

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 December 5, 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
Jennifer Heyman, 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 Brown 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 November 7, 2024 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Brown to adopt the minutes from the November 7, 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. Reports and Updates

a. Operator Report (ACCEL Schools)

Ms. Hayward gave the Head of School Report sharing that current enrollment is at 640, an increase of 130 students since November. Ms. Hayward has requested a change to the parent student handbook to allow for internet reimbursement for families who qualify as determined by the Federal Free and Reduced Lunch Program. Finally, discussions regarding credit recovery, parent-teacher conferences, state testing, upcoming and past events, and staffing were had.

b. Sponsor Report

Ms. Heyman from Charter School Specialists attended the board meeting via Zoom and gave the Sponsor Report. She summarized the fiscal review memos, at-a-glance reports, and the sponsor connections updates that were included in the board meeting materials. She further explained the Intervention Status Reporting Letter explaining that the school is in Level 1 intervention status. Additionally, she reviewed the financial review letter that noted that the school should “strive to maintain a minimum of 30 days cash on hand.”

c. Treasurer Report

Mr. Nichols from MASSA gave the Treasurer Report via Zoom. The November Financial Statements were included in the meeting materials and explained in detail by Mr. Nichols. Audit preparation is ongoing and will continue until the end of December.

d. Legal Update

Ms. Joseph shared the November/December Legal Update and reviewed the New Business items on the agenda.

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 Davila-Gomez to approve the Reports without amendment, seconded by Member Brown, 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 Kubasak to adopt resolution a. noted below, without amendment, seconded by Member Brown, the Motion passed by unanimous affirmative vote.

a. Resolution, Adoption/Approval of Minutes, November 7, 2024 Board Meeting

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		

8. Open Discussion

9. Date/time and location for next meeting

The next regular meeting of the Board of Pathfinder Career Academy of Ohio will be held on Thursday January 9, 2025 at 6:00PM EST at 37485 Harvest Dr, Avon, OH 44011.

10. Adjournment

There being no further business to come before the Board, the December 5, 2024 Board meeting of Pathfinder Career Academy of Ohio was adjourned by common consent and without objection. The Meeting adjourned at 6:30PM.

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt the Minutes from the December 5, 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 _____, 2025.

Terrance Bivins, Board Chairman
Pathfinder Career Academy of Ohio