

**Westlake Academy**  
*An Ohio Not-for-Profit Corporation*

**BOARD MEETING**

**MINUTES**

Westlake Academy (the "School") held a Board Meeting (the "meeting") on May 25, 2022 via electronic communications.

**Board Members in Attendance:**

Jonathan Petrea, Chairman  
Greg Margevicius, Vice Chairman  
Elizabeth Haavisto  
Darvio Morrow  
Danielle Munk, Secretary

**Board Member not in Attendance:**

Ed Oliveros, Treasurer

**Guests in Attendance:**

Lesley Gillen, Massa Financial Services, via conference line  
Mike Garcar, Associate, Callender Law Group  
Anne Trakas, Sr. Board Services Manager, Callender Law Group

**1. Sign-in / A Call to order**

Chairman Petrea called the Meeting to order at 6:31 p.m.

**2. Roll Call of Members Present**

There was a roll call of Board members. All members present; quorum confirmed.

**3. Discussion, Adoption/Approval of Minutes from Previous Board Meeting**

*Resolution, Adoption/Approval of April 27, 2022 Board meeting*

The Minutes of the April 27, 2022 Board meeting was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Margevicius to adopt the Minutes of the April 27, 2022 Board meeting without amendment, seconded by Member Munk, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, not present, etc.)</b>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

#### 4. Reports and Updates

##### a. School/Operator Report

No formal report for this meeting.

##### b. Treasurer Report

Ms. Gillen was present for the meeting. She provided a review of the Acknowledgement Resolutions for Sale of Receivables with Charter School Specialists. State aid will not be received before October. The Sale of Receivables will allow Charter School Capital to front the money to allow the School to open their doors and operate. The future payments to the School would be sold at a reduced rate.

##### c. Legal Update

Mr. Garcar provided a review of resolutions 'a' through 'r' on the agenda. A discussion was had.

#### **Board Meeting Calendar, 2022/2023 Academic Year**

The schedule is for 12 meetings per year, at 6:30 p.m. on the 4<sup>th</sup> Wednesday of month. The July will be at Accel's corporate location in Parma. Starting in August, the meeting locations will alternate between Strongsville and Westlake Academies.

#### **Public Records Policy**

The Ohio auditor has recently recommended that schools include the record retention schedule with the public records policy. The School's record retention policy is currently housed within the bylaws. The newly adopted policy would include the record retention schedule.

#### **Revised Bylaws/Code of Regulations**

The revised Bylaws remove record retention schedule. It is recommended for adoption.

#### **Integrated Pest Management**

The policy states procedures for how the School will act if pests are found on school property.

#### **Promotion and Retention Policy**

The policy States the procedures the School will use to determine whether a child should be promoted to the next grade or retained.

**School Stability/Foster Care Provisions**

The policy to comply with the Every Student Succeeds Act, requiring the School to ensure protections for vulnerable youth in the foster care and juvenile justice systems. These include school stability and transportation, mandatory data reporting, and agency collaboration.

**College and Career Readiness and Financial Literacy**

This policy adopts the model curriculum provided by the Ohio Department of Education (ODE).

**Internet Safety Policy**

This is a carryover from the policies past last month regarding staff and student internet usage. The policy states usage expectations, administrative monitoring of content accessed on school computers, and training for students on appropriate behavior when using school computers.

**Student Medication Policy**

Sets procedures for administering medications to students on school property by school staff.

**Test Security Policy**

The policy states the School will follow state laws and regulations pertaining to administering state exams.

**Criminal Records Check of Private Contract Employees**

The policy states that a private contract employee can only work at the school if they have received a clean background check within the last five (5) years, or they would be accompanied at all times by a staff member.

**Volunteer Policy**

States that the School may require volunteers to receive a criminal records check.

**Safer OH Policy**

Requires the Operator to register the school for the Safer OH program; the program is an anonymous tip line in which students, staff, and the public can provide information about potential school safety issues.

**Public Comment & Public Participation Policy**

The policy governs how members of public may address the Board. Each speaker is limited to three (3) minutes, and there is a limit of three (3) speakers per topic.

**Student Religious Liberties Policy**

Policy required by recent state law which prohibits a school from rewarding or punishing students from incorporating religious concepts in their assignments.

**Plans for Completion of Make Up Days via Web Access**

This is an annual policy that allows for schools to allow students to make up a maximum of three (3) classes per year via web access or paper packets. This can be done if the School cannot open because of disease/epidemic, hazardous weather, building problems, or lack of bussing.

**Acknowledgment of Resolutions for Sale of Receivables with Charter School Capital**

This is a factoring agreement to provide start-up funding for the School. The School will sell future receivables to Charter School Capital to provide the School with funding between now and when the School gets first payments from the state.

**Roberts Rules of Order**

Resolution adopts Roberts Rules of order as parliamentary procedure for schools. The parliamentary procedures being used closely follows Robert’s Rules already in use and as such, the Board is not required to change how it has been operating.

**5. New Business**

a. *Resolution, Adoption/Approval of Board Meeting Calendar, 2022/2023 Academic Year*

The Board Meeting Calendar for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Board Meeting Calendar for the 2022/2023 Academic Year without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, not present, etc.)</b>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

b. *Resolution, Ratification of Public Records Policy*

The Public Records Policy was brought forward for ratification by the Board. A discussion was had in the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Public Records Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, not present, etc.)</b>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

c. *Resolution Adoption/Approval of the Revised Bylaws/Code of Regulations*

The Revised Bylaws/Code of Regulations were brought forward for consideration by the Board. A discussion was had in the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Revised Bylaws/Code of Regulations without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

d. *Resolution Adoption/Approval of Integrated Pest Management Plan*

The Integrated Pest Management Plan was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Integrated Pest Management Plan without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

e. *Resolution, Adoption/Approval of Promotion and Retention Policy*

The Promotion and Retention Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Promotion and Retention Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*f. Resolution, Adoption/Approval of School Stability Policy/Foster Care Provisions*

The School Stability Policy/Foster Care Provisions was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the School Stability Policy/Foster Care Provisions without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*g. Resolution, Adoption/Approval of College & Career Readiness/Financial Literacy Policy*

The College & Career Readiness/Financial Literacy Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the College & Career Readiness/Financial Literacy Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*h. Resolution, Adoption/Approval of Internet Safety Policy*

The Internet Safety Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Internet Safety Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*i. Resolution, Adoption/Approval of the Student Medication Policy*

The Student Medication Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Student Medication Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*j. Resolution, Adoption/Approval of Test Security Policy*

The Test Security Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Test Security Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*k. Resolution, Adoption/Approval of Criminal Records Check of Private Contract Employees Policy*

The Criminal Records Check of Private Contract Employees Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Criminal Records Check of Private Employees Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*l. Resolution, Adoption/Approval of the Volunteer Policy*

The Volunteer Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Volunteer Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

*m. Resolution, Adoption/Approval of the SaferOH Policy*

The SaferOH Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the SaferOH Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.



<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

n. *Resolution, Adoption/Approval of the Public Comment & Participation Policy*

The Public Comment & Participation Policy Policy Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Public Comment & Participation Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

o. *Resolution, Adoption/Approval of Student Religious Liberties Policy*

The Student Religious Liberties Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Student Religious Liberties Policy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

- p. *Resolution, Adoption/Approval of Plans for Completion of Make Up Days via Web Access, Blizzard Bags Policy, 2022/2023 Academic Year*

The Plans for Completion of Make Up Days via Web Access, Blizzard Bags Policy, 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the Plans for Completion of Make Up Days via Web Access, Blizzard Bags Policy for the 2022/2023 Academic Year without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

- q. *Resolution, Adoption/Approval of Acknowledgement Resolutions for Sale of Receivables with Charter School Capital*

The Acknowledgement Resolutions for Sale of Receivables with Charter School Capital was brought forward for consideration by the Board. A discussion was had during the Treasurer Report and Legal Update. Upon Motion duly made by Member Margevicius to adopt the Acknowledgment Resolutions for Sale of Receivables with Charter School Capital without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

- r. *Resolution, Adoption/Approval of Robert's Rules of Order*

The resolution for Robert's Rules of Order was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Margevicius to adopt the resolution, Robert's Rules of Order without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

**6. Open Discussion**

Member Margevicius requested additional clarification of the sale of receivables. Ms. Gillen noted this would allow the School to have short-term working capital. In exchange, the School would sell future receivables at a discounted rate.

There was discussion about security at the School. This cannot be addressed just yet, as the School is under construction. Many ACCEL schools have one entrance for visitors, an intercom system, and a waiting area. The Operator can be asked to provide a security plan for the School.

**7. Date/time for next meeting/location** – June 29, 2022, at 6:30 p.m. Eastern at via electronic communications. ZOOM: <https://us02web.zoom.us/j/3035220905> Dial in: 312-626-6799, meeting ID: 303 522 0905.

**8. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Margevicius to adjourn the May 25, 2022 Regular Board meeting of Westlake Academy without amendment, seconded by Member Morrow, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 6:46 p.m.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> <i>(Abstain, not present, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros			Not present
Jonathan Petrea, Chairman	X		

**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the May 25, 2022 Regular Board meeting of Westlake Academy, with/without amendment(s)

Made by Oliveros, Seconded by Petrea

Roll Call Board Member Name/Initials	AYE	NAY	Other (Abstain, not present, etc.)
Elizabeth Haavisto	X		
Greg Margevicius	X		
Darvio Morrow	X		
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea,	X		

Executed and adopted by a vote of the Board on this 29<sup>th</sup> day of June, 2022.

Greg Margevicius  
Greg Margevicius (Jun 30, 2022 08:29 EDT)  
Greg Margevicius  
 Westlake Academy