

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

**BOARD MEETING**  
**MINUTES**

Parma Academy (the “School”) held a Board Meeting (the “meeting”) on May 10, 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  
Wendy Copen, School Principal, Parma Academy  
Dave Massa, Fiscal Officer, Massa Financial Solutions  
Kerry Jupina, Sponsor Representative, Charter School Specialists  
Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Mike Garcar, Associate, Callender Law Group

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

The Meeting was called to order at 6:01 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 Bartlett to accept the agenda for the April 12, 2021 Board meeting without amendment, seconded by Member Member Galinas, 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>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea			<i>Not present for vote</i>
Mark Sanzotta	✓		
Diane Faehnrich	✓		

### **3. Reports and Updates**

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

Ms. Copen gave the Operator Report. iReady testing wrapped up today, with good progress for students. A Field Day is scheduled for May 25<sup>th</sup>. Kindergarten graduation is scheduled for May 26<sup>th</sup>. Pictures of the graduation will be available; the graduation will be drive-through format.

Conversation continued about enrollment efforts. Students received a Parma Academy t-shirt for returning the enrollment form for next year. Calendars were sent home to parents. A Kindergarten Open House held on April 7<sup>th</sup> yielded two (2) enrollments. Enrollment for this year is approximately 127 students as of May 3<sup>rd</sup>. About 160 students are enrolled for next year; enrollment is verified.

Discussion continued about student services. There is an increase in Special Education services; staff is working on ETRs. The Board asked if all students will be progressing to the next grade level. Most of the students have been with the School all year; a few students might benefit from another year of kindergarten. The staff is working with students who are moving to first grade and will have extra attention. As school has been in session all year, they are not planning to have an extended school year through the summer. Parents are bringing their children to Parma Academy. There was discussion about whether students need extra help due to learning disability or due to being out of the classroom.

#### *Discussion, Superintendent's Residency Verification Update*

The Superintendent's Residency Verification Update report was included in the meeting materials. Re-enrollment for next year is about 96%. There were no issues to report.

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

Ms. Jupina gave the Sponsor Report. She asked if all teachers were retained for next year. All but one teacher was retained. The School is hiring one Kindergarten and one Third Grade teacher; replacing the kindergarten teacher. There are five candidates under consideration. All other staff is staying on.

The At-A-Glance report was brought forward for review. There was nothing outstanding to report; the School is caught up with compliance and reviews.

There was discussion about the Sponsor Connection included in the meeting materials. Charter School Specialists is asking for suggestions for Professional Development topics for over the summer or next year. Suggestions should be sent to Mia Kern.

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

Mr. Dave Massa gave the Treasurer Report. The April 2021 financial statements were included in the meeting materials. The numbers are steady, and the School is only about \$7,000 in debt. Improvements are expected as the School grows.

*Discussion, 2021/2022 Budget and Five-Year Forecast*

The Preliminary Budget was discussed. The budget projects that next year will be a break-even year. Management fees are deferred to assist to help the School meet obligations. A positive net income is estimated. FTEs are estimated at about 147.

The Five-Year Forecast was brought forward for discussion. The Five-Year Forecast includes the previous year's information and is reviewed twice per year. The next review is expected in October.

There was a question about the Audit. The school audit is performed annually. The Audit was completed last December for the first year. The Audit was contracted out to another firm.

**d. Elementary and Secondary Emergency Relief Fund (ESSER) Funding**

**Fiscal Officer Presentation**

The ESSER fund disbursement is just under \$600,000 in total. The first round expires in 2022. Permitted uses have stayed the same for all rounds. The Operator is familiar with the requirements for spending the funds. About 20% of the funds need to be set aside to address learning loss. Each round must be sent in sequence. Guidance will be finalized. There was discussion about the visual included in the meeting materials. This will be a regular report for meetings going forward.

The first round (ESSER I) is about 75% spent, and included in the budget. Once the first round is expended, the second round of ESSER funds would be expended, and then the third. There were some delays in funding at the state level due to a legislative issue. There were some difficulties in reimbursement from the State.

**Operator Presentation**

Ms. OBryan provided comment on the ESSER funding. They are currently in the submission phase.

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

Mr. Garcar gave the Legal Update. A reminder for Board members to obtain the required Sunshine Laws was given. Board members were encouraged to contact Mr. Garcar or Ms. Trakas to register for the May 20, 2021 virtual Board training.

Mr. Garcar provided a summary of the policies included on the agenda. The SaferOH Policy requires the Operator to register the School for the program by July 1<sup>st</sup>. This is an anonymous tip line to provide information about potential safety issues. The Criminal Records Check of Private Contract Employees Policy states that a private contract employee can only work at the School if they have received a background check within the last five years, or are accompanied by a staff member. The Volunteer Policy states the School may require volunteers to receive a criminal records check. The Conflict of Interest Policy is an update of the School's Conflict of Interest Policy. There are updates to the policy's preamble to specifically references the section in the Ohio Revised Code that pertain to School Board members. This change is in response to feedback received from ODE.

The Board meeting schedule for the next year was reviewed. The schedule for 2021/2022 keeps the meetings on the second Monday of the month. Starting in July, the Board will be meeting in person at the School, unless the legislature continues to allow virtual meetings.

**4. Committee Reports**

- a. *Executive Committee—none*
- b. *Audit & Finance Committee—none*
- c. *CSP Grant Update*

The adoption/approval of the Reports and Updates was brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to adopt the Reports and Updates without amendment, seconded by Member Petrea, 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	✓		

**5. Old Business**

No Old Business to discuss.

**6. New Business**

- a. *Resolution, Adoption/Approval of Minutes, April 12, 2021 Board Meeting*

The minutes from the April 12, 2021 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Galinas to adopt the minutes of the April 12, 2021 Regular Board meeting 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. Resolution, Adoption/Approval of 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 Galinas to adopt the SaferOH Policy without amendment, seconded by Member Bartlett, 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	✓		

*c. 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 Galinas to adopt the Criminal Records Check of Private Contract Employees Policy 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	✓		

*d. Resolution, Adoption/Approval of 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 Galinas to adopt the Volunteer Policy without amendment, seconded by Mr. 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	✓		

*e. Resolution, Adoption/Approval of Conflict of Interest Policy*

The Conflict of Interest Policy Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Galinas to adopt the Conflict of Interest Policy 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	✓		

*f. Resolution, Adoption/Approval of Budget, 2021/2022 Academic Year*

The Budget for the 2021/2022 Academic Year was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Member Galinas to adopt the Budget for the 2021/2022 Academic Year 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	✓		

*g. Resolution, Adoption/Approval of Five-Year Forecast*

The Five-Year Forecast was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Member Galinas to adopt the Five-Year Forecast 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	✓		

*h. Resolution, Adoption/Approval of Board Meeting Schedule, 2021/2022 Academic Year*

The Board Meeting Schedule 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 Galinas to adopt the Board Meeting Schedule for the 2021/2022 Academic Year 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	✓		

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

The next meeting of the governing board of Parma Academy is scheduled for **Monday, June 14, 2021 at 6:00 p.m.** via electronic communications;

*Video Conference Option:*

<https://us02web.zoom.us/j/3035220905>; Meeting ID: 303 522 0905

*Telephone Option: 1-312-626-6799*

**8. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Galinas to adjourn the May 10, 2021 Board meeting of Parma Academy, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:45 p.m.

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



**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the May 10, 2021 Regular Board Meeting of

Parma Academy, with (without) amendments, made by MEMBER BARTLETT

seconded by MEMBER GALINAS.

<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	✓		

Adopted by a vote of the Board on this 14th day of JUNE, 2021.

Diane Faehrich

*Diane Faehrich, Chairwoman  
Parma Academy*