

**Parma Academy**  
*(An Ohio Not-for-Profit Corporation)*  
**BOARD MEETING**

**MINUTES**

Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on September 12, 2022 at Parma Academy, 12925 Corporate Drive, Parma 44130.

**Board Members in Attendance**

Kimberly Bartlett, Vice Chairwoman  
Mary Galinas, Board Member  
Jonathan Petrea, Treasurer  
Diane Faehnrich, Chairwoman, arrived 6:17 p.m.

**Board Member not in Attendance**

Mark Sanzotta, via Zoom

**Guests in Attendance:**

Wendy Copen, Head of School, Parma Academy  
Susan Scarponi, Sponsor Representative, Charter School Specialists  
Lesley Gillen, Massa Financial Solutions, via Zoom  
Anne Trakas, Callender Law Group  
Mike Garcar, Associate, Callender Law Group  
Parma Academy teachers: Miss Baranek, Mrs. Dorsey, Miss Straub, Miss Garver, Miss Hagar,  
Mrs. Kemp, Ms. Gordon, Miss Gumuscian, Miss Weseling, Miss Stephens, Mr. Cloud  
Parma Academy parents and students

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

The meeting was called to order at 6:00 p.m. by Vice Chairwoman Bartlett. Chairwoman Faehnrich en route.

**2. Roll Call of Members Present**

Vice Chairwoman Bartlett requested a roll call of Board members. With three of five members in attendance, a quorum was present.

**3. Review/Acceptance of Agenda**

The Agenda was brought forward for consideration by the Board. Upon Motion duly made by Member Galinas to accept the agenda without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not Present
Diane Faehnrich, Chairwoman			Not Present for vote

**4. Adoption/Approval of Minutes from Previous Board Meeting(s)**

The minutes of the July 11, 2022 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 July 11, 2022 Board meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not Present
Diane Faehnrich, Chairwoman			Not Present for vote

**5. Reports and Updates**

**a. Head of School Report (Mrs. Copen/ACCEL Schools)**

Mrs. Copen presented the Pandas of the Month. Each teacher provided a certificate to a student, and gave an explanation of the positive contributions of each child.

Mrs. Copen announced that a new principal for the School has been hired. She will still serve as Regional Vice President and support the School. The new principal starts next week.

All scholars are participating in iReady Diagnostics, and about 90% of students have completed the diagnostics; they should reach 100% of students at the end of the week.

All students have received a Panda t-shirt, and each grade received a different color of shirt. Staff wear a purple shirt. Sunday night calls continue, and teachers connect with parents using Class Dojo.

Enrollment is about 191 students. A tour of the building was conducted today, and a student was enrolled. There are Special Ed evaluations for students.

Chairwoman Faehrich arrived, and asked that Vice Chair Bartlett continue as Chair of the meeting.

Discussion continued regarding progression to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades. There is a building on Snow that was formerly a Constellation school. Students progress to this school after the third grade.

**b. Management Company Report (ACCEL Schools)**

*i. Superintendent’s Residency Verification Update*

*Adoption/Approval of Head of School Report/Management Company Report*

The Head of School and Management Company Reports were brought forward for consideration by the Board. Upon Motion duly made by Member Petrea to adopt the Head of School and Management Company Reports without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not Present
Diane Faehrich, Chairwoman	X		

**c. Sponsor Report (St. Aloysius - Charter School Specialists)**

*i. Discussion, Fiscal Review Memos, June and July 2022*

*ii. Discussion, At-a-Glance Reports, August and September 2022*  
The At-a-Glance Report was reviewed with the Board.

*iii. Discussion, Sponsor Connection, August and September 2022*  
The Sponsor Connection was reviewed with the Board.

Ms. Scarponi gave the Sponsor Report. She gave positive comment about the Panda of the Month presentation.

Management Company Evaluation is due by October 28<sup>th</sup>. One evaluation is due from the Board. The template will be presented at the October meeting.

Ms. Scarponi asked whether there were transportation issues for the School; there were none to report. She gave a reminder that vision and hearing screening need to be done, and online training is available. If a disability is suspected, the screenings must be done by a nurse. PSI screenings are complete. She encouraged the School to apply for the School Safety Grant. Ms. Scarponi gave a

reminder that information about IDEA and federal funding must be communicated to parents, and minutes must reflect discussions about federal funding.

**d. Treasurer Report (Massa Financial Solutions, LLC)**

- i. Discussion, July 2022 and August 2022 Financial Statements*
- ii. Discussion, ESSER Funding Update, July 2022 and August 2022*

Ms. Gillen gave the Treasurer Report. The August 2022 Financial Statement was brought forward for discussion. The School has a cash balance of just under \$100,000. The School was funded at 169 FTEs for August. The October payment will adjust for actual enrollment. The School has used 100% of ESSER I and ESSER II funds, and about 10% of ESSER III funds. The School has until September 30, 2024 to spend the funds.

The State is giving schools an extra week to clear EMIS flags.

Member Galinas asked Ms. Gillen what the amount of funder per student is currently. Ms. Gillen noted this was difficult to determine, as there are many components in the formula. Mr. Garcar noted that a rough calculation would be about \$8,500 per student, but it is not an exact number.

*iii. Adoption/Approval of Treasurer Report*

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

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not present
Diane Faehrich, Chairwoman	X		

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

- i. Discussion, June and July 2022 Legal Updates*
- ii. Discussion, Resolutions on the agenda*

Mr. Garcar gave the Legal Update. The New Business items were reviewed.

**6. Committee Reports, if submitted**

- a. *Executive Committee*
  - b. *Audit & Finance Committee*
- None.

**7. Old Business**

None.

**8. New Business**

- a. *Discussion, Adoption/Approval of Substitute Teacher Requirements, 2022/2023 and 2023/2023 Academic Years*

The Substitute Teacher Requirements for the 2022/2023 and 2023/2024 Academic Years were brought forward for consideration by the Board. A discussion was had during the Legal Update. Member Bartlett asked if the substitutes need to have an expertise in a subject. Mr. Garcar noted the resolution was written broadly for maximum flexibility. Upon Motion duly made by Member Galinas to adopt the Substitute Teacher Requirements for the 2022/2023 and 2023/2024 Academic Years without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not present
Diane Faehnrich, Chairwoman	X		

- b. *Resolution, Affirmation of Homeless Children and Youth Policy Review, 2022/2023 Academic Year*

The Affirmation of the Homeless Children and Youth Policy Review 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 Affirmation of Homeless Children and Youth Policy Review, 2022/2023 Academic Year without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not present
Diane Faehnrich, Chairwoman	X		

**c. Resolution, Affirmation of Health & Safety Policies Review, 2022/2023 Academic Year**

The Affirmation of Health & Safety Policies Review 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 Affirmation of Health & Safety Policies Review for the 2022/2023 Academic Year without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not present
Diane Faehnrich, Chairwoman	X		

**d. Resolution, Adoption/Approval of Change of Grade Level Offering**

The resolution for Change of Grade Level Offering 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 Change of Grade Level Offering without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta			Not present
Diane Faehnrich, Chairwoman	X		

**9. Open Discussion/Public Comment**

Member Petrea noted that Ms. Copen will be missed. Ms. Copen noted that the new principal will be introduced at the next Board meeting. She will remain as Regional Vice President.

**10. Date/Time/Location of the Next Regular Board Meeting:**

***Monday, October 10, 2022 at 6:00 p.m. Eastern at Parma Academy,  
12925 Corporate Drive, Parma, 44130.***

**11. Adjournment**


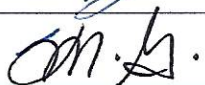
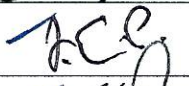


There being no further business to come before the Board, upon Motion duly made by Member Faehnrich to adjourn the September 12, 2022, Board Meeting of Parma Academy, seconded by Member Petrea, the meeting adjourned at 6:37 p.m. by common consent of members present.

**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the September 12, 2022 Regular Board Meeting

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

seconded by MEMBER PETREA.

<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			

Adopted by a vote of the Board on this 10th day of OCTOBER, 2022.

  
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 Diane Faehnrich, Chairwoman  
 Parma Academy