



**NORTHWEST OHIO
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes
August 17, 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, CSS Representative Brian Dunbar.

- I. Call to Order** – A quorum was established and always maintained. Board President Lee Strang called the meeting to order at 6:00pm and welcomed everyone. Headmaster Scott Henry provided a summary of student orientation and the first 3 days of school.
- II. Agenda / Introductions**
- III. Monthly Financial Updates**

Robert Pruger commented on the July financial reports. Ann Currie moved that the July 2022 financial statements were received and reviewed by the Board. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-018 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED

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

Robert Pruger presented the proposed expenses for compliance with GASB 87 and 96. Robert Pruger moved to approve the expenses in the following resolution. Steve Koralewski seconded the motion. All approved and motion passed.

2023-019 RESOLUTION TO APPROVE EXPENSES FOR GASB 87 AND 96 COMPLIANCE

WHEREAS, Ohio community schools are required to follow GASB regulations in its annual audits; and

WHEREAS, GASB 87 and 96 will become effective for the fiscal years starting 2022 and 2023, respectively; and

THEREFORE, BE IT RESOLVED, the Governing Authority of Directors hereby approves the additional 3rd party software costs associated with compliance of GASB 87 and 96; and

FURTHER RESOLVED, Marcum LLP will perform the additional services to comply with GASB regulations on rule 87 and 96 under the same Treasury Services engagement already in effect; and

FURTHER RESOLVED, Marcum LLP will utilize the software Lease Crunch with a cost of \$70 dollars per lease required and bill the school as needed.

- IV. Charter School Specialist Report** – Sponsor Representative Brian Dunbar reported that the opening assurances requirements were completed well. He and the Board discussed opening assurances for next year. Brian Dunbar reviewed the August NOCA At-A-Glance Report and the August Sponsor Connection.
- V. NOCA Board**

- 1. The July 20, 2022 and August 3, 2022 Board meeting minutes stand approved.

2023-020 RESOLUTION TO APPROVE BOARD MEETING MINUTES



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RESOLVED, that the Board of Trustees read and approves the July 20, 2022 and August 3, 2022 Board meeting minutes.

2. Steve Koralewski presented the PTO report.

3. NOCA Athletics

Ben Buckenmeyer presented the NOCA Athletics update. NOCA Athletic Boosters are off to a great start.

Steve Koralewski reported on the scheduling of games with local schools, the building of infrastructure for high school sports, and NOCA's plan to join OHSAA and TAAC. NOCA is on the ground level for a new TAAC league for K-5 sports, which still allows NOCA to participate in sports with Sylvania Rec.

The NOCA Athletic Handbook had previously been sent to the Board for review. Lee Strang moved to ratify the NOCA Athletic Handbook as presented. Ben Buckenmeyer seconded the motion. Eleanor Kemp made minor friendly amendments. All approved and motion passed.

2023-021 RESOLUTION TO RATIFY NOCA ATHLETIC HANDBOOK

RESOLVED, that the Board of Trustees ratifies the NOCA Athletic Handbook as presented.

Ben Buckenmeyer moved to authorize the formation of the Fall 2022 sports programs as listed below. Steve Koralewski seconded the motion. Discussion ensued. All approved and motion passed.

2023-022 RESOLUTION TO APPROVE NEW SPORTS OFFERINGS

RESOLVED, that the Board of Trustees authorizes the formation of sports programs for Fall 2022: High School Volleyball, High School Cross Country, Junior High Volleyball, Junior High Soccer.

4. Anna Woycik previously sent the Board Treasurer Report.

5. Items to Approve

Ben Buckenmeyer moved to accept the following employee resignations. Steve Koralewski seconded the motion. All approved and motion passed.

2023-023 RESOLUTION TO ACCEPT EMPLOYEE RESIGNATIONS

RESOLVED, that the Board of Trustees accepts the resignation of Ms. Colleen Horste, Lower School Teacher, effective July 24, 2022.

BE IT FURTHER RESOLVED, that the Board accepts the resignation of Mr. Steve Parmelee, Dean of Students, effective July 31, 2022.

BE IT FURTHER RESOLVED, that the Board accepts the resignation of Mr. Catalin Bogdan Berindean, Upper School Music Teacher, effective August 9, 2022.

Steve Koralewski moved to ratify the following employee contracts. Ben Buckenmeyer seconded the motion. Discussion ensued. Ann Currie made a friendly amendment to include Geoff Kujawa, Upper School Humanities Teacher. All approved and motion passed.

2023-024 RESOLUTION TO RATIFY EMPLOYEE CONTRACTS



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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 August 17, 2022.

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

Patsy Crawford – Intervention Specialist
Brian Davis – Business Manager
Anastasia Desmond – Assistant Headmistress
Dylan Goodman – Intervention Specialist
Stephanie Hulbert – Upper School Music Teacher
Geoff Kujawa – Upper School Humanities Teacher
Luke Maser – Upper School Teacher, Math Coordinator and Tech Coordinator (revised contract)
Kate Nell – Lower School Teacher
Larry Nester – Dean of Students
Madeline Schroeder – Instructional Aide (FT)
Kelsey Szymanski – Instructional Aide (FT)
Kathleen Tomasewski – Upper School Science Teacher

Robert Pruger moved to add Business Manager, Brian Davis, as an additional named cardholder of the PEX card. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-025 RESOLUTION TO ADD CARDHOLDER TO PEX DEBIT CARD

RESOLVED, that the Board of Trustees authorizes Brian Davis, Business Manager, as an additional named cardholder of the PEX debit card, effective August 17, 2022.

Scott Henry had worked with NOCA's benefits broker to set up COBRA administration. Ann Currie moved to ratify the COBRA administration agreement as presented. Robert Pruger seconded the motion. All approved and motion passed.

2023-026 RESOLUTION TO RATIFY COBRA ADMINISTRATION AGREEMENT

RESOLVED, that the Board of Trustees ratifies the COBRA Administration Agreement effective 8/1/22 for a setup fee of \$395 and an ongoing monthly fee of \$55 as presented.

Lee Strang proposed that another Board, Faculty, and Staff Social take place in the winter. Ann Currie was tasked to organize the social.

6. Committee and Other Reports:

- A. Community Relations Committee – Ben Buckenmeyer reported that there are no current issues. The discipline appeal from last year was withdrawn.
- B. Dress Code Working Group – no report.
- C. Education Committee – no report.



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D. Facility Committee – no report.

Steve Koralewski recently inventoried the furniture in storage, and he is collaborating with the school to determine what can be used and what needs to be ordered for the facility expansion.

Jeremy Heyerly, civil engineer, and Steve Koralewski reported on their assessment of the school's south roadway and the necessary repairs to the roadway.

A security assessment of the school building was recently completed. The Facility Committee will work with the Headmaster and Facilities Manager to review policies as they relate to school security and will bring any recommendations to the Board.

Matt Dietrich presented the quote for the roof repair. It was for \$2,664 and in the budget.

Matt Dietrich moved to ratify the chiller repair contract and approve up to an additional \$5,000 to complete the repair. Steve Koralewski seconded the motion. Discussion ensued. All approved and motion passed.

2023-027 RESOLUTION TO RATIFY COLEMAN SYSTEMS CONTRACT

RESOLVED, that the Board of Trustees ratifies the contract with Coleman Systems, Inc. to repair the chiller for \$4,982 as presented.

RESOLVED, that the Board of Trustees approves up to an additional \$5,000 for the chiller repair by Coleman Systems, Inc. as presented.

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

Lee Strang moved to approve up to \$5,200 to replace a broken restroom exhaust fan motor. Ben Buckenmeyer seconded the motion. Discussion ensued. All approved and motion passed.

2023-028 RESOLUTION TO APPROVE EXPENDITURE FOR RESTROOM EXHAUST FAN

RESOLVED, that the Board of Trustees approves up to \$5,200 to replace a restroom exhaust fan as presented.

BE IT FURTHER RESOLVED, that the Board authorizes the Board President or designee to negotiate and sign a contract for the repair on behalf of the Board of Trustees.

The Board is waiting on contracts from Comte Construction for renovations to Room 117 and the main office.

Ann Currie moved to enter executive session to discuss the subject matters as follows: employment of an employee. 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; Steve Koralewski – yes; Robert Pruger – yes; Lee Strang – yes; Anna Woycik – yes. Executive session started at 7:12pm.

2023-029 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

RESOLVED, that the Board of Trustees approves to adjourn into executive session on August



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17, 2022 at 7:12pm to discuss the subject matters as follows: employment of an employee.

Executive Session ended at 7:35pm.

E. Facility Expansion Task Force

NOCA should have the final contract from Comte Construction by next week for the Phase 2 facility expansion. Phase 2 also includes the chiller replacement by RMF Nooter and the installation of a new alarm system in the entire building by Guardian Alarm.

The municipal bond to finance Phase 2 may close by the end of September. Comte Construction could start Phase 2 in early October.

Scott Henry will determine the minimum number of classrooms needed to open in Fall 2023.

Matt Dietrich reported on the work that Lewandowski Engineers, LLC has done to obtain a special use permit for the facility expansion. Eleanor Kemp moved to ratify the contract with Lewandowski Engineers. Ben Buckenmeyer seconded the motion. All approved and motion passed.

2023-030 RESOLUTION TO RATIFY LEWANDOWSKI ENGINEERS, LLC CONTRACT

RESOLVED, that the Board of Trustees ratifies the contract with Lewandowski Engineers, LLC for work to obtain a Special Use Permit for the Phase 2 facility expansion for \$3,199 as presented.

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

Eleanor Kemp moved to ratify the Guardian Alarm contract for Phase 1. Ben Buckenmeyer seconded the motion. Discussion ensued. All approved and motion passed.

2023-031 RESOLUTION TO RATIFY GUARDIAN ALARM CONTRACT FOR PHASE 1 RENOVATIONS

RESOLVED, that the Board of Trustees ratifies the contract with Guardian Alarm for installing, monitoring, and maintaining a security system as part of the Phase 1 facility renovations for an installation fee of \$10,225 and then a monthly monitoring and maintenance fee of \$35 as presented.

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

Eleanor Kemp moved to approve the Guardian Alarm contract for Phase 2 contingent on securing Phase 2 financing. Lee Strang seconded the motion. Discussion ensued. All approved and motion passed.

2023-032 RESOLUTION TO APPROVE GUARDIAN ALARM CONTRACT FOR PHASE 2 FACILITY EXPANSION



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RESOLVED, that the Board of Trustees approves the contract with Guardian Alarm for installing, monitoring, and maintaining a security system as part of the Phase 2 facility expansion for an installation fee of \$69,875 and then a monthly monitoring and maintenance fee of \$250 as presented, contingent on NOCA securing the necessary financing.

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

F. Finance/Audit Committee

Robert Pruger previously sent the Committee minutes to the Board.

Ben Buckenmeyer reported that NOCA's sports recreational program and NOCA's soccer club are paying \$2,500 of the \$3,400 total to fund soccer goals and a rented porta-potty to be used during practices and games. The Finance Committee moved that NOCA pay the remaining \$900. Discussion ensued. All approved and motion passed.

2023-033 RESOLUTION TO APPROVE EXPENDITURE FOR SPORTS PROGRAM

RESOLVED, that the Board of Trustees approves up to \$900 for soccer goals and a porta-potty rental for use by the NOCA sports program.

There was a discussion regarding the NOCA rental payments for the school building.

G. Headmaster Evaluation Committee – The Committee has met and will bring a proposal to the Board regarding the Headmaster evaluation process.

H. Joint Fundraising Committee

Robert Pruger previously sent the Committee minutes to the Board. The Committee is entering an agreement with Square for processing donation payments. The Committee transferred email marketing platforms from MailChimp to Emma. The Committee is waiting to start the capital campaign until financing is secured for the facility expansion.

The school website was recently updated. Scott Henry will oversee the management and updates of the website.

There will be a press release announcing the renovated Lower School classrooms and related ribbon cutting ceremony.

The Committee will coordinate with Scott Henry to schedule a Grandparents Day.

The Committee will send a quarterly newsletter to inform supporters of NOCA's happenings.

I. Marketing Committee – no report.

J. Policies Committee – no report.

VI. State of the School Headmaster Report

Scott Henry reported that in the 2 weeks before school, there was an orientation for new faculty and staff, and then there was an intense faculty and staff training. The faculty have the tools needed to help the students be successful, especially in literacy and math.

Prior to the start of school, there was an Upper School student orientation and Lower School Meet and Greet the Teacher event. The events were well attended and went very well.



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Scott Henry reported on dress code violations and discipline infractions. There is a system for daily dress code checks.

The school is working towards a more mature system of communication with school families, which includes timely emails, newsletters, reminders, announcements, expectations surrounding decorum, and engagement of families.

Student enrollment is currently 502 students with a waitlist for some grade levels.

Scott Henry fielded questions from Board members. He will work to correct the website link to the interactive school calendar. He will research purchasing gym uniforms in bulk for next year to avoid delayed shipping, which is an issue for families this year.

Ann Currie moved to accept the State of the School Report. Lee Strang seconded the motion. All approved and motion passed.

2023-034 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.

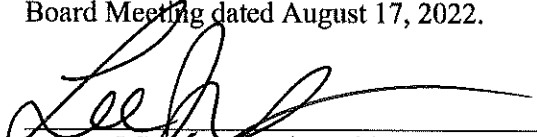
VII. Public Comment (2 minutes each and 30 minutes maximum) – There were 2 public comments.

VIII. Next Meeting Reminder: September 21, 2022, 6:00pm.

IX. Adjournment – Board President Lee Strang adjourned the meeting at 8:48pm.

CERTIFICATION

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated August 17, 2022.


by Lee J Strang, Board President

Sept. 21, 2022
Date


Ann P Currie, Board Secretary

9/21/2022
Date