

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

**MINUTES**

*Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on September 11, 2023 at 12925 Corporate Drive, Parma, 44130.*

**Board Members in Attendance:**

Diane Faehnrich, Vice Chair  
Mark Sanzotta, Secretary  
Jonathan Petrea, Treasurer, arrived at 6:18 pm.  
Mary Galinas  
Kimberly Bartlett, Chairwoman

**Guests in Attendance:**

Andrea Dobbins, Sponsor Representative, Charter School Specialists  
Audra Tipton, Principal, Parma Academy  
Christine Baranek, Enrichment, Parma Academy  
Samantha Hager, First Grade Teacher, Parma Academy  
Emma Garver, First Grade Teacher, Parma Academy  
Victoria Gumuscian, Third Grade Teacher, Parma Academy  
Janine McBride, Parma Academy  
Justice Blythe, Parma Academy  
Vimarie Gomez, Parma Academy  
Katherine Farley, Parma Academy  
Sandra Farley, Parma Academy  
Rizalyn Hidalgo, Parma Academy  
Kristal Lockwood, Special Education Coordinator, Gateway Online Academy, via Zoom  
Martin Yoder, Principal, Gateway Online Academy of Ohio, via Zoom, joined at 6:31 p.m.  
Shaquila Horne, Assistant Principal, Gateway Online Academy, via Zoom  
Christina Lamorgese, ACCEL, Gateway Online Academy, via Zoom, joined at 6:36 p.m.  
Jason McMillen, Massa Financial Solutions, via Zoom, joined at 6:31 p.m.  
Lesley Gillen, MASSA Financials, via Zoom  
Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Mike Garcar, Associate, Callender Law Group, via Zoom

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

Meeting called to order at 6:00 p.m.

**2. Roll Call of Members Present**

Chairwoman Bartlett requested a roll call of members, noting all were present.

**3. Review/Acceptance of Agenda**

The Agenda of the September 11, 2023 Board Meeting was brought forward for consideration by the Board. Upon Motion duly made by Member Faehnrich to adopt the Agenda for the September 11, 2023 Board Meeting without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote of present members.

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

**4. Pandas of the Month**

Ms. Tipton introduced Pandas of the Month.

**5. Public Hearings**

*Discussion, Standardized Test Preparation Time Limit/Waiver Application, 2023/2024*

*Discussion, IDEA Part B Funds*

*Opportunity for Public Comment*

The public hearing for Standardized Test Preparation Time Limit/Waiver Application was opened. No public comment offered; the public hearing was closed.

The public hearing for IDEA Part B Funds was opened.

No public comment offered; the public hearing was closed.

**6. Executive Session—Personnel R.C. 121.22 (G)(1)**

Upon Motion duly made by Member Sanzotta to enter into an executive session to discuss a personnel issue, seconded by member Faehnrich, the Motion passed by unanimous affirmative vote of present members.

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

The Board entered executive session at 6:18 p.m. with all board members, Audra Tipton, Andrea Dobbins, Anne Trakas, Mike Garcar, and Lesley Gillen present.

Executive Session ended and a return to regular session occurred at 6:25 p.m.

## **7. Reports and Updates**

### **a. Head of School Report (Ms. Tipton, ACCEL Schools)**

#### *i. Head of School Report*

Ms. Tipton provided the Head of School Report. The Diagnostic Assessments are at 95% completion and will finish this week. The Kindergarten Readiness Assessments have been completed.

The School had a Character Day which was very cute, Hat Day and Ohio State Day were also popular.

The School store is open, and the students are motivated to work for points that they can “spend” at the store.

Ms. Tipton has also added staff to the Class Dojo App to ease communication with parents. Monthly updates are going home with important dates and events.

Student enrollment is around 180 students. There have been five special education students enrolled for Early Kindergarten and Kindergarten. About 18 total students in the Special Education program.

Chairwoman Bartlett asks if there have been any reading issues with the current 3<sup>rd</sup> grade class. Ms. Tipton says that there is a significant number of IEPs but their goal is for all students to be proficient and will be working towards getting students proficient for the test. Every two weeks there is a review, as well as the new dyslexia law requires a review after 6 weeks.

### **b. Management Company Report (Ms. Tipton, ACCEL Schools)**

#### *i. Superintendent’s Residency Verification Update*

Residency verification report: no disputes at this time.

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

#### *i. Discussion, At-A-Glance Report, September 2023*

- ii. *Discussion, Sponsor Connection, September 2023*
- iii. *Discussion, Management Company Evaluation, 2022/2023*

At the end of October, the annual budget will be due as well as the Special Education Annual report. Calamity Day changes and will be listed as an Online Day Plan.

There was discussion about the annual Management Company Evaluation requested by the Sponsor. The Board completed the evaluation during a discussion at the meeting. The Board noted high satisfaction with the Management Company.

Member Galinas asked how to evaluate the stars that Glenwood has. Performance index needs to increase overall.

d. Treasurer Report (Massa Financial Solutions)

- i. *Discussion, August 2023 Financial Statement*
- ii. *Discussion, ESSER Funding Update, August 2023*
- iii. *Discussion, Budget, 2023/2024 Academic Year*

Lesley Gillen provided the Treasurer Report. She reported a net cash balance of about \$117,000; the School was paid out on an FTE report of about 174; the actual income was about under \$56,000. The ESSER I and II have been fully utilized and about 80% of III has been used, estimating this will reach about 90% at the end of the school year; the rest will be expended in 2024.

The budget and 5-year forecast were discussed. No changes to formatting.

For the fiscal year 2024 is looking for a total head count to enroll about 189. There will be new funding per the state budget bill. Carryovers will be taken into account in this year's budget, food expenses will increase on par with enrollment growth.

For the 5-year forecast looking at FTEs to increase over the next 5 years from 185 in 2024, to 189 in 2025, and 193 to hold in 2026-28.

Member Sanzotta asked if build out expansion should be reflected in the budget. Ms. Gillen responded that these figures will be revised bi-annually.

e. Legal Update (Callender Law Group)

- Discussion, September 2023 Legal Update*
- Discussion, resolutions on the agenda*

There was a discussion of the resolutions before the Board.

f. Acceptance of Reports

A discussion was had about acceptance of the reports. Upon Motion duly made by Member Faehnrich for the acceptance of reports, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

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

**8. Committee Reports, if submitted**

*a. Executive Committee*

*b. Audit & Finance Committee*

None

**9. Old Business**

None

**10. New Business**

*a. Discussion, Adoption/Approval of Minutes, August 21, 2023 Board meeting*

The Minutes of the August 21, 2023 Board meeting 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 Minutes of the August 21, 2023 Board meeting without amendment, seconded by Member Faehnrich, the Motion passed by unanimous affirmative vote.

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

*b. Resolution, Affirmation of Health and Safety Policies Annual Review, 2023/2024 Academic Year*

The Health and Safety Policies Annual Review 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 affirm the Health and Safety Policies Annual Review for the 2023/2024 Academic Year without amendment, seconded by Member Faehnrich, the Motion passed by unanimous affirmative vote.

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

*c. Resolution, Adoption/Approval of Standardized Test Preparation Time Limit, Waiver Application, 2023/2024 Academic Year*

The Standardized Test Preparation Time Limit, Waiver Application 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 Standardized Test Preparation Time Limit, Waiver Application for the 2023/2024 Academic Year without amendment, seconded by Member Faehnrich, the Motion passed by unanimous affirmative vote.

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

*d. 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 Faehnrich, the Motion passed by unanimous affirmative vote.

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

*e. Resolution, Adoption/Approval of Five-Year Forecast, Fall 2023*

The Five-Year Forecast for the Fall of 2023 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 for the Fall of 2023 without amendment, seconded by Member Faehnrich, the Motion passed by unanimous affirmative vote.

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

**11. Open Discussion/Public Comment**

A school staff member asked a question to the Board regarding a personnel matter. The issue was referred to the School’s legal counsel.

**12. Date/Time/Location of Next Meeting:**

Scheduled for Monday, November 13, 2023 at 6:00 p.m. Eastern at Parma Academy, 12925 Corporate Drive, Parma 44130.

**13. Adjournment**

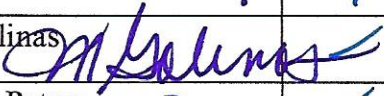



There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the September 11, 2023 Board meeting of Parma Academy without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:52 p.m.

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

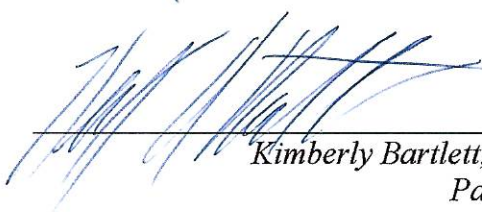
**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the September 11, 2023, Regular Board meeting of  
 Parma Academy, with/without amendment(s)

Made by FAEHNRICH, Seconded by SANZOTTA.

<b>Roll Call Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, not present, etc.)</b>
Diane Faehnrich	/ DF		
Mary Galinas 	/		
Jonathan Petrea 	/		
Mark Sanzotta 	/		
Kimberly Bartlett, Chairwoman 	/		

Executed and adopted by a vote of the Board on this 13th day of November,  
 2023.

  
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 Kimberly Bartlett, Chairwoman  
 Parma Academy