

**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 September 7, 2023.

**Board Members in Attendance:**

Terrance Bivins  
Richard Brown  
Roberto Davila  
Todd Kubasak

**Board Members Not in Attendance:**

Doug Merrill  
Ashlynn Rotta

**Guests in Attendance:**

Matt Arkin, ACCEL Schools, via Zoom  
Marinisa Harris, Pathfinder Career Academy of Ohio  
Lesley Gillen, 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. June 1, 2023, Board Meeting Minutes*

The Minutes from the June 1, 2023, Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Kubasak to adopt the June 1, 2023, Board Meeting Minutes without amendment, seconded by Member Davila, 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present

### 3. Reports

#### a. Operator Report

Ms. Harris gave the Operator Report. Enrollment and recruitment were discussed. The School has an enrollment of approximately 43 students. Marketing efforts via online and social media advertisements continue.

Academics were discussed. The School has established four (4) career pathways for students to take part in. These include health science, business and information technology, graphic design, and leadership. The School is hosting a “Future Friday” speaker series where professionals give students insight into different careers.

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

#### b. Sponsor Report

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

#### c. Treasurer Report

Ms. Gillen gave the Treasurer Report. The School will begin to receive state funding in October.

#### d. Legal Update

Mr. Garcar gave the Legal Update. The September *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 Visitor Policy

The adoption of the School Visitor Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the School Visitor 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*b. Resolution, Adoption/Approval Academic Prevention & Intervention Policy, 2023/2024 Academic Year*

The adoption of the Academic Prevention & Intervention Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Academic Prevention & Intervention Policy, 2023/2024 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*c. Resolution, Adoption/Approval Conflict of Interest Policy, 2023/2024 Academic Year*

The adoption of the Conflict of Interest Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Conflict of Interest Policy, 2023/2024 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*d. Resolution, Adoption/Approval Parent, Family, and Caregiver Engagement Policy, 2023/2024 Academic Year*

The adoption of the Parent, Family, and Caregiver Engagement Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Parent, Family, and Caregiver Engagement Policy, 2023/2024 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>
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Richard Brown	X		
Roberto Davila	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*e. Resolution, Adoption/Approval Parent and Student Handbook, 2023/2024 Academic Year*

The adoption of the Parent and Student Handbook was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Parent and Student Handbook, 2023/2024 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*f. Resolution, Affirmation of School Health & Safety Policies, 2023/2024 Academic Year*

The affirmation of the School Health & Safety Policies were brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to affirm the School Health & Safety Policies, 2023/2024 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote.

<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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*g. Resolution, Affirmation of Homeless Children & Youth Policy, 2023/2024 Academic Year*

The affirmation of the Homeless Children & Youth Policy were brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to affirm the Homeless Children and Youth Policy, 2023/2024 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*h. Resolution, Adoption/Approval Career Advising Policy*

The approval of the Career Advising Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Career Advising 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

*i. Resolution, Adoption/Approval Attendance, Absence, and Truancy Policy*

The adoption of the Attendance, Absence, and Truancy Policy was brought forward for consideration by the Board. A discussion was had during the “Legal Update.” Upon Motion duly made by Member Davila to adopt the Attendance, Absence, and Truancy 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		

**6. Open Discussion**

Member Kubasak asked what the enrollment goal is. Ms. Harris stated that the School hopes to have an enrollment of 250 students by the end of the academic year.

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

November 2, 2023, 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 September 7, 2023, Board Meeting, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present. The Meeting adjourned at 6:15 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	X		
Todd Kubasak	X		
Doug Merrill			Not present
Ashlynn Rotta			Not present
Terrance Bivins	X		



**APPROVAL AND ADOPTION OF MINUTES**

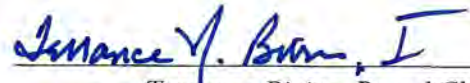
Motion to approve and adopt the Minutes from the September 7, 2023, Board Meeting of Pathfinder Career Academy of Ohio ~~(without)~~ / with amendment(s),

made by Kubask

seconded by Merrill

<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 <i>RB</i>	x		
Roberto Davila <i>RD</i>	x		
Todd Kubasak <i>TK</i>	x		
Doug Merrill <i>DM</i>	x		
Ashlynn Rotta			Not present
Terrance Bivins <i>TB</i>	x		

Executed and adopted by a vote of the Board on this 20<sup>th</sup> day of November, 2023.

  
 Terrance Bivins, Board Chairman  
 Pathfinder Career Academy of Ohio