

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

MINUTES

Westlake Academy (the “School”) held a Regular Board Meeting (the “meeting”) on December 14, 2022 at Westlake Academy, 26830 Detroit Road, Westlake, 44145.

Board Members in Attendance

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

Board Members not in Attendance

Darvio Morrow
Ed Oliveros, Board Treasurer

Guests in Attendance:

Wendy Copen, Regional Vice President, ACCEL Schools
David Genet, Massa Financial Solutions, via Zoom
David Willenborg, Sponsor Representative, Charter School Specialists
Anne Trakas, Sr. Board Services Manager, Callender Law Group

1. Sign-in / A Call to order

Chairman Petrea called the meeting to order at 7:24 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, December 14, 2022 Board Meeting
The Agenda for the December 14, 2022 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Haavisto to accept the Agenda for the December 14, 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	X		
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros			Not Present
Jonathan Petrea, Chairman	X		

4. Reports and Updates

a. Head of School/School/Management Company Report (Ms. Copen/ACCEL Schools)

- i. *School Report*
- ii. *Discussion/Update Corrective Action Plan*
- iii. *Residency Verification Update*

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

Achievement was discussed. The iReady midyear diagnostics are underway.

Events were discussed. The School's Thanksgiving and Halloween parties were very popular and successful. The School will also held events with Polar Express and Whoville themes. There will be lots of activities held for students. Additionally, the School held a Cookies with Santa event at Parma Academy.

Enrollment was discussed. The School has 14 students enrolled currently.

The School has an ETR meeting today and will be hiring a full-time aide. The student will be categorized under "other health impaired" until testing is completed.

The School is reaching out into other communities for the Corrective Action Plan. The Board will continue to receive updates at future meetings.

Residency Verification Report

There were no changes and there are no flags or disputes to report.

b. Sponsor Report (Charter School Specialists)

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

v. *Discussion, Annual Report & Performance Framework 2021/2022 Academic Year*

The onsite assistance review has been completed.

The Fiscal Review Memo for October 2022 was discussed. The School is substantially compliant.

The Response to the Corrective Action Plan was discussed. The School will continue the same strategies and efforts.

c. Legal Update (Callender Law Group)

- i. *November/December Legal Update*
- ii. *Discussion, Board Officers*
- iii. *Review of Resolutions on the Agenda*

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

Discussion, Board Officers

Acknowledgement, Member Munk Steps Down as Secretary and Member Haavisto Appointed to Secretary

Member Munk explained she wanted to step down from the office of Secretary. Member Haavisto indicated her willingness to serve as Secretary. Upon Motion duly made by Member Margevicius to recognize Member Munk’s step down from the office of Secretary and Member Haavisto’s appointment to Secretary, seconded by Member Munk, the Motion passed by unanimous affirmative vote of members present.

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

d. Treasurer Report (Massa Financial Solutions, LLC)

- i. *Discussion, October 2022 Financial Statements*
- ii. *Discussion, November 2022 Financial Statements*

Mr. Genet gave the Treasurer Report. The School has a cash balance of around \$44,000. The Accounts payable balance was about \$18,000. The November

revenue FTE was paid out at 12.96, which was a decrease from October’s FTEs which were paid out at 13.04.

The School is currently operating at a loss, which is typical for a first year school.

Mr. Willenborg gathered the information from the question Member Margevicius asked in the Strongsville Academy meeting regarding the “Other Assets” line in the financial statements. Mr. Willenborg told the board the “Other Assets” are prepaid STRS and SERS and \$4,500 in lunch revenue.

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 Margevicius 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	X		
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros			Not Present
Jonathan Petrea, Chairman	X		

5. Committee Reports

Discussion, Committee Formation

i. Audit & Finance Committee

ii. Executive Committee

iii. Other Committess

Chairman Petrea would like the Board to expand into working committees and requests the topic be noted on the January agenda.

6. Old Business

None.

7. New Business

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

The Minutes from the October 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 October 28, 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	X		
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros			Not Present
Jonathan Petrea, Chairman	X		

b. Resolution, Adoption/Approval, Annual Report & Performance Framework

The Annual Report & Performance Framework 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 Annual Report & Performance Framework 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	X		
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros	X		
Jonathan Petrea, Chairman	X		

c. Resolution, Adoption/Approval of Tobacco Free Campus Policy

The Tobacco Free Campus Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. The Board asked for legal input regarding the wording of the statute and what would be required of the Board to be complaint, and whether the policy could be expanded to include teachers and staff. Upon Motion duly made by Member Margevicius to table the Tobacco Free Campus Policy 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	X		
Darvio Morrow			Not Present
Danielle Munk	X		
Ed Oliveros			Not Present
Jonathan Petrea, Chairman	X		

The topic “Discussion, Consideration of Tobacco-Free Campus Policy” will appear on the January 25, 2023 Board meeting agenda under “Old Business.”

8. Open Discussion/Public Comment

Member Munk inquired about the Parent Survey that is sent out at the end of the year. Marketing sends out the survey in May and even withdrawn students are sent a survey. One Member inquired about the draw for family. There is no limit for family members allowed in the School.

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

Wednesday, January 25, 2023 at 7:00 p.m. at Westlake Academy, 26830 Detroit Road, Westlake, 44145.

10. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Margevicius to adjourn the December 14, 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 7:38 p.m.

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

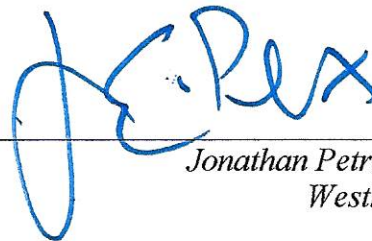
APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the December 14, 2022, Regular Board Meeting of Westlake Academy, with/without amendment(s)

Made by MEMBER HAAVISTO, Seconded by MEMBER MUNK.

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

Executed and adopted by a vote of the Board on this 1st day of MARCH, 2023.



*Jonathan Petrea, Chairman
Westlake Academy*