

Pathfinder Career Academy of Ohio
(An Ohio Not-for-Profit Corporation)
BOARD MEETING

MINUTES

Pathfinder Career Academy of Ohio (“Pathfinder”) (the “School”) held a Board Meeting (the “Meeting”) on May 2, 2024 at 37485 Harvest Dr., Avon 44011.

Board Members in Attendance:

Terrance Bivins

Richard Brown

Todd Kubasak, arrived 6:37 p.m.

Board Members Not in Attendance:

Roberto Davila

Ashlynn Rotta

Guests in Attendance:

Jenn Heymann, Sponsor Representative, Charter School Specialists

Teren Jackson, Interim Head of School, Pathfinder Career Academy of Ohio

Jim Nichols, Fiscal Officer Representative, Massa Financial Services, via Zoom

Anne Trakas, Sr. Board Service Manager, Callender Law Group

1. Sign-in / A Call to order

The Meeting was called to order at 6:07 p.m. by Chairman Bivins. The Board will hear reports until quorum is achieved.

2. Reports and Updates

a. Operator Report (ACCEL Schools)

Ms. Jackson gave the Operator Report. The School has been testing for the past three weeks. State testing wrapped up on Friday. There were over 60 testing sites across the state, and about 79% of students have participated in testing. She expects to have participation of 82-84% overall.

Enrollment is going strong, with about 374 students enrolled. Outreach continues to families. About 142 are returning next year, and 194 have not yet responded.

They are pursuing MOUs with local Career Tech centers throughout the state. These tech centers are offering courses to high schools. They are working on writing a grant for CTE equipment, and working on the Equity for Each grant. Partnerships have been established with Health Science Pathways and Cleveland Clinic. There are internships, shadowing opportunities, and research programs possible. They are working to align students for next year.

b. Sponsor Report

Ms. Heymann gave the Sponsor Report. She commended Ms. Jackson’s report as excellent. The Sponsor Connection was discussed. The professional development catalogue was noted, including the Science of Reading, which is available on demand and free of charge. The use of Executive Session was noted. All sponsor visits were completed. The Sponsor is hosting a literacy academy, and currently have over 100 RSVPs, with about 150 spots available. There are specific sessions for drop out recovery and workforce literacy.

c. Treasurer Report

Mr. Nichols gave the Treasurer Report. The Budget for 2024/2025 and the Five-Year Forecast were brought forward for discussion. The School has exceeded FTE estimates for FY24, and estimates for FY25 start at 444, and are estimated to be about 820 FTEs by FY28.

Member Brown asked how many 6th graders there are, and Ms. Jackson answered there are about 48 6th graders, about 96 7th graders, about 103 8th graders, about 60 9th graders, and about 40 10th graders.

The Student Wellness and Success Funds Statement was included in the meeting materials for review by the Board.

d. Legal Update

Ms. Trakas reviewed the New Business items on the agenda.

Member Kubasak arrived; the meeting achieved a quorum.

3. Acknowledge Board Member Resignation

Resignation of Douglas Merrill, effective 4/30/2024

Chairman Bivins brought forth for discussion the resignation of Douglas Merrill, effective 4/30/2024. Chairman Bivins thanked Mr. Merrill for his service to the Board. Upon Motion duly made by Member Brown to acknowledge the resignation of Douglas Merrill from the Board, effective 4/30/2024, seconded by Member Kubasak, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Ashlynn Rotta			Not present
Terrance Bivins, Chairman	X		

4. Adoption/Approval of Previous Board Meeting Minutes

a. March 25, 2024 Board Meeting Minutes

The Minutes from the March 25, 2024 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Brown to adopt the March 25, 2024 Board Meeting Minutes without amendment, seconded by Member Kubasak, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Ashlynn Rotta			Not present
Terrance Bivins, Chairman	X		

5. Discussion, Board Member Letter, April 2024

Chairman Bivins noted the Board member letter from the Sponsor in the meeting materials, and he called for a Motion to remove Ms. Rotta from the Board. Upon Motion duly made by Member Kubasak to remove Ashlynn Rotta from the Board effective immediately, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

6. Old Business

There was no Old Business.

7. New Business

a. Resolution, Adoption/Approval Revised Board Meeting Schedule, 2023/2024 Academic Year

The Revised Board Meeting Schedule for the 2023/2024 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. The schedule now includes a meeting on June 6th. Upon Motion duly made by Member Kubasak to adopt the Revised Board Meeting Schedule for the 2023/2024 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

b. Resolution, Adoption/Approval of Board Meeting Schedule, 2024/2025 Academic Year
 The Board Meeting Schedule for the 2024/2025 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the Board Meeting Schedule for the 2024/2025 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

c. Resolution, Adoption/Approval of Enrollment Packet, 2024/2025 Academic Year
 The Enrollment Packet for the 2024/2025 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the Enrollment Packet for the 2024/2025 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

d. Resolution, Adoption/Approval of Child Find Policy, update
 The Child Find Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the Child Find Policy without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

e. Resolution, Adoption/Approval, Use, Storage, Distribution of Personal Information Policy
 The Use, Storage, and Distribution of Personal Information Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the Use, Storage, and Distribution of Personal Information Policy without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

f. Resolution, Adoption/Approval Addition of Grade Level, 11th Grade
 The Addition of Grade Level, 11th Grade, was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the resolution, Addition of Grade Level, 11th Grade without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

g. Resolution, Adoption/Approval of Budget, 2024/2025 Academic Year
 The Budget for the 2024/2025 Academic Year was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Member Kubasak to adopt the Budget for the 2024/2025 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

h. Resolution, Adoption/Approval of Five-Year Forecast, Spring 2024

The Five-Year Forecast, Spring 2024 was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Member Kubasak to adopt the Five-Year Forecast without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

i. Resolution, Adoption/Approval of Interim School Leader

The Resolution, Interim School Leader was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Kubasak to adopt the resolution, Interim School Leader without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Terrance Bivins, Chairman	X		

8. Open Discussion

There was no Open Discussion.

9. Date/time and location for next meeting

June 6, 2024, at 6:00 p.m. at 37485 Harvest Drive, Avon, OH 44011.

10. Adjournment

There being no further business to come before the Board, the May 2, 2024 Board meeting of Pathfinder Career Academy of Ohio was adjourned by common consent and without objection. The Meeting adjourned at 6:41 p.m.

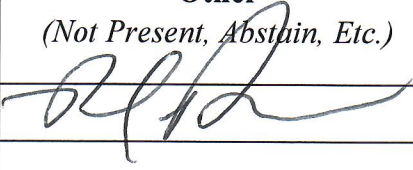
Board Member	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	X		
Roberto Davila			Not present
Todd Kubasak	X		
Doug Merrill	X		
Ashlynn Rotta			Not present
Terrance Bivins	X		

APPROVAL AND ADOPTION OF MINUTES


Motion to approve and adopt the Minutes from the May 2, 2024, Board Meeting
of Pathfinder Career Academy of Ohio (without/ with) amendment(s),

made by KUBASAK,

seconded by DAVILA.

Board Member (Name/Initials)	AYE	NAY	Other (Not Present, Abstain, Etc.)
Richard Brown <i>RS</i>	/		
Roberto Davila <i>RD</i>	/		
Todd Kubasak <i>TK</i>	/		
Terrance Bivins, Chairman <i>TB</i>	/		

Executed and adopted by a vote of the Board on this 6th day of JUNE, 2024.



Terrance Bivins, Board Chairman
Pathfinder Career Academy of Ohio