



**NORTHWEST OHIO
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes
April 27, 2022
Northwest Ohio Classical Academy
Held on-site**

In attendance: Ben Buckenmeyer, Ann Currie, Matt Dietrich, Eleanor Kemp, Steven Koralewski, Robert Pruger, Lee Strang, Anna Woycik, Phill Schwenk, Apryl Morin, CSS Representative Brian Davis

I. Call to Order – Board President Lee Strang called the meeting to order at 6:00pm.

II. Agenda / Introductions

III. Monthly Financial & Grants Updates

Stephanie Ataya previously sent the March financial statements. Robert Pruger commented on them. Ann Currie moved that the March financial statements were received. Robert Pruger seconded the motion. All approved and motion passed.

2022-103 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED

WHEREAS, the Board of Trustees has reviewed the financial update for the School for March 2022 as provided by its fiscal officer, Stephanie Ataya of Marcum; and

BE IT RESOLVED, that the Board has received the financial reports as presented.

IV. Charter School Specialist Report – Sponsor Representative Brian Davis reviewed the April Sponsor Connection.

V. NOCA Board

1. The March 16, 2022 meeting minutes stand approved.

2022-104 RESOLUTION TO APPROVE BOARD MEETING MINUTES

RESOLVED, that the Board of Trustees read and approves the March 16, 2022 Board meeting minutes.

2. Lee Strang led a discussion regarding the date of the annual Board retreat. Ann Currie will coordinate the Board retreat date.

3. Steve Koralewski provided the PTO update.

4. Anna Woycik previously sent the Board Treasurer report.

5. Items to Approve

Robert Pruger moved to renew the Meta Solutions contract. Ben Buckenmeyer seconded the motion. All approved and motion passed.

2022-105 RESOLUTION TO APPROVE META SOLUTIONS CONTRACT

RESOLVED, that the Board of Trustees approves the contract for the information technology center, Meta Solutions, as presented, to provide EMIS services, ProgressBooks services, GradeBook services, and IEP Anywhere PLUS services for a minimum of \$12,517 from July 1, 2022 through June 30, 2023. The fees are based on the ADM headcount of 419.



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Eleanor Kemp moved to approve the reimbursement of travel costs for Mr. Scott Henry for his Headmaster interview. Anna Woycik seconded the motion. Discussion ensued. All approved and motion passed.

2022-106 RESOLUTION TO APPROVE REIMBURSEMENT FOR TRAVEL COSTS

RESOLVED, that the Board of Trustees approves the reimbursement of \$683.97 in travel costs incurred by Mr. Scott Henry for his Headmaster interview.

Lee Strang moved to add Mrs. Apryl Morin, Business Manager, as an additional cardholder to PEX debit card. Matt Dietrich seconded the motion. All approved and motion passed.

2022-107 RESOLUTION TO ADD NEW CARDHOLDER TO PEX DEBIT CARD

RESOLVED, that the Board of Trustees authorizes Apryl Morin, Business Manager, to be an additional cardholder of the PEX debit card, effective April 27, 2022.

Robert Pruger moved to approve employee stipends for additional services they provided, as presented. Ben Buckenmeyer seconded the motion. Discussion ensued. All approved and motion passed.

2022-108 RESOLUTION TO APPROVE EMPLOYEE STIPENDS

RESOLVED, that the Board of Trustees approves the following one-time payroll stipends to be paid out on May 15, 2022 for additional services provided.

Alan Sherban (basketball coach)	\$2,500
Anastasia Desmond (swimming coach)	\$3,000
Anastasia Desmond (additional work this year)	\$3,000
Ana Meyers (added responsibilities)	\$2,000
Pete Mowry (yearbook)	\$2,500
Pete Mowry (additional responsibilities as Facilities Manager this year)	\$2,500

Robert Pruger moved to accept the resignations for Ms. Alyssa Peterson and Ms. Michelle Kopf. Anna Woycik seconded the motion. All approved and motion passed.

2022-109 RESOLUTION TO ACCEPT EMPLOYEE RESIGNATIONS

RESOLVED, that the Board of Trustees accepts the resignation of Ms. Alyssa Peterson, Instructional Aide, effective April 1, 2022.

BE IT FURTHER RESOLVED, that the Board accepts the resignation of Ms. Michelle Kopf, Office Manager, effective April 29, 2022.

Steve Koralewski moved to approve the 2022-2023 employment contracts as presented. Ben Buckenmeyer seconded the motion. All approved and motion passed.

2022-110 RESOLUTION TO RATIFY EMPLOYEE CONTRACTS

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 authorizes the 2022-2023 personnel contracts for individuals filling roles opposite their name as indicated in the employee roster as presented on April 27, 2022.



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

Bane, Rob	Student Logistics Coordinator
Blank, Angie	Spec - Music
Book, Rebecca	LS - 4
Chejerla, Ghiridhar	US Science
Chelliah, Chelsea	Behavioral Specialist
Crowder, Amanda	Office Manager
Dawley, Noelle	IA PT
Demland, Gabriella	IA FT
Desmond, Anastasia	Dean/CCR
Finney, Skylar	LS - K
Froedge, Stephen	US Foreign Language
Goodman, Dylan	IS
Gremlich, Erick	US Math
Henry, Scott	Headmaster
Horste, Colleen	LS - 1
Hughes, Heather	LS - 1
Humason, Jeffrey	Spec - Art
Hunter, Aisha	IA PT
Kania, Jodie	Spec - Asst. Art
Kuhl, Lisa	US Science
Malcolm, Samantha	LS - 6
Maser, Luke	US Maths/Math Instructional Coach
McFaddin, Joseph	LS - 6
Meyers, Ana	LS - K
Meyers, Jackie	Spec - PE
Mowry, Pete	Facilities Manager
Nester, Larry	US History
Nichol, Kathleen	LS - 5
Pannenberg, Dawn	Receptionist
Reusch, Angela	IA PT
Schaller, Debra	IA PT
Spence, Heidi	US Literature
Tolly, Loretta	LS - 2
Varney, Gary	Spec - Latin
Walter, Natalie	US Maths
Wilhelm-Rodriguez, Lynn	LS - 3
Willman, Jaclyn	US History



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Robert Pruger moved to approve the Core Curriculum notification to school families and students. Matt Dietrich seconded the motion. All approved and motion passed.

2022-111 CORE CURRICULUM NOTIFICATION RESOLUTION

RESOLVED, that the Board of Trustees approves that school families and students be notified of the following:

Ohio Revised Code 3313.6014 requires that Northwest Ohio Classical Academy advise students and their parent/guardian that failure to complete CORE CURRICULUM REQUIREMENTS will result in the student's ineligibility to enroll in most state universities in Ohio without further coursework 3313.6014, 3313603. This information will be posted to the NOCA website.

6. Committee and Other Reports:

A. Headmaster Search Committee

Ann Currie moved to enter executive session to discuss the appointment, employment, and compensation of employees as well as matters required to be kept confidential by federal or state laws or rules. Lee Strang seconded the motion. A roll call vote was taken and all approved. Ben Buckenmeyer – yes; Ann Currie – yes; Matt Dietrich – yes; Eleanor Kemp – yes; Steven Koralewski – yes; Robert Pruger – yes; Lee Strang – yes; Anna Woycik – yes. Executive session started at 6:27pm.

2022-112 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

RESOLVED, that the Board of Trustees approves to adjourn into executive session on April 27, 2022 at 6:27pm to discuss the subject matters as follows: appointment, employment, and compensation of employees as well as matters required to be kept confidential by federal or state laws or rules.

Executive session ended at 7:44pm.

Matt Dietrich moved to authorize Mrs. Apryl Morin to be the sole cardholder of the PEX debit card effective April 27, 2022. Ben Buckenmeyer seconded the motion. Lee Strang made a friendly amendment to make Mrs. Apryl Morin the sole cardholder once she receives her PEX card and it is activated. All approved and motion passed.

2022-113 RESOLUTION TO ADD NEW CARDHOLDER TO PEX DEBIT CARD

RESOLVED, that the Board of Trustees authorizes Apryl Morin, Business Manager, to be the sole cardholder of the PEX debit card, effective once she receives her PEX card and it is activated.

- B. Community Relations Committee – Ben Buckenmeyer previously sent the committee report.
- C. Dress Code Working Group – no report.
- D. Education Committee – no report.
- E. Facility Committee – Ben Buckenmeyer will be a member of the Facility Committee, effective immediately.
- F. Facility Expansion Task Force



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Matt Dietrich presented the finalized Master Plans and associated costs of the facility renovations and expansion. Discussion ensued.

Matt Dietrich will be the Finance Committee liaison to the NOCA Foundation to regularize employment of NOCAF resources for the facility renovations and expansion.

The committee interviewed select bond underwriter firms after issuing an underwriting Request for Proposals (RFP). Matt Dietrich moved to engage RBC to be the underwriter firm for the bond financing. Lee Strang seconded the motion. All approved and motion passed.

2022-114 RESOLUTION TO APPROVE BOND UNDERWRITER FIRM

WHEREAS, there was a Request for Proposals issued on March 21, 2022 to provide underwriting in connection with the anticipated NOCA Educational Facilities Revenue Bonds; and

WHEREAS, the Facility Expansion Committee reviewed and discussed the RFP responses and then interviewed two of the underwriter firms; and

IT IS THEREFORE RESOLVED, that the Board of Trustees approves engaging RBC to be the underwriter firm for the bond financing.

A neighbor adjacent to NOCA's property inquired about acquiring some of NOCA's undeveloped land. Discussion ensued. Ben Buckenmeyer will speak with the owner to determine the smallest parcel the owner would like to purchase and present the information to the Board for consideration.

G. Finance/Audit Committee

Robert Pruger reported that the committee will have a closing conference tomorrow with the State Auditor's office.

Eleanor Kemp has been revising the budget and five-year forecast, and the committee will present them for approval during the next Board meeting.

Apryl Morin recommended that the health insurance coverage change because the new option is less expensive and provides better coverage than the old plan. Ann Currie moved to change health insurance coverage as presented. No second needed because it was a committee recommendation. All approved and motion passed.

2022-115 RESOLUTION TO APPROVE HEALTH INSURANCE COVERAGE

RESOLVED, that the Board of Trustees approves the change in health insurance coverage from Blue Cross/Blue Shield plan to the Aetna 1000/80/50 CY plan for NOCA employees, as presented, effective May 1, 2022 through April 30, 2023.

H. High School Enrichment and Sports Working Group

Ben Buckenmeyer previously sent out the draft bylaws for the NOCA Athletic Boosters. The High School Enrichment and Sports Working Group will be subsumed into the Athletic Boosters, since the two groups would work on the same tasks. The Policy committee will review NOCA's approach to supporting various subsidiary organizations.

I. Joint Fundraising Committee



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Robert Pruger previously sent out the committee's minutes. Steve Koralewski presented the plan for a family appeal.

J. Marketing Committee -- no report.

K. Policies Committee -- no report.

VI. State of the School Principal Report -- Principal Phill Schwenk presented the report. Items discussed in detail: Current enrollment is 413 students.

Upcoming events: Spring Concert (April 28) and Spartan Sprint (May 13).

Ann Currie moved to approve the following two resolutions. Eleanor Kemp seconded the motion. All approved and motion passed.

2022-116 RESOLUTION TO ACCEPT THE STATE OF THE SCHOOL REPORT

WHEREAS, the Board of Trustees has reviewed and discussed the STATE OF THE SCHOOL report for March and April 2022 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 for March and April 2022.

2022-117 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 for March and April 2022.

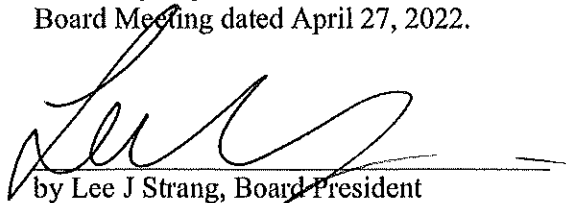
VII. Public Comment -- none.

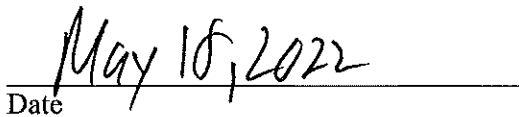
VIII. Next Meeting Reminder: May 18, 2022, 6:00pm.

IX. Adjournment -- Board President Lee Strang adjourned the meeting at 9:03pm.

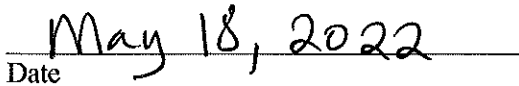
CERTIFICATION

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated April 27, 2022.


by Lee J Strang, Board President


Date


Ann P Currie, Board Secretary


Date