



NORTHWEST OHIO CLASSICAL ACADEMY

Board of Trustees Meeting Minutes July 20, 2022 Northwest Ohio Classical Academy Held on-site

Members in attendance: Ann Currie, Matt Dietrich, Eleanor Kemp, Robert Pruger (left at 8:28pm), Lee Strang, Anna Woycik. Others in attendance: Headmaster Scott Henry, CSS Representative Brian Davis.

I. Call to Order – A quorum was established and always maintained. Board President Lee Strang called the meeting to order at 6:03pm.

II. Agenda / Introductions

III. Monthly Financial Updates

Stephanie Ataya reviewed the June financial reports and fielded questions from the Board. Ann Currie moved that the June financial reports were reviewed and received. Robert Pruger seconded the motion. Discussion ensued. All approved and motion passed.

2023-003 RESOLUTION THAT FINANCIAL STATEMENTS WERE RECEIVED

WHEREAS, the Board of Trustees has reviewed the financial update for the School for June 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 July Sponsor Connection. Discussion ensued if any Board members could attend the event communicated by the Sponsor.

V. NOCA Board

1. The June 15, June 29, and July 8, 2022 Board meeting minutes stand approved.

2023-004 RESOLUTION TO APPROVE BOARD MEETING MINUTES

RESOLVED, that the Board of Trustees read and approves the June 15, June 29, and July 8, 2022 Board meeting minutes.

2. Steve Koralewski previously sent the PTO update.
3. NOCA_Athletic Boosters_Update – no report.
4. Board_Treasurer Report – Anna Woycik presented report
5. Items to Approve

Matt Dietrich moved to approve the following resolution to ratify the Board resolutions from the June 29, 2022 special meeting. Robert Pruger seconded the motion. All approved and motion passed.

2023-005 RESOLUTION RATIFYING NORTHWEST OHIO CLASSICAL ACADEMY GOVERNING AUTHORITY RESOLUTIONS 2022-155, 2022-156, 2022-157 AND 2022-158

WHEREAS, the Ohio Attorney General has held that a community school governing authority may ratify prior completed acts to cure defects in their prior adoption, and that such ratification has the effect of approving the prior actions at the time of their original adoption, 2005 Ohio Att'y Gen. Op. No. 2005-033; and



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WHEREAS, pursuant to Chapter 3314 of the Ohio Revised Code, the Northwest Ohio Classical Academy Governing Authority was authorized to adopt Resolutions 2022-155, 2022-156, 2022-157 and 2022-158 at the time said resolutions originally were approved on June 29, 2022.

NOW, THEREFORE, BE IT RESOLVED, the Northwest Ohio Classical Academy Governing Authority hereby ratifies and adopts Resolutions 2022-155, 2022-156, 2022-157 and 2022-158 as presented to and approved by the Governing Authority at its June 29, 2022 special meeting, and further ratifies all actions taken by the Governing Authority's employees, representatives and agents pursuant to said Resolutions retroactive to their original adoption on June 29, 2022. This Resolution shall be effective immediately upon its adoption.

Matt Dietrich moved to approve the following resolution to ratify the employee contracts for Mrs. Nikki Humason and Mrs. Barbra Shaffer. Anna Woycik seconded the motion. All approved and motion passed.

2023-006 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 contract for Mrs. Nikki Humason as Lower School Teacher and Mrs. Barbra Shaffer as Administrative Assistant as presented on July 20, 2022.

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

Robert Pruger moved to ratify that the NOCA Headmaster is the sole cardholder of PEX card, effective July 8, 2022. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-007 RESOLUTION TO RATIFY NAMED CARDHOLDER TO PEX DEBIT CARD

RESOLVED, that the Board of Trustees ratifies that Scott Henry, NOCA Headmaster, is the sole cardholder of the PEX debit card, effective July 8, 2022.

Robert Pruger moved to add the NOCA Assistant Headmistress as an additional cardholder of the PEX debit card, effective July 20, 2022. Anna Woycik seconded the motion. All approved and motion passed.

2023-008 RESOLUTION TO ADD CARDHOLDER TO PEX DEBIT CARD

RESOLVED, that the Board of Trustees authorizes Anastasia Desmond, NOCA Assistant Headmistress, as an additional named cardholder of the PEX debit card, effective July 20, 2022.

Robert Pruger moved to approve a one-time increase of \$20,000 on the PEX debit card as presented. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-009 RESOLUTION TO APPROVE A ONE-TIME INCREASE ON PEX CARD FOR JULY 2022

RESOLVED, that the Board of Trustees approves a one-time increase of \$20,000 on the PEX debit card for July 2022 for curriculum and school furniture purchases as well as faculty and staff training as presented.



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6. Committee and Other Reports:

A. Leadership Transition Committee

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. Ann Currie – yes; Matt Dietrich – yes; Eleanor Kemp – yes; Robert Pruger – yes; Lee Strang – yes; Anna Woycik – yes. Executive Session started at 6:41pm.

2023-010 RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

RESOLVED, that the Board of Trustees approves to adjourn into executive session on July 20, 2022 at 6:41pm to discuss the subject matters as follows: employment of an employee.

Executive Session ended at 6:56pm.

Eleanor Kemp moved to authorize the Headmaster to enter into a contract with the Optima Foundation for training and support for a fee up to \$4000. Robert Pruger seconded the motion. Discussion ensued. All approved and motion passed.

2023-011 RESOLUTION TO AUTHORIZE HEADMASTER TRAINING AND SUPPORT CONTRACT

RESOLVED, that the Board of Trustees authorizes the Headmaster to enter into a contract with the Optima Foundation to provide Head of School training and support for the 2022-2023 school year for a fee of up to \$4000.

Lee Strang moved to acknowledge the expenditure of up to \$2000 for the Board-sponsored Social with the NOCA faculty and staff on August 4, 2022 to be paid with funds from the NOCA Foundation. Robert Pruger seconded the motion. All approved and motion passed.

2023-012 RESOLUTION TO ACKNOWLEDGE BOARD SOCIAL EXPENSES

RESOLVED, that the Board of Trustees acknowledges the expenditure of up to \$2000 for the Board-sponsored social with NOCA faculty and staff on August 4, 2022 to be paid with funds from the NOCA Foundation.

Lee Strang moved to dissolve the Headmaster Search Committee. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-013 RESOLUTION TO DISSOLVE THE HEADMASTER SEARCH COMMITTEE

RESOLVED, that the Board of Trustees approves the dissolution of the Headmaster Search Committee effective immediately.

B. Community Relations Committee – no report.

C. Dress Code Working Group – The Working Group previously sent the Uniform Guide with recommended revisions. Discussion postponed.

D. Education Committee – Scott Henry reported on the status of staffing and hiring.

E. Facility Committee – Duties for facility repairs and maintenance are being transferred to the new Facilities Manager, Pete Mowry. Current repairs in progress include a roof repair, installation of gutters near the main entrance, and replacement of light relay switches.

F. Facility Expansion Task Force



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Matt Dietrich reported on the ongoing Phase 1 renovations and upcoming Phase 2 expansion. The schedule for Phase 1 is on track for on-time completion. The bond transaction is expected to close late August, which would then allow the Phase 2 expansion to begin.

Robert Pruger inquired how legal counsel wants the NOCA Foundation to handle the interest and principal payments of the current mortgage on and before the day of the bond closing. Matt Dietrich will research how legal counsel wants to proceed.

G. Finance/Audit Committee

Robert Pruger previously sent the Finance Committee minutes. The Committee recommends the renewal of the dental, vision and life insurance with no rate increase effective 8/1/22 – 7/31/23. All approved and motion passed.

2023-014 RESOLUTION TO RATIFY RENEWAL OF GROUP LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, DENTAL, AND VISION INSURANCE

RESOLVED, that the Board of Trustees ratifies the renewal of the group life, accidental death and dismemberment, dental, and vision insurance with no rate increase effective 8/1/22 – 7/31/23.

Eleanor Kemp has arranged for Marcum to send the monthly General Ledger for the Finance Committee to review in greater detail each month.

Discussion ensued regarding the NOCA Foundation financial logs previously sent to the Board and if the NOCA Foundation will fund some of the new school furniture for the 2022-2023 school year.

H. Joint Fundraising Committee

Robert Pruger previously sent the Joint Fundraising Committee minutes. The Committee is working on the remaining tasks before starting the appeal, including transferring the email list to MailChimp, changing software to process donations, and integrating the new payment software into the NOCA website.

I. Marketing Committee – no report.

J. Policies Committee

Discussion ensued regarding the Committee's proposed revisions to policies, including the Family Handbook, Staff Handbook, and Policy Manual.

Lee Strang moved to approve the revised policies as presented. Eleanor Kemp seconded the motion. All approved and motion passed.

2023-015 RESOLUTION TO APPROVE SCHOOL BOARD POLICIES

WHEREAS, the Policy Committee has reviewed, revised, and recommended the following policies for adoption; and

IT IS RESOLVED, that the following policies are approved by the Board as presented.

Family Handbook
Staff Handbook
Policy Manual



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Matt Dietrich moved to approve the revised Uniform Guide as presented and to post it to the NOCA website. Anna Woycik seconded the motion. All approved and motion passed.

2023-016 RESOLUTION TO APPROVE UNIFORM GUIDE

WHEREAS, the Policy Committee has reviewed, revised, and recommended the Uniform Guide for adoption; and

IT IS RESOLVED, that the Uniform Guide is approved by the Board as presented.

BE IT FURTHER RESOLVED, that the revised Uniform Guide be posted to the NOCA website.

VI. State of the School Principal Report

Scott Henry provided updates on staffing and hiring. He is in the process of interviewing candidates for open positions.

There are 511 students enrolled and 52 students on the waitlist for the 2022-2023 school year.

Discussion ensued regarding the events at the beginning of the year for students and families as well as training for staff.

Ann Currie moved to accept the State of the School Report. Matt Dietrich seconded the motion. 5 approved, 0 opposed, 0 abstained. Motion passed.

2023-017 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.

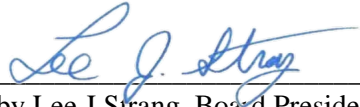
VII. Public Comment – none.

VIII. Next Meeting Reminder: August 17, 2022, 6:00pm.

IX. Adjournment – Board President Lee Strang adjourned the meeting at 9:27pm.

CERTIFICATION

The foregoing are true and correct resolutions adopted by the Governing Authority of the school at a public Board Meeting dated July 20, 2022.


by Lee J Strang, Board President

August 18, 2022

Date


Ann P Currie, Board Secretary

August 18, 2022

Date