

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

MINUTES

Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on May 8, 2023 at 12925 Corporate Drive, Parma, 44130.

Board Members in Attendance

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

Guests in Attendance:

Audra Tipton, Principal, Parma Academy
Wendy Copen, Regional Vice President, ACCEL Schools
Brian Hessey, Head of School, Gateway Online Academy of Ohio
Lesley Gillen, Fiscal representative, Massa Financial Solutions, via Zoom
Anthony Sims, ACCEL Schools, via Zoom
Daniel Wollenborg, Sponsor Representative, Charter School Specialists
Mike Garcar, Associate, Callender Law Group
Michael Johns, guest
Christina Baranek, Enrichment, Parma Academy
Maura Weseling, Intervention Specialist, Parma Academy
Jessika Straub, Kindergarten Teacher, Parma Academy
Samantha Hager, First Grade Teacher, Parma Academy
Emma Garver, First Grade Teacher, Parma Academy
Tonya Kemp, Second Grade Teacher, Parma Academy
Victoria Gumuscian, Third Grade Teacher, Parma Academy
Parents and Students of Parma Academy

1. Sign-in / A Call to order

Chairwoman Faehnrich called the meeting to order at 6:00 p.m.

2. Roll Call of Members Present

Chairwoman Faehnrich requested a roll call of Board members. The Chairwoman noted a quorum was present.

3. Review/Acceptance of Agenda

Discussion, Adoption/Approval of Agenda, May 8, 2023 Board Meeting

The Agenda of the May 8, 2023 Board Meeting was brought forward for consideration by the Board. Upon Motion duly made by Member Petrea to adopt the Agenda for the May 8, 2023 Board Meeting without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

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

4. Reports and Updates

a. Head of School Report (Ms. Tipton/ACCEL Schools)

i. Head of School Report
Pandas of the Month

Ms. Tipton introduced the teachers, who then presented the Pandas of the Month, and the students were celebrated.

Ms. Tipton gave the Head of School Report. All students completed the 3rd grade Ohio State Test for reading and math. Results are expected in June. End-of-year testing is about 90% done. Students seem to show growth for this year.

The ABC Countdown to the last day of school was discussed. Dr. Seuss Day, Leprechaun Day, and other activities were noted. Sunday night calls from Mrs. Copen continue.

Enrollment is about 174 students. Enrollment is underway for the next year. SPED evaluations were completed for about six (6) students.

b. Management Company Report (Mrs. Copen/ACCEL Schools)

i. Superintendent's Residency Verification Update

Mrs. Copen gave the Management Company Report. The Residency Verification Update was included in the meeting materials.

Staff Appreciation Week was discussion. Mrs. Copen stated she thinks this school has a great team. Each day, the teachers received some special gesture of appreciation.

Ms. Tipton is working on her Principal's license. The School is looking to hire a new Early Kindergarten Teacher. The current teacher is leaving because she lives in Vermilion, and drives 45 minutes each way for her position at Parma Academy. She is staying with ACCEL Schools; she is joining Lorain Preparatory next year.

There were additional updates about the staff provided. Ms. Keller is joining Parma Academy next year from Westlake. Ms. Straub is leaving the staff because she is moving to Mansfield. Mrs. Kemp is moving to Tennessee. Ms. Garver drives from Stark County every day. Ms. Warden is staying, and Ms. Gumusian is moving to an advisory role. Mrs. Copen reiterated her appreciation for the staff.

Member Petrea voiced appreciation for Mrs. Copen and stated his belief in the School and leadership. He noted that Mrs. Copen has put together a great team. Chairwoman Faehnrich voiced support for the teachers and staff, and made positive comment about encouragement and training of staff.

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

i. – ii. Discussion, Fiscal Review Memos, February and March 2023

iii. – iv. Discussion, At-A-Glance Report, April and May 2023

v. – vi. Discussion, Sponsor Connections, April and May 2023

Mr. Wollenborg gave the Sponsor Report. There was a discussion of the data included on the At-A-Glance Reports. The School reported an FTE of about 173.92 in April. The Sponsor received improvement plans, and conducted site visits. There is no Corrective Action Plan (CAP) recommended. The comparison schools were reviewed.

The May Sponsor Connection was discussed, including the 'reminder box' of ODE and CSS deadlines. The Spring Survey is due May 15th, and the annual summit on May 16th. The academic calendar is due to the Sponsor May 30th.

There was a review of the Legal Update in the Sponsor Connection. The legislation under consideration includes a 'backpack bill', where the education funds go with the child to the school, and Education Savings Accounts.

ESSER funds must be expended by September 30, 2024.

The CSS Literacy Academy is scheduled for June 20-23, 2023 in Columbus. Participants may register through Molly Chase. Additional information can be found in the Sponsor Connection. ODE is hosting a Literacy Improvement Workshop on June 8th.

The fiscal review memos note the School is substantially compliant.

Member Galinas asked about the comparisons, and the development of the stars. Mr. Wollenborg noted there was some confusion on early literacy. He believes there is a link on the ODE website, and will send the link to Member Galinas if he finds it. There were questions about GAP closing. Mr. Wollenborg noted the comparison of testing from first of the year, mid-year, and the end of year. N/R is 'not rated'. Mrs. Copen noted there were only two (2) 5th graders last year, so this data was not included in the School's results. There must be a larger sample size for the data.

d. Treasurer Report (Massa Financial Solutions)

i. – ii. Discussion, March and April 2023 Financial Statements

iii. – iv. Discussion, ESSER Funding Updates, March and April 2023

v. Discussion, Form 990

vi. Discussion, Budget 2023/2024 Academic Year and Five-Year Forecast

Ms. Gillen gave the Treasurer Report. The School has a cash balance of about \$167,000, and reported a year-to-date actual income of about \$113,000. The School was paid on FTEs of about 174 for March and April. The School is pacing well ahead of budget. Aging is within 0-30 days, except for one billing.

The Audit should be wrapped up by May 31st.

ESSER I and II are spent. ESSER III is about 70% spent, and should be about 82% spend by the end of the school year. It should all be spent down as required.

The Form 990 for the School was included in the meeting materials. The form is required for submission to the IRS, and includes narrative on why the School should be able to keep tax exempt status.

The budget for 2023/2024 was brought forward for discussion. The Budget is revised in May and October, and the format is the same. It is expected that the head count will be about 189, and is down a little bit from the previous year. FTEs are expected to be about 185, and is a 6.3% change from this year's 174 FTE. The facilities increase from \$500 to \$1,000 per pupil is included in the budget assumption. All federal funds are budgeted for and carryovers are included. Salary increases are about 4.5%; SERS and STRA contributions remain at 14%; Employer benefits are estimated to increase from 18% to 20%.

Member Galinas asked how the 4.5% increase was determined. Mr. Sims and Ms. Gillen noted the increase is 4.5% standard for ACCEL; some increases are higher for merit or catch-up. Mrs. Copen noted that the scan was increased to attract and keep teachers. Sponsor and Management Fees are percentage of revenue. Rent is assumed at about \$120,000 per the lease agreement.

The Five-Year Forecast was brought forward for discussion. The Five-Year Forecast contains historic values, and is a great snapshot of how the School is doing. FTEs are expected to be at about 174 FTEs this year, about 185 next year, then up to about 193 for Fiscal Year 27. For every 25 additional students enrolled, one (1) teacher is added. There is no debt and no projected debt over the five-year period.

e. Legal Update (Callender Law Group)

i. *March 2023 Legal Update*

ii. *Discussion, Resolutions on the agenda*

Mr. Garcar gave the Legal Update. The New Business items were reviewed. Member Galinas asked about school crises and security. What safeguards are in place? Is there a security officer in the building? Mrs. Copen noted there is no security officer in the building. The School has a written emergency plan, and is filed with Parma Police and Fire Departments. The plan is re-written every four (4) years. Every room has a camera, and the feed goes directly to Mrs. Copen’s phone, and images can be provided to the Police and Fire Departments as needed. All staff is ALICE trained. There are two entrances for the modular and the main building.

f. Adoption/Approval of Head of School Report/Management Company Report/Sponsor Report/Treasurer Report/Legal Update

The School Report/Management Company Report/Sponsor Report/Treasurer Report/Legal Update were brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to adopt the School Report/Management Company Report/Sponsor Report/Treasurer Report/Legal Update without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote.

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

5. Committee Reports, if submitted

a. *Executive Committee*

b. *Audit & Finance Committee*

6. Old Business

None.

7. New Business

a. Discussion, Adoption/Approval of Minutes, March 13, 2023 Board Meeting

The Minutes of the March 13, 2023 Board Meeting were 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 Minutes of the March 13, 2023 Board Meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

b. Resolution, Adoption/Approval of Board Meeting Schedule, 2023/2024 Academic Year

The Board Meeting Schedule for the 2023/2024 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 Board Meeting Schedule for the 2023/2024 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

c. Resolution, Adoption/Approval of Enrollment Packet, 2023/2024 Academic Year
 The Enrollment Packet for the 2023/2024 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 Enrollment Packet for the 2023/2024 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

d. Resolution, Adoption/Approval of Admissions, (Open) Enrollment, Residency Verification, and Lottery Policy and Procedures (update)

The Admissions, (Open) Enrollment, Residency Verification, and Lottery Policy and Procedures 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 Admissions (Open) Enrollment, Residency Verification, and Lottery Policy and Procedures (update) without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

e. Resolution, Adoption/Approval of School Meal Program, Summer Months 2023
 The School Meal Program for Summer Months 2023 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 School Meal Program for the Summer Months 2023 without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

f. Resolution, Adoption/Approval of Budget, 2023/2024 Academic Year
The Budget for the 2023/2024 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 2023/2024 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

g. Resolution, Adoption/Approval of Five-Year Forecast, Spring 2023
The Five-Year Forecast, Spring 2023 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 Five-Year Forecast, Spring 2023 without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

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

8. Open Discussion/Public Comment

None.

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

Monday, June 12, 2023, at 6:00 p.m. at Parma Academy, 12925 Corporate Dr., Parma, 44130.

10. Adjournment

There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the meeting of the May 8, 2023 meeting of Parma Academy, seconded by Member Galinas, the Motion passed by unanimous affirmative vote. The meeting was adjourned at 6:53 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the May 8, 2023 Regular Board Meeting

of Parma Academy, with without amendments, made by Sanzotta

seconded by Petrea.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<i>[Signature]</i> x		
Mary Galinas			<i>not present</i>
Jonathan Petrea	<i>[Signature]</i> x		
Mark Sanzotta	<i>[Signature]</i> x		
Diane Faehnrich, Chairwoman	<i>[Signature]</i>		

Adopted by a vote of the Board on this 12th day of JUNE, 2023.



 Diane Faehnrich, Chairwoman
 Parma Academy