

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

**MINUTES**

Westlake Academy (the “School”) held a Regular Board Meeting (the “meeting”) on October 26, 2022 at Strongsville Academy, 16000 Foltz Industrial Parkway, Strongsville, 44136.

**Board Members in Attendance**

Elizabeth Haavisto  
Greg Margevicius  
Danielle Munk  
Ed Oliveros  
Jonathan Petrea, Chairman

**Board Member not in Attendance:**

Darvio Morrow

**Guests in Attendance:**

Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Mike Garcar, Associate, Callender Law Group, via Zoom  
Lesley Gillen, Massa Financial Solutions, via Zoom  
Wendy Copen, Regional Vice President, ACCEL Schools  
Jennifer Heyman, Sponsor Representative, Charter School Specialists

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

Chairman Petrea called the meeting to order at 7:21 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. Acceptance of Agenda**

*Discussion, Adoption/Approval of Agenda, October 26, 2022 Board Meeting*

The Minutes for the October 26, 2022 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Margevicius to adopt the Minutes for the October 26, 2022 Board Meeting without amendment, seconded by Member Munk, the Motion passed by unanimous affirmative vote of members present.

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

**4. Public Hearings**

- a. Standardized Test Preparation Time Limit/Waiver Application**
- b. IDEA Part B Funds**

*Opportunity for Public Comment*

None.

**5. Reports and Updates**

- a. Head of School/School/Management Company Report (ACCEL Schools)**

Ms. Copen gave the Head of School/Management Company Report.

Achievement was discussed. All students have completed their iReady diagnostics and KRAs. The School will have support for their students with IEPs.

Outreach was discussed. The Fall Fest event was October 5<sup>th</sup>.

Enrollment was discussed. There are currently 27 students enrolled. One (1) student is on the wait list for two (2) years from now.

*Residency Verification Report*

There are no flags or disputes to report.

- c. Sponsor Report (Charter School Specialists)**

- i. At-a-Glance Report, October 2022
- ii. Sponsor Connection, October 2022
- iii. Discussion, Corrective Action Plan
- iv. Fiscal Review Memo, September 2022

Ms. Heymann provided the Sponsor Report. The School visits have been scheduled. Reports will be provided to the Board after the meeting. There will be a Public Records and Open Meeting training held. The Threat

Assessment Model has been released and the School can begin to complete it.

Angie Mann wanted to remind the Board that the School received a Corrective Action Plan request. This is due back to her by December 7<sup>th</sup>.

The School has a capacity of 75, but the Charter contract notes enrollment goal of 100 students. Ms. Heymann noted it was not uncommon for a new school to have a Corrective Action Plan (CAP) in the first year of operation. Sarah O’Bryan will provide support for Ms. Copen.

**d. Report (Massa Financial Solutions, LLC)**

**i. September 2022 Financial Statements**

Ms. Gillen gave the Treasurer Report. The School has a cash balance of just under \$41,000. The September FTEs were paid out at 13. The Board can expect a more detailed report when state funding comes in.

Member Margevicius asked if the School Forecast need to be altered given the greater resources needed for students with IEPs. Ms. Gillen noted that the scope of the work may qualify for grants. Ms. Copen answered affirmatively.

**e. Legal Update (Callender Law Group)**

**i. October Legal Update**

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

**f. 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 Margevicius to approve the Reports and Updates without amendment, seconded by Member Oliveros, the Motion passed by unanimous affirmative vote of members present.

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

**6. Committee Reports**

*Discussion, Committee Formation*

- i. Audit & Finance Committee
- ii. Executive Committee

Chairman Petrea would like the Board to consider what Committees they would like to be on. The Chairman would like to discuss Committees at length in the next meeting. The Operator/Sponsor are welcome to submit ideas and the Board asked whether there are best practices the Board may be able to benefit from regarding Committees.

**7. Old Business**

None.

**8. New Business**

**a. Discussion, Adoption/Approval of Minutes from the September 28, 2022 Board Meeting**

The Minutes from the September 28, 2022 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Margevicius to adopt the Minutes from the September 28, 2022 Board Meeting without amendment, seconded by Member Oliveros, the Motion passed by unanimous affirmative vote of members present.

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

**b. Resolution, Adoption/Approval, Standardized Test Preparation/Time Limit Waiver Application, 2022/2023 Academic Year**

The Standardized Test Preparation/Time Limit Waiver Application 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 Standardized Test Preparation/Time Limit Waiver Application for the 2022/2023 Academic Year without amendment, seconded by Member Oliveros, the Motion passed by unanimous affirmative vote of members present.

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

**c. Resolution, Adoption/Approval of Corrective Action Plan**

The Corrective Action 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 Corrective Action Plan without amendment, seconded by Member Oliveros, the Motion passed by unanimous affirmative vote of members present.

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

**9. Open Discussion/Public Comment**

None

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

*Wednesday, November 30, 2022 at 7:00 p.m. at Westlake Academy, 26830 Detroit Road, Westlake, 44145.*

**11. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Margevicius to adjourn the September 28, 2022, Board Meeting of Westlake Academy, seconded by Member Munk, the Motion to adjourn was approved by unanimous affirmative vote of members present. The meeting was adjourned at 7:30 p.m.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Elizabeth Haavisto	X		
Greg Margevicius	X		
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 October 26, 2022, Regular Board Meeting  
of Westlake Academy, with without amendment(s)

Made by MEMBER MARGEVICIUS, Seconded by MEMBER MUNK.

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

Executed and adopted by a vote of the Board on this 14th day of December, 2022.

*Jonathan Petrea, Chairman  
Westlake Academy*