

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

**BOARD MEETING**  
**AMENDED MINUTES**

Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on March 14, 2022 via electronic communications.

**Board Members in Attendance:**

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

**Board Member not in Attendance:**

~~Mark Sanzotta, Secretary~~

**Guests in Attendance:**

Sarah OBryan, Assoc. Director, School Accountability, ACCEL Schools  
Wendy Copen, Principal, Parma Academy  
Dave Chenet, Fiscal Officer Representative, Massa Financial Solutions  
Kerry Jupina, Sponsor Representative, Charter School Specialists  
Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Mike Garcar, Associate, Callender Law Group  
Brian Hessey, guest  
Susan Stagner, guest  
Steven Kunberger, guest  
Stephen Narcisse, 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 Galinas to accept the agenda for the March 14, 2022 Board meeting without amendment, seconded by Member Sanzotta the Motion passed by unanimous affirmative vote.

<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	✓		

**4. Review/Adoption of Minutes from Previous Board meeting(s)**

The minutes from the January 10, 2022 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Galinas to adopt the minutes of the January 10, 2022 Regular Board meeting without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote.

<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	✓		

**5. Reports and Updates**

*a. Head of School Report*

Ms. Copen gave the School Report. Students have taken mock assessments, and are preparing for state tests. Promotion for next year’s enrollment include visits to surrounding day care centers. The School held ‘K for a Day’ events, with students enrolled for next year. Staff recently decorated the School for a Reading Across America event. Approximately 300 people were present. There was face painting, a pie-in-the face event, and book reading, among other activities. The literacy challenge goal was achieved. Interclass competitions are held, and students who win these competitions can play games on Fridays.

Parent/Teacher conferences were held on February 25<sup>th</sup>. Recently, a family’s home burned down. School families provided gift cards, clothes, and other items to donate to the family.

Enrollment is currently about 168 students. About 159 students are returning for next year, and enrollment for the fall continues.

Student of the Month discussion commenced. About 17 students were recognized and awarded Panda of the Month certificates for positive actions. The Board commended the students for their achievements.

*b. Management Company Report*

*i. Racial/Ethnic Balance Report*

The annual report was included in the meeting materials for Board review. The Board was asked to acknowledge the report.

*ii. – iii. Discussion, Superintendent’s Residency Verification Update*

Ms. OBryan provide an update. The Residency Verification Reports were provided for January and February of 2022. February saw a small decrease in funding, due to a glitch in reporting systems. The incorrect reporting for pre-K has been remedied. The School was funded at about 150 FTEs for February. Enrollment is currently about 168 students, and about 159 have enrolled for next year.

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 Petrea, the Motion passed by unanimous affirmative vote.

<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	✓		

**b. Sponsor Report (Charter School Specialists)**

Ms. Jupina gave the Sponsor Report. She noted that the on-site assistance review was held, and a report should be ready for the Board to review at the next Board meeting. Ms. Jupina gave a reminder to submit the Blended Learning Addendum to Angie Mann.

The Sponsor Connection included in the meeting materials was brought forward for discussion. There were reminders for transportation, with a link to a new guide to help districts address transportation issues. Another resource for how to address student attendance was noted in the discussion.

The fiscal review letters were included in the meeting materials, and the Board was encouraged to review them and the At-A-Glance reports.

**c. Treasurer Report (Massa Financial)**

*i. Discussion, January and February 2022 Financial Statements*

Mr. Chenet gave the Treasurer Report. The January and February 2022 financial statements were included in the meeting materials. As the February financial statement is cumulative, the report focused on the February statement. The School ended the month with a cash balance of about \$327,000 and accounts payable of about \$353,000. The School was paid on about 157 FTEs for the month of January.

*ii. Discussion, ESSER Funding Update*

There was discussion of ESSER funding. The ESSER I and ESSER II allocations have been fully spent, and a small amount of ESSER III funds have been spent. The Budget and Five-Year forecast will be on the May agenda for Board consideration.

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 Petrea, the Motion passed by unanimous affirmative vote.

<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	✓		

**d. Legal Update**

Mr. Garcar provided the Legal Update. The January/February Legal Update was included in the meeting materials. A review of the items in the Legal Update was given.

There was a discussion of the resolutions on the agenda. The updated safe return to in-person instruction is on the agenda, as the Board must have a plan in place as a condition for receiving ARP funds. Any time there is an amendment to the plan, the Board is required to approve it. The amendment to the plan would eliminate the mask mandate for students and staff.

The Revised Education Plan: SB 210 went into effect in December, and allows schools to offer blended learning for the 2021/2022 academic year. The student can receive instruction remotely as long as 51% of the student’s time is spent learning in the classroom. The resolution adopted the updated education plan in the School’s sponsor contract outlining how blended learning will be offered to students.

The School calendar for the 2022/2023 is on the agenda for Board approval.

The PBIS Model Policy expands upon the current policy, related to addition of professional development requirements, and includes detailed incident reporting when a student is restrained or secluded. The State revised its model policy regarding positive behavioral interventions and supports. It is recommended that the Board adopt the State's model policy.

Fiscal Officer Internal Controls Manual: From time to time, Massa Financial will update internal financial controls, and the resolution would adopt the most recent manual.

Policy on Career Advising: This is an update to the Board's current policy stating that the School will offer grade-appropriate examples of how material being learning by students matches with that of careers.

Third Grade Paper Test Administration: The Resolution would allow the School to administer the third grade tests in paper format rather than in online format during the 2022/2023 Academic Year.

Affirm Public Records Policy: The annual affirmation that the Board has a public record policy which meets the requirements of the Ohio Revised Code.

## **6. Public Hearing, Safe Return to In-Person Instruction, Continuity of Services Plan**

### *a. Public Comment, if offered*

Mr. Garcar asked for public comment; no public comment offered. The public hearing concluded.

## **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 Updated Safe Return to In-Person Instruction and Continuity of Services Plan*

The Updated Safe Return to In-Person Instruction and Continuity of Services Plan 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 Updated Safe Return to In-Person Instruction and Continuity of Services Plan without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*b. Resolution, Adoption/Approval of Revised Education Plan, 2021/2022 Academic Year*

The resolution for the Revised Education Plan 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 Galinas to adopt the Revised Education Plan for the 2021/2022 Academic Year without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*c. Resolution, Adoption/Approval of School Calendar, 2022/2023 Academic Year*

The School Calendar 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 School Calendar for the 2022/2023 Academic Year without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*d. Resolution, Adoption/Approval of PBIS Model Policy*

The PBIS Model 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 PBIS

Model Policy without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*e. Resolution, Adoption/Approval of Fiscal Officer Internal Financial Controls Manual (update)*

The Fiscal Officer Internal Financial Controls Manual (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 Fiscal Officer Internal Financial Controls Manual (update) without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*g. Resolution, Adoption/Approval of Third Grade Test Paper Administration Option, 2022/2023 Academic Year*

The resolution for the Third Grade Test Paper Administration Option 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 Third Grade Test Paper Administration Option for the 2022/2023 Academic Year without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

*h. Resolution, Adoption/Approval to Affirm Public Records Policy*

The resolution to Affirm the Public Records 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 resolution to Affirm the Public Records Policy without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<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	✓		

**10. Open Discussion/Public Comment**

None.

**11. Date/time and location for next meeting**

The next meeting of the governing board of Parma Academy is scheduled for **Monday, May 9, 2022 at 6:00 p.m.** via electronic communications,

**12. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the March 14, 2022 Board meeting of Parma Academy, seconded by Member Galinas, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:51 p.m.

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

**APPROVAL AND ADOPTION OF AMENDED MINUTES**

Motion to approve and adopt amended minutes of the March 14, 2022 Regular Board Meeting

of Parma Academy, with without amendments, made by FAEHNRIKH

seconded by PETREA

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

Adopted by a vote of the Board on this 26th day of August, 2024.

  
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Kimberly Bartlett, Chairwoman  
Parma Academy