

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

BOARD MEETING
MINUTES

Parma Academy (the "School") held a Regular Board Meeting (the "meeting") on October 11, 2021.

Board Members in Attendance:

Diane Faehnrich, Chairwoman
Kimberly Bartlett, Vice Chairwoman
Jonathan Petrea, Treasurer
Mark Sanzotta, Secretary
Mary Galinas, Board Member

Guests in Attendance:

Sarah OBryan, Assoc. Director, School Accountability, ACCEL Schools, via conference line
Kristi Hamilton, ACCEL Schools, via conference line
Wendy Copen, Principal, Parma Academy
Lesley Gillen, Fiscal Officer Representative, Massa Financial Solutions, via conference line
Andrea Dobbins, Sponsor Representative, Charter School Specialists
Anne Trakas, Sr. Board Services Manager, Callender Law Group
Mike Garcar, Associate, Callender Law Group
Christine Baranek, Teacher, Grades 4/5

1. Sign-in / A Call to order

The Meeting was called to order at 6:02 p.m. by Chairwoman Faehnrich.

2. Roll Call of Members Present

Chairwoman Faehnrich asked for a roll call of members. A quorum was present for the meeting; all members present.

3. Review/Acceptance of Agenda

Board members reviewed the meeting agenda. Upon Motion duly made by Member Galinas to accept the agenda for the October 11, 2021 Board meeting without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote.

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

4. Reports and Updates

a. Operator Report

Ms. Copen gave the Operator Report. The mock assessments for grades 2 through 5 are complete; Reading, Math and Science were included in the assessments. These assessments prepare students for State testing. State testing has been pushed back a week; 2nd graders will take the test in the cafeteria, and it is hoped to have the first graders moved to the modular. Testing will be on Tuesday and Wednesday; Reading on one day, and then Math on another. Makeup tests will be on Thursday and Friday.

Discussion continued regarding staffing. A full-time Intervention Specialist has been hired. The School is now fully staffed. TES provides 10 hours of services to the School.

Conversation continued regarding School activities. The Golden Ticket system is used to recognize good student behavior. This is in addition to the basic PBIS program. Student who receive a Golden Ticket may pick a prize from the Treasure Chest, and the student takes a note home to the parent. This has been a very positive program. Sunday night calls continue. Parent/Teacher conferences were held, and teachers were fully booked. A Fall Festival is scheduled for the upcoming Friday from 4:30 to 6:00 p.m., with face painting, a popcorn machine, and other fun activities.

Verified enrollment is approximately 178 students. Some students left due to moving out of the area. Seven (7) new students enrolled. The School needs more space.

Member Bartlett asked about reading—how many students are not reading at the appropriate level? Most of these students were in the online program, and there was not an exact count for the discussion. Member Bartlett asked how reading is taught. Whole group, individual, small group, and iReady are used. How does the School encourage reading if the School does not have a library? Teachers have books, and there are books in the School. Mock assessments provide data for teachers to identify student progress. Teachers collect data about areas of concern on the Response to Intervention Form.

The School Annual Report for the 2020/2021 Academic Year was brought forward for discussion. Multiple data points are used from last year, including attendance rate and financial data. This report is required annually.

Discussion, Superintendent's Residency Verification Update

Ms. OBryan provide an update. The Residency Verification Report noted approximately 174 students enrolled, with about 178 students as of today. The School is actively enrolling, and the School has a wait list. There were no reported 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 Petrea to adopt the Operator Report/Monthly Residency Verification Update without amendment, seconded by Member Bartlett, the Motion passed by unanimous affirmative vote.

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

b. Sponsor Report (Charter School Specialists)

Ms. Dobbins gave the Sponsor Report. There was discussion about the At-A-Glance Report. The information can help prompt questions. The School improvement process was explained. Right now, it is difficult to have data for the reports. Key dates are listed for School visits, including site-based visits. Updates will be provided to the Board.

The Sponsor Connection was included in the meeting materials. There was discussion about the Annual Report. Speech and Hearing testing guidelines were noted; a reminder was given about the COVID reporting protocol. bus transportation and practice evacuations of school buses. Vans can only be used for Special Ed or foster children. Ms. Junior reminded the Operator and Board that page one of the Sponsor Connection gives a summary of due dates for upcoming items; School Improvement Professional Development will be listed. Ms. Junior reminded the Operator of COVID notification protocol. In addition to the Health Department, the Sponsor should be notified as well. Mr. Cash is working diligently with the legislature to provide insight for legislators about community schools. Transportation reporting was discussed. There is a nationwide bus driver shortage. The Sponsor has been asked to report issues with transportation with Mr. Bolen and Mr. Heilman of Charter School Specialists, and cc Carla Isaac.

The Management Company evaluation is required at the end of October. One evaluation from the Board is required. It was recommended that the Board appoint one member to submit the completed evaluation. It was determined after discussion, that Chairwoman Faehnrich would complete the evaluation and submit to the Sponsor prior to the due date of October 30th.

c. Treasurer Report (Massa Financial)

i. Discussion, September 2021 Financial Statement

Ms. Gillen gave the Treasurer Report. The September financial statement was included in the meeting materials. The School had a cash balance of about \$53,000, with a year-to-date loss of about \$20,000. The School was paid on about 114 FTEs for the month of September, and the funding will remain at that level until the October 'true-up' payment, when this will be adjusted to reflect the current enrollment. The Audit is underway and will continue to move forward.

ii. Discussion, ESSER Funding Update

Mr. Massa discussed the ESSER Funding summary included in the meeting materials. ESSER I funds were spent, and ESSER II is mostly spent. ESSER III funds have not yet been expended. Updates will continue as the funds are expended. Questions were encouraged.

The acceptance of the Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Member Sanzotta to adopt the Treasurer Report as presented, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

d. Legal Update

Mr. Garcar provided the Legal Update. The October Legal Update was included in the meeting materials. There was a brief review of resolutions on the agenda, including an explanation of the public hearings. The resolution for the waiver formally allows the School to go over the 2% threshold of instructional hours. The Online Learning resolution would allow the school to go forward with online instruction should the legislation allow for community schools to offer online learning options this year. The ratification of the Sponsor Contract affirms the amendments to the Sponsor contract made due to the addition of the Annex. The Budget and Five-Year Forecast will be reviewed by Massa Financial. The Annual Report is required by the ORC.

5. Executive Session

The topic of Executive Session was brought forward for consideration by the Board. Upon Motion duly made by Member Petrea to enter Executive Session to consider the purchase of property or consider the sale of property by competitive bid, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

Invited to join Executive Session: Board Members Bartlett, Galinas, Petrea, Sanzotta, and Faehnrich, Sarah OBryan, Wendy Copen, Kristi Hamilton, Lesley Gillen, Christine Baranak, Andrea Dobbins, Mike Garcar, and Anne Trakas.

The Board entered into Executive Session at 6:22 p.m.

The Board returned to Regular Session at 6:48 p.m.

6. Public Hearings

Mr. Garcar gave a summary of the Public Hearings. An introduction was provided to the Board. The hearings were scheduled to take place during the October regular meeting of the Board. The notice for these hearings was posted in the Plain Dealer and posted on the School website

a. Standardized Test Preparation Time Limit/Waiver Application

This hearing is on the topic of waiving the maximum instructional hours that the School's students may spend preparing for and taking standardized tests. The School may apply for a waiver of the maximum instructional hours limitation for those students who may require additional instruction.

b. IDEA Part B Funds

These funds are allocated to the School through the Department of Education and must be used by the School for the purposes of providing education and support services to students with disabilities.

c. Public Comment, if offered

There was opportunity for public comment; no public comment was offered.

7. **Committee Reports, if submitted**
 a. *Executive Committee—none*
 b. *Audit & Finance Committee—none*

8. **Old Business**
 No Old Business to discuss.

9. **New Business**
 a. *Resolution, Adoption/Approval of Minutes, September 13, 2021 Board Meeting*
 The minutes from the September 13, 2021 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Petrea to adopt the minutes of the September 13, 2021 Regular Board meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

b. *Resolution, Adoption/Approval of Standardized Test Preparation Time Limit/Waiver Application, 2021/2022 Academic Year*
 The Standardized Test Preparation Time Limit/Waiver Application for the 2021/2022 Academic Year was brought forward for consideration by the Board. A discussion was had during earlier in the meeting. Upon Motion duly made by Member Petrea to adopt the Standardized Test Preparation Time Limit/Waiver Application for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

c. 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 Petrea to adopt the Budget for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
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 Member Petrea to adopt the Five-Year Forecast without amendment, seconded by Member Galinas the Motion passed by unanimous affirmative vote.

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

e. Resolution, Adoption/Approval of School Annual Report, 2020/2021 Academic Year

The School Annual Report for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Member Petrea to adopt the School Annual Report for the 2020/2021 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

f. Resolution, Adoption/Approval of Online Learning, 2021/2022 Academic Year

The resolution, Online Learning 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 Petrea to adopt the resolution, Online Learning for the 2021/2022 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

g. Resolution, Ratification of Modified Sponsor Contract

The Modified Sponsor Contract was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to ratify the Modified Sponsor Contract without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

10. Open Discussion/Public Comment

Board Member Galinas asked for input from the teachers. So far, the year is going well. Third, Fourth, and Fifth grade classes are conducted in the cafeteria. The building is noisy, but students and teachers are positive about the start of the school year.

11. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, November 8, 2021 at 6:00 p.m.** at Parma Academy, 12925 Corporate Drive, Parma 44130.

12. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the October 11, 2021 Board meeting of Parma Academy, seconded by Member Galinas, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:52 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the October 11, 2021 Regular Board Meeting of

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

seconded by MEMBER GALINA.

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

Adopted by a vote of the Board on this 8th day of NOVEMBER, 2021.

Diane Faehnrich
 Diane Faehnrich, Chairwoman
 Parma Academy