

**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 March 25, 2024.

**Board Members in Attendance:**

Terrance Bivins  
Richard Brown  
Doug Merrill  
Todd Kubasak

**Board Members Not in Attendance:**

Roberto Davila  
Ashlynn Rotta

**Guests in Attendance:**

Keri Jupina, Charter School Specialists  
Teren Jackson, Pathfinder Career Academy of Ohio, via Zoom  
Jason McMillin, Massa Financial Services, via Zoom  
Mike Garcar, Callender Law Group

**1. Sign-in / A Call to order**

The Meeting was called to order at 6:00 p.m. by Chairman Bivins.

**2. Adoption/Approval of Previous Board Meeting Minutes**

*a. January 23, 2024, Board Meeting Minutes*

The Minutes from the January 23, 2024, Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Kubasak to adopt the January 23, 2024, Board Meeting Minutes without amendment, seconded by Member Merrill, the Motion passed by unanimous affirmative vote of members present.

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

### **3. Reports**

#### **a. Operator Report**

Ms. Jackson gave the Operator Report. Enrollment and recruitment were discussed. The School has an enrollment of approximately 385 students. Enrollment for the current academic year is now closed. Re-enrollment efforts for the 2024/2024 academic year have begun.

The School plans to add Grade 11 and Grade 12 next year and hopes to offer Grades 5 and 6 beginning with the 2025/2026 academic year.

School staffing was discussed. The School has hired a new principal, Mr. Horton. He was previously the School's success coach. The School is looking to hire a student success coach and an intervention specialist.

Academics were discussed. State testing will begin the week of April 9<sup>th</sup>. The School has secured 65 sites across the State of Ohio for students to test at.

Special education was discussed. Approximately 24 percent of students have an IEP.

The Superintendent's Residency Verification Report was given. There are no funding flags at this time.

The Racial & Ethnic Balance Report was presented to the Board for review.

#### **b. Sponsor Report**

Ms. Jupina gave the Sponsor Report. The *Sponsor Connection* and *At-a-Glance* Report were reviewed with the Board.

#### **c. Treasurer Report**

Mr. McMillin gave the Treasurer Report. The February financial statement was presented to the Board for review. The School's paid FTE has grown considerably over the last several months as the School's enrollment has grown.

#### **d. Legal Update**

Mr. Garcar gave the Legal Update. The March *Legal Update* was reviewed with the Board. An overview of the resolutions on the agenda was given.

### **4. Old Business**

There was no Old Business.

### **5. New Business**

#### *a. Resolution, Adoption/Approval School Calendar, 2024/2025 Academic Year*

The School Calendar was brought forward for consideration by the Board. A discussion was had during the "Legal Update." Upon Motion duly made by Member Merrill to adopt the School Calendar, 2024/2025 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>(Name/Initials)</i>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <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		

*b. Resolution, Adoption/Approval College Credit Plus Policy*

The College Credit Plus Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Merrill to adopt the College Credit Plus Policy without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>(Name/Initials)</i>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <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		

*c. Resolution, Adoption/Approval Comprehensive Plan*

The Comprehensive Plan was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Merrill to adopt the Comprehensive Plan without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>(Name/Initials)</i>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <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		

**6. Open Discussion**

There was no Open Discussion.

**7. Date/time and location for next meeting**

May 2, 2024, at 6:00 p.m. at 37485 Harvest Drive, Avon, OH 44011.

**8. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Davila to adjourn the March 25, 2024, Board Meeting, seconded by Member Merrill, the Motion passed by unanimous affirmative vote of members present. The Meeting adjourned at 6:24 p.m.

<b>Board Member</b> <i>(Name/Initials)</i>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <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 March 25, 2024, Board Meeting of Pathfinder Career Academy of Ohio (without/with) amendment(s),

made by BROWN,

seconded by KUBASAK.

<b>Board Member</b> <i>(Name/Initials)</i>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	✓ RB		
Roberto Davila			not present
Todd Kubasak	✓ TK		
<del>Ashlynn Rotta</del>			
Terrance Bivins	✓ TB		

Executed and adopted by a vote of the Board on this 2nd day of MAY, 2024.

  
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 Terrance Bivins, Board Chairman  
 Pathfinder Career Academy of Ohio