

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

BOARD MEETING
MINUTES

Parma Academy (the "School") held a Board Meeting (the "meeting") on January 11, 2021 via electronic communications.

Board Members in Attendance:

Diane Faehnrich, Chairwoman
Kimberly Bartlett, Vice Chairwoman
Jonathan Petrea, Treasurer
Mark Sanzotta, Secretary
Mary Galinas, Member, joined 6:07 p.m.

Guests in Attendance:

Sarah O'Bryan, Associate Director of School Accountability, ACCEL Schools
Wendy Copen, School Principal
Dave Massa, Fiscal Officer, Massa Financial Solutions
Kerry Jupina, Sponsor Representative, Charter School Specialists
Anne Trakas, Sr. Board Services Manager, Callender Law Group
K. Hamilton, guest

1. Sign-in / A Call to order

The Meeting was called to order at 6:04 p.m. by Chairwoman Faehnrich. A quorum was present for the meeting.

2. Review/Acceptance of Agenda

Board members reviewed the meeting agenda. Upon Motion duly made by Ms. Bartlett to accept the agenda for the January 11, 2021 Board meeting without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

Roll Call Board Member	AYE	NAY	OTHER <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	✓		
Mary Galinas			<i>Not present for vote</i>
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich	✓		

3. Reports and Updates

a. Operator Report

Ms. Copen gave the Operator Report. Short cycle assessments continue, with a grade tested each day. The 3rd grade students have their own classroom now; the lunch room has been converted to a classroom. There are about nine 3rd-grade students in the class. Christmas activities included Pajama Day, and Polar Express; parents supported the parties by providing snacks for the classrooms. There was positive comment about the level of support provided by the parents. Sunday night calls continue. The Browns Day was well received.

The School staff planned a ZOOM reading and crafts with day care centers. Craft materials were sent to local pre-schools with kids getting ready for Kindergarten. A Dr. Seuss birthday event/craft planned. Immanuel Assembly of God continues to provide Blessings in a Backpack every week.

Enrollment is approximately 127 students; Special Education enrollments continue as parents state a preference for in-school learning. A new Intervention Specialist has joined the School staff; ESL services are currently provided to about five (5) students.

Member Galinas inquired about rent and whether the size of the building is sufficient. She noted that a Parma-area school, St. Bridget's Catholic School, was closing.

Discussion, CSP Grant Update

The most recent CSP Grant information was discussed, with some shifts among categories, including notation for items already purchased.

Discussion, Semi-Annual Harassment, Intimidation & Bullying Report

The report is due twice yearly. There are no incidents to report to the Board. The report to be posted on the School website.

Discussion, Nutrition Standards Report

The report included in the meeting materials notes the School follows nutritional requirements.

Discussion, Superintendent's Residency Verification Update

About 39 students are re-enrolled, and about 86 students newly enrolled. Enrollment is about 125 students for the month of December. There were two disputes or flags to report, one with Parma City Schools, and one with East Cleveland. The Staff is working to resolve the disputes.

There inquiries from the Board about how residency is determined. The district of residency is where funding originates. Ms. O'Bryan gave an overview of how disputes are resolved.

There was discussion about safety procedures. Ms. O'Bryan noted that the School is following all safety procedures. Students and staff have temperature checks prior to the school day. Ms. Copen noted that the students are kept in groups that do not mix throughout the day.

Ms. O'Bryan gave an update on the request for the number of kindergarten students with pre-school instruction at the last Board meeting. Approximately 38% of current kindergarten students have had some preschool instruction.

The adoption of the Operator Report was brought forward for consideration by the Board. Upon Motion duly made by Ms. Galinas to adopt the Operator Report without amendment, seconded by Ms. 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. Jupina gave the Sponsor Report. The Comprehensive Plan resolution is required for approval. The Virtual Assistance Review was held in November of 2020. The review was in-person the previous year. Ms. Jupina gave praise for School performance. Parental involvement, the in-person school environment, and instructional delivery methods received positive comment. The Board was encouraged to read the Sponsor Connection and At-A-Glance reports included in the meeting materials. There was discussion about ALICE training and there was positive comment about parent participation in events and the safety precautions in place. There was reminder of COVID protocols.

c. Treasurer Report (Massa Financial)

Mr. Dave Massa gave the Treasurer Report. The lease for the building is a six-year lease, and rent is about \$9,641 per month, with 18,000 square feet and about 1,000 square feet of finished space.

The School was funded at about 115 FTEs for the month of November. December was a better month, with a positive net income. The School has a loss year-to-date of about \$56,000.

The audit for the School was performed by Rea & Associates. The audit was completed and submitted; the audit is considered a 'clean' audit with no comments.

Conversation continued regarding the CSP Grant funds received, with positive comment. The expenditures included instructional supplies, Chrome Books, technology supplies for the teachers, and other categories. The summary was provided in the meeting materials.

The adoption/approval of the November and December 2020 Financial Statements was brought forward for consideration by the Board. Upon Motion duly made by Ms. Bartlett to adopt the

November and December 2020 Financial Statements without amendment, seconded by Mr. Sanzotta, 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	✓		

d. Legal Update (Callender Law Group)

Ms. Trakas provided a summary of the policies included on the agenda. The January/February 2021 Legal Update was included in the meeting materials for review. There was a discussion about the HB 404 and resolutions on the agenda. Board members were encouraged to review the materials and contact Callender Law Group with any questions.

4. Committee Reports

- a. *Executive Committee—none*
- b. *Audit & Finance Committee—none*

5. Old Business

No Old Business to discuss.

6. New Business

a. Resolution, Adoption/Approval of Minutes, November 9, 2020 Board Meeting

The minutes from the November 9, 2020 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the minutes of the November 9, 2020 Regular Board meeting without amendment, second by Ms. 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	✓		

b. Resolution, Adoption/Approval of Comprehensive Plan

The Resolution, Adoption/Approval of Comprehensive Plan was brought forward for consideration by the Board. A discussion was had during the Sponsor Report. Upon Motion duly made by Ms. Galinas to adopt the Comprehensive Plan without amendment, seconded by Mr. 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	✓		

c. Resolution, Adoption/Approval, Parliamentary Procedure

The Resolution, Parliamentary Procedure was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Ms. Galinas to adopt the Resolution, Parliamentary Procedure without amendment, seconded by Ms. 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	✓		

7. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, March 8, 2021 at 6:00 p.m.** at Parma Academy, via electronic communications;

Video Conference Option:

<https://us02web.zoom.us/j/3035220905>; Meeting ID: 303 522 0905

Telephone Option: 1-312-626-6799

8. Adjournment

There being no further business to come before the Board, upon Motion duly made by Mr. Petrea to adjourn the January 11, 2021 Board meeting of Parma Academy, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:46 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 January 11, 2021 Regular Board Meeting of

Parma Academy, with without amendments, made by MEMBER BARTLETT

seconded by MEMBER GALINAS.

Roll Call Board Member	AYE	NAY	OTHER <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 8th day of MARCH, 2021.



*Diane Faehnrich, Chairwoman
Parma Academy*