

Westlake Academy
(An Ohio Not-for-Profit Corporation)
BOARD MEETING

MINUTES

Westlake Academy (the “School”) held a Regular Board Meeting (the “meeting”) on August 24, 2022 at 16000 Foltz Industrial Parkway, Strongsville, 44136.

Board Members in Attendance

Elizabeth Haavisto
Danielle Munk, Secretary
Ed Oliveros, Treasurer
Jonathan Petrea, Chairman

Board Members not in Attendance

Greg Margevicius, Vice Chairman, participated via Zoom
Darvio Morrow

Guests in Attendance:

Anne Trakas, Callender Law Group
Mike Garcar, Callender Law Group
Lesley Gillen, Massa Financial Solutions, via Zoom
Wendy Copen, RVP, ACCEL Schools
Delores Junior, Sponsor Representative, Charter School Specialists
Brittany Smith, parent, via Zoom
Gregory Wheeler, Guest

1. Sign-in / A Call to order

Chairman Petrea called the meeting to order at 7:00 p.m.

2. Roll Call of Members Present

Chairman Petrea requested a roll call of Board members. The Chairman noted a quorum was present.

3. Public Hearing, Peanut & Food Allergy Policy

Opportunity for Public Comment

Pursuant to ORC §3313.719 and Ohio Department of Education Requirements, the Board held a Public Hearing for public comment on the Peanut & Food Allergy Policy. This policy requires staff to be trained and emergency protocols be put in place.

The Board asked if there has been an instance with peanut allergy. Ms. Copen noted experience at a different school where there was a full-time nurse employed and that school was allergen-free.

4. Reports and Updates

a. Head of School/School/Operator Report (ACCEL Schools)

Superintendent Copen gave the School/Operator Report. Enrollment was discussed. The School had 18 students enrolled as of July 22nd. The School has met the 25-student threshold and can open.

Maintenance was discussed. Superintendent Copen said building construction is moving forward. An outdoor classroom was discussed.

Outreach was discussed. Superintendent Copen said calls have gone out reminding families that Opening Day is September 6, 2022. Kindergarten Fun Day was held on Monday, August 22, 2022.

Personnel Report

One (1) new kindergarten teacher, Miss Heller, has been hired. Miss Heller has also been helping at Parma Academy. Mrs. Angela Rupp was hired as Office Manager and will share time between Strongsville Academy and Westlake Academy. Dawn Ryan is the Executive Director of the adjacent day care, and will provide administrative support when Ms. Copen is not on site.

b. Sponsor Report (Charter School Specialists)

i. At-a-Glance Report, August 2022

ii. Sponsor Connection, August 2022

iii. Discussion, On Boarding Presentation

Ms. Junior reviewed the On Boarding Presentation with the Board. The presentation included information on the Sponsor's Oversight, Monitoring, and Technical Assistance available to the School. Ms. Junior also reviewed each department in the company and their functions. The Compliance Department will complete a variety of reviews throughout the year, including those for compliance, college and career readiness, and special education.

iv. Sponsor Representative Report

v. Fiscal Review Memo, July 2022

Ms. Junior brought a packet and discussed the articles. The School will begin training substitutes and can now employ substitutes for this year and next year with enhanced flexibility.

c. Treasurer Report (Massa Financial Solutions, LLC)

i. July 2022 Financial Statements

Ms. Gillen gave the Treasurer Report. The School has a cash balance of about \$34,765.60 She provided an overview of the financial reports and reviewed what the Board can expect in reports going forward. The School does not have a credit card but instead has a PEX card, which is a pre-funded debit card for petty cash.

d. Legal Update (Callender Law Group)

Review of Resolutions on the Agenda

Mr. Garcar gave the Legal Update. The New Business items were reviewed.

- e. *Approval of Reports and Updates; Head of School, Management Company, Sponsor, & Treasurer Reports, and Legal Update*

The Approval of Reports and Updates was brought forward for consideration by the Board. Upon Motion duly made by Member Haavisto to approve the Reports and Updates without amendment, seconded by Member Munk, 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>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

5. Old Business

None.

6. New Business

- a. *Discussion, Adoption/Approval of Minutes, July 27, 2022 Board Meeting*

The Minutes from the July 27, 2022 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Oliveros to adopt the Minutes from the July 27, 2022 Board Meeting without amendment, seconded by Member Munk, 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>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

- b. *Resolution, Adoption/Approval of Peanut and Food Allergy Policy*

The Peanut and Food Allergy Policy 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 Oliveros to adopt the Peanut and Food Allergy Policy for the 2022/2023 Academic Year without amendment, seconded by Member Munk, 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>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

c. Resolution, Adoption/Approval of Homeless Children & Youth Policy Annual Review, 2022/2023 Academic Year

The Homeless Children & Youth Policy Annual Review 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 Oliveros to adopt the Homeless Children & Youth Policy Annual Review for the 2022/2023 Academic Year without amendment, seconded by Member Munk, 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>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

d. Resolution, Adoption/Approval of New School Leader

The New School Leader was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Oliveros to adopt the New School Leader without amendment, seconded by Member Munk, 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>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

7. Open Discussion/Public Comment

Brittany Smith, mother of a student, joined the meeting via Zoom to ask about transportation to the school. It was explained that the parent must go to the school district in which they live to organize transportation. It was recommended she contact the Avon transportation department. Ms. Copen to discuss with the parent after the meeting.

There has been no change to the aftercare program. The school uniform is a black polo shirt.

A bill was introduced in the Ohio Congress to allow student to take three (3) “Wellness Days” per year. The bill was referred to committees in Columbus, but it likely will not make it to the floor.

8. Date/Time/Location of the Next Regular Board Meeting:

***Wednesday, September 28, 2022 at 7:00 p.m. at Westlake Academy
26830 Detroit Road, Westlake, 44145.***

9. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Haavisto to adjourn the August 24, 2022, Board Meeting of Strongsville Academy, seconded by Member Munk, the Motion to adjourn was approved by unanimous affirmative vote of members present. The meeting was adjourned at 7:16 p.m.

Board Member <i>Name/Initials</i>	AYE	NAY	OTHER <i>(Not Present, Abstain, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius			Not Present
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the August 24, 2022, Regular Board Meeting of Westlake Academy, with without amendment(s)

Made by MEMBER OLIVEROS, Seconded by MEMBER MORROW.

Board Member Name/Initials	AYE	NAY	Other (Abstain, not present, etc.)
Elizabeth Haavisto <i>eah</i>	/		
Greg Margevicius <i>GM</i>	/		
Darvio Morrow <i>DM</i>	/		
Danielle Munk <i>DM</i>	/		
Ed Oliveros <i>EO</i>	/		
Jonathan Petrea, Chairman			<i>not present</i>

Executed and adopted by a vote of the Board on this 28th day of SEPTEMBER, 2022.



 Greg Margevicius, Vice Chairman
 Westlake Academy