

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 5, 2024 at 37485 Harvest Dr., Avon 44011.

Board Members in Attendance:

Terrance Bivins
Richard Brown
Todd Kubasak
Roberto Davila-Gomez
Diane Capretta

Guests in Attendance:

Susan Hayward, Head of School, Pathfinder Career Academy of Ohio
Megan Sandoval, ACCEL via Zoom
Susan Scarponi, Charter School Specialists
Jim Nichols, Fiscal Officer Representative, Massa Financial Services, via Zoom
Brittany Joseph, Regional Board Liaison, Callender Law Group

1. Sign-in / A Call to order

The Meeting was called to order at 6:00PM by Chairman Bivins. A quorum was present for the meeting.

2. Acceptance of the Board Meeting Agenda

The Chair asked if there were any additions or changes to the Board Meeting Agenda. There were none. Upon a motion duly made by Member Capretta to accept the Board Meeting Agenda, seconded by Board Member Brown, the motion passed by unanimous affirmative vote.

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

3. Adoption/Approval of Previous Board Meeting Minutes

The minutes from the August 1, 2024 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Capretta to adopt the minutes from the August 1, 2024 Board meeting without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote.

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

4. Reports and Updates

a. Operator Report (ACCEL Schools)

Ms. Hayward, gave the Head of School Report and shared that current enrollment is about 301 students. It is likely that enrollment will continue to increase. The first day of school was August 19. Hiring is still underway, with being short three staff members to begin the school year.

b. Sponsor Report

Ms. Scarponi gave the Sponsor Report and summarized the fiscal review memos, at-a-glance reports, and the sponsor connections updates from Charter School Specialists that were included in the board meeting materials. She reminded the board that the annual report should be submitted before the next board meeting. This deadline is included in the latest timeline shared by CSS. There will be special education professional development offered at the end of September. Ms. Scarponi is continuing to offer office hours to special education teachers that have questions.

c. Treasurer Report

Mr. Nichols from MASSA gave the Treasurer Report. The July Financial Statements were included in the meeting materials. The FTE was paid at 156. The School has a cash balance of about \$43,000. Audit preparation is ongoing and the Five Year Forecast will be shared at the October meeting.

d. Legal Update

Ms. Joseph shared the September Legal Update and reviewed the New Business items on the agenda. Additionally, she shared the Auditor of State training video during the meeting and distributed the documents for signature for all board members to verify their completion for reporting purposes.

5. Acceptance of Reports Presented to the Board

The acceptance of the Operator Report, Sponsor Report, Treasurer Report, and Legal Update (the “Reports”) was brought forward for consideration by the Board. Upon Motion duly made by Member Capretta to approve the Reports without amendment, seconded by Member Kubasak, the Motion passed by unanimous affirmative vote.

6. Old Business

None.

7. New Business

The following resolutions were brought forward for consideration by the Board. Discussion was had. Upon Motion duly made by Member Capretta to adopt resolutions a.-i. noted below, without

amendment, seconded by Member Kubasak, the Motion passed by unanimous affirmative vote.

- a. *Discussion, Adoption/Approval of Minutes, August 1, 2024 Board Meeting*
- b. *Operator Evaluation for Charter School Specialists*
- c. *Resolution, Adoption/Approval of CLG Service Agreement, Update*
- d. *Resolution, Adoption/Approval of Career Technical Education Waiver, 2024/2025 Academic Year*
- e. *Resolution, Adoption/Approval of Homeless Children and Youth Policy Annual Review, 2024/2025 Academic Year*
- f. *Resolution, Adoption/Approval of Fraud Reporting Policy, 2024/2025 Academic Year*
- g. *Resolution, Adoption/Approval of Conflict of Interest/Code of Ethics Policy, 2024/2025 Academic Year*
- h. *Resolution, Adoption/Approval of Asbestos and Hazards Policy, 2024/2025 Academic Year*
- i. *Resolution, Adoption/Approval of Health and Safety Policy Annual Review, 2024/2025 Academic Year*

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

8. Open Discussion

Member Kubasak asked for an update regarding the transition back to a new school year. Ms. Hayward shared that everything has went well.

Chair Bivins asked about staffing. Ms. Hayward shared that it has been particularly difficult to find special education teachers. Member Davila-Gomez asked if substitutes are hired and Ms. Hayward mentioned that ACCEL contracts with substitute teachers. There is currently a 1:24 ratio of teachers to students at the school. There was a discussion regarding special education services and the latest updates on the Ohio dyslexia law and the autism scholarship tuition program. The costs of transportation were also discussed.

9. Date/time and location for next meeting

The next board meeting will be held on October 3, 2024 at 6:00PM EST at Lorain Public Library, Avon Branch located at 37485 Harvest Dr, Avon, OH 44011.

10. Adjournment

There being no further business to come before the Board, the September 5, 2024 Board meeting of Pathfinder Career Academy of Ohio was adjourned by common consent and without objection. The Meeting adjourned 6:29PM.

APPROVAL AND ADOPTION OF MINUTES


Motion to approve and adopt the Minutes from the September 5, 2024, Board Meeting of Pathfinder Career Academy of Ohio (without / with) amendment(s),

made by Kubasak,

seconded by Davila-Gomez.

Board Member <i>(Name/Initials)</i>	AYE	NAY	Other <i>(Not Present, Abstain, Etc.)</i>
Richard Brown	RB		
Roberto Davila-Gomez	RDG		
Todd Kubasak	TK		
Diane Capretta			not present
Terrance Bivins, Chairman	TB		

Executed and adopted by a vote of the Board on this 3rd day of October, 2024.


 Terrance Bivins, Board Chairman
 Pathfinder Career Academy of Ohio