

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 October 3, 2024 at 6:00PM EST at 37485 Harvest Dr., Avon 44011.

Board Members in Attendance:

Terrance Bivins
Richard Brown
Todd Kubasak
Roberto Davila-Gomez

Board Members not in Attendance:

Diane Capretta

Guests in Attendance:

Susan Hayward, Head of School, Pathfinder Career Academy of Ohio
Megan Sandoval, ACCEL via Zoom
Andrea Dobbins, Charter School Specialists via Zoom
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 Kubasak to accept the Board Meeting Agenda, seconded by Member Davila-Gomez, the motion passed by unanimous affirmative vote.

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

3. Adoption/Approval of Previous Board Meeting Minutes

The minutes from the September 6, 2024 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Kubasak to adopt the minutes

from the September 6, 2024 Board meeting without amendment, seconded by Member Davila-Gomez, 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			Not present
Terrance Bivins, Chairman	X		

4. Testing and Test Preparation Time Limit Waiver Hearing and Resolution

- a. No public comment.

5. IDEA Part B Funding Public Hearing

- a. No public comment.

6. Reports and Updates

a. Operator Report (ACCEL Schools)

Ms. Hayward, gave the Head of School Report, shared the Annual Report and School Report Card. Enrollment continues to trend upward. Discussions regarding enrollment, upcoming and past events, staffing, test scores were had.

Ms. Hayward shared the Annual Report and School Report Card as follows:

Annual Report – this is the school’s first annual report for 2023-2024 school year. Ms. Hayward explained the annual report.

School Report Card – Ms. Hayward distributed copies of the 2023-2024 school report card. The school achieved a 2.5 star rating. Gap closing and absenteeism achieved a 5 star rating.

Absenteeism for the students in this school dramatically decreased as they transitioned into online school.

Ms. Hayward requested a minor update to the previously approved Student Handbook to more clearly reflect quarterly grade reporting. This shall include:

Grades will be reported quarterly. Quarters 1, 2 and 3, and 4 will be report cards. Progress reports are not final but are a snapshot in time. Final semester grades are calculated based on performance over the entire semester. Semester grades will be posted to the student’s permanent transcript and used for the calculation of overall GPA.

b. Sponsor Report

Ms. Dobbins gave the Sponsor Report via Zoom 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 October 31. This deadline is included in the latest timeline shared by CSS.

c. Treasurer Report

Mr. Nichols from MASSA gave the Treasurer Report via Zoom. The August Financial Statements, Five Year Forecast, and Budget were included in the meeting materials. The FTE was paid at 156.

Audit preparation is ongoing and will continue for the next several months.

d. Legal Update

Ms. Joseph shared the October Legal Update and reviewed the New Business items on the agenda.

7. 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 Kubasak to approve the Reports without amendment, seconded by Member Davila-Gomez, the Motion passed by unanimous affirmative vote.

8. Old Business

None.

9. New Business

The following resolutions were brought forward for consideration by the Board. Discussion was had. Upon Motion duly made by Member Kubasak to adopt resolutions a.-i. noted below, without amendment, seconded by Member Davila-Gomez, the Motion passed by unanimous affirmative vote.

- a. *Resolution, Adoption/Approval of Minutes, September 5, 2024 Board Meeting*
- b. *Resolution, Adoption/Approval of Staff Religious Beliefs Policy, 2024/2025 Academic Year*
- c. *Resolution, Adoption/Approval of Student Religious Liberties Policy, 2024/2025 Academic Year*
- d. *Resolution, Adoption/Approval of School Staff Training Requirements- Revised Policy*
- e. *Resolution, Adoption/Approval of Admissions, (Open) Enrollment, Residency Verification, and Lottery Policy and Procedures*
- f. *Resolution, Adoption/Approval of Five-Year Forecast*
- g. *Resolution, Adoption/Approval of Annual Budget Fall 2024*
- h. *Resolution, Adoption/Approval of Annual Report*
- i. *Resolution, Adoption/Approval of Testing and Test Preparation Time Limit Waiver*
- j. *Resolution, Adoption/Approval of AED Policy*

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

10. Open Discussion

A request was made to move the January 2, 2025 board meeting to January 9, 2025 at 6PM. Callender Law Group will edit the school board meeting schedule and prepare a resolution for this to be approved and executed at the next board meeting.

11. Date/time and location for next meeting

The next board meeting will be held on November 7, 2024 at 6:00PM EST at Lorain Public Library, Avon Branch located at 37485 Harvest Dr, Avon, OH 44011.

12. Adjournment

There being no further business to come before the Board, the October 3, 2024 Board meeting of Pathfinder Career Academy of Ohio was adjourned by common consent and without objection. The Meeting adjourned at 7:01PM.

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt the Minutes from the October 3, 2024, Board Meeting of Pathfinder Career Academy of Ohio (without / with) amendment(s),

made by _____,

seconded by _____.

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

Executed and adopted by a vote of the Board on this _____ day of _____, 2024.

Terrance Bivins, Board Chairman
Pathfinder Career Academy of Ohio