

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

BOARD MEETING
MINUTES

Parma Academy (the “School”) held a Board Meeting (the “meeting”) on October 14, 2019

Board Members in Attendance:

Diane Faehnrich, Chairwoman
Mary Galinas, Member, arrived at 6:21 p.m.
Mark Sanzotta, Secretary

Board Members not in Attendance:

Sean Herod, Vice Chairman
Jonathan Petrea, Treasurer

Guests in Attendance:

Sarah O’Bryan, Associate Director of School Accountability, ACCEL
Kerry Jupina, Director, Charter School Specialists
Dave Massa, Massa Financial Services
Wendy Copen, Principal, Parma Academy
Samantha Hager, Teacher, Parma Academy
Christine Baranek, Teacher, Parma Academy
Anne Trakas, Sr. Board Services Manager, Callender Law Group
Haritha Maddi, Parent
Raniteja Mede, Parent
Brandon Reynolds, Parent
Jelisa Mekisek, Parent

1. Sign-in / A Call to order

The Meeting was called to order at 6:02 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 Ms. Galinas to accept the agenda for the October 14, 2019 meeting without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	X		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

3. Reports and Updates

a. Operator Report

Ms. Copen gave the School Report. The Pandas of the Month were introduced to the Board, with a description of how the students achieved Panda of the Month. Good behavior, increases in math and reading skills are some of the actions of the month's Pandas.

Ms. Copen continued with the State of the School report. MAP testing is underway; there was conversation about how to use the MAP testing and break down groups in the classroom. The Reading Improvement and Monitoring Plan (RIMP) is used to assist in tracking student progress. The data is useful to parents and teachers. For assessments, about 11% of kindergarten students are off track; about 22% of 1st graders and about 33% of 2nd graders off track. There was discussion about how the MAP reports help the teachers focus on individual student needs.

Conversation continued about the School culture; there was discussion about the STARS quiet time, HALLS standards, Golden Ticket incentives for students who make great choices.

School events were reviewed. The Fall Festival had about 130 people; all families attended the event. The festival was low cost for the School at under \$200. There were six (6) leads generated and two (2) new students joined the student body from the event. Security for the events was discussed. Parents need to be in the building for parties; there are sign-out sheets for the security of the students. Students are enjoying getting ready for Halloween. There was positive comment about the Friday calls to families to discuss the activities for the next week.

Emmanuel Assemblies of God donated Backpacks of Blessings on Friday—snacks for the children they can have at home over the weekend. Parishioners donate the contents of the backpacks. Parents can opt out, if they so choose.

Enrollment is approximately 44 students at this time. Facebook appears to be the best way for people to hear about the School. One person reported hearing about the School on the radio.

An update on screening and training was provided. For Special Education, all kindergartners have been screened. Speech therapy is provided for some students. The teachers have had Response to Intervention Training.

Corrective Action Plan Update

Ms. OBryan provided an update on the Corrective Action Plan. The Charter agreement noted a minimum of 100 students; Events are the best way to draw interest to the School. Word is spreading around the neighborhood; there was conversation about ways to increase enrollment according to the plan. Capacity for the building is about 120-125 students.

Board Member Galinas noted a Safety Fair in the Spring in Parma and offered to assist the School in getting involved in the Fair.

Ms. Jupina contributed to the conversation; there was discussion about the Sponsor requirement for enrollment and the Sponsor is understanding of the challenges for K-2 recruitment. The limiting factor in recruitment is that the School is a K-2 school only.

Discussion, Superintendent's Residency Verification Update

As of October 10th, there were 43 students enrolled. All residency verification documentation was obtained. There were no issues or disputes to report.

b. Sponsor Report (Charter School Specialists)

Ms. Kerry Jupina gave the Sponsor Report. There was a Compliance review in September; the next on-site review is scheduled for February. The Corrective Action Plan is in place. There was a discussion about the information included in the At-A-Glance report.

c. Treasurer Report (Massa Financial)

Dave Massa gave the Treasurer Report. The September financial information was included in the meeting material. The School was paid on about 35 FTEs; the funds will be used to pay the School's bills. The catch-up payment goes back to July, and represents about 1/3 of state funding.

The Budget for the 2019/2020 Academic Year was brought forward for consideration by the Board. The School shows a loss year-to-date of about \$290,000. Additional funding was discussed, including casino funds, lunch reimbursements, and federal funds forecasted for January or February of next year. Conversation continued about salaries and benefits, rents, and management fees and agreements.

Transportation expenses were discussed, including Special needs services and field trips. The contract for transportation is through a third-party vendor and the School has access to both buses and vans as needed.

The format of the 2019/2020 Budget is required by the Ohio Department of Education (ODE) by the end of the month. The budget is required for submission to ODE twice per year.

The Five-Year Forecast was brought forward for consideration by the Board. The adopted forecast is due to ODE in November. The Five-Year Forecast is also a compliance item. There was no history to report, as the School is in the first year of operation. The information included for fiscal year 2020 lines up with the Operating Budget reviewed earlier by the Board.

There was conversation about operating expenses; generally the management fees are deferred in the first year, and are estimated to be about \$50,000. The School may need additional assistance from the management company to operate for the year. There was discussion about repayment of funds. Mr. Massa encouraged the Board to review the information and ask additional questions. Professional Development is included under 'other' in the forecast.

Board members reviewed the September Financial Statement. A discussion was had. Upon Motion duly made by Ms. Galinas to accept the September Financial Statement without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

d. Legal Update (Callender Law Group)

Ms. Trakas provided a summary of policies on the agenda.

4. Public Hearing, Standardized Test Preparation Time Limit/Waiver Application

There was no public comment offered at the Public Hearing.

5. Old Business

The search continues for a fifth Board member from the Northeast Ohio area.

6. New Business

a Resolution, Adoption/Approval of Minutes, September 9, 2019 Board Meeting

The minutes from the September 9, 2019 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the minutes from the September 9, 2019 Board meeting without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

b Resolution, Adoption/Approval of Corrective Action Plan, 2019/2020 Academic Year

The Corrective Action Plan for the 2019/2020 Academic Year was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Corrective Action Plan for the 2019/2020 Academic Year without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

c Resolution, Adoption/Approval of Budget 2019/2020 Academic Year

The Budget for the 2019/2020 Academic Year was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Ms. Galinas to adopt the Budget for the 2019/2020 Academic Year without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

d 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 Ms. Galinas to adopt the Five-Year Forecast without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

e. Resolution, Adoption/Approval of Standardized Test Preparation Time Limit/Waiver Application

The Adoption/Approval of the Standardized Test Preparation Time Limit/Waiver Application was brought forward for consideration by the Board. A discussion was had. No public comment was offered at the Public Hearing. Upon Motion duly made by Ms. Galinas to adopt the Standardized Test Preparation Time Limit/Waiver Application without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

6. Open Discussion

No open discussion for this meeting.

7. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, November 18, 2019 at 6:00 p.m. Eastern at 12925 Corporate Drive, Parma 44130.**

8. Adjournment

There being no further business to come before the Board, upon Motion duly made by Ms. Galinas to adjourn the October 14, 2019 Board meeting of Parma Academy, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 6:53 p.m.

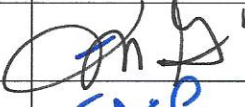



Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			<i>Not present</i>
Mary Galinas	✓		
Jonathon Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich, Chairwoman	✓		

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the October 14, 2019, Regular Board

Meeting of Parma Academy, with / without amendments, made by

MS. GALINAS, seconded by MR. PETREA.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Sean Herod			NOT PRESENT
Mary Galinas			
Jonathan Petrea			
Mark Sanzotta			
Diane Faehnrich, Chairwoman			

Adopted by a vote of the Board on this 18th day of NOVEMBER, 2019.



*Diane Faehnrich, Chairwoman
Parma Academy*