

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

BOARD MEETING
MINUTES

Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on May 9, 2022 via electronic communications.

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
Wendy Copen, Principal, Parma Academy
Kristy Hamilton, Financial Planning & Analysis, ACCEL Schools
Lesley Gillen, Fiscal Officer Representative, Massa Financial Solutions
Jenn Heyman, Sponsor Representative, Charter School Specialists
Anne Trakas, Sr. Board Services Manager, Callender Law Group
Mike Garcar, Associate, Callender Law Group
Sarah Doyle, Early Kindergarten Teacher
Jessicka Straub, Kindergarten Teacher
Emma Garver, First Grade Teacher
Samantha Hager, First Grade Teacher
Tonya Kemp, Second Grade Teacher
Christine Baranek, Grades 4/5 Teacher
Hanna Bergstrom, Enrichment Teacher
Parents and Students
Brian Hessey, guest
Matt Arkin, guest

1. Sign-in / A Call to order

The Meeting was called to order at 6:00 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 Board members present.

3. Review/Acceptance of Agenda

Board members reviewed the meeting agenda. Upon Motion duly made by Member Bartlett to accept the agenda for the May 9, 2022 Board meeting without amendment, seconded by Member Sanzotta 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. Head of School Report

Ms. Copen gave the School Report. The testing information was included in the Head of School Report. The 3rd, 4th, and 5th graders took the State ELA test; all ELA tests completed by the 14th. The 3rd, 4th, and 5th graders took the State Math tests April 19th through 21st. The 5th graders took the State Science test April 26th through 28th. The End of Course tests for ELA and tests started May 2nd, and all testing will be completed by May 13th.

The drive-through Easter Egg hunt was held on April 12th; about 250 cars came through. Mix and Match Day was held today; 90s Day is tomorrow. Staff Appreciation Week was held May 2nd through 6th. Sunday night calls continue. Immanuel Christian Church continues to provide Blessings in a Backpack for the students on Fridays and have asked about more activities in support of the School.

Enrollment for next year is about 170 as of May 2nd. The budget goal is about 189. Enrollment is close to being full for next year.

Panda of the Month awards were given by the teachers. Parent and students were in attendance for the positive recognition of the scholars.

ii. Re-Enrollment Form, 2022/2023 Academic Year

iii. Enrollment Packet, 2022/2023 Academic Year

Both included in the materials for review.

b. Management Company Report

i. – ii. Discussion, Superintendent’s Residency Verification Update

Ms. OBryan provide an update. The Residency Verification Reports were provided for March and April of 2022. There was a small increase in enrollment for this year, and an increase in next year’s enrollment. There was a random review of student files with no discrepancies to report.

The adoption/approval of the Head of School Report, Management Company Report, and Residency Verification Update was brought forward for consideration by the Board. Upon Motion duly made by Member Galinas to adopt the Head of School Report, Management Company Report and 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. Heymann gave the Sponsor Report. She noted that the report from the on-site assistance review was included in the meeting materials. The School is beautiful and students were well-behaved. The teachers are licensed and were focused on instruction. The students were on task and engaged. It was a great visit, and they were very impressed. The comments included an increased focus on data aligned to the report card. It is recommended to focus on K-3 instruction.

The Sponsor Connection for April and May were included in the meeting materials, as well as the At-A-Glance reports for April and May. The Board was encouraged to review the reports and send questions.

c. Treasurer Report (Massa Financial)

i. Discussion, March and April 2022 Financial Statements

Ms. Gillen gave the Treasurer Report. The March and April 2022 financial statements were included in the meeting materials. As the April financial statement is cumulative, the report focused on the April statement. The School ended the month with a net income of about \$163,000, and is under budget. The School was paid on about 167 FTEs for the month of March, and about 168 FTEs for the month of April.

ii. Discussion, ESSER Funding Update

There was discussion of ESSER funding. The ESSER I and ESSER II allocations have been fully spent, and about 10 % of ESSER III funds have been spent.

Discussion, School Budget, 2022/2023 Academic Year and Five-Year Forecast

The School Budget was brought forward for discussion. The reports are presented every October and May. The assumption for next year is about 185 FTEs, about a 7.6% change. The final FTE assumption is about 178 FTEs in the five-year forecast. The numbers will remain flat as the

School will be at capacity at 178 FTEs. Food costs are expected to increase in concert with the increase in enrollment, plus 3%. The staffing growth is about 3%; benefits remain at about 18%. Rent is about \$120,000. About \$25,000 for the modular unit is from the ESSER funds. For every increase of 25 students, one staff member is added at about \$40,000.

The acceptance of the Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to adopt the Treasurer Report as presented, seconded by Member Sanzotta, 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 gave the Legal Update. The May Legal Update was included in the meeting materials.

There was a review of the resolutions on the agenda. The minutes from the March 14th Board meeting is included as item ‘a’ under New Business.

Charter School Specialists Funding overview
 The School compensates CSS 3% of State funds received. The new funding formula changed the way the State calculated “base cost funding”, upon which many sponsors have based their fees. The Student Wellness and Success funding and Facility funding were previously not included, but under the new funding formula, it is included. This will increase the total amount of funding that is sponsor fee eligible.

School Meal Program, Summer Months 2022
 Resolution states that school will not offer a school lunch program over the summer while school is not in session.

Students at Risk of Not Qualifying for High School Diploma Policy
 Resolution states that if the School identifies a student falling behind academically which might one day lead to the student not qualifying for a high school diploma, the School must put certain academics supports in place.

Student Religious Liberties Policy
 The resolution is required as a result of a new law which went into effect last year. Students

must have the same access to the School's building for religious expression as those for non-religious expression. Also, students cannot be penalized or rewarded for having religious expression in the completion of assignments.

Public Records Policy

This updated Public Records Policy more closely follows the statute; this is in response to the Ohio Auditor recent scrutiny of these policies. Additionally, the policy contains an updated record retention schedule. The resolution requires that the Policy must be posted in a prominent location in the School.

Enrollment Packet and Reenrollment Forms

Resolution adopts the enrollment and reenrollment forms for the next academic year.

Budget and Five-Year Forecast

Resolution adopts the Budget for the next academic year and the Five-Year Forecast as presented by the treasurer.

Board Meeting Schedule, 2022/2023 Academic Year

The Schedule is identical to the current year's schedule. The Board will meet eight (8) times on the second Monday of the month at 6:00 p.m. The Board would not meet the months of August, December, February, and April.

Amended Charter agreement with St. Aloysius

Updated sponsor contract with Charter School Specialists. The only updates are pertaining to changes in law which went into effect last year. For example, there are updated teacher professional development requirements, and the change in state report card from letter grading to star grading, among others.

Revised Bylaws

The updated bylaws no longer contain a record retention schedule. This was done as a result of the standalone Public Records Policy being adopted by the Board.

5. Committee Reports, if submitted

a. Executive Committee—none

b. Audit & Finance Committee—none

6. Old Business

No Old Business to discuss.

7. New Business

a. Resolution, Adoption/Approval of Minutes from the March 14, 2022 Board meeting

The minutes of the March 14, 2022 Board meeting were 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 minutes of the March 14, 2022 Board meeting 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. Resolution, Adoption/Approval of School Meal Program, Summer Months 2022

The resolution for the School Meal Program, Summer Months 2022 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 School Meal Program, Summer Months 2022 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	✓		

c. Resolution, Adoption/Approval of Students at Risk of Not Qualifying for High School Diploma Policy

The resolution for Students at Risk of Not Qualifying for High School Diploma 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 Students at Risk of Not Qualifying for High School Diploma Policy 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	✓		

d. Resolution, Adoption/Approval of Student Religious Liberty Policy

The Student Religious Liberties 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 Student Religious Liberties Policy without amendment, seconded by Member Bartlett, 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	✓		

e. Resolution, Adoption/Approval of Public Records Policy (update)

The Public Records Policy (update) 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 Public Records Policy (update) without amendment, seconded by Member Bartlett, 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	✓		

g. Resolution, Adoption/Approval of Enrollment Packet, 2022/2023 Academic Year

The Enrollment Packet for the 2022/2023 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 Enrollment Packet for the 2022/2023 Academic Year without amendment, seconded by Member Bartlett, 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	✓		

h. Resolution, Adoption/Approval to School Budget, 2022/2023 Academic Year

The School Budget for the 2022/2023 Academic Year 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 School Budget for the 2022/2023 Academic Year 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	✓		

i. 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 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	✓		

j. Resolution, Adoption/Approval of Board Meeting Schedule, 2022/2023 Academic Year

The Board Meeting Schedule for the 2022/2023 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 2022/2023 Academic Year 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	✓		

k. Resolution, Adoption/Approval of Amended Charter Agreement with St. Aloysius

The Amended Charter Agreement with St. Aloysius 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 Amended Charter Agreement with St. Aloysius 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	✓		

l. Resolution, Adoption/Approval of Revised Bylaws/Code of Regulations

The Revised Bylaws/Code of Regulations were 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 Bylaws/Code of Regulations 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	✓		

8. Open Discussion/Public Comment

Mr. Garcar brought forward a discussion about the June Board meeting. The Board has exceeded the six (6) meeting per year requirement. Mr. Garcar recommended canceling the June 13th Board meeting. With no objections from the Board, the June 13, 2022 Board meeting was canceled.

9. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, July 11, 2022 at 6:00 p.m.** at Parma Academy 12925 Corporate Drive, Parma 44130.

10. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the May 9, 2022 Board meeting of Parma Academy, seconded by Member Bartlett, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:49 p.m.

Roll Call Board Member	AYE	NAY	OTHER <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 9, 2022 Regular Board Meeting of

Parma Academy, with without amendments, made by MEMBER PETREA

seconded by MEMBER GALZOFF.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<u>KB</u>		<u>AB</u>
Mary Galinas	<u>M.G.</u>		
Jonathan Petrea	<u>J.P.</u>		
Mark Sanzotta	<u>MS</u>		
Diane Faehnrich, Chairwoman	<u>DF</u>		

Adopted by a vote of the Board on this 11th day of JULY, 2022.

Diane Faehnrich
 Diane Faehnrich, Chairwoman
 Parma Academy