



**NORTHWEST OHIO  
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes  
July 21, 2021  
Northwest Ohio Classical Academy  
Held on-site**

In attendance: Ben Buckenmeyer, Matthew Dietrich, Eleanor Kemp, Steven Koralewski, Robert Pruger, Janet Ragan, Kathleen Sallah, Lee Strang, Apryl Morin, CSS rep Buddy Harris, Jennifer Whitlow

**I. Call to Order** Board President Lee Strang called the meeting to order at 6:04pm.

**II. Agenda / Introductions**

**III. Monthly Financial & Grants Updates**

Stephanie Ataya presented the June 2021 financial report. A motion was made by Eleanor Kemp and seconded by Lee Strang to approve both the May and June 2021 reports. All approved.

**2022-001 RESOLUTION TO APPROVE THE MONTHLY FINANCIAL STATEMENTS**

**WHEREAS**, the Board of Trustees has reviewed the financial update for the School for May and June 2021 as provided by its fiscal officer, Jeff Foster of Marcum; and

**BE IT RESOLVED**, that the Board hereby approves the financial reports as presented.

The CSP Grant and Other Grants Report was presented by Eleanor Kemp. All of the money from the CSP Year 2 Grant has been spent and submitted for reimbursement. The Grant is now closed. A motion was made by Lee Strang and seconded by Robert Pruger to approve the grant report. All approved.

**2022-002 RESOLUTION TO APPROVE THE CSP IMPLEMENTATION YEAR 2 GRANT REPORT**

**WHEREAS**, the Board of the Trustees has monthly financial committee meetings to review the CSP grant award and planned spending of the awarded funds; and

**WHEREAS**, the Board has been updated on current spending as well as a status report on remaining budgeted dollars as presented by Eleanor Kemp; and

**IT IS THEREFORE RESOLVED**, that the Board has been advised that the CSP Grant has been spent and submitted for reimbursement following all guidelines and with the approval of ODE.

**IV. Charter School Specialist Report** – Sponsor Representative Buddy Harris reminded the Board of the July At-a-Glance Report and Sponsor Connection.

**V. NOCA Board**

1. The June 16, 2021 Board meeting minutes stand approved.

**2022-003 RESOLUTION TO APPROVE BOARD MEETING MINUTES**

**RESOLVED**, that the Board of Trustees read and approves the June 16, 2021 Board meeting minutes.



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2. Lee Strang announced that Board member Cheryl Garlow submitted a letter of resignation of the Board. Discussion of her devotion and generous contributions to the school ensued. Lee Strang made a motion to approve her resignation and Robert Pruger seconded. All approved.

**2022-004 RESOLUTION TO APPROVE A BOARD MEMBER RESIGNATION**

**WHEREAS**, the Board of Trustees has received the resignation from Cheryl Garlow; and

**IT IS THEREFORE RESOLVED**, that the Board hereby acknowledges and accepts the resignation of Cheryl Garlow effective as of July 21, 2021.

3. Lee Strang presented Steve Koralewski as a potential new Board member. There was a discussion regarding Steve Koralewski's support and commitment to the school. Lee Strang shared that the Sponsor had already approved Steve Koralewski for the position, pending necessary Board approval. A motion to approve him as a member of the Board was made by Lee Strang and seconded by Ben Buckenmeyer. All approved.

**2022-005 RESOLUTION TO APPROVE NEW BOARD MEMBER**

**WHEREAS**, the Board has received Sponsor approval of Steve Koralewski.

**IT IS THEREFORE RESOLVED**, that the Board hereby acknowledges Steve Koralewski as an active member of the Board with authority to vote as of today, July 21, 2021, with a term ending June 30, 2024.

4. PTO Update - Steve Koralewski presented a report on the PTO. An event calendar was created by the group. The gym/spirit wear sale is going on now. A used uniform sale will take place during open houses in August. The PTO will typically meet the third Tuesday of the month for the next school year. PTO officers met monthly last year. New members were elected in April. The Board discussed branding and it was mentioned that this could be added to High School Enrichment Working Group.
5. Lee Strang communicated that Charter School Specialists contacted the Board and asked the Board to encourage NOCA families to communicate with their representatives regarding the new education funding bill. Discussion ensued. Lee Strang made the following motion of support, Robert Pruger seconded. All approved.

**2022-006 RESOLUTION TO ENCOURAGE THE NOCA COMMUNITY TO EXPRESS SUPPORT FOR  
CHARTER SCHOOL FUNDING**

**WHEREAS**, the Congressional Education Bill proposes to cut off funding for Charter Schools in specific instances; and

**WHEREAS**, the Board has been asked by Charter School Specialists to educate our community about the proposed bill; and

**IT IS THEREFORE RESOLVED**, NOCA will contact its families and communities to encourage them to contact their congressmen to vote against pending legislation to reduce Charter School Funding.



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6. Kathleen Sallah presented the Board Treasurer report to the Board. A donation of \$100 was received this month.
7. Principal Evaluation – A motion was made by Eleanor Kemp and seconded by Lee Strang to enter executive session to discuss the employment of employees. A roll call vote was taken and all approved. Executive Session started at 6:40pm and ended at 7:50pm.

**2022-007 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION**

**RESOLVED**, that the Board of Trustees approves to adjourn into executive session on July 21, 2021 at 6:40pm to discuss the subject matter as follows: employment of employees.

Out of executive session, Lee Strang moved to adopt the principal evaluation as presented. Robert Pruger seconded. All approved.

**2022-008 RESOLUTION TO ADOPT 2020-2021 PRINCIPAL EVALUATION**

**RESOLVED**, that the Board of Trustees adopts the principal evaluation as presented.

8. Committee Reports:

- A. Community Relations Committee – Ben Buckenmeyer reported that the committee recommends the creation of a High School Enrichment Working Group to support the growing High School, with specific focus on extra-curricular activities and culture. Ben Buckenmeyer volunteered to chair the group.
- B. CSP Compliance Committee – Eleanor Kemp moved to eliminate the CSP Compliance Committee since the CSP Grants were complete as of this month. Instead, a subcommittee of the Finance Committee will work with the school Business Manager to stay abreast of transactions and decisions made regarding grants for NOCA. Bob Pruger seconded. All approved.

**2022-009 RESOLUTION TO DISSOLVE THE CSP COMPLIANCE COMMITTEE**

**RESOLVED**, that the Board of Trustees approves the dissolution of the CSP Compliance Committee effective immediately.

- C. Education Committee – Lee Strang moved to approve the contract for Skylar Finney to teach Kindergarten. Janet Regan seconded. All approved.

**2022-010 RESOLUTION TO RATIFY EMPLOYEE CONTRACT**

**WHEREAS**, the Board of Trustees has an approved community school contract including an educational model and organizational structure to meet the instructional and operational needs of the school; and

**BE IT RESOLVED**, that the Board ratifies the employee contract for the 2021-2022 school year for Skylar Finney as a Kindergarten teacher as presented on July 21, 2021.

**BE IT FURTHER RESOLVED**, that the Board of Trustees authorizes the Board President to sign the contract on behalf of the Board of Trustees.

- D. Facility Committee - No update.



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- E. Facility Expansion Task Force – Kathleen Sallah provided an update on the group’s research into procuring a bond to build space for school growth. The task force will interview three design/build teams next month with the goal of creating a long-term facility plan for NOCA.

- F. Finance/Audit Committee

Apryl Morin presented a spending report explaining why it was necessary to charge curriculum to the PEX card this month. A discussion ensued about how some vendors can accept purchase orders but some cannot. Eleanor Kemp moved to approve the temporary credit card increase. Lee Strang seconded. All approved.

**2022-011 RESOLUTION TO AUTHORIZE INCREASED LIMIT ON PEX CARD FOR JULY 2021**

**RESOLVED**, that the Board of Trustees authorizes the additional increase of \$25,000 on the PEX card for July 2021 for curriculum purchases as presented.

- G. Grant Search Committee – Eleanor Kemp moved to eliminate the Grant Search Committee since, while the funding sources were important, the committee had yet to meet. Lee Strang seconded. All approved.

**2022-012 RESOLUTION TO DISSOLVE THE GRANT SEARCH COMMITTEE**

**RESOLVED**, that the Board of Trustees approves the dissolution of the Grant Search Committee effective immediately.

- H. Joint Fundraising Working Group – Robert Pruger reported on the committee meeting where they worked on creating a plan for fundraising. The committee discussed possibly creating a position to spearhead fundraising. The committee will send another communication letter out in July to NOCA supporters. The committee is considering purchasing a possible donor list.

- I. Marketing Committee – No report.

- J. Policies Committee – Matt Dietrich presented three policies for approval. Discussion ensued about professional staff attire and whether or not the sixth grade should wear gym clothes. Lee Strang moved to approve the Staff Handbook as presented with the addition of a statement asking staff who interact with students in classrooms to not wear leggings or jeans. Eleanor Kemp seconded. All approved.

**2022-013 RESOLUTION TO APPROVE SCHOOL BOARD POLICIES**

**WHEREAS**, the Policy Committee has reviewed, revised, and recommended the Staff Handbook for adoption; and

**IT IS RESOLVED**, that the Staff Handbook is approved by the Board as presented with the addition of a statement asking staff who interact with students in classrooms to not wear leggings or jeans.

Lee Strang moved to approve the Student Handbook with the addition that the sixth grade would wear gym clothes for gym class. Robert Pruger seconded. All approved.

**2022-014 RESOLUTION TO APPROVE SCHOOL BOARD POLICIES**



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WHEREAS, the Policy Committee has reviewed, revised, and recommended the Student Handbook for adoption; and

IT IS RESOLVED, that the Student Handbook is approved by the Board as presented with the addition that sixth grade should wear gym clothes for gym class.

Eleanor Kemp moved to approve the Policy Manual. Lee Strang seconded. All approved.

**2022-015 RESOLUTION TO APPROVE SCHOOL BOARD POLICIES**

WHEREAS, the Policy Committee has reviewed, revised, and recommended the Policy Manual for adoption; and

IT IS RESOLVED, that the Policy Manual is approved by the Board as presented.

- VI. **State of the School Principal Report** - Principal Phill Schwenk submitted a written report. A motion was made by Lee Strang and seconded by Robert Pruger to approve it. All approved.

**2022-016 RESOLUTION TO ACCEPT THE STATE OF THE SCHOOL REPORT**

WHEREAS, the Board of Trustees has reviewed and discussed the STATE OF THE SCHOOL report discussing status and school improvement planning for the School's academic performance, review of assessment and growth data, enrollment update including verification of enrollment and residency information, as well as the updated staffing roster; and

IT IS THEREFORE RESOLVED, that the Board hereby accepts the SCHOOL REPORT.

Eleanor Kemp moved to approve the Student Residency Checks. Robert Pruger seconded. All approved.

**2022-017 RESOLUTION TO VERIFY STUDENT RESIDENCY INFORMATION**

RESOLVED, that the Board of Trustees has reviewed 6 student residency information checks and found them to be accurate.

- VII. **Public Comment** - A guest asked if there would be a mask policy for next school year. She expressed that she would like to see no masks on anyone, even the staff members.

- VIII. **Next Meeting Reminder:** August 18, 2021, 6 p.m.

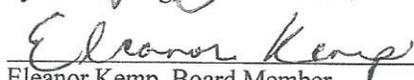
- IX. **Adjournment** – Board President Lee Strang adjourned the meeting at 8:55pm.

**CERTIFICATION**

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated July 21, 2021.

  
by Lee J Strang, Board President

Aug. 18, 2021  
Date

  
Eleanor Kemp, Board Member

Aug 18, 2021  
Date