



**NORTHWEST OHIO  
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes  
February 15, 2023  
Northwest Ohio Classical Academy  
Held on-site**

Members in attendance: Ben Buckenmeyer, Ann Currie, Matt Dietrich, Eleanor Kemp, Steve Koralewski, Lee Strang, Anna Woycik. Others in attendance: Headmaster Scott Henry, Business Manager Brian Davis, CSS Representative Daniel Willenborg, Robert Densic, Jack Kelly.

- I. Call to Order** – A quorum was established and always maintained. Board President Lee Strang called the meeting to order at 6:00pm.
- II. Agenda / Introductions**
- III. Monthly Financial Updates**

Ann Currie moved that the Board received the January financial statements. Steve Koralewski seconded the motion. All approved and the motion passed.

**2023-087 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED**

**WHEREAS**, the Board of Trustees has reviewed the financial update for the School for January 2023 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 Daniel Willenborg presented the February NOCA At-A-Glance report and Sponsor Connection.
- V. NOCA Board**

- 1. The January 18, 2023 Board minutes stand approved.

**2023-088 RESOLUTION TO APPROVE BOARD MEETING MINUTES**

**RESOLVED**, that the Board of Trustees read and approves the January 18, 2023 Board meeting minutes.

- 2. Steve Koralewski reviewed the February PTO report he previously sent.
- 3. Anna Woycik previously provided the February Board Treasurer Report. A discussion ensued regarding donations via PayPal.
- 4. Approve Board Members

Lee Strang proposed that 2 new Board members join the Board: Robert Densic and Jack Kelly. Ann Currie moved to enter executive session to discuss the appointment of officials. Eleanor Kemp seconded the motion. A roll call vote was taken and all approved. Ben Buckenmeyer – yes; Ann Currie – yes; Matt Dietrich – yes; Eleanor Kemp – yes; Steve Koralewski – yes; Lee Strang – yes; Anna Woycik – yes. Executive session started at 6:16pm.

**2023-089 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION**

**RESOLVED**, that the Board of Trustees approves to adjourn into executive session on February 15, 2023 at 6:16pm to discuss the following subject matter: the appointment of officials.



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Executive Session ended at 6:33pm. Ann Currie moved to approve Robert Densic and Jack Kelly as new Board members pending the Sponsor's approval. Matt Dietrich seconded the motion. All approved and the motion passed.

**2023-090 RESOLUTION TO APPROVE NEW BOARD MEMBERS**

**WHEREAS**, the Board of Trustees wishes to increase its membership up to 11 members as stated in the Bylaws; and

**WHEREAS**, Robert Densic and Jack Kelly have expressed interest in serving on the Board and their skills and talents will be of benefit to the Board; and

**IT IS THEREFORE RESOLVED**, that the Board approves Robert Densic and Jack Kelly as Board member candidates and will submit both candidates' resumes, background checks, and conflict of interest statements to the Sponsor for consideration of approval.

**IT IS FURTHER RESOLVED**, that Robert Densic and Jack Kelly will be formally approved and have the ability to vote as Board members on the date of Sponsor approval.

**5. Items to Approve**

Ben Buckenmeyer moved to discuss the proposed 2023-2024 school calendar. Steve Koralewski seconded the motion. All approved and the motion passed.

**2023-091 RESOLUTION TO DISCUSS THE PROPOSED SCHOOL CALENDAR**

**RESOLVED**, that the Board of Trustees approves the discussion of the proposed 2023-2024 school calendar.

Discussion ensued regarding the proposed calendar. Lee Strang moved to authorize the Policy Committee to approve the calendar after the Headmaster revises it as discussed. Eleanor Kemp seconded the motion. All approved and the motion passed.

**2023-092 RESOLUTION TO APPROVE THE SCHOOL CALENDAR**

**RESOLVED**, that the Board of Trustees authorizes the Policy Committee to approve the 2023-2024 School calendar after the Headmaster makes the revisions as discussed.

Because the Board modified its bylaws last meeting, the Board must also approve a revised comprehensive plan. Ann Currie moved to approve the revised comprehensive plan. Ben Buckenmeyer seconded the motion. All approved and the motion passed.

**2023-093 RESOLUTION TO APPROVE REVISED COMPREHENSIVE PLAN**

**WHEREAS**, the School is currently operating;

**WHEREAS**, pursuant to O.R.C. 3314.03(B), the School shall submit to the Sponsor a comprehensive plan for the school;

**THEREFORE**, the Governing Authority approves the attached comprehensive plan, which includes the following:

- 1) The process by which the governing authority of the school will be selected in the future;
- 2) The management and administration of the school;



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- 3) The School was not a currently existing public school or an educational service center building when it opened;
- 4) The instructional program and educational philosophy of the school; and
- 5) Internal financial controls.

Scott Henry explained that ODE requires a resolution stating the title currently held by Anastasia Desmond as Assistant Headmistress. Ann Currie moved to designate Anastasia Desmond to be the Assistant Headmistress for the 2022-2023 school year. Anna Woycik seconded the motion. All approved and the motion passed.

**2023-094 RESOLUTION TO DESIGNATE ASSISTANT HEADMISTRESS FOR 2022-2023 SCHOOL YEAR**

**RESOLVED**, that the Board of Trustees hereby designates Anastasia Desmond to be the Assistant Headmistress for the 2022-2023 school year.

Ann Currie moved to authorize the payout of Anastasia Desmond's employee bonus for the 2022-2023 school year according to her contract. Steve Koralewski seconded the motion. Discussion ensued. All approved and the motion passed.

**2023-095 RESOLUTION TO AUTHORIZE EMPLOYEE BONUS FOR 2022-2023 SCHOOL YEAR**

**RESOLVED**, that the Board of Trustees authorizes the payout of Anastasia Desmond's employee bonus for the 2022-2023 school year according to her contract.

Ann Currie moved to enter executive session to discuss the employment of an employee. Eleanor Kemp seconded the motion. A roll call vote was taken and all approved. Ben Buckenmeyer – yes; Ann Currie – yes; Matt Dietrich – yes; Eleanor Kemp – yes; Steve Koralewski – yes; Lee Strang – yes; Anna Woycik – yes. Executive session started at 6:55pm.

**2023-096 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION**

**RESOLVED**, that the Board of Trustees approves to adjourn into executive session on February 15, 2023 at 6:55pm to discuss the following subject matter: the employment of an employee.

Executive session ended at 7:03pm. Ann Currie moved to amend the employee contract for Kathleen Tomasewski. Ben Buckenmeyer seconded the motion. All approved and the motion passed.

**2023-097 RESOLUTION TO APPROVE AMENDED EMPLOYEE CONTRACT**

**RESOLVED**, that the Board of Trustees approves the amended contract for Kathleen Tomasewski, Upper School Science Teacher, for the 2022-2023 school year as presented.

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

**6. Committee and Other Reports:**

**A. Athletics Committee**

Ben Buckenmeyer previously sent the Athletics Committee Report. A discussion ensued regarding the path to OHSAA membership. The committee may recommend to the Board to allow homeschoolers and other communities to participate in the school's recreational sports programs. A discussion ensued. The committee will further explore and research the concept.



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### **B. Community Relations Committee**

Three open concerns have been closed, and there are no new issues.

### **C. Dress Code Working Group – no report.**

### **D. Education Committee**

Ann Currie moved to ratify the contract for Kathi Bucher, full time Instructional Aide. Ben Buckenmeyer seconded the motion. Discussion ensued. All approved and the motion passed.

### **2023-098 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 contract for Kathi Bucher as full time Instructional Aide for the remainder of the 2022-2023 school year as presented.

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

Scott Henry fielded questions regarding anticipated teaching vacancies for the 2023-2024 school year.

Scott Henry reviewed the Reading Improvement Plan he previously provided to the Board. Ann Currie moved to approve the Reading Improvement Plan. Eleanor Kemp seconded the motion. Discussion ensued. All approved and the motion passed.

### **2023-099 RESOLUTION TO APPROVE READING IMPROVEMENT PLAN**

**RESOLVED**, that the Board of Trustees reviewed and approves the Reading Improvement Plan.

### **E. Facility Committee**

Matt Dietrich reported that the Special Use Permit for the facility expansion requires new bike racks and landscaping; the existing facility also needs specific capital improvements. The committee seeks approval for various facility expenditures that fit within the budget. Ann Currie moved to approve the following expenditures. Steve Koralewski seconded the motion. All approved and the motion passed.

### **2023-100 RESOLUTION TO AUTHORIZE EXPENSES FOR CAPITAL IMPROVEMENTS**

**RESOLVED**, that the Board of Trustees authorizes the Facility Committee to oversee the following expenditures for capital improvements.

\$6000	bike racks
\$25000	landscaping
\$12500	resurfacing existing gym floor
\$25000	security film on existing doors and windows

Matt Dietrich has regularly met with the Design-Build team since construction commenced to discuss the status of the work. The committee recommends keeping the new wall in the atrium, which saves \$3500 in the construction contract. The Design-Build team is creating a quote for a



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retractable wall in the existing Upper School dining commons. Fixtures for the physics lab were not included in the original construction contract. Comte Construction will create a quote for those fixtures.

### **F. Facility Expansion Task Force**

Lee Strang moved to dissolve the Facility Expansion Task Force. Matt Dietrich seconded the motion. All approved and the motion passed.

### **2023-101 RESOLUTION TO DISSOLVE THE FACILITY EXPANSION TASK FORCE**

**RESOLVED**, that the Board of Trustees approves the dissolution of the Facility Expansion Task Force effective immediately.

### **G. Finance/Audit Committee – no report.**

### **H. Headmaster Evaluation Committee**

Eleanor Kemp is completing the OPES credentialing process.

### **I. Joint Fundraising Committee**

The groundbreaking ceremony for the Phase 2 facility expansion is scheduled for March 1, 8:15am.

The facility expansion, Liberty Gala, and groundbreaking ceremony have been publicized through several recent press releases and radio interviews with school leaders.

The capital campaign to fund furniture, fixtures, and equipment in the facility expansion will be launched at the Gala.

Grandparent Days will take place March 28-29 and the Spartan Sprint is scheduled for May 12.

An email to supporters was sent yesterday to update them on the construction progress.

### **J. Marketing Committee – no report.**

### **K. Policies Committee**

Scott Henry proposed a Paid Time Off Policy and discussion ensued. Ann Currie moved to authorize the Policy Committee to review, revise, and approve the Paid Time Off Policy. Eleanor Kemp seconded the motion. All approved and the motion passed.

### **2023-102 RESOLUTION TO APPROVE SCHOOL BOARD POLICY**

**RESOLVED**, that the Board of Trustees authorizes the Policy Committee to review, revise, and approve the Paid Time Off Policy.

## **VI. State of the School Headmaster Report**

Scott Henry previously sent the Headmaster Report. Scott Henry discussed the following in detail:

The current enrollment is 476 students. There has been an increase in re-enrollment and new applications for the 2023-2024 school year.

The school held 3 events this month for prospective students, with several more events planned in March and April.



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Scott Henry reviewed how the school fulfills its Positive Behavioral Interventions and Supports (PBIS) requirements for ODE. Discussion ensued.

Scott Henry reported that Professional Development for faculty currently includes reading and discussing *Tried and True* by Daniel Coupland.

Scott Henry fielded questions from Board members about enrollment and future outreach events.

Ann Currie moved to accept the State of the School Report and that the student residency information was verified. Ben Buckenmeyer seconded the motion. All approved and the motion passed.

**2023-103 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.

**2023-104 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.

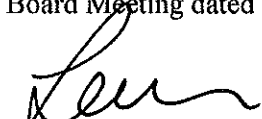
**VII. Public Comment** (2 minutes each and 30 minutes maximum) – none.

**VIII. Next Meeting Reminder:** March 15, 2023, 6:00pm.

**IX. Adjournment** – Board President Lee Strang adjourned the meeting at 8:19pm.

**CERTIFICATION**

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated February 15, 2023.

  
by Lee J Strang, Board President

March 15, 2023  
Date

  
Ann P Currie, Board Secretary

3/15/23  
Date