
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Webinar ID: 810 3984 1245
International numbers available: https://us02web.zoom.us/u/kPB2y3HXx

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This is a public meeting of the Human Resource 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 Human Resource 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.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/84796634799

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

Committee Members Absent
None

Committee Members who arrived after the meeting opened
F. Viall

Guests Present
E. Lofton (remote)

I. Opening Items

A. Call the Meeting to Order

K. Spraga called a meeting of the Human Resource Ad Hoc Committee of Northwood Academy Charter School to order on Wednesday Aug 6, 2025 at 5:05 PM.

B. Record Attendance

C. Approval of Agenda

K. Spraga made a motion to accept the agenda for the August 6, 2025 meeting.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approval of Minutes

K. Spraga made a motion to approve the minutes from Human Resources Ad Hoc Meeting on 06-04-25.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Community Comment

No Community Comment for this meeting.
Projected cost tracking against the entire budget and line items. The question would be ifs it taking us over the contingency. Making a comparison of the line items & surplus in the budget. In the future, CBAs to be updated to reflect the line item to compare against the budget.

II. New Business

A. Resolution 2025.810: Resignation of Eric Langston as CEO

K. Spraga made a motion to accept and acknowledge the resignation of Eric Langston effective August 8, 2025.
W. Young seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. Resolution 2025.811: Separation Agreement for Eric Langston

K. Spraga made a motion to to approve the separation agreement of Eric Langston.
T. Hunt seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Resolution 2025.812: Acknowledgement of Nancy Daly as Interim CEO

K. Spraga made a motion to acknowledge Nancy Daly as Interim CEO, providing her a stipend and signing authority, effective 7/9/2025.
W. Young seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

W. Young	Aye
N. Daly	Abstain

Roll Call

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

D. Resolution 2025.813: Executive Search Contract

K. Spraga made a motion to accept the Executive Search Contract for Total HR.
W. Young seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

E. Resolution 2025.814: Replacement of the SPED Lead Case Manager with a SPED Teacher

K. Spraga made a motion to to approve the replacement of the Lead Case Manager with a SPED Teacher.
W. Young seconded the motion.
The committee **VOTED** unanimously to approve the motion.
F. Viall arrived at 5:22 PM.
1- Roles and Responsibilities Document discussed which does not align with the current job descriptions and/or positions. Total HR requested that the document not be used and be deleted.

2- Staff Newsletter that goes out was discussed as HR was not aware it existed. HR section will be added to the newsletter.

III. Closing Items

A. Adjourn Meeting

K. Spraga made a motion to adjourn the meeting at 5:22pm.
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 5:22 PM.

Respectfully Submitted,
E. Lofton