

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 November 20, 2023.

Board Members in Attendance:

Terrance Bivins
Richard Brown
Roberto Davila
Doug Merrill
Todd Kubasak

Board Members Not in Attendance:

Ashlynn Rotta

Guests in Attendance:

Susan Scarponi, Charter School Specialists
Marinisa Harris, Pathfinder Career Academy of Ohio
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. September 7, 2023, Board Meeting Minutes

The Minutes from the September 7, 2023, Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Kubasak to adopt the September 7, 2023, Board Meeting Minutes without amendment, seconded by Member Merrill, the Motion passed by unanimous affirmative vote of members present.

Board Member <i>(Name/Initials)</i>	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Terrance Bivins	X		
Richard Brown	X		
Roberto Davila	X		
Todd Kubasak	X		
Doug Merrill	X		
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 272 students. Marketing efforts via online and social media advertisements continue. About 20 percent of students are enrolling in the School via word of mouth referral.

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

Ms. Scarponi gave the Sponsor Report. The *Sponsor Connection* and *At-a-Glance* Report were reviewed with the Board. Board members are required to receive their annual Sunshine Law training from the Ohio Attorney General’s office.

c. Treasurer Report

Mr. McMillin gave the Treasurer Report. The October financial statement was presented to the Board for review. The School was paid on 37 FTEs in October and had approximately \$95,000 cash on hand. The School should see a significant improvement in FTE funding given the increase in enrollment.

d. Legal Update

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

4. Public Hearings

a. IDEA Part B Funds

The public hearing for IDEA Part B funds was held. There was no public comment.

b. Test Preparation Time Limit Waiver

The public hearing for the test preparation time limit waiver was held. There was no public comment.

c. Peanut & Food Allergy Policy

The public hearings for the Peanut & Food Allergy Policy was held. There was no public comment.

5. Old Business

There was no Old Business.

6. New Business

a. Resolution, Adoption/Approval School Budget, 2023/2024 Academic Year

The adoption of the School Budget 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 Budget, 2023/2024 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

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

b. Resolution, Adoption/Approval Five-Year Forecast, Fall 2023

The adoption of the Five-Year Forecast 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 Five-Year Forecast, Fall 2023 without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

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

c. Resolution, Adoption/Approval Test Preparation Time Limit Waiver, 2023/2024 Academic Year

The adoption of the Test Preparation Time Limit Waiver 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 Test Preparation Time Limit Waiver, 2023/2024 Academic Year without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

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

Terrance Bivins	X		
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d. Resolution, Adoption/Approval Peanut and Food Allergy Policy

The adoption of the Peanut and Food Allergy 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 Peanut and Food Allergy Policy without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

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

e. Resolution, Adoption/Approval Parental Notification of Core Curriculum Requirements

The adoption of the Parental Notification of Core Curriculum Requirements were 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 Parental Notification of Core Curriculum Requirements without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote of members present.

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

7. 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.

8. Date/time and location for next meeting

January 4, 2023, at 6:00 p.m. at 37485 Harvest Drive, Avon, OH 44011.

9. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Davila to adjourn the January 4, 2023, Board Meeting, seconded by Member Merrill, the Motion passed by unanimous affirmative vote of members present. The Meeting adjourned at 6:22 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

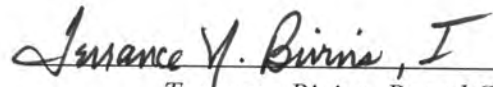
Motion to approve and adopt the Minutes from the November 20, 2023, Board Meeting of Pathfinder Career Academy of Ohio (~~without~~ with) amendment(s),

made by Merrill,

seconded by Kubasak.

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

Executed and adopted by a vote of the Board on this 23rd day of January, 2024.


 Terrance Bivins, Board Chairman
 Pathfinder Career Academy of Ohio