



**NORTHWEST OHIO
CLASSICAL ACADEMY**

**Board of Trustees Meeting Minutes
September 21, 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 Bekah Dawson.

- 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**

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

There was a discussion regarding the PEX card and users on the PEX card account. Ann Currie moved to approve the following resolution. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-035 RESOLUTION TO APPROVE PEX CARD ACCOUNTS AND AUTHORIZE CARD USERS

RESOLVED, that the Board of Trustees approves 2 PEX card accounts that share a \$15,000 monthly limit.

BE IT FURTHER RESOLVED, that the Board authorizes the following school employees to be named users of the PEX cards effective immediately: Scott Henry (Headmaster), Anastasia Desmond (Assistant Headmistress), Brian Davis (Business Manager), and a Designee of the Headmaster.

Scott Henry and Brian Davis reported that the Amazon Business Line of Credit program is ending on January 1, 2023, and they are working on an alternative solution.

Ann Currie moved that the August 2022 financial statements were received by the Board. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-036 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED

WHEREAS, the Board of Trustees has reviewed the financial update for the School for August 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 Bekah Dawson requested that the Board send the updated Enrollment Policy to the Sponsor. She reviewed the September Sponsor Connection and fielded questions from Board members.

V. NOCA Board

1. The August 17, 2022 Board meeting minutes stand approved.

2023-037 RESOLUTION TO APPROVE BOARD MEETING MINUTES

RESOLVED, that the Board of Trustees read and approves the August 17, 2022 Board meeting minutes.

2. Steve Koralewski presented the PTO report.



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3. NOCA Athletics

Ben Buckenmeyer and Steve Koralewski provided the NOCA Athletics and NOCA Boosters updates. Ben Buckenmeyer reported that NOCA is ready to start the process for TAAC membership. Discussion ensued. Lee Strang moved to approve the following resolution. Robert Pruger seconded the motion. All approved and motion passed.

2023-038 RESOLUTION TO APPROVE ATHLETICS COMMITTEE

RESOLVED, that the Board of Trustees approves an Athletics Committee with the authority to apply for TAAC membership and make a recommendation to the Board regarding TAAC membership.

Ben Buckenmeyer presented an athletic sponsorship offer. Discussion ensued. The Policy Committee will create a policy to regularize the sponsorship process. Lee Strang moved to approve the following resolution. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-039 RESOLUTION TO APPROVE ATHLETIC SPONSORSHIP

RESOLVED, that the Board of Trustees authorizes the Athletics Committee to negotiate an athletic sponsorship and enter into an agreement with the proceeds going to the School.

4. Anna Woycik previously sent the Board Treasurer Report.

5. Items to Approve

Scott Henry presented the reasons to change October 20, 2022 from a normal school day to a Professional Development in-service day with no students. Discussion ensued. Lee Strang moved to modify the school calendar as presented. Steve Koralewski seconded the motion. All approved and motion passed.

2023-040 RESOLUTION TO APPROVE REVISED SCHOOL CALENDAR

RESOLVED, that the Board of Trustees approves the amendment of the 2022-2023 School calendar, with the modification of a Faculty and Staff Professional Development in-service day with no students on October 20, 2022 as presented.

Lee Strang moved to enter executive session to discuss the subject matters as follows: employment of an employee. Ann Currie 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 6:50pm.

2023-041 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

RESOLVED, that the Board of Trustees approves to adjourn into executive session on September 21, 2022 at 6:50pm to discuss the subject matters as follows: employment of an employee.

Executive Session ended at 7:11pm.

Robert Pruger moved to accept the following employee resignation. Eleanor Kemp seconded the motion. All approved and motion passed.



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2023-042 RESOLUTION TO ACCEPT EMPLOYEE RESIGNATION

RESOLVED, that the Board of Trustees accepts the resignation of Mrs. Kate Nell, Lower School Teacher, effective August 19, 2022.

Lee Strang moved to accept the rescission of the following employee contract. Robert Pruger seconded the motion. All approved and motion passed.

2023-043 RESOLUTION TO ACCEPT RESCISSION OF EMPLOYEE CONTRACT

RESOLVED, that the Board of Trustees accepts the rescission of the employee contract for Ms. Madeline Schroeder (Instructional Aide – FT) as of August 17, 2022.

Ben Buckenmeyer moved to ratify the following employee contracts. Steve Koralewski seconded the motion. Discussion ensued. All approved and motion passed.

2023-044 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 September 21, 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.

Amanda Baerwaldt – Instructional Aide (FT)
Gabriela Demland – Instructional Aide (PT)
Lucia Terrasas – Instructional Aide (FT)

6. Committee and Other Reports:

- A. Community Relations Committee – Ben Buckenmeyer and Eleanor Kemp reported that the committee has one open concern. The report will be ready next month.
- B. Dress Code Working Group – no report.
- C. Education Committee

Lee Strang moved to enter executive session to discuss the subject matters as follows: matters required to be kept confidential by federal or state law or rules. Ann Currie 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 7:16pm.

2023-045 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

RESOLVED, that the Board of Trustees approves to adjourn into executive session on September 21, 2022 at 7:16pm to discuss the subject matters as follows: matters required to be kept confidential by federal or state law or rules.



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Executive session ended at 7:56pm.

Ben Buckenmeyer moved to approve an expulsion appeals panel. Steve Koralewski seconded the motion. All approved and motion passed.

2023-046 RESOLUTION TO APPROVE EXPULSION APPEALS PANEL

RESOLVED, that the Board of Trustees approves the establishment of an expulsion appeals panel to be convened as necessary by the Board Chair.

D. Facility Committee

Brian Davis reported on the status of the security grant application that could fund a variety of security upgrades in the school building.

Steve Koralewski reported on the short- and long-term repair plans for the south roadway.

E. Facility Expansion Task Force

Matt Dietrich reported that the special use permit for the Phase 2 facility expansion should be approved at the next Planning Commission meeting.

Lee Strang moved to approve the Comte Construction contract for the Phase 2 facility expansion. Ben Buckenmeyer seconded the motion. Discussion ensued. All approved and motion passed.

2023-047 RESOLUTION TO APPROVE COMTE CONSTRUCTION CO. CONTRACT

RESOLVED, that the Board of Trustees approves the contract with Comte Construction Co. for the Phase 2 facility expansion for \$5,313,370 as presented contingent on securing 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.

Matt Dietrich presented the timeline of the bond financing or possible alternative financing. The Board discussed contingency plans if part of the facility expansion cannot be completed in time for the 2023-2024 school year.

F. Finance/Audit Committee

Robert Pruger reported on the committee's last meeting, in which the bond financing, Ohio Safety Grant, and mortgage payment were discussed.

The school administration will work on receiving the funds that were authorized to come from the NOCA Foundation to NOCA.

G. Headmaster Evaluation Committee – discussion postponed until next month.



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H. Joint Fundraising Committee

Robert Pruger reported that Square is now the payment processor, and it will be linked to school website.

Steve Koralewski reported that a ribbon cutting ceremony for the Phase 1 renovations will take place on September 23. Grandparents' Day is postponed. The newsletter from the committee will be sent in October. A groundbreaking ceremony will be scheduled for the Phase 2 facility expansion.

I. Marketing Committee – Anna Woycik will continue to help manage the school website.

J. Policies Committee – no report.

VI. State of the School Headmaster Report

Current student enrollment is 503 students with a waitlist for some grade levels.

Scott Henry reported on the following: discipline infractions, Professional Development for the faculty and staff, Fall MAP testing, reading improvement monitoring and improvement programs for student growth and development, communications with school families, new Upper School clubs, the positive visit and observations by the Sponsor, and the 2 parent nights, which went well.

Scott Henry reported that NOCA was recently made aware of the Significant Expanded School Grant Opportunity, which the school is pursuing.

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

2023-048 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.

2023-049 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: October 19, 2022, 6:00pm.

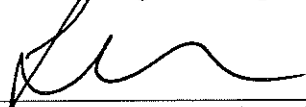
IX. Adjournment – Board President Lee Strang adjourned the meeting at 8:59pm.

CERTIFICATION

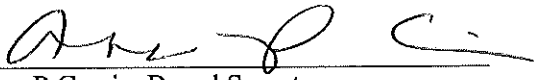


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The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated September 21, 2022.


by Lee J Strang, Board President

Oct. 19, 2022
Date


Ann P Currie, Board Secretary

10/19/22
Date