

**PARMA ACADEMY**  
*(An Ohio Not-for-Profit Corporation)*

**BOARD MEETING**  
**MINUTES**

Parma Academy (the "School") held a Board Meeting (the "meeting") on June 14, 2021 via electronic communications.

**Board Members in Attendance:**

Diane Faehnrich, Chairwoman  
Kimberly Bartlett, Vice Chairwoman  
Jonathan Petrea, Treasurer, joined 6:35 p.m.  
Mark Sanzotta, Secretary  
Mary Galinas, Board Member

**Guests in Attendance:**

Sarah O'Bryan, Associate Director of School Accountability, ACCEL Schools  
Dave Massa, Fiscal Officer, Massa Financial Solutions  
Delores Junior, Sponsor Representative, Charter School Specialists  
Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Mike Garcar, Associate, Callender Law Group  
Jamie Ryan, parent  
April Belson, parent

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

The Meeting was called to order at 6:00 p.m. by Chairwoman Faehnrich. A quorum was present for the meeting.

**2. Review/Acceptance of Agenda**

Board members reviewed the meeting agenda. Upon Motion duly made by Member Petrea to accept the agenda for the June 14, 2021 Board meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

### **3. Safe Return of In-Person Instruction and Continuity of Services Plan**

#### *a. Discussion, Safe Return to In-Person Instruction and Continuity of Services Plan*

Ms. OBryan reviewed the plan. The plan incorporates aspects of the Remote Learning Plan and the Extended Learning Plan, which is already in place in the School. Mask wearing, physical distancing, and other standards were noted while on the School grounds, on buses, and in classrooms. Ms. OBryan noted handwashing protocol and other cleaning standards. The plan will be reviewed periodically, at will be updated. The plan will be posted to the School website by June 24th.

#### *b. Public Comment*

No public comment offered.

### **4. Reports and Updates**

#### **a. Operator Report**

Ms. OBryan gave the Operator Report. End-of-year diagnostic assessments were discussed. About 98% met target in Reading and Math. About 98% of Kindergarten students met Reading and Math targets. All 1<sup>st</sup> grade students met Reading targets, and 92% met Math targets. All students in 2<sup>nd</sup> grade met Reading and Math targets. About 81% of 3<sup>rd</sup> grade students met Reading targets, and about 91% met Math targets.

Conversation continued about student activities. The recent Field Day was a success. Students, parents and staff enjoyed the outdoor activities. Enrollment was about 127 students at the end of the school year. About 161 students are currently enrolled for next year.

Board Member Galinas asked whether controversial curricula in the news might be included in school programs. Ms. OBryan noted that Parma Academy is a public charter school, and no changes in the curriculum are planned for the next school year.

The Board asked about remediation services for students who did not meet their growth target. Ms. OBryan stated that Students who do not meet academic growth targets are provided remedial instruction in several ways. The iReady program is remedial by design, in that it meets students at their instructional level in both reading and math. Additionally, students who are identified as not having met their targets last year will be provided additional interventions and remediations. Those can include small group support, 1:1 remediation with an instructional aide, additional practice of basic skills (math facts, site words, etc.) as well as supports that can be implemented at home. In addition, the school will offer on site before and after care next year, which will include a homework club component where students can receive support with their homework. For students who do not participate in on site after care, we will offer after school tutoring for identified students through our AMP Platform, which is accessible to all students.

#### *ii. Parent Satisfaction Survey, 2020/2021 Academic Year*

The Parent Satisfaction Survey was brought forward for discussion. The School Meal program was the one area identified for improvement. About 75% of respondents were satisfied with the School Meal program. Ms. OBryan stated they are working to expand offerings for next year. Overall, they were pleased with the rate and types of responses in the Parent Satisfaction Survey.

*iii. Discussion, CSP Budget Revision*

The CSP Budget Revision was discussed; it is the final budget revision for a start-up grant. There were no materials changes. There were changes in categories to better suit the needs of the School. Marketing materials and other categories were discussed. The School is growing, and is coming up on the enrollment cap for the building.

*iv. Semi-Annual Harassment, Intimidation & Bullying Report*

There were no verified incidents of Harassment, Intimidation & Bullying to report for the second half of the academic year. The written report was included in the meeting materials.

*v. Discussion, Superintendent's Residency Verification Update*

The Superintendent's Residency Verification Update report was included in the meeting materials. About 118 students are re-enrolled, about 43 newly enrolled; total of about 161 students enrolled. The year ended with about 127 students enrolled. Random files were audited. Re-enrollment for next year is about 96%. There were no reported residency disputes.

The adoption/approval of the Operator Report/Monthly Residency Verification Update was brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to adopt the Operator Report/Monthly Residency Verification Update without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

**b. Sponsor Report (Charter School Specialists)**

Ms. Junior gave the Sponsor Report. A reminder was given that the Nanette Sherman can assist the School with placing the plan for School Year 2022 in the Comprehensive Continuous Improvement Plan (CCIP).

Ms. Junior noted that the extension of virtual Board meetings is under consideration in the legislature. The Sponsor recommends the Board come up with a plan for safe in-person Board. She also asked the School for topics for professional development.

Conversation continued about Special Education, including outcome, drop out rates, etc. Ms. Junior asked that the Fall/Winter Site Report placed on the next month's meeting agenda. Chairwoman Faehnrich thanked Ms. Junior for her report.

**c. Treasurer Report (Massa Financial)**

*i. Discussion, May 2021 Financial Statement*

Mr. Dave Massa gave the Treasurer Report. The May 2021 financial statements were included in the meeting materials. FTEs were about 119 for the month of May. The School is still showing a slight loss, and it is possible that this could be turned around a bit at the end of the year. There may be adjustments that would make it break-even by the end of the year. Enrollment for next year is encouraging from financial standpoint.

*ii. Discussion, ESSER Funding Update*

Mr. Massa discussed the ESSER Funding summary included in the meeting materials. The summary will be updated monthly. Overall, the School was allocated about \$594,000. The budget for the third round of funding, ESSER III, is in process for review at an upcoming meeting.

*iii. Discussion, Massa Financial Solutions Fee Proposal*

Mr. Massa discussed additional audit requirements associated with the ESSER funds. An increase of \$250 per month is proposed. The fee increase would take effect July 1, 2021, and is expected to continue as long as the ESSER funds are available, currently through to September 2024.

The acceptance of the Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to accept the Treasurer Report without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehrich, Chairwoman	✓		

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

Mr. Garcar gave the Legal Update. There was a review of the policies on the agenda. The Parent/Student Handbook for 2021/2022 is similar to last year's, and includes the updated Harassment, Intimidation and Bullying Policy. The Compulsory and Early Kindergarten Admissions Policy is an update to the current adopted policy. The School may institute acceleration. The Web Access/Blizzard Bag Policy sets forth the procedures for when blizzard bags are used.

There was an update on the possibility of extending virtual meetings. It is not certain if the extension will pass the legislation. It is assumed in-person meetings will start in July.

**5. Committee Reports**

- a. *Executive Committee—none*
- b. *Audit & Finance Committee—none*
- c. *CSP Grant Update—discussed during the Operator Report*

**6. Old Business**

No Old Business to discuss.

**7. New Business**

*a. Resolution, Adoption/Approval of Minutes, May 10, 2021 Board Meeting*

The minutes from the May 10, 2021 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Bartlett to adopt the minutes of the May 10, 2021 Regular Board meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Absent, Abstain, Etc.)</b>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

*b. Resolution, Adoption/Approval of Parent/Student Handbook, 2021/2022 Academic Year*

The Parent/Student Handbook for the 2021/2022 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Bartlett to adopt the Parent/Student Handbook for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Absent, Abstain, Etc.)</b>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

*c. Resolution, Adoption/Approval of Compulsory and Early Kindergarten Admissions Policy*

The Compulsory and Early Kindergarten Admissions Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Bartlett to adopt the Compulsory and Early Kindergarten Admissions Policy without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehrich, Chairwoman	✓		

*d. Resolution, Adoption/Approval of Safe Return of In-Person Instruction and Continuity of Services Plan*

The Safe Return of In-Person Instruction and Continuity of Services Plan was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Bartlett to adopt the Safe Return of In-Person Instruction and Continuity of Services Plan without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehrich, Chairwoman	✓		

*e. Resolution, Adoption/Approval of Web Access/Blizzard Bag Policy, 2021/2022 Academic Year*

The Web Access/Blizzard Bags Policy for the 2021/2022 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Bartlett to adopt the Web Access/Blizzard Bag Policy for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

*f. Resolution, Adoption/Approval of First Amendment to Fiscal Officer Agreement*

The First Amendment to the Fiscal Officer Agreement was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Member Bartlett to adopt the First Amendment to the Fiscal Officer Agreement without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

*g. Resolution, Adoption/Approval of Ratification to CSP Subgrant Budget, 2021/2022 Academic Year*

The Ratification to the CSP Subgrant Budget for the 2021/2022 Academic Year was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Member Bartlett to adopt the Ratification to the CSP Subgrant Budget for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

**8. Open Discussion/Public Comment**

Ms. Jamie Ryan wished to provide comment. She did not fill out the Parent Satisfaction Survey. Ms. Ryan stated she is pleased with Parma Academy. She appreciates the growth seen in her daughter, and complimented Ms. Copen and Mr. Lewis. Mr. Lewis was a positive teacher for her daughter.

Ms. April Belson provided comment as well. She did complete the Parent Satisfaction Survey. She believes Parma Academy is great for her son, and could not ask for a better school. She added that Ms. Copen makes you feel like family and cares about the kids as if they were her own. She has gone above and beyond expectations. The Staff is welcoming and did not make her son feel out of place. Parma Academy is a great place to learn.

Member Galinas appreciated hearing from parents, especially that the School and staff are great for the students. Member Galinas complimented the School staff.

**9. Date/time and location for next meeting**

The next meeting of the governing board of Parma Academy is scheduled for **Monday, July 12, 2021 at 6:00 p.m.** at Parma Academy, 12925 Corporate Drive, Parma 44130.

Mr. Garcar noted that the July meeting is the annual meeting; appointment of officers will be on the agenda.

**10. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Galinas to adjourn the June 14, 2021 Board meeting of Parma Academy, seconded by Member Petrea, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:54 p.m.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Absent, Abstain, Etc.)</b>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathon Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

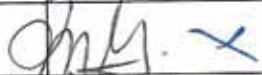


**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the June 14, 2021 Regular Board Meeting of

Parma Academy, with / without amendments, made by MEMBER SANZOTTA

seconded by MEMBER GALINAS.

Roll Call Board Member	AYE	NAY	OTHER (Absent, Abstain, Etc.)
Kimberly Bartlett	 X		
Mary Galinas	 X		
Jonathan Petrea	 X		
Mark Sanzotta	 X		
Diane Faehnrich, Chairwoman	X		

Adopted by a vote of the Board on this 12th day of JUN, 2021.

  
 Diane Faehnrich, Chairwoman  
 Parma Academy