



**NORTHWEST OHIO
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes
October 19, 2022
Northwest Ohio Classical Academy
Held on-site**

Members in attendance: Ben Buckenmeyer, Ann Currie, Matt Dietrich, Eleanor Kemp, Steve Koralewski, Robert Pruger, Lee Strang, Anna Woycik. Others in attendance: Headmaster Scott Henry, Business Manager Brian Davis, CSS Representative Jason Kee.

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

Stephanie Ataya commented on the September financial reports and fielded questions from Board members.

Ann Currie moved that the September 2022 financial statements were received by the Board. Robert Pruger seconded the motion. All approved and motion passed.

2023-050 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED

WHEREAS, the Board of Trustees has reviewed the financial update for the School for September 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.

Stephanie Ataya and Eleanor Kemp presented the 1-year budget and 5-year forecast. Discussion ensued. Ann Currie moved to approve both as presented. Steve Koralewski seconded the motion. All approved and motion passed.

2023-051 RESOLUTION TO APPROVE THE ANNUAL BUDGET AND FIVE-YEAR FORECAST

WHEREAS, on October 19, 2022, the Board of Trustees was provided a 1-year budget and a 5-year forecast for 2023-2027 by its fiscal officer, Stephanie Ataya of Marcum; and

BE IT RESOLVED, that the Board approves the budget for 2023 and the 5-year forecast for 2023-2027.

- IV. Charter School Specialist Report** – Sponsor Representative Jason Kee reviewed the October Sponsor Connection and NOCA At-A-Glance report and fielded questions from Board members.
- V. NOCA Board**

- 1. The September 21, 2022 Board meeting minutes stand approved.

2023-052 RESOLUTION TO APPROVE BOARD MEETING MINUTES

RESOLVED, that the Board of Trustees read and approves the September 21, 2022 Board meeting minutes.

- 2. Steve Koralewski presented the PTO report.
- 3. Anna Woycik previously sent the Board Treasurer Report.
- 4. Item to Approve



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Discussion ensued regarding the 2021-2022 NOCA Annual Report. Ann Currie moved to authorize the Board President and Vice President to approve the 2021-2022 NOCA Annual Report. Robert Pruger seconded the motion. All approved and motion passed.

2023-053 RESOLUTION TO AUTHORIZE APPROVAL OF THE 2021-2022 SCHOOL ANNUAL REPORT

RESOLVED, that the Board of Trustees authorizes the Board President and Board Vice President to approve the School Annual Report for 2021-2022.

5. Committee and Other Reports:

A. Athletics Committee

Ben Buckenmeyer previously provided the Athletics Committee report.

Scott Henry previously sent a proposal for stipends to be paid to coaches in the athletic programs. Ann Currie moved to approve the 2022-2023 coaching stipends as presented. Ben Buckenmeyer seconded the motion. All approved and motion passed.

2023-054 RESOLUTION TO APPROVE 2022-2023 COACHING STIPENDS

RESOLVED, that the Board of Trustees approves the stipends to be paid to coaches for the school athletic programs for 2022-2023 as presented by the Headmaster.

B. Community Relations Committee – The committee has no open concerns.

C. Dress Code Working Group – no report.

D. Education Committee

Lee Strang moved that the Board authorize the Education Committee to approve the new employee contracts between this meeting and next meeting subject to the Board's ratification. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-055 RESOLUTION TO AUTHORIZE EDUCATION COMMITTEE TO APPROVE 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 Education Committee to approve the 2022-2023 personnel contracts as presented by the Headmaster, subject to the Board's ratification.

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

E. Facility Committee – Matt Dietrich reported that replacement gutters have been installed and that the school has estimates for numbers to be placed on the windows and for the steel plate to be installed on the south roadway.

F. Facility Expansion Task Force

Matt Dietrich reported on the status of the bond transaction, which is projected to close at the end of October. Then, construction will commence. The special use permit for the facility



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expansion is expected to be approved at the city council meeting on October 25, and then NOCA can be issued the necessary building permits. The project completion date is expected to be mid-August 2023. The committee will work on contingency plans for classroom space if the project cannot complete in time for the Fall 2023 semester.

G. Finance/Audit Committee

Robert Pruger previously sent out the Finance Committee meeting minutes.

Ann Currie moved to approve the 2021-2022 employee attendance bonuses as presented to the Finance Committee. Anna Woycik seconded the motion. All approved and motion passed.

2023-056 RESOLUTION TO APPROVE 2021-2022 ATTENDANCE BONUSES

RESOLVED, that the Board of Trustees approves the 2021-2022 employee attendance bonuses as presented to the Finance Committee.

H. Headmaster Evaluation Committee – no report.

I. Joint Fundraising Committee

Robert Pruger reported that the committee is ready to launch the capital campaign to help furnish the facility expansion. The website is ready. The email platform, Emma, will be used to communicate the appeal. Each Board member is expected to participate in the campaign and to follow up with school families after the capital campaign email goes out.

Steve Koralewski outlined the committee's communication strategy during the campaign appeal.

J. Marketing Committee

The committee is working on a marketing campaign for new student enrollment and has scheduled several events for prospective families.

K. Policies Committee – no report.

VI. State of the School Headmaster Report

Scott Henry previously sent the Headmaster Report. Current student enrollment is 487 students.

Scott Henry discussed the following in detail:

Upcoming events: Teacher in-service day (Oct 20) and Parent-Teacher conferences (Oct 21).

The administration is developing initiatives for various and steady school communications.

Attendance in the Upper School clubs has increased.

An Onsite Review was recently conducted by the Sponsor.

Scott Henry fielded questions from Board members, including standardized testing planned for this year and the status of grant applications.

Robert Pruger sent a thank you note to Governor Dewine for his help in getting TEFRA approval for the bond transaction.

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 motion passed.



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2023-057 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.

2023-058 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.

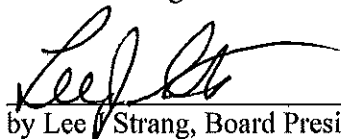
VII. Public Comment (2 minutes each and 30 minutes maximum) – There were 3 public comments.

VIII. Next Meeting Reminder: November 16, 2022, 6:00pm.

IX. Adjournment – Board President Lee Strang adjourned the meeting at 7:08pm.

CERTIFICATION

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated October 19, 2022.


by Lee Strang, Board President

Nov. 16, 2022
Date


Ann P Currie, Board Secretary

Nov 16, 2022
Date