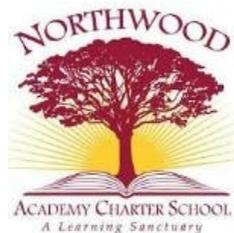


APPROVED



## Northwood Academy Charter School

### Minutes

#### HR Committee Meeting

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**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?](https://us02web.zoom.us/webinar/tZUtdOCgqjooHtE1IUW9HmTLGLj3YIPHrVVI/ics?icsToken=DIOXI7otaota8RkkfAAALAAAAOjhWBbOm8ratSCkayvZC_yVmf5zBpd7Yc6Dw3_OgIYi5wk1XZIUg05CA7Wrg7GmqFQkHXUFoKc)

[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>

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/j/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](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.

Zoom Link to join the webinar:

<https://us02web.zoom.us/j/84796634799>

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#### **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)

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### **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 if 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

M. McLeish Aye

**Roll Call**

C. Jones Aye  
N. Daly Abstain  
K. Spraga Aye  
F. Viall 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**

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

**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